



SADDLE CREEK COMMUNITY SERVICES DISTRICT

1000 Saddle Creek Drive
Copperopolis, CA 95228
(209) 785-0100 – saddlecreekcsd.org

DIRECTORS

Darlene DeBaldo, President
Roger Golden, Vice President
Ken Albertson
Larry Hoffman
Don Kurtz

BOARD OF DIRECTORS REGULAR MEETING AGENDA

August 20, 2019

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CHANGES TO ORDER OF AGENDA

5. PUBLIC COMMENT (Each speaker is limited to two (2) minutes) Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda

6. CONSENT CALENDAR

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

- a) Review of monthly financial report, approval of bills and claims for the month of July 2019.
- b) Approval of the minutes from the Regular Board Meeting held July16, 2019.

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) Adoption of a Resolution Approving Agreement with Willdan Engineering for Design, Bidding and Construction Management Services for the Saddle Creek Road Improvement Project, Phase II.
- b) Approval to proceed with a loan application for the Saddle Creek Road Improvement Project, Phase II.
- c) Consideration of solutions regarding gap in fence allowing nonresidents access to Saddle Creek. (Director Golden)
- d) Discussion and consideration of release of resident satisfaction survey to community (Kurtz)
- e) Clarification of the Responsibility of the CSD regarding responsibility for streets (DeBaldo)
- f) Discussion and consideration for a name change from SCCSD to Copper Valley CSD. (DeBaldo)
- g) Declare the 2005 Yamaha OHV License #76UK65 as surplus and authorize to scrap

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 agenda.

- a) General Managers Report
- b) Site Managers Report

9. CLOSED SESSION

Conference with Real Property Negotiator - California Government Code Section 54956.8

The Board will receive public comment on this agenda item, then convene into closed session to confer with its appointed negotiator, General Manager Peter J. Kampa to discuss price, terms and conditions of a potential real property transaction related to equipment ownership and use for joint benefit, sharing of utility costs, and the appropriate distribution of other operating costs between the District and CV Saddle Creek, LLC, CV Saddle Creek Holdings, LLC and Saddle Creek Golf Club, LLC

10. ADJOURNMENT

Agenda Materials: May be viewed on the bulletin boards outside the Saddle Creek Pro Shop, on the Sports Club Bulletin Board, in the viewing box outside the CSD main office 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

July 31, 2019

Saddle Creek Comm Srvs District
Treasurer's Report
July 2019

Statement of Cash Flows

For the 1 Months Ending July 31, 2019

	Umpqua Bank Checking	2018 Road Improvement Project	Calaveras Co Fund 2188	LAIF	YTD Total
Net Income	(70,531)	-	-	653	(69,878)
OPERATING ACTIVITIES					
Adjustments to reconcile Net Income to Net Cash provided by Operations:					
1200 Accounts Receivable	(101)				(101)
2000 Accounts Payable	(772)				(772)
2050 Umpqua CSDA Visa	6,833				6,833
2100 Payroll Taxes Payable	(251)				(251)
2110 Garnishments Payable	-				-
2150 Accrued Payroll	(464)				(464)
2200 Sales Tax Payable	-				-
Net cash provided by operating activities	(65,286)	-	-	653	(64,633)
FINANCING ACTIVITIES					
2500 Lease Payable - John Deere	-				-
Net cash increase for period	(65,286)	-	-	653	(64,633)
Cash at beginning of period (7/1/2019)	635,836	-	26	102,149	738,011
Cash at end of period	570,550	-	26	102,802	673,378

**Saddle Creek Comm Srvs District
Treasurer's Report
July 2019**

Cash Flow Projection

FY 2019-20								
Jul-2019	Aug-2019	Sep-2019	Oct-2019	Nov-2019	Dec-2019	Jan-2020	Feb-2020	Mar-2020

REGULAR CHECKING

Beginning Checking Account Balance	\$	635,011	\$	570,550	\$	553,101	\$	489,750	\$	426,399	\$	363,047	\$	299,696	\$	236,345	\$	172,993			
Deposits	\$	-	\$	51,560																	
Assessments																					
Other Income	\$	1,411																			
Disbursements																					
Paychecks	\$	21,215	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	
Payroll Taxes	\$	8,047	(9)	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200
Checks Written																					
Other Operating & Admin Costs	\$	18,530	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	
Bonuses - IRA payments																					
Property Liability Insurance	\$	-																			
Worker's Comp Insurance	\$	-																			
New Lease payments	\$	1,051	(2)	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051
Capital Outlay	\$	-																			
Projects Costs																					
Univar	\$	-		4247																	
Willdan	\$	6,081		410																	
NBS	\$	1,087																			
SDFA (Road Construction Loan)	\$	-																			
Human Resource Pracitioners	\$	-		1000																	
Credit Card Payments	\$	7,484		\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$	2,377		\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100
Total Disbursements	\$	65,873		\$	69,008	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351
Ending Checking Account Balance	\$	570,550		\$	553,101	\$	489,750	\$	426,399	\$	363,047	\$	299,696	\$	236,345	\$	172,993	\$	109,642		
check	\$		(0)																		
Check	\$		-																		

(2) New \$55K lease for Compact tractor per Budget

NOTE: This cash flow projection uses estimates of outlays using information available at the time of preparation

Saddle Creek Comm Srvs District

BALANCE SHEET

As of July 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	570,550
1020 Cash - Fund 2188	26
1040 Local Agency Investment Fund (LAIF)	102,802
Total Bank Accounts	\$673,378
Accounts Receivable	
1200 Accounts Receivable	2,725
Total Accounts Receivable	\$2,725
Other Current Assets	
1300 A/R CLEARING	564
Total Other Current Assets	\$564
Total Current Assets	\$676,666
Fixed Assets	
1500 Capital Assets	
1501 Equipment	397,708
1503 Roads	2,360,462
1504 Easements	10,344,000
1505 Buildings	79,000
Total 1500 Capital Assets	13,181,170
1550 Construction in Progress	39,718
1600 Accumulated Depreciation	
1601 Equipment	-265,516
1603 Roads	-782,098
1605 Buildings	-22,120
Total 1600 Accumulated Depreciation	-1,069,734
Total Fixed Assets	\$12,151,155
TOTAL ASSETS	\$12,827,821
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	14,159
Total Accounts Payable	\$14,159
Credit Cards	
2050 Umpqua CSDA Visa	14,561
Total Credit Cards	\$14,561
Other Current Liabilities	
2100 Payroll Taxes Payable	887
2150 Accrued Payroll	12,563
2200 Sales Tax Payable	-1

	TOTAL
Total Other Current Liabilities	\$13,449
Total Current Liabilities	\$42,168
Long-Term Liabilities	
2500 Lease Payable - John Deere	97,387
2600 Series 2018 Installment Sale	700,000
Total Long-Term Liabilities	\$797,387
Total Liabilities	\$839,555
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	-140,651
Net Income	-69,878
Total Equity	\$11,988,266
TOTAL LIABILITIES AND EQUITY	\$12,827,821

