

SPECIAL BOARD MEETING AGENDA

September 14th, 2017 2:00 PM

PLEASE NOTE DIFFERENT MEETING LOCATION - Saddle Creek Property Sales Office

999 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 August 2017.
 - b. Approval of the minutes of the Regular Board Meeting of August 15th, 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 and action to establish general Board direction on the **short term** landscape project expectations and action, for work to be completed during fall 2017
 - b. Discussion and action to establish general Board direction on the **long term** landscape project expectations including:
 - Approving the process for identification of the project, its cost, benefit, timing, phasing, financial feasibility and public support
 - Establishing the roles, responsibilities and authority of the landscape ad-hoc planning committee
 - c. Adoption of a Resolution approving a Hiring and Merit Salary Increase Policy
 - d. Discussion and action regarding amendment to agreement with Kampa Community Solutions, LLC to increase the management services billing rate by 5%
 - e. Approval of updated 2017/18 management objectives to include directives from the annual management performance evaluation process
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 2017 Municipal Service Review being prepared by LAFCO.
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 typically three days preceding each meeting date. Materials will also be available at the meeting.

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



Saddle Creek Community Services District

Treasurer's Report

August 31, 2017

**Saddle Creek Comm Srvs District
Statement of Cash Flows**

For the 2 Months Ending August 31, 2017

	Umpqua Bank Checking	Calaveras Co Fund 2188	Umpqua Bank CD #7405	Umpqua Bank CD #46165	Umpqua Bank CD #46207	Umpqua Bank CD #46249	Umpqua Bank CD #46124	YTD Total
OPERATING ACTIVITIES								
Net Income	(66,292)	-	40	7	7	4	4	(66,230)
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable	(5,377)							(5,377)
2000 Accounts Payable	(10,734)							(10,734)
2040 CSDA Bank of the West MC	(20,278)							(20,278)
2070 John Deere Open Account	(184)							(184)
2100 Payroll Taxes Payable	266							266
2150 Accrued Payroll	2,639							2,639
Other Current Payables	(31)							(31)
Net cash provided by operating activities	(99,991)	-	40	7	7	4	4	(99,929)
Net cash increase for period	(99,991)	-	40	7	7	4	4	(99,929)
Cash at beginning of period (7/1/2017)	382,100	-	26,145	25,188	25,188	25,135	25,135	508,891
Cash at end of period	282,109	-	26,185	25,195	25,195	25,139	25,139	408,962

9-Sep-17
Prepared by: Dolores Baker

All investments have been made in accordance with applicable law and District policy. The District has adequate cash , readily available to pay normal operating expenses for the upcoming six months.

Certified by: *Peter J. Kampa*

SADDLE CREEK COMMUNITY SERVICES DISTRICT

FY 2017-18 MONTHLY BUDGET REPORT

August 2017

		Current Year - 2017			Prior Year - 2016		
		(Approved)	(Expenditures)	(Expenditures)	(Adjusted)	(Expenditures)	(Expenditures)
		FY 2017-18	Month of	Year to Date	FY 2016	Month of	Year to Date
			August		Jan-Dec	August	Jul-Aug
EXPENDITURES							
SERVICES AND SUPPLIES							
<u>ADMINISTRATION</u>							
OE01	Audit Expense	\$ 7,800			\$ 7,500		
OE02	Accounting & Bookkeeping	\$ 551	\$ 31	\$ 62	\$ 500	\$ 31	\$ 62
OE02-1	Parcel Tax Implementation	\$ 4,250			\$ 4,300		
OE03	On-line Back-up/Notary Fees/Bonds	\$ 397	\$ 256	\$ 256	\$ 361		
OE04	Legal Expenses	\$ 1,575			\$ 1,500		
OE05	Management Fees	\$ 68,775	\$ 5,408	\$ 10,816	\$ 62,700	\$ 5,225	\$ 10,450
OE06	Insurance (Property Loss/Liability)	\$ 8,925			\$ 8,000		
OE07	Miscellaneous/Contingency	\$ 9,000	\$ 387	\$ 387	\$ 2,000		
OE08	Professional Development (Travel/Training)	\$ 8,925	\$ 329	\$ 820	\$ 6,000		
OE09	Dues, Certifications & Subscriptions	\$ 4,725	\$ 15	\$ 15	\$ 4,000	\$ 392	\$ 779
OE10	Uniform Expenses	\$ 2,310			\$ 2,200	\$ 200	\$ 200
OE11	Electric Power/Water/Sewer	\$ 9,405	\$ 645	\$ 1,035	\$ 5,200	\$ 326	\$ 901
OE12	Telephone/Internet Service	\$ 6,405	\$ 441	\$ 878	\$ 5,200	\$ 425	\$ 859
OE14	Office Supplies/Postage	\$ 5,250	\$ 267	\$ 918	\$ 5,000	\$ 1,097	\$ 1,407
OE15	Office Equipment Repair/Replacement	\$ 5,250	\$ 3,986	\$ 4,288	\$ 3,000		\$ 1,534
	Office Equipment Lease	\$ 7,200					
OE31	Records Management Services				\$ 2,400		
OE26	County Fees/LAFCO	\$ 6,825			\$ 6,500		
OE30	Reimbursable Maint/Repair Expense	\$ 7,000	\$ 1,827	\$ 3,768	\$ 19,500	\$ 493	\$ 493
	Castle & Cooke Subsidized Expenses	\$ 120,000					
PE03-1	Payroll Taxes - Administration	\$ -	\$ 656	\$ 1,138	\$ -	\$ 246	\$ 566
PE06-1	Employee Wages - Administration	\$ -	\$ 7,037	\$ 12,468	\$ -	\$ 2,898	\$ 6,803
	Total Administration	\$ 284,568	\$ 21,286	\$ 36,849	\$ 145,861	\$ 11,333	\$ 24,054
<u>COMMON AREAS</u>							
OE16	Gate Maintenance & Opener Purchase	\$ 17,500	\$ 2,352	\$ 2,922	\$ 4,000	\$ 941	\$ 1,843
OE18	Landscape Supplies & Repairs	\$ 25,000	\$ 4,775	\$ 6,970	\$ 21,000	\$ -	
OE18-3	Landscape Equipment Gas & Oil	\$ 5,250	\$ 427	\$ 540	\$ 5,000	\$ 1,700	\$ 2,137
OE18-4	Landscape Equipment Repair/Replacement	\$ 17,500	\$ 4,340	\$ 6,963	\$ 16,500	\$ 750	\$ 1,228
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 1,201	\$ 2,257	\$ -	\$ 1,108	\$ 1,844
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 15,699	\$ 29,509	\$ -	\$ 14,485	\$ 24,109
	Total Common Areas	\$ 65,250	\$ 28,793	\$ 49,161	\$ 46,500	\$ 18,984	\$ 31,161
<u>FIRE PROTECTION</u>							
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 12	\$ 352
PE06-3	Employee Wages - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 151	\$ 4,598
	Total Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 162	\$ 4,949

SADDLE CREEK COMMUNITY SERVICES DISTRICT

FY 2017-18 MONTHLY BUDGET REPORT

August 2017

		Current Year - 2017			Prior Year - 2016		
		(Approved)	(Expenditures)	(Expenditures)	(Adjusted)	(Expenditures)	(Expenditures)
		FY 2017-18	Month of	Year to Date	FY 2016	Month of	Year to Date
			August		Jan-Dec	August	Jul-Aug
MOSQUITO ABATEMENT							
OE22-1	Mosquito Control Products	\$ 15,225	\$ 1,052	\$ 2,204	\$ 14,500	\$ 74	\$ 1,610
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,150	\$ 58	\$ 559	\$ 3,000	\$ 88	\$ 125
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,550	\$ 435	\$ 1,209	\$ 11,000	\$ 61	\$ 1,775
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,250	\$ 143	\$ 309	\$ 5,000	\$ 60	\$ 442
PE03-4	Payroll Taxes - Mosquito Abatement		\$ 6	\$ 82		\$ 80	\$ 137
PE06-4	Employee Wages - Mosquito Abatement		\$ 80	\$ 1,077		\$ 1,050	\$ 1,795
	Total Mosquito Abatement	\$ 35,175	\$ 1,774	\$ 5,440	\$ 33,500	\$ 1,412	\$ 5,884
STREETS							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 14,175	\$ -	\$ 189	\$ 13,500	\$ 10,359	\$ 10,359
	Contract Storm Water Maint Service	\$ 5,000	\$ -	\$ -			
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Streets	\$ 19,175	\$ -	\$ 189	\$ 13,500	\$ 10,359	\$ 10,359
WETLANDS							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -	\$ -	\$ 26	\$ 26
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -	\$ -	\$ 341	\$ 341
	Total Wetlands	\$ -	\$ -	\$ -	\$ -	\$ 367	\$ 367
	TOTAL SERVICES & SUPPLIES	\$ 404,168	\$ 51,853	\$ 91,639	\$ 239,361	\$ 42,618	\$ 76,775
PERSONNEL COSTS							
PE01	Worker Compensation Insurance	\$ 22,237	\$ -	\$ -	\$ 16,035	\$ 489	\$ 489
PE02	Health Insurance**	\$ 66,101	\$ 4,670	\$ 9,340	\$ 60,145	\$ 4,508	\$ 9,017
PE03	Payroll Taxes	\$ 28,517	\$ 1,863	\$ 3,478	\$ 22,311	\$ 1,454	\$ 2,926
PE04	Processing Fees	\$ 1,400	\$ 113	\$ 222	\$ 1,400	\$ 113	\$ 226
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages	\$ 326,653	\$ 22,816	\$ 43,054	\$ 255,712	\$ 18,722	\$ 37,646
			\$ 29,462	\$ 56,094		\$ 25,286	\$ 50,304
	Distributed to Service Areas		\$ (24,679)	\$ (46,532)		\$ (20,176)	\$ (40,572)
	TOTAL UNDISTRIBUTED PERSONNEL COSTS	\$ 450,908	\$ 4,783	\$ 9,562	\$ 361,603	\$ 5,110	\$ 9,732
EQUIPMENT OUTLAY							
CO01	(1) Cart & (1) Fogger	\$ 29,000	\$ -	\$ -			
CO04	John Deer Roto Tiller (2017)		\$ -	\$ -			
CO04	Cart - Mosquito Abatement (2016)				\$ 17,107		
CO04	Vrisimo Flail Mower (2015)				\$ 2,150		
CO04	John Deere Tractor w/loader & Bucket (2016)				\$ 72,400		
	TOTAL CAPITAL OUTLAY	\$ 29,000	\$ -	\$ -	\$ 91,657	\$ -	\$ -

