

REGULAR BOARD MEETING AGENDA

December 19, 2017 2:00 PM

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CHANGES TO ORDER OF AGENDA**

5. **PUBLIC COMMENT** (Each speaker is limited to two (2) minutes)

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

6. **CONSENT CALENDAR**

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

- a. Review of monthly financial report, approval of bills and claims for the month of November 2017.
- b. Approval of the minutes from the Regular Board Meeting held November 21, 2017.
- c. Approval for the retirement of Certificates of Deposit as necessary to ensure cash flow pending Measure A tax payment from Calaveras County
- d. Adoption of a Resolution approving workers compensation coverage for directors and volunteers.

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. Appointment of Board officers including the positions of President, Vice President and Secretary for the 2017 calendar year.
- b. Adoption of a resolution approving a Consulting Agreement with Orr Design Office, for landscape architect services related to the Drought Tolerant Landscape Project.
- c. Development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings.
- d. Review of the quarterly report regarding the accomplishment of 2017 Management Objectives.

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 Manager's Report:
 - Measure A Special Tax, Fiscal Year 2017/18 Annual Report.
 - Road maintenance and improvement status report.
- b. Site Manager's verbal report.

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
Regular Meeting of December 19, 2017

AGENDA SUPPORTING DATA

- 6. CONSENT AGENDA**
- a. Review of monthly financial report, approval of bills and claims for the month of November 2017.
 - b. Approval of the minutes from the Regular Board Meeting held November 21, 2017.
 - c. Approval for the retirement of Certificates of Deposit as necessary to ensure cash flow pending Measure A tax payment from Calaveras County
 - d. Adoption of a Resolution approving workers compensation coverage for directors and volunteers.

Recommended Motion

I move to approve the Consent Agenda as presented.

Approval of the Consent Agenda will:

- 1. Approve the bills and claims paid for November 2017 and authorize the filing of the finance report as presented
- 2. Approve the minutes of the meeting of November 21, 2017 as presented
- 3. Authorize the General Manager to retire existing certificates of deposits in the amount necessary ensure adequate cashflow in advance of Measure A tax payment from Calaveras County
- 4. Approve the resolution regarding workers compensation for directors and volunteers

Background

The 2017/18 fiscal year budget and prior Board project approvals have authorized expenditures for road design engineering, landscape design and landscape renovation work. The expense of these projects was planned to occur prior to the receipt of any Measure A tax funds, and use of reserve funds was previously authorized by the Board.

Based on a cashflow projection completed by our Accountant, we could be in a cash negative position of approximately \$37,000 by the January Board meeting, and \$98,500 by the end of February 2018. We are expecting approximately 55% of the Measure A tax levy; \$508,446 to be paid by the first week of March 2018.

This item is being placed on the consent agenda for approval with other non-controversial items, for action to ensure that adequate documentation is in place for the purpose of our annual audit.



Saddle Creek Community Services District

Treasurer's Report

November 30, 2017

Saddle Creek Comm Srvs District

BALANCE SHEET

As of November 30, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	93,689
1020 Cash - Fund 2188	(89)
1080 Umpqua Bank CD Accounts	126,961
Total Bank Accounts	\$220,561
Total Current Assets	\$220,561
Fixed Assets	
1500 Capital Assets	13,127,405
1600 Accumulated Depreciation	(851,858)
Total Fixed Assets	\$12,275,547
TOTAL ASSETS	\$12,496,108
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	18,709
Total Accounts Payable	\$18,709
Credit Cards	
2040 CSDA Bank of the West MC	1,265
Total Credit Cards	\$1,265
Other Current Liabilities	
2100 Payroll Taxes Payable	291
2110 Wage Garnishments Payable	179
2150 Accrued Payroll	10,454
2200 Sales Tax Payable	361
2201 Sales Tax Adjustment	68
Board of Equalization Payable	43
Total Other Current Liabilities	\$11,396
Total Current Liabilities	\$31,370
Long-Term Liabilities	
2500 Lease Payable - John Deere	63,334
Total Long-Term Liabilities	\$63,334
Total Liabilities	\$94,705
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Retained Earnings	455,415
Net Income	(252,808)
Total Equity	\$12,401,403
TOTAL LIABILITIES AND EQUITY	\$12,496,108

Saddle Creek Comm Srvs District
Statement of Cash Flows
For the 5 Months Ending November 30, 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	(252,890)	(89)	80	13	13	32	33	(252,808)
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable	-							-
2000 Accounts Payable	(15,600)							(15,600)
2040 CSDA Bank of the West MC	(22,100)							(22,100)
2070 John Deere Open Account	(184)							(184)
2100 Payroll Taxes Payable	63							63
2150 Accrued Payroll	1,989							1,989
Other Current Payables	311							311
Net cash provided by operating activities	(288,411)	(89)	80	13	13	32	33	(288,329)
Net cash increase for period	(288,411)	(89)	80	13	13	32	33	(288,329)
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	93,689	(89)	26,225	25,201	25,201	25,167	25,168	220,562