SADDLE CREEK COMMUNITY SERVICES DISTRICT
 FY 2019-20 MONTHLY BUDGET REPORT ANALYSIS

July 2019

		ACTUALS			BUDGET		
		Last Year July	This Year July	Variance Incl (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
<u>ADMINISTRATION</u>							
OE01	Audit Expense	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	100%
OE02	Finance Expenses	\$ 62	\$ 31	\$ (31)	\$ 500	\$ 469	94%
OE02-1	Parcel Tax Implementation	\$ 1,089	\$ -	\$ (1,089)	\$ 5,500	\$ 5,500	100%
OE03	Advertising	\$ -	\$ -	\$ -	\$ 500	\$ 500	100%
OE04	Legal Expenses	\$ 975	\$ -	\$ (975)	\$ 1,900	\$ 1,900	100%
OE05	Management Fees	\$ 11,357	\$ 5,962	\$ (5,394)	\$ 77,000	\$ 71,038	92%
OE06	Insurance (Property Loss/Liability)	\$ -	\$ -	\$ -	\$ 10,700	\$ 10,700	100%
OE07	Miscellaneous/Contingency	\$ 160	\$ -	\$ (160)	\$ 4,000	\$ 4,000	100%
OE08	Professional Development (Travel/Training)	\$ 1,848	\$ 324	\$ (1,524)	\$ 12,300	\$ 11,976	97%
OE09	Dues, Certifications & Subscriptions	\$ -	\$ -	\$ -	\$ 5,400	\$ 5,400	100%
OE10	Uniform Expenses	\$ -	\$ -	\$ -	\$ 3,800	\$ 3,800	100%
OE11	Electric Power/Water/Sewer	\$ 409	\$ 404	\$ (4)	\$ 13,100	\$ 12,696	97%
OE12	Telephone/Internet Service	\$ 1,392	\$ 445	\$ (947)	\$ 7,100	\$ 6,655	94%
OE14	Office Supplies/Postage	\$ 1,893	\$ 178	\$ (1,715)	\$ 5,800	\$ 5,623	97%
OE15	Office Equipment Repair/Replacement	\$ -	\$ -	\$ -	\$ 7,900	\$ 7,900	100%
OE21	Office Equipment Lease	\$ 519	\$ 433	\$ (86)	\$ 2,700	\$ 2,267	84%
OE26	County Fees/LAFCO	\$ -	\$ -	\$ -	\$ 7,100	\$ 7,100	100%
OE29	Accounting Services	\$ -	\$ 1,800	\$ -	\$ 21,600	\$ 19,800	92%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ 900	\$ 900	100%
OE41	HR Consultant	\$ 800	\$ 500	\$ (300)	\$ 6,000	\$ 5,500	92%
PE03-1	Payroll Taxes - Administration	\$ 3,585	\$ 460	\$ (3,125)	\$ -	\$ -	
PE06-1	Employee Wages - Administration	\$ 14,534	\$ 6,018	\$ (8,516)	\$ -	\$ -	
	Total Administration	\$ 38,623	\$ 16,555	\$ (22,067)	\$ 201,800	\$ 191,723	95%
<u>COMMON AREAS</u>				\$ -		\$ -	
OE16	Gate Maintenance & Opener Purchase	\$ 2,181	\$ 3,157	\$ 975	\$ 23,000	\$ 19,843	86%
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 9,201	\$ -	\$ (9,201)	\$ 24,800	\$ 24,800	100%
OE17-2	Storm Drains	\$ 998	\$ -	\$ (998)	\$ -	\$ -	
PE03-5	Payroll Taxes - Streets	\$ 740	\$ -	\$ (740)	\$ -	\$ -	
PE06 -5	Employee Wages - Streets	\$ 9,426	\$ -	\$ (9,426)	\$ -	\$ -	
OE18-1	Landscape Supplies & Repairs	\$ 4,703	\$ 7,635	\$ 2,932	\$ 37,400	\$ 29,765	80%
OE18-3	Landscape Equipment Gas & Oil	\$ 275	\$ 897	\$ 622	\$ 12,500	\$ 11,603	93%
OE18-4	Landscape Equipment Repair/Replacement	\$ 5,095	\$ 1,587	\$ (3,508)	\$ 28,400	\$ 26,813	94%
PE03-2	Payroll Taxes - Common Areas	\$ 1,104	\$ 1,475	\$ 371	\$ -	\$ -	
PE06 -2	Employee Wages - Common Areas	\$ 12,918	\$ 19,283	\$ 6,365	\$ -	\$ -	
	Total Common Areas	\$ 46,641	\$ 34,035	\$ (12,606)	\$ 126,100	\$ 112,823	89%

SADDLE CREEK COMMUNITY SERVICES DISTRICT
 FY 2019-20 MONTHLY BUDGET REPORT ANALYSIS
 July 2019

		ACTUALS			BUDGET		
		Last Year July	This Year July	Variance Incl (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
MOSQUITO ABATEMENT				\$ -			
OE22-1	Mosquito Control Products	\$ 4,266	\$ 4,261	\$ (5)	\$ 19,000	\$ 14,739	78%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 153	\$ 183	\$ 30	\$ 4,000	\$ 3,817	95%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 2,281	\$ 741	\$ (1,540)	\$ 18,600	\$ 17,859	96%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 244	\$ 126	\$ (118)	\$ 8,000	\$ 7,874	98%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 59	\$ 127	\$ 68			
PE06-4	Employee Wages - Mosquito Abatement	\$ 734	\$ 1,654	\$ 920			
	Total Mosquito Abatement	\$ 7,736	\$ 7,091	\$ (645)	\$ 49,600	\$ 44,289	89%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (43,099)	\$ (29,017)	\$ 14,082			
	TOTAL SERVICES & SUPPLIES	\$ 49,900	\$ 28,664	\$ (21,236)	\$ 377,500	\$ 348,836	92%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ -	\$ -	\$ -	\$ 17,600	\$ 17,600	100%
PE02	Health Insurance	\$ 2,925	\$ 10,037	\$ 7,111	\$ 75,900	\$ 65,863	87%
PE03	Payroll Taxes	\$ 5,488	\$ 2,062	\$ (3,426)	\$ 27,600	\$ 25,538	93%
PE04	Processing Fees	\$ 141	\$ 141	\$ -	\$ 1,800	\$ 1,659	92%
PE05	Directors Stipend	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
PE06	Employee Wages	\$ 37,611	\$ 26,955	\$ (10,656)	\$ 344,800	\$ 317,845	92%
	TOTAL PERSONNEL COSTS	\$ 46,166	\$ 39,195	\$ (6,971)	\$ 473,700	\$ 434,505	92%
EQUIPMENT OUTLAY				\$ -			
	(1) Cart & (1) Fogger	\$ -		\$ -			
CO04	Trailer/Spray Rig/Tractor		\$ -		\$ -	\$ -	#DIV/0!
CO09	Carport		\$ -		\$ -	\$ -	#DIV/0!
CO10	Depreciation	\$ -					
CO04	Radar Unit			\$ -		\$ -	#DIV/0!
	TOTAL EQUIPMENT OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CAPITAL OUTLAY/STUDIES/ASSESEMENTS				\$ -			
OE53-2	Landscape Design	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE53-1	Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	
OE51-4	Road Improvement (1)		\$ -	\$ -	\$ 198,531	\$ 198,531	100%
OE51-1	Road Project Design/Mgmt (Willdan)	\$ 17,612	\$ 410	\$ (17,202)	\$ 35,035	\$ 34,625	99%
TBD	Office Building Paint				\$ 10,437		
TBD	Office Building Siding and Trim				\$ 12,000		
	TOTAL STUDIES & ASSESSMENTS	\$ 17,612	\$ 410	\$ (17,202)	\$ 256,003	\$ 233,156	91%
DEBT SERVICE				\$ -			
OE20	John Deere Financing	\$ 1,336	\$ 2,387	\$ 1,051	\$ 16,029	\$ 13,642	85%