SADDLE CREEK COMMUNITY SERVICES DISTRICT

FY 2017-18 MONTHLY BUDGET REPORT

August 2017

	Current Year - 2017			Prior Year - 2016		
	(Approved)	(Expenditures)	(Expenditures)	(Adjusted)	(Expenditures)	(Expenditures)
	FY 2017-18	Month of August	Year to Date	FY 2016 Jan-Dec	Month of August	Year to Date Jul-Aug
CAPITAL OUTLAY/STUDIES/ASSESEMENTS						
Landscape Design	\$ 20,000	\$ 67	\$ 134	\$ 12,000	\$ 1,601	\$ 1,601
OE18-1 Landscape Improvements	\$ 80,000	\$ -	\$ -			
Road Improvements (Incl. \$15K Contingency)	\$ 115,000	\$ -	\$ -	\$ 15,000		\$ -
Road Project Management	\$ 43,000	\$ -	\$ -			
TOTAL STUDIES & ASSESSMENTS	\$ 258,000	\$ 67	\$ 134	\$ 27,000	\$ 1,601	\$ 1,601
DEBT SERVICE						
John Deere Financing	\$ 16,100	\$ 1,336	\$ 2,672	\$ 14,440	\$ 1,336	\$ 2,671
TOTAL DEBT SERVICE	\$ 16,100	\$ 1,336	\$ 2,672	\$ 14,440	\$ 1,336	\$ 2,671
TOTAL EXPENSES	\$ 1,158,176	\$ 58,039	\$ 104,007	\$ 734,061	\$ 50,665	\$ 90,780
PAYMENTS AND ASSESSMENTS RECEIVED						
<u>Assessment Income</u>						
Payment No. 1: (40%) May 2018						
Payment No. 2: (5%) Aug 2017		\$ 29,983	\$ 29,983		\$ 29,186	\$ 29,186
Payment No. 3: (55%) Feb 2018						
Total Assessment Income	\$ 924,447	\$ 29,983	\$ 29,983	\$ 590,142	\$ 29,186	\$ 29,186
<u>Reimbursement Income</u>						
From: For:						
C&C Water Truck/Tractor Repairs		\$ 1,826	\$ 3,690		\$ 493	\$ 493
C&C Construction Gate Repairs/'16-Signs						
Various Other		\$ 77	\$ 77			
Total Reimbursement Income	\$ 7,000	\$ 1,903	\$ 3,767	\$ 19,500	\$ 493	\$ 493
<u>Other Income</u>						
From: For:						
C&C Weed Abatement		\$ 1,050	\$ 3,550			
Lot Ownr Weed Abatement					\$ 100	\$ 300
Lot Ownr Gate Openers/Cards		\$ 102	\$ 419		\$ 102	\$ 121
Various Miscellaneous						
CC/Ump Interest Received		\$ 39	\$ 58		\$ 195	\$ 214
CSDA Credit Card Rebate						
SDRMA 16-17 PL Pro-rated/Loss Prev Allow						
Total Other Income	\$ 6,400	\$ 1,191	\$ 4,027	\$ 1,634	\$ 398	\$ 635
TOTAL PAYMENTS & ASSESSMENTS	\$ 937,847	\$ 33,078	\$ 37,777	\$ 611,276	\$ 30,077	\$ 30,315
Excess of Expenditures of Income				\$ (122,785)	\$ (20,588)	\$ (60,465)
<u>Other Financing Sources and Uses</u>						
John Deere Financing				\$ 72,157		
Net Income	\$ (220,329)	\$ (24,961)	\$ (66,230)	\$ (50,628)	\$ (20,588)	\$ (60,465)

Saddle Creek Comm Srvs District
Balance Sheet
As of August 31, 2017

ASSETS

Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	282,109
1080 Umpqua Bank CD Accounts	126,851
Total Bank Accounts	\$ 408,960
Accounts Receivable	
1200 Accounts Receivable	5,377
Total Accounts Receivable	\$ 5,377
Total Current Assets	\$ 414,336
Fixed Assets	
1500 Capital Assets	13,127,405
1600 Accumulated Depreciation	(851,858)
Total Fixed Assets	\$ 12,275,547
TOTAL ASSETS	\$ 12,689,884

LIABILITIES AND EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	23,576
Total Accounts Payable	\$ 23,576
Credit Cards	
2040 CSDA Bank of the West MC	3,087
Total Credit Cards	\$ 3,087
Other Current Liabilities	
2100 Payroll Taxes Payable	494
2110 Wage Garnishments Payable	179
2150 Accrued Payroll	11,104
Board of Equalization Payable	32
No Tax Agency Payable	97
Total Other Current Liabilities	\$ 11,906
Total Current Liabilities	\$ 38,569
Long-Term Liabilities	
2500 Lease Payable - John Deere	63,334
Total Long-Term Liabilities	\$ 63,334
Total Liabilities	\$ 101,903
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Retained Earnings	455,415
Net Income	(66,230)
Total Equity	\$ 12,587,980
TOTAL LIABILITIES AND EQUITY	\$ 12,689,884

Saddle Creek Comm Srvs District

CHECK DETAIL

August 2017

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1000 Umpqua Bank Checking				
08/01/2017	2164	Kampa Community Solutions, LLC	Management Fees	(5,407.88)
08/02/2017	1870888	John Deere Financial	Tractor Lease Payment	(1,335.71)
08/03/2017	August fees	Intuit Full Service Payroll	Payroll Service Fees	(113.00)
08/04/2017	DD	NICOLE C Mc CUTCHEN	Pay Period: 07/16/2017-07/31/2017	(1,082.92)
08/04/2017	DD	DOLORES C BAKER	Pay Period: 07/16/2017-07/31/2017	(791.87)
08/04/2017	DD	CODY L PONDER	Pay Period: 07/16/2017-07/31/2017	(470.09)
08/04/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
08/04/2017	DD	BRADLEY D NICKELL	Pay Period: 07/16/2017-07/31/2017	(1,115.10)
08/04/2017	DD	HERNAN M HERNANDEZ	Pay Period: 07/16/2017-07/31/2017	(1,232.12)
08/04/2017	DD	Gregory Hebard	Pay Period: 07/16/2017-07/31/2017	(2,281.86)
08/04/2017	DD	Ralph M. McGeorge	Pay Period: 07/16/2017-07/31/2017	(1,550.41)
08/05/2017		California State Disbursement Unit	Garnishments Payable	(297.50)
08/09/2017		IRS	Tax Payment for Period: 08/02/2017-08/04/2017	(3,032.83)
08/09/2017		CA EDD	Tax Payment for Period: 08/02/2017-08/04/2017	(487.89)
08/15/2017	2166	SDRMA-Health Ins.	Monthly Health Insurance Premium	(4,670.00)
08/15/2017	2168	VALLEY ENTRY SYSTEMS, INC.	Gate Service Call	(145.00)
08/15/2017	2167	Turf Star, Inc.	Landscape Equipt Repair & Maint	(398.75)
08/15/2017	2169	The Union Democrat	Employment Ad - Board Clerk	(256.16)
08/15/2017	2173	Barry Dugan Electric, Inc.	Gate Camera Repair	(247.50)
08/15/2017	2165	Bank of the West	July Statement	(21,674.03)
08/18/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
08/18/2017	DD	DOLORES C BAKER	Pay Period: 08/01/2017-08/15/2017	(730.54)
08/18/2017	DD	HERNAN M HERNANDEZ	Pay Period: 08/01/2017-08/15/2017	(833.63)
08/18/2017	DD	CODY L PONDER	Pay Period: 08/01/2017-08/15/2017	(901.78)
08/18/2017	DD	BRADLEY D NICKELL	Pay Period: 08/01/2017-08/15/2017	(1,012.49)
08/18/2017	DD	Gregory Hebard	Pay Period: 08/01/2017-08/15/2017	(2,243.48)
08/18/2017	DD	Ralph M. McGeorge	Pay Period: 08/01/2017-08/15/2017	(1,523.53)
08/18/2017	DD	NICOLE C Mc CUTCHEN	Pay Period: 08/01/2017-08/15/2017	(1,431.95)
08/18/2017	2170	California State Disbursement Unit	Garnishments payable	(297.50)
08/23/2017		IRS	Tax Payment for Period: 08/16/2017-08/18/2017	(3,074.85)
08/23/2017		CA EDD	Tax Payment for Period: 08/16/2017-08/18/2017	(508.35)
08/25/2017	Aug Stmt	PG&E - 7193	Utilities	(359.61)
Total for 1000 Umpqua Bank Checking				\$ (59,608.33)