10-Dec-17
Prepared by: Dolores Baker

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2017-18 MONTHLY BUDGET REPORT
 November 2017

EXPENDITURES	Current Year			Prior Year		
	(Approved) FY 2017-18	(Expenditures) Month of November	(Expenditures) Year to Date	(Adjusted) FY 2016 Jan-Dec	(Expenditures) Month of November	(Expenditures) Year to Date Jul-Nov
SERVICES AND SUPPLIES						
<u>ADMINISTRATION</u>						
OE01	Audit Expense	\$ 7,800		\$ 7,500		
OE02	Accounting & Bookkeeping	\$ 551	\$ 31	\$ 155	\$ 31	\$ 155
OE02-1	Parcel Tax Implementation	\$ 4,250	\$ -	\$ 1,209	\$ 4,300	
OE03	On-line Back-up/Notary Fees/Bonds	\$ 397	\$ -	\$ 580	\$ 361	
OE04	Legal Expenses	\$ 1,575			\$ 1,500	
OE05	Management Fees	\$ 68,775	\$ 5,678	\$ 27,580	\$ 62,700	\$ 5,591
OE06	Insurance (Property Loss/Liability)	\$ 8,925			\$ 8,000	
OE07	Miscellaneous/Contingency	\$ 9,000	\$ 1,152	\$ 2,125	\$ 2,000	\$ 549
OE08	Professional Development (Travel/Training)	\$ 8,925	\$ 537	\$ 5,448	\$ 6,000	\$ 76
OE09	Dues, Certifications & Subscriptions	\$ 4,725	\$ 3,261	\$ 5,615	\$ 4,000	\$ 99
OE10	Uniform Expenses	\$ 2,310	\$ 798	\$ 1,821	\$ 2,200	\$ 261
OE11	Electric Power/Water/Sewer	\$ 9,405	\$ 268	\$ 2,259	\$ 5,200	\$ 260
OE12	Telephone/Internet Service	\$ 6,405	\$ 437	\$ 2,199	\$ 5,200	\$ 450
OE14	Office Supplies/Postage	\$ 5,250	\$ 532	\$ 3,623	\$ 5,000	\$ 184
OE15	Office Equipment Repair/Replacement	\$ 5,250	\$ 114	\$ 5,916	\$ 3,000	
OE21	Office Equipment Lease	\$ 7,200	\$ 169	\$ 712		\$ 1,534
OE31	Records Management Services				\$ 2,400	
OE26	County Fees/LAFCO	\$ 6,825	\$ -	\$ 397	\$ 6,500	\$ 90
OE30	Reimbursable Maint/Repair Expense	\$ 7,000	\$ -	\$ 3,768	\$ 19,500	\$ 493
	Castle & Cooke Subsidized Expenses	\$ 120,000				
PE03-1	Payroll Taxes - Administration	\$ -	\$ 678	\$ 3,022	\$ -	\$ 320
PE06-1	Employee Wages - Administration	\$ -	\$ 8,862	\$ 36,115	\$ -	\$ 4,104
	Total Administration	\$ 284,568	\$ 22,516	\$ 102,546	\$ 145,861	\$ 11,924
<u>COMMON AREAS</u>						
OE16	Gate Maintenance & Opener Purchase	\$ 17,500	\$ 971	\$ 5,719	\$ 4,000	\$ 175
OE18	Landscape Supplies & Repairs	\$ 25,000	\$ 278	\$ 12,846	\$ 21,000	\$ -
OE18-3	Landscape Equipment Gas & Oil	\$ 5,250	\$ 300	\$ 998	\$ 5,000	\$ -
OE18-4	Landscape Equipment Repair/Replacement	\$ 17,500	\$ 378	\$ 10,636	\$ 16,500	\$ -
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 945	\$ 5,073	\$ -	\$ 1,119
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 12,355	\$ 66,317	\$ -	\$ 14,627
	Total Common Areas	\$ 65,250	\$ 15,228	\$ 101,588	\$ 46,500	\$ 15,921
<u>FIRE PROTECTION</u>						
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 355
PE06-3	Employee Wages - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 4,636
	Total Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 4,990

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2017-18 MONTHLY BUDGET REPORT
 November 2017