SADDLE CREEK COMMUNITY SERVICES DISTRICT
 FY 2019-20 MONTHLY BUDGET REPORT ANALYSIS
 July 2019

	ACTUALS			BUDGET		
	Last Year July	This Year July	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
OE21 John Deere Financing				\$ 12,616		
OE20-01 Interest Expense	\$ -					
Series 2018 Installment Sale		\$ -		\$ 83,745		
TOTAL DEBT SERVICE	\$ 1,336	\$ 2,387	\$ 1,051	\$ 112,389	\$ 13,642	12%
TOTAL EXPENSES	\$ 115,014	\$ 70,656	\$ (44,358)	\$ 1,219,592	\$ 1,030,138	84%

PAYMENTS AND ASSESSMENTS RECEIVED

<u>Assessment Income</u>						
Pymt No. 3: (5%) Aug 2019 (FY19)	\$ -		\$ -	\$ 62,222	\$ 62,222	
Pymt No. 1: (55%) Feb 2020 (FY20)	\$ -	\$ -	\$ -	\$ 684,443	\$ 684,443	
Pymt No. 2: (40%) May 2020 (FY20)	\$ -	\$ -	\$ -	\$ 497,777	\$ 497,777	
Total Assessment Income	\$ -	\$ -	\$ -	\$ 1,244,442	\$ 1,244,442	
<u>Reimbursement Income</u>						
Total Reimbursement Income			\$ -	\$ 1,000	\$ 1,000	
<u>Other Income</u>						
IN03 Weed Abatement	\$ 13,500	\$ 25				
IN05 Investment Interest	\$ 375	\$ 653		\$ 2,900		
IN30 Exp Reimbursement Income	\$ -	\$ -				
IN41 Gate Opener Income	\$ -	\$ 100		\$ 700		
IN59 Rebates	\$ -			\$ 1,300		
Total Other Income	\$ 13,875	\$ 778	\$ (13,097)	\$ 15,800	\$ 15,022	
TOTAL PAYMENTS & ASSESSMENTS	\$ 13,875	\$ 778	\$ (13,097)	\$ 1,266,142	\$ 1,260,464	
Net Income	\$ (101,138)	\$ (69,878)	\$ 31,260	\$ 46,550	\$ 116,428	
<u>Other Financing Sources & Uses</u>						
Budget Balance		\$ -		\$ -		
		\$ (69,878)		\$ -		

Saddle Creek Comm Srvs District

CHECK DETAIL

July 2019

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1000 Umpqua Bank Checking				
07/01/2019	2500	Willdan	Invoice #'s 00328710 & 00329605	(6,080.50)
07/01/2019	2499	Kampa Community Solutions, LLC	June management fees	(5,962.18)
07/01/2019	dm	John Deere Financial	Tractor Payment	(1,335.71)
07/01/2019	dm	John Deere Financial	Tractor Payment	(1,051.30)
07/01/2019	dm	USBank Equipment Finance	Copier Lease Payment	(144.79)
07/03/2019	dm	Intuit Full Service Payroll	Payroll Processing Fee	(141.00)
07/05/2019	DD	Ralph M. McGeorge	Pay Period: 06/16/2019-06/30/2019	(1,952.90)
07/05/2019	DD	Gregory Hebard	Pay Period: 06/16/2019-06/30/2019	(2,437.40)
07/05/2019	DD	MICHAEL S STROMBERG	Pay Period: 06/16/2019-06/30/2019	(1,123.74)
07/05/2019	DD	Gregory Hebard	Direct Deposit 2	(50.00)
07/05/2019	DD	BRADLEY S KURTZER	Pay Period: 06/16/2019-06/30/2019	(519.75)
07/05/2019	DD	KYLE W CEARLEY	Pay Period: 06/16/2019-06/30/2019	(1,099.18)
07/05/2019	DD	DAMON H WAITE	Pay Period: 06/16/2019-06/30/2019	(1,011.63)
07/05/2019	DD	JEROD S MCELROY	Pay Period: 06/16/2019-06/30/2019	(1,011.63)
07/05/2019	DD	NICOLE D MC CUTCHEN	Pay Period: 06/16/2019-06/30/2019	(859.16)
07/08/2019		SDU Child Support	Garnishment	(103.00)
07/10/2019		IRS	Tax Payment for Period: 07/03/2019-07/05/2019	(3,283.67)
07/10/2019		CA EDD	Tax Payment for Period: 07/03/2019-07/05/2019	(570.57)
07/16/2019	2503	Warmerdam CPA Group	Invoice #16323	(1,800.00)
07/16/2019	2505	SDRMA-Health Ins.	Invoice #29584	(10,036.80)
07/16/2019	2502	NBS	Invoice #619000038	(1,087.49)
07/16/2019	2501	Mo-Cal Office Solutions, Inc	Invoice #AR312009	(143.18)
07/16/2019	2504	VALLEY ENTRY SYSTEMS, INC.	Invoice #32423	(325.00)
07/19/2019	DD	Gregory Hebard	Pay Period: 07/01/2019-07/15/2019	(2,437.49)
07/19/2019	DD	Ralph M. McGeorge	Pay Period: 07/01/2019-07/15/2019	(1,952.96)
07/19/2019	DD	Gregory Hebard	Direct Deposit 2	(50.00)
07/19/2019		CA EDD	Tax Payment for Period: 04/01/2019-06/30/2019	(215.20)
07/19/2019	DD	BRADLEY S KURTZER	Pay Period: 07/01/2019-07/15/2019	(389.80)
07/19/2019	DD	NICOLE D MC CUTCHEN	Pay Period: 07/01/2019-07/15/2019	(889.85)
07/19/2019	DD	JEROD S MCELROY	Pay Period: 07/01/2019-07/15/2019	(1,104.38)
07/19/2019	DD	DAMON H WAITE	Pay Period: 07/01/2019-07/15/2019	(1,104.39)
07/19/2019	DD	KYLE W CEARLEY	Pay Period: 07/01/2019-07/15/2019	(1,111.84)
07/19/2019	DD	MICHAEL S STROMBERG	Pay Period: 07/01/2019-07/15/2019	(1,229.24)
07/22/2019	dm	SDU Child Support	garnishment payment	(103.00)
07/24/2019		IRS	Tax Payment for Period: 07/17/2019-07/19/2019	(3,383.10)
07/24/2019		CA EDD	Tax Payment for Period: 07/17/2019-07/19/2019	(594.07)
07/26/2019	DD	JEROD S MCELROY	Pay Period: 07/16/2019-07/31/2019	(880.14)
07/26/2019	dm	Umpqua Bank Commerical CC	Umpqua CSDA Visa payment	(7,484.37)
07/30/2019	dm	PG&E - 7193	8271717193-6 6/10/2019 STMT	(404.26)
07/31/2019	dm	USBank Equipment Finance	Copier Lease Payment	(144.79)
07/31/2019		IRS	Tax Payment for Period: 07/24/2019-07/26/2019	(241.88)
07/31/2019		CA EDD	Tax Payment for Period: 07/24/2019-07/26/2019	(21.40)

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 1000 Umpqua Bank Checking				\$ (65,872.74)

Saddle Creek Comm Srvs District
1000 Umpqua Bank Checking, Period Ending 07/31/2019