Saddle Creek Comm Svcs District

2040 CSDA Bank of the West MC, Period Ending 08/28/2017

RECONCILIATION REPORT

Reconciled on: 09/09/2017

Reconciled by: Dolores Baker

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

Summary

USD

Statement beginning balance.....	21,674.03
Charges and cash advances cleared (45).....	15,480.21
Payments and credits cleared (1).....	-21,674.03
Adjustment.....	68.97
Statement ending balance.....	<u>15,549.18</u>

Uncleared transactions as of 08/28/2017.....	1,153.19
Register balance as of 08/28/2017.....	16,702.37
Cleared transactions after 08/28/2017.....	0.00
Uncleared transactions after 08/28/2017.....	2,874.44
Register balance as of 09/09/2017.....	19,576.81

Details

Charges and cash advances cleared (45)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/25/2017	Expense	07252017	Lake Tulloch True Value Hardware	142.17
07/27/2017	Expense	7925F	Family Dollar	17.80
07/27/2017	Expense	203C75	Family Dollar	56.63
08/01/2017	Expense	24823	Morris Nursery	1,670.99
08/01/2017	Expense	August 2017	Cal Waste Recovery Systems	67.63
08/01/2017	Expense	689923	McDillard's Feed & Supply	58.00
08/01/2017	Expense	8211	Copperopolis Cruisers 25	64.67
08/01/2017	Expense	B348592	Lake Tulloch True Value Hardware	96.27
08/01/2017	Expense		Intuit - QBO Online	30.99
08/02/2017	Expense	382511	Belcorp Ag, LLC	432.80
08/02/2017	Expense	071220017	Verizon Wireless	121.22
08/04/2017	Expense	9892666	Lowe's	385.75
08/08/2017	Expense	549184	Payless IGA	58.20
08/08/2017	Expense	017350	Sonora Tires	20.00
08/08/2017	Expense	53330007	Northern Tool & Equipment	382.98
08/08/2017	Expense	9022538	Copper Station	72.60
08/09/2017	Expense	683585	Hunt & Sons, Inc.	361.89
08/09/2017	Expense	Office 360 Fee	Microsoft Office	12.50
08/09/2017	Expense	064641	Orchard Supply Hardware	256.10
08/09/2017	Expense	384289	Belcorp Ag, LLC	266.71
08/09/2017	Expense	90256126333	ZOOM Car Wash	34.99
08/09/2017	Expense	10644	Tick Key Products	980.50
08/11/2017	Expense	Delivery	CSDA Bank of the West	20.00
08/11/2017	Expense	ElectrOffiEquipt	Newweggbusiness.com	3,013.61
08/14/2017	Expense	187525	Matco Tools	623.17
08/14/2017	Expense	385442	Belcorp Ag, LLC	557.89
08/15/2017	Expense	July Stmt	Calaveras Telephone Co.	319.67
08/15/2017	Expense	01153374	Saddle Creek Country Club	29.65
08/15/2017	Expense	H228725	Hughson Farm Supply	99.23
08/15/2017	Expense	H228724	Hughson Farm Supply	656.92
08/16/2017	Expense	6119242--2	Ewing	938.80
08/16/2017	Expense	6118937-a-1	Ewing	727.33
08/18/2017	Expense	15	Flower Power of Marin	129.90
08/19/2017	Expense	07242017	CCWD	285.88
08/22/2017	Expense	904347	Modesto Welding Products	146.61
08/22/2017	Expense	saddlecreekcsd.org	Hostway Corporation	14.95
08/22/2017	Expense	087129	Staples	330.75
08/22/2017	Expense	3415	Cost U Less	143.59
08/22/2017	Expense	581174	Tractor Supply Co.	55.89
08/22/2017	Expense	690511	Hunt & Sons, Inc.	211.45
08/23/2017	Expense	H229744	Hughson Farm Supply	823.76
08/24/2017	Expense	112-4137948-7153056	Amazon.com	36.69
08/24/2017	Expense	11137	Cruz Tire Truck Repair & Parts	112.17
08/25/2017	Expense	7359291	MVCAC	387.00
08/25/2017	Expense	691925	Hunt & Sons, Inc.	223.91

Total 15,480.21

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/28/2017	Bill	July Stmt	Bank of the West	-21,674.03
Total				-21,674.03

Additional Information

Uncleared charges and cash advances as of 08/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2017	Expense	5774795-B-1	Ewing	165.33
08/25/2017	Expense	01153841	Saddle Creek Country Club	24.96
08/28/2017	Expense	Aug Stmt	Lake Tulloch True Value Hardware	962.90
Total				1,153.19

Uncleared charges and cash advances after 08/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/30/2017	Expense	009496	K.A.R. Service	107.91
08/30/2017	Expense	390209	Belkorp Ag, LLC	1,826.59
09/01/2017	Expense		Intuit - QBO Online	30.99
09/02/2017	Expense	Jul 12-Aug12, 2017	Verizon Wireless	121.22
09/06/2017	Expense	697653	Hunt & Sons, Inc.	787.73
Total				2,874.44

REGULAR BOARD MEETING MINUTES
August 15th, 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 - Dave Ehlers said the public is interested in more information regarding Measure A; he would like to format a flyer to distribute with the Boards direction and approval to make information available to the residents. Sharon Burns said she wanted more information/clarification on what the \$20K set aside in the budget is exactly to be used for in this project startup phase. Don Kurtz said he wanted the Board to clarify what the different SC Improvement bonds were that he is paying for on his tax bill.**
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.
Motion by Director Golden to approve the Consent Calendar. Second by Vice President Albertson, motion passed unanimously.
7. **DISCUSSION AND ACTION ITEMS**
 - a. Acceptance of the 2016 annual audit as prepared and presented by Larry Bain, CPA.
Annual audit prepared and presented by Larry Bain, CPA. He declared the financial statements are all supported; bottom line is the District had a loss of \$2,643. Motion by Director Russ to accept this report. Second by Secretary DeBaldo, motion passed unanimously.
 - b. **PUBLIC HEARING –**
Adoption of a Resolution approving the 2017/18 Fiscal Year Budget effective July 1, 2017 through June 30, 2018
President Hoffman requested an overview of the budget provided by General Manager Kampa. Follow the presentation, President Hoffman opened the Public Hearing and called for public comment on the budget. Public questions, comments and statements are summarized below:
 - will there be an employee step process? Will this be based on performance based process? The gap between Manager/Supervisor and Supervisor/Maint II, is it enough to keep good people around? The GM will review positions and salaries.**The Board made note they are going to a fiscal year budget going forward. Motion by Vice President Albertson to adopt a Resolution approving the 2017/18 Fiscal Year Budget effective July 1, 2017 through June 30, 2018. Second Director Golden, motion passed unanimously.**
 - c. Adoption of a resolution approving agreement with Human Resources Practitioners for human resources consulting services.
The Board reviewed a proposal for consulting services. Motion by Secretary DeBaldo to adopt a resolution approving agreement with Human Resources Practitioners for human resources consulting services. Second by Director

Regular Board Meeting Minutes

August 15, 2017

Page 2 of 2

Russ, motion passed unanimously.

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

Motion by Director Russ to approve GM to contract with landscape architect with the efforts of planning starting at entrance, but looking at feasibility of the entire community as well as an overall drought tolerant landscape conversion. Second by Vice President Albertson, motion passed unanimously. .

- e. Adoption of a resolution approving agreement with Willdan Engineering for road improvement and maintenance engineering services
- f. **Wildan Engineering awarded contract for road improvement services. Condor Earth will be their sub for the geo-tech road boring services. Motion by Director Golden to adopt a resolution approving agreement with Willdan Engineering for road improvement and maintenance engineering services**
Second by Secretary DeBaldo, motion passed unanimously.

8. STAFF AND DIRECTOR REPORTS:

- a. General Manager's report regarding the meeting with Castle & Cooke of August 3, 2017
The GM provided information he is looking into a new gas tax SB-1 benefit for the District. He is currently researching whether Saddle Creek would qualify for this benefit based on population.
- b. Presentation of the previously completed report on the installation of speed bumps in the community
Brief discussion, it was concluded they are not feasible due to Emergency Services not wanting them installed.
Greg H report- dead turf is in the process of replacing with fescue grass. Stinky storm drain has been flushed. Quail Trail, fixed 8/11/17. Mosquito abatement is on schedule.
Meeting adjournment for closed session 4:55PM

9. CLOSED SESSION – California Government Code 54957
Public employee performance evaluation – General Manager

10. RECONVENE OPEN SESSION – Announce Action Taken in Closed Session
The regular meeting reconvened at 6:00pm, and President Hoffman reported that no action was taken in closed session.