		Current Year			Prior Year		
		(Approved) FY 2017-18	(Expenditures) Month of November	(Expenditures) Year to Date	(Adjusted) FY 2016 Jan-Dec	(Expenditures) Month of November	(Expenditures) Year to Date Jul-Nov
MOSQUITO ABATEMENT							
OE22-1	Mosquito Control Products	\$ 15,225	\$ 946	\$ 4,279	\$ 14,500	\$ 858	\$ 2,468
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,150	\$ -	\$ 698	\$ 3,000	\$ 93	\$ 853
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,550	\$ 143	\$ 3,804	\$ 11,000	\$ 1,045	\$ 4,568
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,250	\$ 596	\$ 1,803	\$ 5,000		\$ 1,401
PE03-4	Payroll Taxes - Mosquito Abatement		\$ -	\$ 170			\$ 339
PE06-4	Employee Wages - Mosquito Abatement		\$ -	\$ 2,227			\$ 4,437
	Total Mosquito Abatement	\$ 35,175	\$ 1,684	\$ 12,982	\$ 33,500	\$ 1,997	\$ 14,067
STREETS							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 14,175	\$ -	\$ 4,570	\$ 13,500		\$ 10,359
	Contract Storm Water Maint Service	\$ 5,000	\$ -	\$ -			
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ -
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -
	Total Streets	\$ 19,175	\$ -	\$ 4,657	\$ 13,500	\$ -	\$ 10,359
WETLANDS							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -	\$ -		\$ 77
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -	\$ -		\$ 1,012
	Total Wetlands	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,089
	TOTAL SERVICES & SUPPLIES	\$ 404,168	\$ 39,428	\$ 221,772	\$ 239,361	\$ 29,842	\$ 165,173
PERSONNEL COSTS							
PE01	Worker Compensation Insurance	\$ 22,237	\$ -	\$ (320)	\$ 16,035		\$ 489
PE02	Health Insurance	\$ 66,101	\$ 3,736	\$ 20,548	\$ 60,145	\$ 4,508	\$ 22,542
PE03	Payroll Taxes	\$ 28,517	\$ 1,623	\$ 8,272	\$ 22,311	\$ 1,438	\$ 7,238
PE04	Processing Fees	\$ 1,400	\$ 111	\$ 557	\$ 1,400	\$ 113	\$ 565
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages	\$ 326,653	\$ 21,218	\$ 104,741	\$ 255,712	\$ 18,731	\$ 93,200
			\$ 26,688	\$ 133,798		\$ 24,791	\$ 124,034
	Distributed to Service Areas		\$ (22,841)	\$ (113,013)		\$ (20,170)	\$ (100,438)
	TOTAL UNDISTRIBUTED PERSONNEL COSTS	\$ 450,908	\$ 3,847	\$ 20,785	\$ 361,603	\$ 4,621	\$ 23,596
EQUIPMENT OUTLAY							
CO01	(1) Cart & (1) Fogger	\$ 29,000	\$ -	\$ 17,786			
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	\$ -	\$ 17,786	\$ 91,657	\$ -	\$ -

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2017-18 MONTHLY BUDGET REPORT
 November 2017

	Current Year			Prior Year		
	(Approved) FY 2017-18	(Expenditures) Month of November	(Expenditures) Year to Date	(Adjusted) FY 2016 Jan-Dec	(Expenditures) Month of November	(Expenditures) Year to Date Jul-Nov
CAPITAL OUTLAY/STUDIES/ASSESEMENTS						
Landscape Design	\$ 20,000	\$ -				
OE18-1 Landscape Improvements	\$ 80,000	\$ 15,000	\$ 22,421	\$ 12,000		\$ 8,085
Road Improvement (Incl. \$15K Contingency)	\$ 115,000	\$ -	\$ -	\$ 15,000		\$ -
OE17-1 Road Project Management (Willan)	\$ 43,000	\$ 4,893	\$ 5,959			
TOTAL STUDIES & ASSESSMENTS	\$ 258,000	\$ 19,893	\$ 28,380	\$ 27,000	\$ -	\$ 8,085
DEBT SERVICE						
John Deere Financing	\$ 16,100	\$ 1,336	\$ 6,680	\$ 14,440	\$ 1,336	\$ 6,679
TOTAL DEBT SERVICE	\$ 16,100	\$ 1,336	\$ 6,680	\$ 14,440	\$ 1,336	\$ 6,679
TOTAL EXPENSES	\$ 1,158,176	\$ 64,504	\$ 295,402	\$ 734,061	\$ 35,799	\$ 203,533
PAYMENTS AND ASSESSMENTS RECEIVED						
<u>Assessment Income</u>						
Payment No. 1: (40%) May 2018						
Payment No. 2: (5%) Aug 2017			\$ 29,983	\$ (90)		\$ 29,186
Payment No. 3: (55%) Feb 2018						
Total Assessment Income	\$ 924,447	\$ -	\$ 29,983	\$ 590,142	\$ (90)	\$ 29,186
<u>Reimbursement Income</u>						
From: For:						
C&C Water Truck/Tractor Repairs			\$ 3,690		\$	493
C&C Construction Gate Repairs/'16-Signs						
Various Other (Nov: SDRMA Ins-Gate Repair)		\$ 4,200	\$ 4,277			
Total Reimbursement Income	\$ 7,000	\$ 4,200	\$ 7,967	\$ 19,500	\$ -	\$ 493
<u>Other Income</u>						
From: For:						
C&C Weed Abatement			\$ 3,500			
Lot Ownr Weed Abatement					\$	300
Lot Ownr Gate Openers/Cards		\$ 100	\$ 668		\$	214
Various Miscellaneous						
CC/Ump Interest Received		\$ 75	\$ 477	\$ 81	\$	314
CSDA Credit Card Rebate						
SDRMA 16-17 PL Pro-rated/Loss Prev Allow						
Total Other Income	\$ 6,400	\$ 175	\$ 4,645	\$ 1,634	\$ 81	\$ 828
TOTAL PAYMENTS & ASSESSMENTS	\$ 937,847	\$ 4,375	\$ 42,595	\$ 611,276	\$ (9)	\$ 30,508
Excess of Expenditures of Income				\$ (122,785)	\$ (35,808)	\$ (173,025)
<u>Other Financing Sources and Uses</u>						
John Deere Financing				\$ 72,157		
Net Income	\$ (220,329)	\$ (60,129)	\$ (252,808)	\$ (50,628)	\$ (35,808)	\$ (173,025)