RECONCILIATION REPORT

Reconciled on: 08/14/2019

Reconciled by: Ever Ventura

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

Summary

USD

Statement beginning balance.....	634,066.28
Checks and payments cleared (47).....	-70,631.83
Deposits and other credits cleared (2).....	1,410.92
Statement ending balance.....	<u>564,845.37</u>

Uncleared transactions as of 07/31/2019.....	-257.97
Register balance as of 07/31/2019.....	570,549.58
Cleared transactions after 07/31/2019.....	-5,962.18
Uncleared transactions after 07/31/2019.....	-9,643.37
Register balance as of 08/14/2019.....	<u>554,944.03</u>

Details

Checks and payments cleared (47)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/28/2019	Bill Payment	2476	Saddle Creek 2	-194.12
05/28/2019	Bill Payment	2479	DMV Renewal	-52.00
06/18/2019	Bill Payment	2487	Signco	-860.97
06/18/2019	Bill Payment	2492	DMV Renewal	-52.00
06/18/2019	Bill Payment	2488	Warmerdam CPA Group	-3,600.00
07/01/2019	Check	dm	USBank Equipment Finance	-144.79
07/01/2019	Bill Payment	2500	Willdan	-6,080.50
07/01/2019	Check	dm	John Deere Financial	-1,335.71
07/01/2019	Check	dm	John Deere Financial	-1,051.30
07/03/2019	Check	dm	Intuit Full Service Payroll	-141.00
07/05/2019	Check	DD	KYLE W CEARLEY	-1,099.18
07/05/2019	Check	DD	DAMON H WAITE	-1,011.63
07/05/2019	Check	DD	MICHAEL S STROMBERG	-1,123.74
07/05/2019	Check	DD	Ralph M. McGeorge	-1,952.90
07/05/2019	Check	DD	JEROD S MCELROY	-1,011.63
07/05/2019	Check	DD	NICOLE D MC CUTCHEN	-859.16
07/05/2019	Check	DD	BRADLEY S KURTZER	-519.75
07/05/2019	Check	DD	Gregory Hebard	-2,437.40
07/05/2019	Check	DD	Gregory Hebard	-50.00
07/08/2019	Expense		SDU Child Support	-103.00
07/10/2019	Check		CA EDD	-570.57
07/10/2019	Check		IRS	-3,283.67
07/16/2019	Bill Payment	2501	Mo-Cal Office Solutions, Inc	-143.18
07/16/2019	Bill Payment	2505	SDRMA-Health Ins.	-10,036.80
07/16/2019	Bill Payment	2504	VALLEY ENTRY SYSTEMS, I...	-325.00
07/16/2019	Bill Payment	2503	Warmerdam CPA Group	-1,800.00
07/16/2019	Bill Payment	2502	NBS	-1,087.49
07/19/2019	Check		CA EDD	-215.20
07/19/2019	Check	DD	DAMON H WAITE	-1,104.39
07/19/2019	Check	DD	MICHAEL S STROMBERG	-1,229.24
07/19/2019	Check	DD	Ralph M. McGeorge	-1,952.96
07/19/2019	Check	DD	JEROD S MCELROY	-1,104.38
07/19/2019	Check	DD	NICOLE D MC CUTCHEN	-889.85
07/19/2019	Check	DD	BRADLEY S KURTZER	-389.80
07/19/2019	Check	DD	Gregory Hebard	-50.00
07/19/2019	Check	DD	Gregory Hebard	-2,437.49
07/19/2019	Check	DD	KYLE W CEARLEY	-1,111.84
07/22/2019	Check	dm	SDU Child Support	-103.00
07/24/2019	Check		IRS	-3,383.10

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/24/2019	Check		CA EDD	-594.07
07/26/2019	Check	DD	JEROD S MCELROY	-880.14
07/26/2019	Check	dm	Umpqua Bank Commerical CC	-7,484.37
07/30/2019	Check	dm	PG&E - 7193	-404.26
07/31/2019	Check		IRS	-241.88
07/31/2019	Check	dm	USBank Equipment Finance	-144.79
07/31/2019	Check		CA EDD	-21.40
08/01/2019	Bill Payment	2506	Kampa Community Solutions, ...	-5,962.18
Total				-70,631.83

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2019	Deposit			1,210.92
07/09/2019	Deposit			200.00
Total				1,410.92

Additional Information

Uncleared checks and payments as of 07/31/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2018	Check	2374	BRADLEY D NICKELL	-257.97
Total				-257.97

Uncleared checks and payments after 07/31/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/05/2019	Check	DD	KYLE W CEARLEY	-1,299.78
08/05/2019	Check	DD	Gregory Hebard	-50.00
08/05/2019	Check	DD	Gregory Hebard	-2,437.40
08/05/2019	Check	DD	BRADLEY S KURTZER	-649.68
08/05/2019	Check	DD	NICOLE D MC CUTCHEN	-723.75
08/05/2019	Check	DD	Ralph M. McGeorge	-1,952.89
08/05/2019	Check	DD	MICHAEL S STROMBERG	-1,332.74
08/05/2019	Check	DD	DAMON H WAITE	-1,197.13
Total				-9,643.37

Saddle Creek Comm Srvs District

CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

July 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1300 A/R CLEARING					
07/07/2019	Expense		Amazon		22.99
07/10/2019	Expense		Amazon		104.59
07/11/2019	Expense		Amazon		26.74
07/14/2019	Expense		Amazon		11.95
07/15/2019	Expense		Amazon		44.30
07/16/2019	Expense		Amazon		23.90
07/17/2019	Expense		Amazon		11.20
07/18/2019	Expense		Amazon		41.77
07/18/2019	Expense		Amazon		20.37
07/19/2019	Expense		Amazon		39.63
07/19/2019	Expense		Amazon		9.65
07/23/2019	Expense		Amazon		30.48
07/24/2019	Expense		Amazon		18.04
07/25/2019	Expense		Amazon		49.22
07/29/2019	Expense		Amazon		86.16
07/30/2019	Expense		Amazon		22.52
Total for 1300 A/R CLEARING					\$563.51
2050 Umpqua CSDA Visa					
07/01/2019	Expense		Payless IGA		165.01
07/01/2019	Expense		Ewing		1,862.50
07/01/2019	Expense		Intuit - QBO Online		30.99
07/01/2019	Expense		Payless IGA		13.92
07/01/2019	Expense		Hunt & Sons, Inc.		692.63
07/01/2019	Expense		Verizon Wireless	Verizon telephone	106.26
07/02/2019	Expense		O'Reilly Auto Parts		269.07
07/03/2019	Expense		Napa Auto Parts		477.19
07/03/2019	Expense		Cal Waste Recovery Systems		72.58
07/04/2019	Expense		Gold Dust Pizza Copperopolis		85.80
07/04/2019	Expense		Shell		10.00
07/07/2019	Expense		Amazon		22.99
07/09/2019	Expense		Napa Auto Parts		201.52
07/10/2019	Expense		Microsoft Office	Microsoft 360 Subscription	12.50
07/10/2019	Expense		Ewing		1,080.90
07/10/2019	Expense		Hughson Farm Supply		581.67
07/10/2019	Expense		Hughson Farm Supply		38.21
07/10/2019	Expense		Amazon		104.59
07/11/2019	Expense		Amazon		26.74
07/11/2019	Expense		Drifters Marina & Grill		57.99
07/14/2019	Expense		Aramark Uniform Service		182.84
07/14/2019	Expense		Amazon		11.95
07/15/2019	Expense		Ewing		4,676.28
07/15/2019	Expense		Amazon		44.30