11. ADJOURNMENT The meeting adjourned at 6:02pm.

Saddle Creek Community Services District

Special Meeting of September 14, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- a. Discussion and action to establish general Board direction on the **short term** landscape project expectations and action, for work to be completed during fall 2017.

Recommended Motion

I move to approve the short term landscape restoration project as described in this staff report [and/or as amended at this meeting] with funding available as detailed in the 2017/18 fiscal year budget.

Background

Staff seeks direction from the Board on the level of improvements and associated financial investment desired to quickly improve the aesthetics of the dead turf areas, while evaluating options for the future of the community landscaping. We are not looking to the Board on where to install plants, rocks, turf, or trees. This issue is being returned to the Board for discussion in conjunction with discussion of the long term landscape project feasibility evaluation process, as well as definition of the role of the Landscape Ad Hoc Committee. The replacement of drought damaged turf has become a very expensive process, with another \$80,000 in funding allocated in the 2017/18 fiscal year budget.

Staff is uncomfortable with performing expensive irrigation renovations and reestablishment of turf only to “green up” the community when some of this work will be removed if a long term drought tolerant landscape restoration project proceeds. Trying to save money by installing topsoil and grass seed has returned less than optimal results and will require substantial effort to improve. Installation of sod will make for an immediately beautiful end result, but will require a very substantial investment to complete.

Staff recommends a two step project approach, both completed under the counsel of a landscape architect hired by the CSD and design completed with input from the Landscape Ad Hoc Committee. The Short Term Landscape Restoration Project gets us by while planning the feasibility of the Long Term Landscape Restoration Project, and will be completed this fall with 2017/18 fiscal year budget dollars.

The Short-Term Project is defined as the work to restore the drought damaged areas of the community landscaping to a condition of aesthetic acceptability, completed with minimal capital investment during fall 2017; while the longer term option of a larger scale drought tolerant landscape conversion can be identified, its feasibility determined, planned and implemented. The overall goal of the Short Term Project is to increase aesthetics while minimizing investments in work that may be removed.

In a collaborative effort with the landscape Ad Hoc Committee the Short Term Project is as follows:

1. **Aesthetics** - From the community entrance along and within the Saddle Creek Road right of way to Oak Creek Drive, in order of time and priority:
 - o Contract and seek advice and guidance from a landscape architect hired by the District for the completion of the short term project

- Contract for removal of dead turf as needed. No additional turf is to be reinstalled.
 - Purchase and install landscape bark in dirt areas where turf was removed; either by force account or contracted
 - Install and/or contract for minimal “fill in” hardscape in areas initially identified as suitable for permanent hardscape items as determined appropriate, within funding available and under advisement of the landscape architect
2. **Planning** - Contract with a landscape architect to work with staff and the Committee to identify the scope, cost, benefits and potential schedule of the Long Term Landscape Project. The level of design will be adequate to accurately estimate cost and determine water cost savings; and to allow the CSD to determine the level of public support for proceeding with the work.

The budget for the Short Term project is up to \$100,000, with the initial allocation of \$20,000 for planning increased since the construction work cost will decrease if turf is not reinstalled.

Saddle Creek Community Services District

Special Meeting of September 14, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- b. Discussion and action to establish general Board direction on the **long term** landscape project expectations including:
 - Approving the process for identification of the project, its cost, benefit, timing, phasing, financial feasibility and public support
 - Establishing the roles, responsibilities and authority of the landscape ad-hoc planning committee

Recommended Motion

I move to approve the process for identification of the Long Term Landscape Project, its cost, benefit, timing, phasing, financial feasibility and public support; and establishing the roles, responsibilities and authority of the Landscape Ad-hoc Planning Committee.

Background

Staff seeks direction from the Board on its goals relative to the Long Term Landscape Improvement Project, previously also referred to as the Drought Tolerant Landscape Project. As discussed in the prior agenda item, replacement of the drought damaged turf is costly and the need for its replacement will most certainly occur again during the next drought cycle. Measure A, approved by the Saddle Creek voters in May 2017 contained approximately \$52,000 per year in funding to plan, design and install a drought tolerant landscape in the areas of drought damaged turf; primarily along the road edges from the entrance gate to Oak Creek Dr. All medians were envisioned to be converted to new drought tolerant landscaping, replacing the turf prohibited by the state.

Hearing some confusion and opposition in the community, the Board also chose to defer the implementation of the Long Term Landscape Project until the Board could determine the actual project cost, level of benefit received, and overall public support for this large investment of public tax dollars. The purpose of this agenda item is to approve the structure and process to inform the Board's decision in this matter. A flow diagram is attached containing the recommended process.

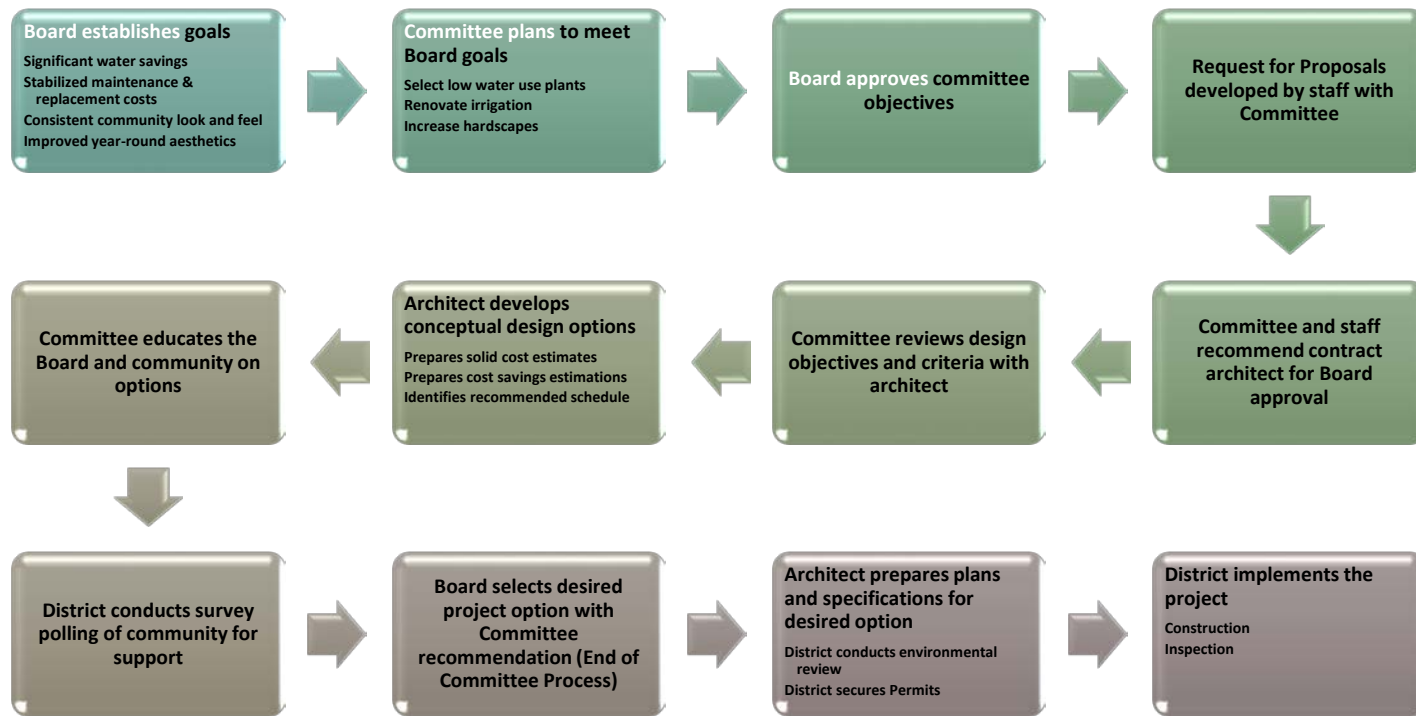
Board President Hoffman has also appointed an Ad-Hoc Committee to work with staff and assist the Board in this decision by evaluating options and making landscape design recommendations. At the August 15, 2017 Board meeting the Board also approved for the GM to hire a landscape architect to assist in the evaluation of design options and provide professional guidance in landscape component selection, irrigation design, water savings and cost estimating, and all related areas outside of the expertise of staff and the committee. The process proposed on the following page assists the Board in defining the roles and responsibilities of the AdHoc Committee as well.

Saddle Creek Community Services District

Long Term Landscape Renovation and Improvement Project

Development and Approval Process

The purpose of this report is to clarify the Board’s project expectations, staff and Ad Hoc Landscape Committee Roles relative to the planning, design and implementation of a long term landscape project. As detailed below, the Committee may seek the hourly assistance of an architect to develop the design criteria and objectives.



Saddle Creek Community Services District

Special Meeting of September 14, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- c. Adoption of a Resolution approving a Hiring and Merit Salary Increase Policy

Recommended Motion

I move to adopt a Resolution approving a Hiring and Merit Salary Increase Policy.

Background

In accordance with California Government Code Section 61051, the General Manager is responsible for management of all district personnel in accordance with the labor relations system adopted by the Board. As a non-union district, the labor relations system of the District is its personnel policy and other policies that govern the wages, hours and working conditions of the District.