Saddle Creek Comm Svcs District

2040 CSDA Bank of the West MC, Period Ending 11/28/2017

RECONCILIATION REPORT

Reconciled on: 12/10/2017

Reconciled by: Dolores Baker

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

Summary

USD

Statement beginning balance	13,534.84
Finance charge	145.61
Charges and cash advances cleared (45)	7,916.16
Payments and credits cleared (3)	-13,744.97
Statement ending balance	<u>7,851.64</u>

Uncleared transactions as of 11/28/2017	1,265.18
Register balance as of 11/28/2017	9,116.82
Cleared transactions after 11/28/2017	0.00
Uncleared transactions after 11/28/2017	5,358.89
Register balance as of 12/10/2017	<u>14,475.71</u>

Details

Charges and cash advances cleared (45)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/18/2017	Expense	716896	Hunt & Sons, Inc.	212.05
10/18/2017	Expense	728067	Hunt & Sons, Inc.	158.59
10/27/2017	Expense	003314	Marriot Hotels	152.29
10/28/2017	Expense	9031037	Copper Station	91.22
10/29/2017	Expense	056923	Payless IGA	33.33
10/30/2017	Expense	1048582	Fat City Bar & Cafe	22.44
10/30/2017	Expense	757202	Valley Truck & Tractor Company	614.33
10/31/2017	Expense	733169	Hunt & Sons, Inc.	659.06
11/01/2017	Expense	Nov Stmt	Cal Waste Recovery Systems	67.63
11/01/2017	Expense	11410940	Indeed for Employers	350.78
11/01/2017	Expense	478017-00	New Pig Corp.	264.69
11/01/2017	Expense	0913-10122017	Verizon Wireless	121.28
11/01/2017	Expense		Intuit - QBO Online	30.99
11/02/2017	Expense	01157005	Saddle Creek Country Club	30.82
11/03/2017	Expense	18366	Tees to Please	463.66
11/03/2017	Expense	85-26284	Griff's BBQ & Grill	43.65
11/04/2017	Expense	77897872	Copperopolis Cruisers 25	50.59
11/04/2017	Expense	5848	Orchard Supply Hardware	477.06
11/06/2017	Expense	114814	Copper Auto & Marine	378.42
11/06/2017	Expense	208674	Lewis Port USA Racing	32.18
11/07/2017	Expense	P6828782	Duluth Trading Company	333.90
11/07/2017	Expense	Frames	Amazon.com	22.99
11/07/2017	Expense	208680	Lewis Port USA Racing	75.08
11/07/2017	Expense	23114920	Lowe's	76.03
11/07/2017	Expense	01157243	Saddle Creek Country Club	34.35
11/07/2017	Expense	95595666	Stockton Honda Yamaha	339.93
11/08/2017	Expense	7	Copper Auto & Marine	194.04
11/09/2017	Expense	E02004KJ98	Microsoft Office	12.50
11/11/2017	Expense	93407	Staples	57.62
11/11/2017	Expense	875026	Staples	4.22
11/13/2017	Expense	1543	Payless IGA	55.64
11/15/2017	Expense	10/31/2017	Calaveras Telephone Co.	315.56
11/16/2017	Expense	5124	Tractor Supply Co.	589.56
11/16/2017	Expense	9805576	Lowe's	60.80
11/16/2017	Expense	Board Clerk	Staples	22.79
11/18/2017	Expense	QW4MX52781	WordPress.com	99.00
11/21/2017	Expense	9745	Staples	372.72
11/21/2017	Expense	9795	Staples	32.47
11/21/2017	Expense	9747	Staples	67.27
11/21/2017	Expense	2096457455	Staples	7.24
11/21/2017	Expense	08922	Staples	10.04
11/21/2017	Expense	08923	Staples	42.02
11/21/2017	Expense	00014666	Swingle Meat Co.	629.42
11/21/2017	Expense	108159740	Myron Corporation	92.19