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
07/15/2019	Expense		Calaveras Telephone Co.	Calaveras utilities	338.73
07/16/2019	Expense		Hunt & Sons, Inc.		315.43
07/16/2019	Expense		Amazon		23.90
07/16/2019	Expense		Saddle Creek Country Club		23.38
07/17/2019	Expense		Stockton Honda Yamaha		83.36
07/17/2019	Expense		Chevron		40.00
07/17/2019	Expense		Amazon		11.20
07/17/2019	Expense		Ewing		15.53
07/18/2019	Expense		Amazon		20.37
07/18/2019	Expense		Amazon		41.77
07/19/2019	Expense		Amazon		39.63
07/19/2019	Expense		Amazon		9.65
07/23/2019	Expense		Family Dollar		55.68
07/23/2019	Expense		Amazon		30.48
07/24/2019	Expense		Amazon		18.04
07/25/2019	Expense		Amazon		49.22
07/25/2019	Expense		Drifters Marina & Grill		61.21
07/25/2019	Expense		Copper Auto & Marine		260.61
07/29/2019	Expense		Amazon		86.16
07/30/2019	Expense		VALLEY ENTRY SYSTEMS, INC.		1,941.75
07/30/2019	Expense		Amazon		22.52
Total for 2050 Umpqua CSDA Visa					\$14,317.05

TE TOTAL EXPENSES

1SS SERVICES & SUPPLIES

AE Administrative Expenses

OE02 Finance Expenses

07/01/2019	Expense		Intuit - QBO Online	Monthly QuickBooks Online Fee	30.99
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Total for OE02 Finance Expenses **\$30.99**

OE08 Professional Development

07/04/2019	Expense		Gold Dust Pizza Copperopolis		85.80
07/11/2019	Expense		Drifters Marina & Grill		57.99
07/16/2019	Expense		Saddle Creek Country Club		23.38
07/17/2019	Expense		Chevron		40.00
07/23/2019	Expense		Family Dollar		55.68
07/25/2019	Expense		Drifters Marina & Grill		61.21

Total for OE08 Professional Development **\$324.06**

OE12 Telephone

07/01/2019	Expense		Verizon Wireless		106.26
07/15/2019	Expense		Calaveras Telephone Co.		338.73

Total for OE12 Telephone **\$444.99**

OE14 Office Supplies/Postage

07/01/2019	Expense		Payless IGA		165.01
07/10/2019	Expense		Microsoft Office		12.50

Total for OE14 Office Supplies/Postage **\$177.51**

Total for AE Administrative Expenses **\$977.55**

OE Operational Expenses

OE18 Common Areas

OE16 Gate Maint/Repair/Staff/Openers

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
07/30/2019	Expense		VALLEY ENTRY SYSTEMS, INC.		1,941.75
Total for OE16 Gate Maint/Repair/Staff/Openers					\$1,941.75
OE18-1 Landscape Supplies					
07/01/2019	Expense		Ewing		1,862.50
07/10/2019	Expense		Ewing		1,080.90
07/15/2019	Expense		Ewing		4,676.28
07/17/2019	Expense		Ewing		15.53
Total for OE18-1 Landscape Supplies					\$7,635.21
OE18-3 Landscape Equipment Gas & Oil					
07/10/2019	Expense		Hughson Farm Supply		581.67
07/16/2019	Expense		Hunt & Sons, Inc.		315.43
Total for OE18-3 Landscape Equipment Gas & Oil					\$897.10
OE18-4 Landscape Equip Repair/Replace					
07/02/2019	Expense		O'Reilly Auto Parts		269.07
07/03/2019	Expense		Napa Auto Parts		477.19
07/09/2019	Expense		Napa Auto Parts		201.52
07/17/2019	Expense		Stockton Honda Yamaha		83.36
07/25/2019	Expense		Copper Auto & Marine		260.61
Total for OE18-4 Landscape Equip Repair/Replace					\$1,291.75
Total for OE18 Common Areas					\$11,765.81
OE22 Mosquito Abatement Expense					
OE22-1 Mosquito Control Products					
07/01/2019	Expense		Payless IGA		13.92
Total for OE22-1 Mosquito Control Products					\$13.92
OE22-2 Mosquito Abatement Monitor/Test					
07/14/2019	Expense		Aramark Uniform Service		182.84
Total for OE22-2 Mosquito Abatement Monitor/Test					\$182.84
OE22-3 Mosquito Abate Vehicles Gas/Oil					
07/01/2019	Expense		Hunt & Sons, Inc.		692.63
07/04/2019	Expense		Shell		10.00
07/10/2019	Expense		Hughson Farm Supply		38.21
Total for OE22-3 Mosquito Abate Vehicles Gas/Oil					\$740.84
OE22-4 Mosquito Abatement Equip Maint					
07/03/2019	Expense		Cal Waste Recovery Systems		72.58
Total for OE22-4 Mosquito Abatement Equip Maint					\$72.58
Total for OE22 Mosquito Abatement Expense					\$1,010.18
Total for OE Operational Expenses					\$12,775.99
Total for 1SS SERVICES & SUPPLIES					\$13,753.54
Total for TE TOTAL EXPENSES					\$13,753.54



SADDLE CREEK COMMUNITY SERVICES DISTRICT

1000 Saddle Creek Drive
Copperopolis, CA 95228
(209) 785-0100 – saddlecreekcsd.org

DIRECTORS

Darlene DeBaldo, President
Roger Golden, Vice President
Ken Albertson
Larry Hoffman
Don Kurtz

BOARD OF DIRECTORS REGULAR MEETING MINUTES

July 16, 2019

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER 2:01 pm

2. ROLL CALL President DeBaldo, Director Hoffman, Director Albertson, Director Golden, Director Kurtz-ABSENT, General Manager Kampa, Board Clerk McCutchen, Site Manager Hebbard

3. PLEDGE OF ALLEGIANCE

4. CHANGES TO ORDER OF AGENDA None

5. PUBLIC COMMENT Discussion on roads

6. CONSENT CALENDAR

- a) Review of monthly financial report, approval of bills and claims for the month of June 2019.
- b) Approval of the minutes from the Regular Board Meeting held June 18, 2019. Motion made by Director Hoffman to approve the Consent Calendar, second by Director Golden. Motion passes unanimously.

7. DISCUSSION AND ACTION

a) **PUBLIC HEARING** – The Board of Directors will hold a public hearing to receive public comment and input on the draft final 2019/2020 fiscal year budget. Following the public hearing, the Board will take action on approval of the budget. President DeBaldo asked for staff to provide a budget report, and following opened the Public Hearing. The Board received input from a number of attendees, and addressed a number of questions and comments. President DeBaldo closed the Public Hearing and returned the matter to the Board for discussion and action.

- i. Adoption of Resolution approving the Final Budget and appropriations limit for the 2019/2020 fiscal year effective July 1, 2019
- ii. Adoption of a Resolution approving the employee salary schedule for the 2019/2020 fiscal year
- iii. Adoption of a Resolution establishing the Measure “A” Special Tax Rates for the 2019/2020 fiscal year and authorizing the general manager to certify and submit the special tax rolls to Calaveras County Motion made by Director Hoffman to approve the 2019/2020 fiscal year budget, second made by Director Albertson. Motion passes unanimously.

b) Appoint General Manager Peter Kampa as the District’s negotiator in the development of a memorandum of understanding with CV Saddle Creek, LLC, CV Saddle Creek Holdings, LLC and Saddle Creek Golf Club, LLC. Director Hoffmann makes a motion to appoint General Manager Peter Kampa as the District’s negotiator in the development of a memorandum of understanding with CV Saddle Creek, LLC, CV Saddle Creek Holdings, LLC and Saddle Creek Golf Club, LLC, second made by Director Albertson. Motion passes unanimously.

c) Submit a Vote for up to Three (3) Candidates to be Elected to the SDRMA Board of Directors Director Hoffman directs General Manager to appoint the best three candidates’ to be elected on SCCSD’s behalf, all Board Members unanimously agree.