We currently have no policy governing how the GM is to hire employees within the adopted salary scale. In a hiring situation where the GM is making an employment offer to a candidate, their hands are currently tied to offering only the lowest available salary in the job's range, unless separate, specific Board approval is sought. This timing delay in involving the board in personnel decisions can cause confusion on responsibilities between the board and management, and confusion with the employee on who monitors and evaluates their performance.

Included herein is a draft policy providing the GM authority to hire above the bottom salary in a range, and to offer merit salary increases within the range for highly performing employees.

POLICY TITLE: Salary Schedule and Merit Salary Increases

POLICY NUMBER: To be determined

ADOPTED:

AMENDED:

Each job classification has a specific salary range, which is determined based on the local employment market, position job description, duties, skill and level of responsibility. Salary ranges, the overall salary schedule and associated adjustments for the cost of living are considered by the Board annually as part of the budget process.

Typically, newly hired employees will start at the first step of the salary range for the classification in which they are hired. In development of the optimal workforce, the General Manager is delegated the authority to offer employment at up to the second step of the salary range without prior Board approval and with documented rationale regarding the qualifications of the individual being higher than that expected for an entry level salary, or approved salary range being lower than required for the job market.

Annual performance evaluations that include specific, measurable goals and objectives shall be completed for all employees. The performance evaluation and achievements of the employee shall serve as the basis for consideration of any merit salary advancement, which must be recommended by the reviewing supervisor and approved by the General Manager. The achievement of merit salary increases are normally considered annually, with one salary step awarded for excellent performance as recommended by the supervisor. Two steps may be awarded by the General Manager with superior job performance meeting and/or exceeding all expectations.

Performance evaluations will continue annually once an employee reaches the top, or last step of the salary scale, but there will be no additional merit salary increases available past the top of the salary range.

RESOLUTION NO. 2017-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING A
SALARY SCHEDULE AND MERIT SALARY INCREASE POLICY**

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

WHEREAS, the District Board of Directors has directed District management to propose the adoption of policies and to develop procedures that facilitate the development of the most efficient, safe, productive and knowledgeable staff, as well as to maximize the transparency and accountability of the District; and

WHEREAS, the General Manager is responsible for the management of all District personnel including their appointment, retention and discipline; and

WHEREAS, the District Board of Directors desired to adopt a policy statement to delegate to the General Manager the authority to hire employees above the bottom of the salary scale if circumstances warrant, and to award salary increases based on merit for highly performing employees, within the established salary schedule; and

WHEREAS, a Merit Salary Policy has been developed and attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve the attached Merit Salary Policy Dated September 14, 2017; which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on September 14, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution 2017-__ was duly passed and adopted at a Special Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on September 14, 2017.

DATED: _____.

Saddle Creek Community Services District

Special Meeting of September 14, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- e. Approval of updated 2017/18 management objectives to include directives from the annual management performance evaluation process

Recommended Motion

I move to approve the updated 2017/18 management objectives to include directives from the annual management performance evaluation process.

Background

Each year, the Board and General Manager jointly develop management (performance) objectives. These objectives serve as a vehicle to ensure that management is moving the District in a direction aligned with the Board's vision, and also serves as a basis for evaluation of the District and management performance. The Management Performance Report for 2016/17 is included to detail progress on existing and past objectives, and for public information.

The last slate of management objectives was adopted by the Board on January 17, 2017. Since that time, much has taken place with Measure A, conversion to a fiscal year budget, loss of the Board Clerk and much more. In completion of the annual performance evaluation for the general manager in 2016 and 2017, additional management objectives were brought forward by the Board. To ensure that the full board and public has an opportunity to understand and the Board approve the full list of management objectives, we have listed them all together in one location, attached.

Management will review the objectives for clarity and uniformity in understanding, seek additional or modified objectives, and/or reorganize the priority of objectives listed.

Saddle Creek Community Services District

Management Performance Report 2016-17

Peter J. Kampa, General Manager

July 22, 2017

1 REPORT OVERVIEW

1.1 OVERVIEW

Kampa Community Solutions, LLC (herein referred to as KCS) was retained by the Saddle Creek Community Services District in June 2014, with Peter Kampa, Certified Special District Administrator (SDA) assigned to serve as General Manager. I am pleased to present the District Board of Directors with this third Management Performance Report that provides a snapshot of the “State of the District”, measures accomplishment of approved management goals and objectives, and identifies areas where our team has dealt with important and new issues that were not previously anticipated. The last section of this report also contains recommendations for future management actions to continue the positive progress of the District.

The Saddle Creek CSD Measure A consumed nearly a full time management effort from fall 2016, through late April 2017. The conversion to a fiscal year budget cycle, planning and preparation of the 2017/18 Preliminary Budget and preparing for the first levy of Measure A special taxes and planning the implementation of the first phase of road improvements has consumed full time management efforts between May through current. Although actions related to Measure A were included in the approved 2017 management objectives, collectively we may have overestimated the ability to accomplish all other objectives concurrently with the absolute priority placed on the success of Measure A. In the future, it is recommended that more frequent review and update of management objectives be undertaken, perhaps in the form of a written monthly manager’s report.

This report is to be made public to inform our community on the performance of the District over the past year, to assist the Board of Directors in conducting its annual performance evaluation of the manager and to set priorities for the upcoming year.

1.2 TRANSPARENCY

Although the Board will meet with its manager in a closed session meeting to openly discuss the personal performance of Peter Kampa, this report and any actions related to District planning, policy, priorities and management workplans must be discussed in open session. In addition, any modifications to the contractual arrangement with Kampa Community Solutions, LLC must be discussed in open public meetings. The written performance evaluation process forms are confidential documents to be discussed only among the Board and manager in Closed Session, with original forms on file in the District’s confidential personnel records.

1.3 ESTABLISHING THE BOARD’S COLLECTIVE VISION

For an elected Board that changes over time, building and maintaining trust and confidence in management is a complex and ongoing task. Each newly elected or appointed Board member comes

into the position with some form of individual vision of how things will work, and what outcomes they expect. Since all Board actions and direction occur by majority vote in meetings, management has a challenge in assisting the Board in “vision consensus-building”; effectively leading a process where each director has individual input and where directive outcomes are supported by the Board majority.

An understanding of the role and responsibility of the Board and management is critical to the success of the relationship, and is supported by clear communication in the articulation of goals and objectives for the District. The first ever slate of management objectives was developed by the Board in October 2014, and was intended to provide the General Manager with clear direction on priorities that reflect the collective vision of the Board. The management objectives have been revised and updated each year, and management/District performance evaluated as well. The process, which includes this Performance Report, appears to maintain the board/manager communication at desired levels.

1.4 NOTEWORTHY ACCOMPLISHMENTS FOR THE YEAR

Summarized below and described in more detail in the following sections of this report are several key accomplishments for the past year:

1. Secured Castle & Cooke cooperation and funding of full day time attendant at gatehouse
2. Received solid, clean annual (financial) audits in 2015 and 2016; with no material weaknesses identified and consistently addressing and reducing the number of deficiency findings
3. Developed the first ever set of draft Board bylaws and reserve policies
4. Promoted and cooperated with Castle & Cooke in production of revised and clarified wetlands documentation for public information and to educate CCWD of wetlands water requirements
5. Achieved full compliance with state and CCWD drought requirements with only turf loss
6. Developed water cost sharing agreement with Saddle Creek II Maintenance Association
7. Commissioned, directed and completed an updated Pavement Condition Report
8. Secured voter approval of Measure A
9. Maintained expenses within budget to hold reserves on target while replacing critical equipment
10. Zero reportable work related injuries and no liability or legal claims filed against the District
11. Adopted a communication plan and implemented website and email notification upgrades

2 PERFORMANCE TO MANAGEMENT OBJECTIVES

In September 2016, the Board completed a performance evaluation of the General Manager, which included several separate goals identified for completion. On January 17, 2017 the Board adopted management objectives intended to reflect the priority work for the upcoming 18 months and beyond. The January Management Objectives did not contain all of the goals outlined in the Board’s 2016 performance evaluation, and there were some repeated objectives. Below is an overview/status update of accomplishment of both the objectives from the 2016 performance evaluation and the approved Management Objectives. Redundant objectives were omitted. Each bulleted item representing a summary statement of the adopted Management Objective and its current status is provided in italic text.

2.1 GOALS IDENTIFIED (BY BOARD) IN 9-2016 PERFORMANCE EVALUATION

- ▶ **Establish values and reserve accounts for all future funding needs** – Completed. *There is additional evaluation and documentation needed as described in the [Recommendations](#) section of this report below.*
- ▶ **Board Clerk request Board agenda items** - Partially accomplished. This item was discussed with the Clerk before her departure from the District and for a short time, advance requests were sent. However, the performance was short lived, and after her departure, the procedure was never completely implemented. I will establish this as a Board Clerk priority from the beginning in the future.
- ▶ **Deliver agenda packet by Friday before the Meeting** – Partially met. The preparation and posting of the agenda has occurred consistently on the Friday before the Board meeting. Unfortunately I was made aware that some agendas were not posted in a timely manner even though prepared and distributed to the Clerk on time. Due to the complexity of the agenda items over the past year, especially related to Measure A, a significant management effort was required for the preparation of the Board agenda materials/packets. In an effort to provide well thought out proposals and options for the Board for each agenda item, I have spent an unusual amount of time over the past year writing agenda supporting materials. I will better organize time and agenda items in the future to allow for more timely agenda packet distribution.
- ▶ **Establish CSD goals and objectives for 2016-2017** – Completed. This was completed through the efforts of Darlene DeBaldo; presented to the Board and approved on January 17, 2017.