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/27/2017	Expense	B353250	Lake Tulloch True Value Hardware	113.72
Total				7,916.16

Payments and credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/28/2017	Bill	Oct Stmt	Bank of the West	-13,534.84
11/16/2017	Credit Card Credit	51496	United-states-flag.com	-30.75
11/21/2017	Credit Card Credit	9746	Staples	-179.38
Total				-13,744.97

Additional Information

Uncleared charges and cash advances as of 11/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2017	Expense	5774795-B-1	Ewing	165.33
11/14/2017	Expense	740872	Hunt & Sons, Inc.	142.89
11/27/2017	Expense	746983	Hunt & Sons, Inc.	300.23
11/28/2017	Expense	05822	Lowe's	81.63
11/28/2017	Expense	02900	Lowe's	53.01
11/28/2017	Expense	02899	Lowe's	522.09
Total				1,265.18

Uncleared charges and cash advances after 11/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/01/2017	Expense		Intuit - QBO Online	30.99
12/01/2017	Expense	72	Gold Dust Pizza Copperopolis	88.81
12/01/2017	Expense	Dec. 2017	Cal Waste Recovery Systems	67.63
12/02/2017	Expense	1645735846	Verizon Wireless	121.28
12/02/2017	Expense	9052151	Copper Station	77.07
12/04/2017	Expense	E19643	Safe-T-Lite of Modesto Inc.	190.14
12/04/2017	Expense	289906	J.Milano Co., Inc.	495.13
12/04/2017	Expense	A21236	Conlin Supply - Modesto	260.91
12/04/2017	Expense	H239209	Hughson Farm Supply	422.20
12/04/2017	Expense	02516459	Harbor Freight Tools	43.04
12/05/2017	Expense	P10967-05	Sonray Machinery	8.72
12/05/2017	Expense	6767378-A-1	Ewing	1,108.60
12/06/2017	Expense	23334	Lowe's	213.99
12/07/2017	Expense	607304	Tractor Supply Co.	578.55
12/07/2017	Expense	98677	Staples	268.92
12/08/2017	Expense	112461145	LogMein, Inc.	348.00
12/08/2017	Expense	H104436-01	Tractor Supply Co.	208.12
12/08/2017	Expense	105456	Conlin Supply - Modesto	87.34
12/10/2017	Expense		Microsoft Office	12.50
12/15/2017	Expense	PE11302017	Calaveras Telephone Co.	546.92
12/18/2017	Expense	0916-11152017	CCWD	285.88
Total				5,464.74

Uncleared payments and credits after 11/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/06/2017	Credit Card Credit	S2279AF1	Lowe's	-105.85
Total				-105.85