8. STAFF AND DIRECTOR REPORTS

- a) General Managers Report General Manager Kampa informs Board and public about the week-long leadership summit and CSDA Board Planning session he attended
- b) Site Managers Report mowing is done, mosquito abatement is ongoing, there is 2-3 weeks’ worth of weed eating to be completed now. This work will be all caught up by the first week of August.

9. CLOSED SESSION Public session closed at 3:17pm and closed session convened. The Closed Session ended 4:00 and the Regular Meeting public session was reconvened. No action was taken in closed session.

Conference with Real Property Negotiator

The Board will receive public comment on this agenda item, then convene into closed session to confer with its

appointed negotiator, General Manager Peter J. Kampa to discuss price, terms and conditions of a potential real property transaction related to equipment ownership and use for joint benefit, sharing of utility costs, and the appropriate distribution of other operating costs between the District and CV Saddle Creek, LLC, CV Saddle Creek Holdings, LLC and Saddle Creek Golf Club, LLC

10. ADJOURNMENT The meeting was adjourned at **4:05 PM**.



SADDLE CREEK BOARD MEETING AGENDA SUBMITTAL

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 20, 2019

SUBJECT: Item 7a): Adoption of a Resolution Approving Agreement with Willdan Engineering for Design, Bidding and Construction Management Services for the Saddle Creek Road Improvement Project, Phase II.

RECOMMENDED ACTION

Staff recommends the following action:

I move to Adopt a Resolution Approving Agreement with Willdan Engineering for Design, Bidding and Construction Management Services for the Saddle Creek Road Improvement Project, Phase II.

BACKGROUND

In 2017, the District entered into agreement with Willdan Engineering for the preparation of road improvement plans and specifications, assist with road improvement project bidding, construction management and inspections and related professional engineering work. Willdan also recently completed the Phase II (five year) road improvement program that was accepted by the Board in June 2019.

The Board has since agreed that our best course of action is to proceed with design and construction of all remaining road restoration work in a single project, rather than spreading it over a five or six year period in an attempt to match cashflow. The first step in the process of moving toward construction of improvements next year is to immediately begin project design plans and specifications. We have received a proposal from Willdan, attached, for the preparation of plans and specifications, and project bidding services.

Assuming that acceptable project bids are received this winter, we will then negotiate a scope of work and fee for Willdan to perform construction management, inspection and materials testing related services. Willdan is well suited to complete the project design given their now extensive experience with the District's roads and restoration needs, as well as the communication and administration system we have developed by working together on this since 2017. With contractor input, Willdan has developed construction specifications that functioned very well, and those that can be improved, such as the roundabout, will be modified for this and future work phases.

The Proposed tentative schedule is shown below. Please note that the attached Willdan proposal will be amended to include a commitment to the project schedule and to specifically address the development of as-built drawings, which will likely be formalized in the future construction management proposal.

Proposed Tentative Schedule:

WORK ITEM	DATE
Design Kickoff	September 2019
Plans and Specifications Approved for Bidding	December 17, 2019
Bids Due	January 31, 2020
Construction Contract Award	February 18, 2019
Construction Start*	March 2020
Construction End*	November 2020

* Rough estimation to be refined once contractor on board. Propose a flexible schedule to allow contractor to start and complete the work according to a timeframe which allows them to work the SCCSD project into larger project schedules; to ensure we receive reasonable bids.

The 2019/20 budget contains \$35,000 for project engineering services, and will be proposed for amendment at a near future date when we have a better handle on the projected final engineering and construction management related costs. Please note that the proposed loan amount includes reimbursement for the cost of project engineering, so there is room in the adopted budget to cover the entire cost of the Willdan “not to Exceed” proposal and other related design and CM costs.

ATTACHMENTS:

Willdan July 29, 2019 proposal

FINANCIAL IMPACT:

Time and materials billing not to exceed \$70,000.



July 29, 2019

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

Subject: Project Design for 2020 Pavement Improvements for the Saddle Creek
Community Services District

Dear Mr. Kampa:

Pursuant to your recent request I wish to confirm that Willdan Engineering (Willdan) is pleased to provide this proposal to prepare plans, specifications, and provide bidding assistance for the 2020 Pavement Improvement Project in the Saddle Creek Community Services District.

We are pleased to offer the services of Mr. Peter Rei, PE, PLS to serve as the Project Manager for the project. Mr. Rei has more than 38 years of engineering and management experience in municipal engineering for cities, counties and special districts. Mr. Rei will be supported by other Willdan Engineering staff, as needed, to help him to successfully complete the project.

The total not-to-exceed cost of the pavement evaluation project is proposed to be \$70,000.00. Willdan further proposes that Mr. Rei's project management services will be billed at a rate of \$164.00/hr.

We sincerely appreciate the opportunity to offer our professional engineering services to the Saddle Creek Community Services District and look forward to assisting you with your engineering needs. If you have any questions, or need additional information, please contact me at (209) 743-4469 or at prei@willdan.com.

Please indicate the District's approval and authorization to proceed by scanning one signed original and returning it by e-mail.

Respectfully submitted,
WILLDAN ENGINEERING

Peter Rei, PE, PLS
Project Manager

Approval and Authorization to Proceed By:
SADDLE CREEK COMMUNITY SERVICES DISTRICT

Signature

Exhibit A – Scope of Work

July 29, 2019

Saddle Creek Community Services District Pavement Design and Bid Documents for 2020 Pavement Improvements

Proposed cost not-to-exceed \$70,000

1. Meetings (maximum of 6)

- Attend Project Kick-Off meeting with District staff to review project prior to Willdan Engineering beginning work.
- Attend Meeting with District staff to present 65% plans, specifications and engineers estimate, and answer any questions that District staff may have.
- Attend Meeting with District staff to present 95% plans, specifications and engineers estimate, and answer any questions that District staff may have.
- Attend District Board Meeting to assist staff with their request for permission to advertise the project.
- Attend a mandatory Pre-Bid Meeting with interested contractors.
- Attend District Board Meeting to assist District staff with awarding the project to the lowest responsible bidder.

2. Existing information

- Review all available improvement plans or as-builts from when the subdivisions were originally designed and constructed.
- Review all utility information (water, sewer, stormdrain, electrical) available from the County of Calaveras, CCWD, the District or other utility providers.

3. Pavement Condition Surveys and Observations

- Coordinate a geotechnical evaluation, prepared by a geotechnical sub-consultant, to confirm existing pavement thicknesses and structural section.

Comprehensive. Innovative. Trusted.



4. Preliminary Analysis

- Analyze all roadway pavement condition data and geotechnical data compiled in the field in 2016 for all roadway segments that were not included in the 2018 Pavement Improvement Project.

5. (65%) Project Plans, Specifications and Estimate

- Prepare 65% Project Plans, Specifications and Engineer's Estimate
- Review 65% Project Plans, Specifications and Engineer's Estimate with District staff
- Incorporate any requested changes to the 65% Project Plans, Specifications and Engineer's Estimate requested by District staff.