2.2 GOALS IDENTIFIED BY GM IN 9-2016 PERFORMANCE EVALUATION

- ▶ **Improve communication within our community/organize town hall type meetings** – Completed 5 meetings.

2.3 ON-GOING GOALS (THESE ARE OVERALL JOB RESPONSIBILITIES - TO BE CONTINUED BY GM)

- ▶ **Participate and stay abreast of trends** – Peter Kampa has continued active membership and participation on the CSDA Board of Directors and its committees. He participates actively on specific CSDA Task Forces for Public Works and Special District Consolidation related to new legislation. Kampa remains as an instructor for the Special District Leadership Academy and provided management topic presentations at the General Manager Leadership Summit and annual CSDA Conference.
- ▶ **Manage District Budget** – In 2015 and 2016, expenses came in under budget and annual investments were made in replacement of critical equipment. The financial position of the District continues to improve within the funding amounts available prior to approval of Measure A.
- ▶ **Advise the Board of Directors on plans and policies** – The majority of management effort in late 2016 and so far in 2017 has been expended on the planning, design, implementation and policy decisions related to Measure A. A professional financial planning firm was contracted to ensure that Measure A was developed in accordance with procedural requirements for new taxes.
- ▶ **Meet regularly with Board President** – Incomplete. Since the beginning of the

year, I have met four times face to face with President Larry Hoffman, although we have discussed matters over the phone and by email as well.

- ▶ **Oversee and evaluate CSD staff – In progress.** This effort is ongoing with performance evaluations of management staff currently due. Additional attention to personnel matters are further discussed below, and are needed to ensure ongoing compliance with laws, an efficient and productive workforce, employee safety, performance management and updated personnel policies.
- ▶ **Improve website - Completed.** Much additional information has been added to the website, an email notification button added to receive notification of site updates as published, a Facebook page developed and linked to the website, and all materials updated on a regular basis.
- ▶ **Pursue available grant funds – Completed to the extent possible.** The District has stayed engaged in the water use efficiency and other grants available through participation in the Tuolumne-Stanislaus IRWMP; however the grant funding received through this program by the Tuolumne County Resource Conservation District was re-allocated from intended irrigation and landscape improvement reimbursements, to hiring staff, purchasing a mobile water conservation exhibit trailer and expanded rebates for water efficient toilets and showerheads. Unfortunately, the District will not enjoy the level of benefit from these grants as expected.
- ▶ **District Investments – Ongoing and completed.** Investment of funds continue to be in compliance with law and Board directives, and financial reports are provided to the Board on a monthly basis.
- ▶ **Work closely with allied agencies – Ongoing and completed.** The District has worked cooperatively with Castle & Cooke over the past year in resolution to the entrance gate staffing issue. The District and Castle & Cooke cooperated in the efforts to develop revised wetlands reports to resolve drought related water conflicts with CCWD. The largest public engagement effort for the year was working with residents in the development of Measure A and in proposing related Board actions on-the-fly following town hall meetings. Public input regarding the Measure A implementation schedule and the creation of an ongoing process for public involvement were developed as cooperative responses to extensive public input.

2.4 FIRST SIX MONTH GOALS

- ▶ **Bank Signature Cards – Incomplete.** Will be completed by August 1, 2017
- ▶ **Hire Board Clerk – Completed on Interim basis.** Interim Clerk hired with advertisement for regular position scheduled for the week of July 24, 2017.
- ▶ **Develop Presentation on parcel tax initiative – Completed.** Presentations and extensive informational materials were developed upon creation of Measure A, and revised/published several times as needed based on Board actions and public input through email, phone calls and five town hall meetings.

- ▶ **Ensure vote on parcel tax in May, 2017 – Completed.** All requirements for the creation, voter approval and effective implementation of Measure A have been met; and the election results certified by the Board.
- ▶ **Develop plan for drought tolerant landscaping – In progress/need direction.** This effort was put on hold by direction of the Board during the town hall meetings and related Board actions including the Measure A Implementation Plan, which required that public input be sought to determine the level of public support for a major landscape conversion prior to its implementation. Additional Board direction is necessary on this matter, as it was staff’s understanding that the Landscape Ad Hoc Committee was developed to determine whether there was public support for a drought tolerant landscape conversion project. In recent Board discussions, statements were made to the effect that this Committee was formed to “design” the landscape project itself. Management’s recommendation is to place this item on an upcoming agenda for further discussion and action prior to dedicating significant staff effort to a public process that may not be aligned with the vision of Board majority.
- ▶ **Implement “New CSD Board Member” orientation – Completed with full implementation pending.** In September 2015, the Board received a copy of the final Board Orientation program. The Program as presented recommends that new board members receive orientation in their first 30 days in office. Past Director Owen Bramlett was the last new Board member to receive the formal orientation. Directors Roger Golden and Darlene DeBaldo have yet to receive the orientation since their election last year.

2.5 TWELVE TO 18 MONTH GOALS

- ▶ **CSD office facility – Not completed/need direction.** No effort has been expended on this project, since Board discussion during the crafting and modifications of Measure A budgets were made with the assumptions that we were not building any new facilities, such as a district office. Additional Board input and direction is needed in this area as further described in the [Recommendations](#) section below.
- ▶ **Implement a Capital Improvement Plan – In progress.** The development of a Capital Improvement Plan (CIP) has been on management’s radar and approved objectives since 2014, however since the District has not previously had funding to implement a CIP, its priority has taken a back seat to projects such as Measure A. The District currently maintains a list of capital assets for depreciation calculation purposes that includes an item description, date purchased and useful life. This asset list was used to establish the Equipment Replacement Reserve amounts and required funds accumulation timing. The asset list includes equipment such as vehicles, carts, sprayers, tractors, mowing equipment and related items. Additional actions recommended for the equipment assets is described further [below](#).

The District also owns a variety of storage buildings, roads, storm drains, street lights and conduits, irrigation systems, entrance building, gates and other capital

assets that have a useful life, are depreciated and will need to be replaced when worn out in the future. The Infrastructure Replacement Reserve contained in Measure A provided funding for the ultimate replacement of these assets. Additional actions related to the development of a CIP for infrastructure is detailed [below](#).

- ▶ **Improve and automate records management system – Slowly progressing and partially completed** – Prior to the approval of Measure A, operations staff numbers had to be reduced and hiring an experienced Board Clerk with the time and capabilities to organize District records was out of our financial reach. Although we had budgeted a small amount for the hiring of such a professional on a one time basis to organize records, this method became less feasible as the records maintenance is an ongoing affair and the management time required to implement the process became less and less with other higher priorities coming into play, such as Measure A. Board resolutions, policies, minutes, agendas/packets, contracts and other important documentation are now being kept in organized electronic files; both on a computer hard drive and in the cloud as backup and file sharing program.
- ▶ **Involve Community in Goal and Priority Setting – Completed**. The community became very involved in the design and implementation of Measure A and in conjunction, an Advisory Committee was developed to provide input into and measure community interest in Measure A implementation priorities. This community involvement was a major factor in the success of Measure A.
- ▶ **Conduct asset inventory** – See CIP above.
- ▶ **Develop a list of entities and listing CSD priorities** – Not complete. This will immediately be assigned to the interim Board Clerk as part of the records project.

3 STATE OF THE DISTRICT

Management believes that overall, the District is in a better position than we were in 2014, 2015 and 2016, as a government service provider, from a financial, administrative and operational perspective. With the planning, evaluation, design, crafting and approval of approval of Measure A, we now have plans for long term improvement of infrastructure, replacement of equipment when necessary, and the improvement and maintenance of critical district records. Future Boards and managers will no longer have to guess on the level of appropriations to be received from Castle & Cooke in completing our services.

The District financial systems, budgeting and expenditure practices have resulted in the development of a positive fund balance (undesignated revenue available for services) that will provide for and expedite the implementation of Measure A improvements. The District continues to deliver solid services and is steadily planning for the future. The actions detailed below will ensure that we continue that progress into the future.

4 RECOMMENDED ACTIONS (MANAGEMENT OBJECTIVES)

The following are recommended by management to further define previously approved management objectives, or for consideration by the Board to be added as new management directives for the upcoming year.

4.1 RECEIVE BOARD INPUT AND DIRECTION ON:

- 4.1.1 Drought tolerant landscape conversion project. Place consideration of this item on a near future agenda.
- 4.1.2 The need for permanent office and meeting facilities. Place consideration of this item on a future agenda at the discretion of the Board
- 4.1.3 The desired process and schedule for the development of Management Objectives and their status reporting to the Board

4.2 ENGAGE PROFESSIONAL HUMAN RESOURCES CONSULTING ASSISTANCE

- 4.2.1 Personnel policy review and update
- 4.2.2 Performance improvement plan development and documentation
- 4.2.3 As needed counseling to managers and supervisor

4.3 PERFORM FINANCIAL ANALYSIS OF SERVICES AND IDENTIFY/MITIGATE NEGATIVE COST IMPACTS OR REVENUE

- 4.3.1 Potential (road) encroachment permit process and fee structure
- 4.3.2 Potential implementation of refuse collection services and franchise agreement
- 4.3.3 Review staffing levels and salaries; potential for contracting
- 4.3.4 Finalize Reserve Policies with amounts from infrastructure and equipment studies

4.4 ENGAGE AN ENGINEERING FIRM TO DEVELOP PROGRAMS TO REDUCE FUTURE COSTS

- 4.4.1 Develop road construction standards to be used for all new road construction
- 4.4.2 Develop a written road maintenance program
- 4.4.3 Develop an infrastructure replacement cost and schedule to validate the Infrastructure Reserve amounts and timing

4.5 FORMALIZE THE EQUIPMENT ASSET LIST INTO A WRITTEN UPGRADE AND REPLACEMENT PLAN TO BE USED TO VALIDATE THE EQUIPMENT RESERVE

- 4.5.1 Upgrade Board Clerk PC and laptop immediately, install appropriate software, and lease appropriate office copier.