Saddle Creek Comm Srvs District

CHECK DETAIL

November 2017

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1000 Umpqua Bank Checking				
11/01/2017	1910111	John Deere Financial	John Deere Tractor Lease	(1,335.71)
11/01/2017	2196	Kampa Community Solutions, LLC	October Management Fees	(5,678.27)
11/01/2017	2201	Delta Charlie Sod Company	4 days of Landscape Work	(12,000.00)
11/02/2017	Nov Fee	Intuit Full Service Payroll	Payroll Service Fees	(111.00)
11/03/2017	DD	Gregory Hebard	Pay Period: 10/16/2017-10/31/2017	(2,243.48)
11/03/2017	DD	DOLORES C BAKER	Pay Period: 10/16/2017-10/31/2017	(309.88)
11/03/2017	2197	California State Disbursement Unit	Garnishments Payable	(297.50)
11/03/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
11/03/2017	DD	CODY L PONDER	Pay Period: 10/16/2017-10/31/2017	(702.32)
11/03/2017	DD	BRADLEY D NICKELL	Pay Period: 10/16/2017-10/31/2017	(1,184.06)
11/03/2017	DD	NICOLE C Mc CUTCHEN	Pay Period: 10/16/2017-10/31/2017	(1,506.95)
11/03/2017	DD	Ralph M. McGeorge	Pay Period: 10/16/2017-10/31/2017	(1,523.53)
11/07/2017	2202	Delta Charlie Sod Company	Landscape work	(3,000.00)
11/08/2017		IRS	Tax Payment for Period: 11/01/2017-11/03/2017	(2,927.92)
11/08/2017		CA EDD	Tax Payment for Period: 11/01/2017-11/03/2017	(521.08)
11/20/2017	DD	Gregory Hebard	Pay Period: 11/01/2017-11/15/2017	(2,243.49)
11/20/2017	DD	DOLORES C BAKER	Pay Period: 11/01/2017-11/15/2017	(628.36)
11/20/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
11/20/2017	DD	CODY L PONDER	Pay Period: 11/01/2017-11/15/2017	(878.56)
11/20/2017	DD	BRADLEY D NICKELL	Pay Period: 11/01/2017-11/15/2017	(1,055.44)
11/20/2017	DD	Ralph M. McGeorge	Pay Period: 11/01/2017-11/15/2017	(1,523.52)
11/20/2017	DD	NICOLE C Mc CUTCHEN	Pay Period: 11/01/2017-11/15/2017	(1,419.71)
11/21/2017	2203	Angels Heating & Air Conditioning	Heater Repair	(445.97)
11/21/2017	2204	Bank of the West	Credit Card Payment	(13,534.84)
11/21/2017	2205	California Special Districts Association	2018 Membership Dues	(2,633.00)
11/21/2017	2206	California State Disbursement Unit	Garnishments Payable	(297.50)
11/21/2017	2207	Gold Electric, Inc.	12 Led Retro-fits and photo cell replacements	(3,874.98)
11/21/2017	2209	San Joaquin Cnty Mosquito & Vector Ctrl	Continuing Education	(96.00)
11/21/2017	2210	SDRMA-Health Ins.	Health Insurance Monthly Premium	(3,736.00)
11/21/2017	2208	Nicole Mc Cutchen	Expense Reimb - Clerk Conf	(149.86)
11/21/2017	2212	Willdan	Sept Billing - Engineering- Prelim Tasks Per Contract	(1,066.00)
11/21/2017	2211	VALLEY ENTRY SYSTEMS, INC.	Gate Service Call	(433.29)
11/27/2017		IRS	Tax Payment for Period: 11/18/2017-11/21/2017	(2,973.75)
11/27/2017	11/7/2017	PG&E - 7193	Utilities	(267.76)
11/27/2017		CA EDD	Tax Payment for Period: 11/18/2017-11/21/2017	(517.42)
11/30/2017	20171130	USBank Equipment Finance	Copier Lease	(169.36)
Total for 1000 Umpqua Bank Checking				\$ (71,386.51)

REGULAR BOARD MEETING MINUTES

November 21, 2017 2:00 PM

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER **meeting came to order at 2:03pm.**
2. ROLL CALL **Present Hoffman, Vice President Albertson, Director DeBaldo, Director Russ, Director Golden, GM Kampa, Site Manager Hebard and Board Clerk McCutchen.**
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA **none**
5. **PUBLIC COMMENT** Two topics brought up: Second gate and sports center wood rot concern.
6. **CONSENT CALENDAR**
 - a. Review of monthly financial report, approval of bills and claims for the month of October, 2017.
 - b. Approval of the minutes from the Board Meeting held October 17, 2017.
Director Russ made a motion to approve the October 2017 financial report, approval of bills and claims and meeting minutes for October 17, 2017. Vice President Albertson seconded the motion. Motion passed unanimously.
7. **DISCUSSION AND ACTION ITEMS**
 - a. Presentation of the Saddle Creek Roads Rehabilitation Project, Preliminary Design Report.
Presentation made by GM Kampa.
 - b. Discussion and action regarding seasonal community beautification projects on District property; and District staff, equipment and financial participation therewith. **Director DeBaldo makes a motion for financial participation by the District in the amount of \$500. Vice President Ken Albertson seconds the motion. Motion passes unanimously.**
 - c. Adoption of a resolution approving an amended Salary Schedule to reflect a change in the Maintenance Supervisor salary range, reflecting the current responsibilities of the position. **Director Russ makes a motion to adopt a resolution amending the salary schedule to reflect a change in the Maintenance Supervisor salary range, reflecting the current responsibilities of the position. Director DeBaldo seconds the motion. Motion passes unanimously.**
 - d. Adoption of a resolution approving a policy on new employee introductory periods. **Director Russ makes a motion adopting a resolution approving a policy on new employee introductory periods. Vice President Albertson seconds the motion. Motion passes unanimously.**
 - e. Approval of a letter to Calaveras County declaring a concern for public safety related to the lack of a second community entrance, requesting meetings and diligent county action toward resolution. **No action taken.**
 - f. Development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings. **Vice President Albertson makes a motion for GM Kampa to assist the Board in development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings. Director DeBaldo seconds the motion. Motion passes unanimously.**

REGULAR BOARD MEETING MINUTES

November 21, 2017 2:00 PM

Page 2

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 Manager's Report:

- Landscape project status report. **GM Kampa gave an update on the status of the landscape project.**
- Report on the status of accomplishments of Managements Objectives. **GM Kampa handed out a written accomplishment report and was directed by the Board to give these reports quarterly going forward.**
- Summary report of new state laws affecting special districts effective in 2018. **GM reviewed a legislative update provided by CSDA.**

b. Site Manager's verbal report. **Nothing to report.**

9. ADJOURNMENT meeting adjourned at 3:59pm



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • www.sdrma.org

November 30, 2017

Mr. Greg Hebard
Site Manager
Saddle Creek Community Services District
1000 Saddle Creek Drive
Copperopolis, California 95228

Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage

Dear Mr. Hebard,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or edoughty@sdrrma.org.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers

RESOLUTION No. 2017-

RESOLUTION OF THE GOVERNING BODY OF
THE SADDLE CREEK COMMUNITY SERVICES DISTRICT,
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the Saddle Creek Community Services District utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the Saddle Creek Community Services District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Saddle Creek Community Services District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Saddle Creek Community Services District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Saddle Creek Community Services District.

PASSED, APPROVED AND ADOPTED this 19th day of December, 2017 by the following vote:

AYES:
NOES:
ABSENT:

Larry Hoffman, President
Saddle Creek Community Services District

ATTEST:

Peter J. Kampa, Secretary

I, Peter J. Kampa, the duly appointed and Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held at the Saddle Creek Lodge, 1001 Saddle Creek Dr., Copperopolis, CA, on December 19, 2017.

Saddle Creek Community Services District
Regular Meeting of December 19th, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- a. Appointment of Board officers including the positions of President, Vice President and Secretary for the 2017 calendar year.

Recommended Motion

Staff recommends the following motion:

***I move to appoint director _____ to the office of Board President, and
_____ -to the office of Board Vice President.***

Background

It is customary and the policy of the Board that in December of each year, the board conduct an annual organizational meeting in which the appointment of Board President, Vice President and Secretary is made. The positions of President and Vice President are required by law, and appointment to the position of Secretary is at the discretion of the District. The applicable section of the Government Code is included below for reference. Due to the 45 day requirement in law, this item is presented at this meeting for consideration. The Board can appoint officers at either its December or January meeting.

The Board is not bound by law to follow its own existing protocol with regard to the appointment and rotation of its officers, and there is also no legal guidance or industry standard on how officer appointments are made.

Government Code 61043 simply states:

- (a) Within 45 days after the effective date of the formation of a district, the board of directors shall meet and elect its officers. Thereafter, within 45 days after each general district or unopposed election, the board of directors shall meet and elect the officers of the board of directors. A board of directors may elect the officers of the board of directors annually.
- (b) The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve.
- (c) A board of directors may create additional offices and elect members to those offices, provided that no member of a board of directors shall hold more than one office.

Saddle Creek Community Services District

Regular Meeting of December 19, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- b. Adoption of a resolution approving a Consulting Agreement with Orr Design Office, for landscape architect services related to the Drought Tolerant Landscape Project.

Recommended Motion

I move to adopt a resolution approving agreement with Orr Design Office, for landscape architect services related to the Drought Tolerant Landscape Project.

Background

On October 17, 2017 the Board of Directors approved a request for proposals (RFP) for landscape architect services. Following approval, the RFP was distributed to 20 qualified firms that had either expressed interest in the project, or were located through internet search or reference.

On November 1, 2017, a site visit was held to provide additional information and answer questions from interested firms, which was attended by three potential proposers. By the deadline on the November 17, 2017 deadline, three qualified firms submitted proposals. The proposals from all firms can be downloaded on the [Project page](#) of our District website. The proposals were distributed on November 20 to the District's Adhoc Landscape Design Committee, and a meeting was held on November 6, 2017 to review the proposals and develop a recommendation to the Board. Following review, the Committee recommended conducting a telephone interview with the highest ranking two firms; Orr Design and MTW Group.

The Committee conducted interviews on November 12, the purpose of which to ensure the committee's understanding of each consultant's qualifications, experience and approach to the work; as well as their fee proposal. Both interviews went extremely well, with the firms being very qualified and submitting very comparable fee proposals. Following deliberations, the Committee recommended that the CSD Board of Directors award the landscape design contract to Orr Design Offices. The successful proposal and draft resolution approving the agreement is attached.

As detailed in the RFP and resolution, the recommended authorizes the General Manager to execute and agreement with Orr Design, with approval of the Phase 1 work not to exceed \$25,000 without further Board approval. Lora Warner, Chair of the Landscape Committee as well as other members will be in attendance at the meeting and prepared to support the recommendation to the Board.