6. (95%) Project Plans, Specifications and Estimate

- Prepare 95% Project Plans, Specifications and Engineer's Estimate
- Review 95% Project Plans, Specifications and Engineer's Estimate with District staff
- Incorporate any requested changes to the Preliminary (65%) Project Plans, Specifications and Estimate requested by District staff.

7. Final Project Plans, Specifications and Estimate

- Present Final Project Plans, Specifications and Estimate to the District Board for consideration/approval to advertise.

8. Bidding Assistance

- Answer any questions and Requests for Information (RFI) from interested contractors during the bidding process.

Note: Additional Services available during construction by separate agreement (not included in this Scope of Work)

- Construction Management Services
- Materials Testing Services
- Labor Compliance Services





SADDLE CREEK BOARD MEETING AGENDA SUBMITTAL

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 20, 2019

SUBJECT: Item 7 b) Approval to proceed with a loan application for the Saddle Creek Road Improvement Project, Phase II.

RECOMMENDED ACTION

Staff recommends the following action:

I Move direct staff to proceed with the lease purchase loan application to the Municipal Finance Corporation for the Saddle Creek Road Improvement Project, Phase II.

BACKGROUND

The Board of Directors has directed staff to proceed with planning to complete the remaining road improvements in a single project in 2020. Since the District does not have adequate cash reserves to pay for project construction next year, a loan must be secured.

The District has been working closely with the California Special Districts Association Finance Corporation (Municipal Finance Corporation) to evaluate funding and financing options for the project. A loan was secured from the Finance Corporation for the 2018 Phase I improvements in Saddle Creek. Attached hereto are two proposed loan term sheets prepared by the Finance Corporation for the necessary amount of \$1.5 million; one with a 10 year term at 2.85% interest and the second with a 15 year term at 2.99% interest. For comparison, our first loan from Municipal Finance Corporation was 3.4% for 10 years; so, both of these quoted rates are significantly less.

The attached loan term sheets show the following:

LOAN TERM	ANNUAL PAYMENT	TOTAL INTEREST PAID
10 Years	\$174,502.29	\$245,022.90
15 Years	\$125,559.01	\$383,385.15

In the 2019/20 budget, based on the previous 3.4% interest rate, we had allocated an amount for loan payments of up to \$184,000. Due to the excellent interest rates and to provide for cash to fund maintenance of the 2018 improvements, address sidewalks, irrigation replacements and begin funding infrastructure reserves, it is staff’s recommendation that we proceed with the 15-year loan. The Board’s action is to authorize the General Manager to apply for the loan by signing the loan quote. This locks in the rate which can be further reduced if rates fall prior to loan closing; which typically takes 90 days or more. The Board will be asked prior to closing to take action on the loan installment agreement and related documents.

ATTACHMENTS:

Loan quotes for 10 and 15 years

FINANCIAL IMPACT:

None at this time

PREPARED BY MUNICIPAL FINANCE CORPORATION DATE: August 15, 2019
PROPOSED LEASE PURCHASE FOR: Saddle Creek Community Services District
RE: Road Construction
Fees: \$10,000 Bank Counsel Fee and \$15,000 Loan Arrangement Fee
NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED
Purchase Option amount is exclusive of the rental payment due on same date.
Interest rate quote is valid for an acceptance within 15 days and lease
funding within 60 days.

Payments: Annually in arrears 10 Years 2.85%

PMT #	Due Date	Installment Payment	To Principal	To Interest	Prepayment Option
1		\$174,502.29	\$131,752.29	42,750.00	
2		174,502.29	135,507.23	38,995.06	
3		174,502.29	139,369.19	35,133.10	
4		174,502.29	143,341.21	31,161.08	
5		174,502.29	147,426.43	27,075.86	818,655.72
6		174,502.29	151,628.09	22,874.20	663,995.07
7		174,502.29	155,949.49	18,552.80	504,926.59
8		174,502.29	160,394.05	14,108.24	341,324.66
9		174,502.29	164,965.28	9,537.01	173,060.07
10		174,502.29	169,666.74	4,835.55	0.00

TOTALS: \$1,745,022.90 \$1,500,000.00 \$245,022.90

Approved and agreed to:

Saddle Creek Community Services District

By: _____

Title: _____

Date: _____

PREPARED BY MUNICIPAL FINANCE CORPORATION DATE: August 15, 2019
 PROPOSED LEASE PURCHASE FOR: Saddle Creek Community Services District
 RE: Road Construction
 Fees: \$10,000 Bank Counsel Fee and \$15,000 Loan Arrangement Fee
 NOTE: TERMS ARE BASED UPON LEASE BEING BANK QUALIFIED
 Purchase Option amount is exclusive of the rental payment due on same date.
 Interest rate quote is valid for an acceptance within 15 days and lease
 funding within 60 days.

Payments: Annually in arrears 15 Years 2.99%

PMT #	Due Date	Installment Payment	To Principal	To Interest	Prepayment Option
1		\$125,559.01	\$80,709.01	44,850.00	
2		125,559.01	83,122.21	42,436.80	
3		125,559.01	85,607.56	39,951.45	
4		125,559.01	88,167.23	37,391.78	
5		125,559.01	90,803.43	34,755.58	
6		125,559.01	93,518.45	32,040.56	
7		125,559.01	96,314.65	29,244.36	
8		125,559.01	99,194.46	26,364.55	798,214.26
9		125,559.01	102,160.38	23,398.63	694,010.67
10		125,559.01	105,214.97	20,344.04	586,691.40
11		125,559.01	108,360.90	17,198.11	476,163.29
12		125,559.01	111,600.89	13,958.12	362,330.38
13		125,559.01	114,937.76	10,621.25	245,093.86
14		125,559.01	118,374.40	7,184.61	124,351.97
15		125,559.01	121,913.70	3,645.31	0.00

TOTALS: \$1,883,385.15 \$1,500,000.00 \$383,385.15

Approved and agreed to:

Saddle Creek Community Services District

By: _____

Title: _____

Date: _____

Saddle Creek Community Services District Resident Satisfaction Survey

Road maintenance

Background

Although CSD is responsible to maintain the quality of the streets within the Saddle Creek Special District, they never had the funds to do so until Measure A was passed.

Last year, CSD awarded a road improvement and maintenance engineering services contract to Willdan Engineering. Willdan assessed all of Saddle Creek's streets, and determined that Saddle Creek Dr and Oak Creek Dr were in most urgent need of repair. CSD contracted repairs to all of Saddle Creek Dr and most of Oak Creek Dr which was accomplished in August 2018.

CSD budgeted a total of \$xxxx for the work performed last year. The actual cost for the work was \$xxxx. Only one company bid to do the job, and their offer was about 10% higher than expected due to their already substantial workload – there are a great many road improvement projects in progress throughout the state. Additionally, the scope of work grew by \$xxx when it was discovered that a culvert under Oak Creek Dr had collapsed and required replacement.

Since the incremental increase in revenue from Measure A was in its first year, CSD didn't have funds in hand to cover this first stage in our road repair project, so they secured a low-interest rate 10-year loan from the California Special District Finance Authority, a joint powers authority formed by CSDA specifically to fund public projects. CSD intends to pay off the loan as Measure A revenues continue to grow over the next two years and as the road repairs complete and transition to a less expensive maintenance routine (hopefully within the next four years).