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
MANAGEMENT GOALS AND OBJECTIVES 2017-2019
EFFECTIVE SEPTEMBER 2017**

1. On-going Objectives (These are overall job responsibilities - to be continued by GM)

- Participate in regional, state and national meetings and conferences to stay abreast of trends and technology related to District Operations
- Oversees the preparation of the annual budget for the District
- Seek advance input from Board members in development of the meeting agenda, and deliver meeting materials a minimum of three days in advance of regular board meetings
- Advises the Board of Directors on issues, programs and financial status, prepares and recommends long and short-range plans for District service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future District needs
- Meet regularly with Board President regarding district matters and to receive input regarding community issues
- Oversee and evaluate CSD staff; update job descriptions and define individual responsibilities
- Improve website to notify residents when new items are added or updated.
- Pursue available grant funds whenever appropriate, as a means of preserving its resources for other needed priorities.
- Invest available funds in accordance with District Investment Policy and state law so as to safeguard District funds, meet District liquidity needs and achieve the highest prudent return on investment and report to the Board quarterly.
- Work closely with allied agencies, i.e. Castle & Cooke, CCWD, etc. to achieve CSD goals and objectives. SEE #4.
- Continuously improve the quality and usability of information available on website, coordinating with HOA and others to clarify responsibilities when possible

2. September 2017 – March 2018 (6 month goals)

- Develop cost effective plan for drought tolerant landscaping.
- Implement “New CSD Board Member” orientation in a timely manner.
- Implement Pavement Improvement Program
- Establish Fiscal Reserves for critical equipment and infrastructure replacement as a result of Measure A passage, including upgrade of Board Clerk PC and laptop immediately and install appropriate software, and lease appropriate office copier.
- Begin to develop drought tolerant landscaping project
- Continue to improve communication with CSD Staff and Board President
- Develop a process to document and track responses to Board recommendations and public input and concerns in monthly General manager’s reports and ongoing Q&A documents
- Second Gate: Research with C&C and County as to what funds are available, where they reside, and how they can be accessed.
- Monitor SB1 Tax allocation in an effort to influence distribution to Special Services Districts.
- Complete personnel handbook update and development
- Improve and automate records management system

3. September 2017 to February 2019 (18 month Goals)

- ~~Begin Search and financing for CSD yard, office and meeting facility~~
- Implement a Capital Improvement Plan
- ~~Improve and Automate records management system~~
- Involve Community in a Goals and Priority Setting Session
- Conduct asset inventory with condition index
- Develop Road construction standards and encroachment permit process for Board approval
- Finalize reserve policies
-

4. Develop a list of entities with which the district has some contact or interaction and a defined CSD position on the relationship with each including:

- CCWD
- Army Corps of Engineers
- District Residents
- Castle & Cooke
- * Calaveras County Tax Collector
- District Supervisor
- J.S. West ?

Calaveras Local Agency Formation Commission

Regular Meeting Agenda

MONDAY – September 18, 2017 – 6:00 p.m.
at the

Calaveras County Board of Supervisors Chambers
County Administrative Center
San Andreas

6:00 PM Regular LAFCo Meeting Items:

1. Call to Order/Pledge of Allegiance/Roll Call

Commissioners

Anita Paque, Vice Chair, Public Member
Linda Hermann, City Member
Amanda Folendorf, City Member
Gary Tofanelli, County Member
Michael Oliveira, Chair, County Member
Tony Tyrrell, Special District Member
John Lavaroni, Special District Member

Roark Weber, Public Member Alt.
Dennis Mills, County Member Alt.
Joseph Oliveira, City Member Alt.
Jon Dashner, Special Dist. Member Alt.

Staff:

John Benoit, Executive Officer
Nancy Mees, LAFCO Clerk
Michael Colantuono, LAFCO Counsel

2. Approval of Agenda (Deletions/Additions)

3. Consider minutes of July 17, 2017

a. Approve July 17, 2017 Minutes

4. Consent Agenda:

a. Review and Authorize Claims for July and August 2017

5. **WORKSHOP - Saddle Creek CSD Service Review and Sphere of Influence**
 - a. *Receive Service Review and Sphere of Influence Report, review workshop draft and provide comments from Commissioners and the Public. The Workshop Draft Report will be placed on the LAFCo website: www.calaveraslafco.org, and this workshop will be continued to the next available meeting.*

OTHER ITEMS:

6. Executive Officer' s report

*Little Hoover Commission – Final Recommendations
Current and Anticipated Projects*

7. Commissioners Reports

This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCO, and legislative matters

8. Public Comment

This is the time set aside for citizens to address the Commission on any item of interest to the public that is within the subject matter jurisdiction of the Commission. For items that were on the agenda, public comment was heard when the item is discussed. If your comments concern an item that is noted as a public hearing, please address the Commission after the public hearing is opened for public testimony. The Chair reserves the right to limit each speaker to three (3) minutes. Please understand that by law, the Commission cannot make decisions on matters not on the agenda.

9. Adjourn to Regular meeting of November 20, 2017 6:00 PM in San Andreas

The Commission may take action upon any item listed on the agenda. Unless otherwise noted, items may be taken up at any time during the meeting.

Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1

Public Comment

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).

Public Hearings

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to a specified time. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

Agenda Materials

Materials related to an item on this agenda will be available on the Calaveras LAFCO website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting.

Accessibility

The location of this meeting is wheelchair-accessible.

Disclosure & Disqualification Requirements

Any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Calaveras LAFCO must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals; they may be reviewed at Government Code §§56700.1 and 81000 *et seq.* Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the Fair Political Practices Commission at (916) 322-5660. A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff at (209) 754-6511

LAFCO Webpage: www.calaveraslafco.org

Email LAFCO at: johnbenoit@surewest.net

Calaveras Local Agency Formation Commission

Regular Meeting Minutes – Monday, July 17, 2017

1. **Call to Order/Pledge of Allegiance/Roll Call** – Order was called by Chair M. Oliveira at 6:00 p.m., on Monday, July 17, 2017, in the Calaveras County Board of Supervisors Chambers, County Administrative Center, San Andreas, California.

Commissioners Present

Michael Oliveira, Chair, County Member
Anita Paque, Vice Chair, Public Member
Amanda Folendorf, City Member
Gary Tofanelli, County Member
Tony Tyrrell, Special District Member
Jon Dashnet, Special Dist Alt,
Joseph Oliveira, City Member Alt.

Commissioners Absent

Linda Hermann, City Member
Dennis Mills, County Member Alt.
Roark Weber, Public Member Alt.

Staff Present

John Benoit, Executive Officer
Nancy Mees, LAFCO Clerk

Others Present

2. **Approval of Agenda:**

Executive Officer Benoit said he wanted to add discussion of a letter of opposition written to Assembly Member Garcia regarding AB 1361. Chair M. Oliveira added that he had authorized the letter. Mr. Benoit stated the letter was important because this bill allows extension of water service through legislation, thereby circumventing the LAFCO process normally required. Commissioner Paque added that leaving LAFCO out of the process has created many problems: no CEQA evaluation has been done; it could be detrimental to customers already within the water district's boundaries; there has been no evaluation of possible disadvantaged communities; it could lead to future development that is outside of the county's General Plan; it could cause increased future development of the area involved; etc. Mr. Benoit said he urges Calaveras County and City of Angels to also send letters of opposition.

3. **Consider Minutes from the May 15, 2017, LAFCo meeting:**

MOTION by Commissioner Paque to approve the Minutes as presented, second by

Commissioner Folendorf. Commissioners Tofanelli, M. Oliveira, and J. Oliveira abstained. Motion passed 4 yes, 0 no, 0 absent, 3 abstentions.

4. Consent Agenda: Review and Authorize Claims for May and June 2017:

MOTION by Commissioner Folendorf to approve Claims for May and June 2017 as presented, second by Commissioner Tyrell. Motion passed 7 yes, 0 no, 0 absent, 0 abstention.

5. Public Hearing Regarding the Sphere of Influence Update for the Calaveras County Water District.

- a. *Receive Executive Officer's memo and report (report handed out at the April 17, 2017, meeting and posted on the LAFCo website: www.calaveraslafco.org.)*

Executive Officer Benoit reiterated that the Boundaries of this district are countywide, and that there are actually four Spheres of Influence: Planning (countywide), Domestic Water and Wastewater (do not include other water and wastewater districts within the county), and Agricultural Water (does not include incorporated areas).