Willdan is continuing to assess the quality of work performed this past August, and in general it looks pretty good. There are a few thin cracks near the roundabout that could collect water and eventually cause problems under the pavement. The cracks could be sealed with a slurry treatment, and the contractor has offered to do a crack slurry treatment at no additional cost, but the crack slurry lines would ruin the aesthetics of our new pavement. It appears CSD will not apply the treatment and will revisit the issue after the other Saddle Creek streets have been repaired. Willdan suggested there are some lessons learned from the work done to date that should make similar problems less likely.

The CSD General Manager, Peter Kampa, with support of Willdan Engineering is currently preparing a five-year plan for road repairs and maintenance, and may be ready to share a draft of the plan with the public at CSD Board meetings in the next month or two.

Questions

Are you satisfied with the effectiveness of the past preparation for the improvement of Saddle Creek Drive and Oak Creek Drive

bad good

1 2 3 4 5

comments

Are you satisfied with the project execution? Was traffic control effective?

bad good

1 2 3 4 5

comments

Are you satisfied with the effectiveness of the end result?

bad good

1 2 3 4 5

comments

Storm drain maintenance

Background

CSD routinely inspects the storm drains throughout the year. Clogged drains lead to foul odors as has been the case in the Rock Ridge area.

Residents can assure prompt CSD action to storm drain problems by reporting foul odors to Greg Hebard at 209-768-5678.

Question

Are you satisfied with the effectiveness of the storm drain facilities maintenance?

bad good

1 2 3 4 5

comments

Entrance gate control

Background

CSD is responsible for keeping the front gate and the adjacent building in good working order. CSD also assists residents that need help with remote devices to open the gate.

Question

Do we have a good system for maintaining security? Are you satisfied with the effectiveness of the privacy gates?

bad good

1 2 3 4 5

comments

Street lighting

Background

CSD is responsible to keep the street lights burning. CSD has also received resident requests to repaint the light poles and they plan to do so, though the work has not been scheduled.

The poles cannot simply be spray painted. Over the coming year, CSD will develop detailed plans to address non-routine types of maintenance, to be paid from reserves. CSD will seek recommendations from the street light manufacturer on procedures to restore the coating to original condition, which may involve removal, blasting, and recoating with epoxy.

Question

Are you satisfied with the effectiveness of maintaining the lighting?

bad good

1 2 3 4 5

comments

Mosquito Control

Background

CSD is responsible for mosquito abatement throughout the community. CSD inspects ponds and other areas where mosquitos lay eggs and apply larvicide where needed. They also fog the neighborhoods on Thursday evenings when mosquitos are active and offer free insect repellent wristbands to residents and larvicide tablets to those with fountains or other water features.

Question

Are you satisfied with the effectiveness of the mosquito abatement?

bad good
1 2 3 4 5

comments

Weed Abatement

Background

When the rainy season ends and the native grasses die, wildfire protection becomes CSD's highest priority. They first mow large fire breaks to protect the community at large, then string-trim the tall grass in natural habitat areas around the homes. Quail Trail is cleaned up after the other areas are complete.

Individual residents whose properties include areas of natural habitat are welcome to string-trim their own land, if they prefer, and may do so as needed throughout the year. Property owners are not permitted to apply Roundup on the natural habitat or to string-trim so low that the ground is left with bare dirt. After trimming, the area should have very short live or dead grass to preserve a fire-safe natural habitat as proscribed by the Army Corps of Engineers.

Question

Are you satisfied with the effectiveness of the weed abatement?

bad good

1 2 3 4 5

comments

Wildlife and wetlands

Background

CSD routinely inspects all of the ponds and wildlife habitats to ensure compliance with Army Corps of Engineers mandates. CSD and the golf course maintenance staff make joint decisions to trim cattails and other foliage to maintain an attractive appearance while ensuring nesting grounds are not damaged or destroyed.

Question

Are you satisfied with the effectiveness of the maintenance of the ponds and wetland areas?

bad good

1 2 3 4 5

comments

Common area landscape maintenance

Background

CSD is responsible for landscaping in the common areas of our community, essentially all areas other than those owned by residents or by the resort, such as the golf course, clubhouse, and sports center.

Measure A included an initiative to convert CSD properties to drought-tolerant landscaping. Anticipated benefits include substantial reductions to annual maintenance and water consumption expenses, minimized impacts from future drought conditions, and improved, consistent aesthetics throughout the community. To that end, and in keeping with plans that were shared with the community before and after Measure A was approved, CSD took the following actions:

CSD appointed an ad hoc committee led by Lora Warner and consisting of residents from throughout the community to establish design concepts for drought-tolerant landscaping, with the first phase to address the area from Little John Road to and through the roundabout.

CSD implemented a competitive process to select a landscape architect and chose Orr Design.

The ad hoc committee presented design recommendations to the CSD Board in April 2018, and subsequently began coordination with Orr Design.

Recently, Orr Design told CSD and the ad hoc committee that they had also been in communications with CV Development Partners. CSD and CV Development may have consistent objectives with regard to drought-tolerant landscaping, but CSD has decided to pause landscaping design activity until this topic can be fully coordinated.

Because of this most recent delay, CSD approved a budget amendment of up to \$15,000 to plant grass in all bare earth and dead grass areas along Saddle Creek Dr, from the resort entrance to Oak Creek Dr. Since the board meeting, CSD has been preparing the irrigation for renewed operation. The planting will be implemented by a hydro seeding process and will be completed in one day.

Question

Are you satisfied with the effectiveness of landscaping along and within the roads?

bad good

1 2 3 4 5

comments

Administration

Questions

Does the CSD make good use of the funds that the community provides -- are you getting a good return on the property tax funds?

bad good
1 2 3 4 5

comments

How easy is it to obtain services from the CSD -- how responsive is CSD staff?

bad good
1 2 3 4 5

comments

How easy is it to use the web site? Is the web site organized in a way for you to find what you are looking for?
Does CSD provide all of the information that you need?

bad good
1 2 3 4 5

comments

Copper Valley Community Road/Streets

The Saddle Creek HOA (One) Board has been conducting ongoing discussions regarding who is Responsible for the enforcement CC&R's that addresses the roads/streets in the Copper Valley Community.

The Saddle Creek HOA (One) Board is requesting from the CSD a document that specifically states that the CSD owns the streets in the Copper Valley Community Development, and gives Saddle Creek HOA (One) the authority and responsibility to enforce all CC&R's that refer to street activities including but not limited to street parking, as stated in the Master Declaration of Covenants, Conditions, and Restrictions.

Thank You

Saddle Creek HOA (One) Board

 **SADDLE CREEK** **BOARD MEETING AGENDA SUBMITTAL**

TO: SCCSD Board of Directors
FROM: Peter Kampa, General Manager
DATE: August 20, 2019
SUBJECT: Item 7 g) Declare the 2005 Yamaha OHV License #76UK65 as surplus and authorize to scrap

RECOMMENDED ACTION

Staff recommends the following action:

I Move to Declare the 2005 Yamaha OHV License #76UK65 as surplus and authorize to scrap

BACKGROUND

The above referenced Off Highway Vehicle (OHV) has been out of service for many years, was dismantled for parts and is no longer needed by the District. Due to its condition, there was no sales value, therefore the OHV was scrapped during a recent cleanup of the maintenance yard. The purpose of this action is to formally declare the listed asset as surplus pursuant to District policy.

ATTACHMENTS:

None

FINANCIAL IMPACT:

None at this time