Commissioner Tofanelli said he has heard talk of possible partnerships between some of the districts. Mr. Benoit responded that they are able to form partnerships, and such partnerships are not subject to LAFCo oversight.

Mr. Benoit also pointed out the letter from CCWD which was part of the meeting packet. In addition to requesting a few small amendments to the SOI, which Mr. Benoit included in his memo, the letter also reviewed the history of how the tax assessment payments to CCWD were developed.

- b. *Conduct Public Hearing and consider Resolution 2017-0005 adopting a Sphere of Influence update for the Calaveras County Water District.*

Chair M. Oliveira opened the Public Hearing. Dave Eggerton, General Manager of CCWD, thanked the Commission for the additional time they had given him to provide the information on how the property tax assessments are used. He added that the sharing of information and discussions with the City of Angels has improved, and hopes it will continue.

Dave Hanham, City Planner for City of Angels, stated that he would like to tighten up what he sees as a duplication of effort between CCWD and some of the districts within the City. He added that there needs to be more clarity to ensure that the City is receiving the benefits for which it is paying through their property tax money that goes to CCWD. He also wondered if there might be water rights the City has of which it is unaware. Mr. Eggerton replied that when he used the term "county" when referring to rights, he wasn't meaning to exclude the City, and that he also wants to keep communications between the two open and continuing.

Russ Thompson, a director on the CCWD board, said he was worried about the downstream ramifications of the City not believing CCWD represented them well. What would happen if

other water and wastewater districts made the same claim? Would CCWD lose all its tax money?

Chair M. Oliveira closed the Public Hearing. Commissioner Folendorf then commented that she, too, would like some clarity as to the benefits being received by the City in exchange for the tax money being paid, and wants to make sure all the districts are working together to protect everyone's water rights. She agreed keeping communication open is important.

Commissioner Paque commented that some of the issues being discussed even go beyond the City districts to also include well users. All groups seem to have a concern that their tax money is going to fund CCWD operating costs. She told Mr. Eggerton, that, being a new manager, he has the opportunity to clear up many of these issues. Mr. Eggerton responded that there is a question of transparency, and he does want to follow up on the various water rights questions. He added that all groups involved also needed to keep advocacy of water rights mutual as there are out-of-county entities who are also interested in obtaining Calaveras's water.

MOTION by Commissioner Tofanelli to approve Resolution 2017-0005 as presented, second by Commissioner Dashner. Motion passed 7 yes, 0 no, 0 absent, 0 abstention.

6. Discussion regarding various requirements districts are obligated to follow as a requirement of being a special district.

a. Discuss requirements special districts are obligated to follow.

A publication written by CSDA that discusses the laws and acts that govern special districts has been placed on the LAFCo website

b. Consider courtesy letter to special districts.

Executive Officer Benoit explained that as it would be difficult and time consuming to write letters to each district regarding which rules applied to them, placing the above document on the website for them to refer to was the better way to go. Commissioner Folendorf asked if the document could be linked to the county and city websites also. Mr. Benoit replied that he will work with the county and city to do that.

7. Authorize Commissioners and Staff to attend the Calafco Annual Conference in San Diego between October 25th and 27th.

Executive Officer Benoit commented that the conference flyer was in the packet, and he encouraged the Commission to send several members so that Calaveras would be represented and so those Commissioners could learn more about LAFCo. He stated that \$6,000 was budgeted for conferences, and that this conference would cost approximately \$1,200 per person. He advised carpooling to save money. Commissioners Tyrrell, Folendorf Paque, and Tofanelli indicated they would like to attend. Commissioner Dashner stated he would also like to attend and had his own lodging in San Diego, which would save costs.

MOTION by Commissioner Dashnet to authorize Commissioners Tofanelli, Paque, Tyrrell, Dashner, and Folendorf to attend the annual Calafco Conference in San Diego, second by Commissioner Tyrrell. Motion passed 7 yes, 0 no, 0 absent, 0 abstention.

8. Nominations for a Public or City Member to run for the Calafco Executive Board.

MOTION by Commissioner Tyrrell to nominate Commissioner Paque to run for the Calafco Executive Board, second by Commissioner Tofanelli.

MOTION by Commissioner Tyrrell to close the nominations, second by Commissioner J. Oliveira. Both motions jointly passed 7 yes, 0 no, 0 absent, 0 abstention.

In response to a question, Commissioner Paque explained that every two years, a city/public member, then alternating with a special district/county member, could be nominated.

9. Calafco Achievement Award Nominations.

- a. Review Calafco Materials and consider nominations for a Calafco Achievement Award and propose a nomination if desired.*

Executive Officer Benoit said there are various award categories, and Commissioner Paque, who is on the Calafco Awards Committee, explained how the committee determines who wins the awards. Mr. Benoit added that the deadline for nominations is August 31.

10. Designate members to vote on behalf of Calaveras LAFCo at the Calafco Annual Conference in San Diego.

Executive Officer Benoit stated that the Commission needs to delegate one regular member and one alternate member to vote.

MOTION by Commissioner Tyrrell to nominate Commissioner Tofanelli as the regular voting member, second by Commissioner Paque.

MOTION by Commissioner Paque to nominate Commissioner Tyrrell as the alternate voting member, second by Commissioner Tofanelli.

MOTION by Commissioner Dashner to close the nominations, second by Commissioner Folendorf.

Chair M. Oliveira asked for comment from the public. Being none, he declared the two candidates appointed.

11. Executive Officer's Report.

- a. Miscellaneous.*

Executive Officer Benoit said there are several small annexations being considered for various districts, and in each case, he advises the district to consider the economic feasibility of annexing something that will also require them to amend their SOI, an exception to this being the case where the district is annexing facilities it already owns. He also said that he recommends in single parcel annexations, that the district initiate the annexation proceedings rather than the individual owner so the district can control the process.

b. Little Hoover Commission – Potential Recommendations.

Executive Officer Benoit reported that the Little Hoover Commission, in its position paper (in the packet), appears to be supporting LAFCo more than it was originally thought they would. He added that next year the Commission will be looking at healthcare districts, as well as looking at consolidation of districts and dissolving inactive districts. In Mr. Benoit's opinion, LAFCos have generally not been successful at top-down consolidation of districts unless the districts involved already wanted to consolidate.

c. Proof of Insurance for fiscal year 17-18.

The Proof of Insurance letter from SDRMA is in the packet.

12. Commissioner Reports.

Chair M. Oliveira recognized Dr. Randy Smart from the audience who is the new Executive Director of the hospital.

Commissioner Paque reported that the Calafco board is continuing to keep an eye on pending bills as their wording changes, and giving input as needed.

Executive Officer Benoit reported that he is receiving calls from the state regarding inactive districts, but his concern is that it first needs to be determined if the district is actually inactive, and if so, whether or not a successor district is available to take over the services if necessary.

Commissioner Folendorf introduced Commissioner J. Oliveira as the new city alternate.

Commissioner M. Oliveira reported that the fire that was currently burning in the county was 25 percent contained and had reached an area of 59 acres.

13. Public Comment.

There was no public comment.

14. Adjournment.

Meeting was adjourned at 7:14 p.m. The next regular meeting will be August 21, 2017, at

6:00 p.m., in San Andreas.

Minutes submitted by Nancy Mees.

DATED:

APPROVED:

Michael Oliveira, Chair, or Anita Paque, Vice
Chair, Calaveras Local Agency Formation

CALAVERAS LAFCO

LAFCO CLAIM AUTHORIZATION FORM

for

July and August 2017

Authorize payment of the following claims:

<u>Date of Claim</u>	<u>Description</u>	<u>Amount</u>
FY 2017-2018 Expenses:		
August 1, 2017	Staff SVCS for July 2017	\$ 4,927.31
May 15, 2017	Comm Payroll July 17, 2017	\$ 400.00
Sept 4, 2017	Staff Svcs August 2017	\$ 3,180.61
Sept 4, 2017	Saddle Creek MSR	\$ 3,660.27
August 1, 2017	Registrations for Calafco Conf. in San Diego	\$ 2,450.00
	TOTAL August and Sept. 2017	\$ 14,512.27

DATED: September 18, 2017

APPROVED: September 18, 2017

Michael Oliveira, Chair or Anita Paque, Vice-Chair
Calaveras Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

Item	Account Number	Insurance	Communications	Memberships	GenOfficeExp	Postage	copies	Fire&EMSSOI	W & WWSOI	Ex. OFF. Svcs	City Fin Charge
Total Budgeted	62001	62050	62051	62052	62053	62054	62055	62057	62058	62059	62060
Calafco dues 17-18	\$	1,623.60	\$	\$	\$	\$	\$	\$	\$	\$	\$
SDRMA Insurance 17-18	\$	(1,713.00)									
Comm Payroll 7.17.2017	\$	(400.00)									
Clafco Conf. registrations	\$		(41.62)		(43.35)	(15.68)	(136.90)		(2,000.00)	(2,575.00)	
Staff SVCS July 2017	\$		(60.27)						(3,075.00)	(3,600.00)	
Staff SVCS August 2017	\$										

TOTAL EXPENDED	\$	(400.00)	(101.89)	(899.00)	(43.35)	(15.68)	(136.90)		(5,075.00)	(6,175.00)	
TOTAL REMAINING	\$	6,200.00	(99.40)		306.65	484.32	1,363.10	25,000.00	14,925.00	36,325.00	3,600.00