RESOLUTION NO. 2017-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING
AGREEMENT WITH ORR DESIGN OFFICES FOR COMPLETION OF LANDSCAPE
DESIGN WORK ASSOCIATED WITH DESIGN AND BIDDING, CONSTRUCTION
MANAGEMENT AND OTHER PROFESSIONAL SERVICES ASSOCIATED WITH THE
SADDLE CREEK DROUGHT TOLERANT LANDSCAPE IMPROVEMENT PROJECT**

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

WHEREAS, the District owns and maintains the common area landscaping in most of the community, of particular focus and interest being the community entrance and golf resort entrance roundabout, which consisted of thousands of square feet of ornamental turf grass both in street medians and adjacent to the roads; and

WHEREAS, the severe drought of 2013 through 2016 caused the state to adopt prohibitions on the use of ornamental turf in street medians and other irrigation restrictions which resulted in loss of much of the turf, decommissioning of irrigation systems and much expense for temporary aesthetic remedies; and

WHEREAS, the District has directed the evaluation of permanently converting the landscaping in portions of the community common areas from high water using ornamental turf to attractive and water efficient drought tolerant plantings and hardscape; and

WHEREAS, the services of a professional landscape architect is necessary to accurately evaluate the opportunities and constraints associated with conversion of the landscaping, and therefore the District issued a Request for Proposals for the necessary consulting work in October 2017 and received three proposals by the November 17, 2017 deadline; and

WHEREAS, following review of the proposals by the District Landscape Adhoc Committee, the proposal submitted by Orr Design Offices has been determined to be responsive to the Request for Proposals and best meeting the needs of the District; and

WHEREAS, the Orr Design Offices proposal dated November 17, 2017 is attached hereto as Exhibit A.

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

1. The General Manager is authorized to negotiate a final scope of work and fee in accordance with the attached proposal from Orr Design Offices.
2. The work immediately authorized are the tasks associated with the Phase 1 project as detailed in the Proposal and Fee estimate, not to exceed \$25,000 without additional Board approval.
3. The General Manager is authorized to execute the District standard consulting services agreement with Orr Design for the agreed upon work; if an agreement can be reached on an acceptable work scope and fee.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on December 19, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Hoffman, President

ATTEST:

Peter Kampa, Secretary

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on December 19, 2017.

DATED: _____.



Magnify the ordinary with a closer look.

see



Listen to the ocean in a seashell.

hear



Feel texture, form and weight.

touch



Savor the sweet nectar of Summer.

taste



Discover the perfume of nature.

smell

Visionary Thinking

“The creative struggle is never easy. It’s amorphous by nature. To achieve excellence, you must unlock the inner mind. And that comes from inspiration. Being creative is sensing the same things as everyone else but imagining something different. Designs that are lasting and meaningful evolve from a discovery process that embraces all of your senses. Inspired design will energize you in ways you never imagined. It will excite you...Challenge you...Urge you to break free of convention...To experience ALL of your senses.”

Gary Orr, Principal
ORR Design Office



Inspired

Detailed

Intelligent

Cohesive

Seamless

Compelling

Innovative

Unique

Timeless

Flexible

Inventive

Compelling

Saddle Creek

Community Entry Re-landscape

A new Saddle Creek community image emerges...building upon yesterday's foundation and today's new environmental ethos.

We've prepared this introduction of our professional landscape architectural design firm- ORR Design Office as your key partner in this transformational project. We're excited about the bold steps ahead.

This document presents our experience, talents and skills for your review and approval.

The ORR Design Office stands ready.



916-441-4500
Central Valley-
Foothills- Sierra

Inspired

WHOLE-VISION designers of unique landscape environments of unparalleled beauty and function

Since 1990, we've been focused like a laser beam in our own world of inspired design. And, we've earned more awards for our passion than just about any local firm. What we do and ..how we do it is extremely rare and, when we're done, our client's buildings and landscapes meld into one cohesive WHOLE VISION that looks and functions seamlessly. ORR Design Office, Inc. is a multi-disciplinary design firm that works with clients throughout Northern California including the Bay Area, Sacramento Valley and Sierra regions. The Saddle Creek CSD can be assured that we take our responsibilities seriously and that we will respect your needs and goals.

The professional team at ORR Design Office is composed of unique and talented individuals with talents that are well beyond the basic professional fundamentals of the profession. As inspired collaborators, we have the resolve to guide you when you may not understand an idea, and we have the character to listen carefully when your own sensibilities are in duress. Most of our projects are located on challenging sites, managed by complicated community and governmental regulations, and require intimate knowledge of the local political and environmental climate. Clients can be assured that we will do whatever it takes to manage their project for success and harmony within the community, their neighbors and the construction team.

ORR Design Office clients receive "extra value" from our unique mind-set, experiences and talent throughout their relationship with us because of who we are, how we think and what we know. We're "inventors" and fine artists, horticulturalists, lighting specialists and color experts, building technology planners, landscape and irrigation designers—every detail is visualized.

Upscale Hospitality, Community and Custom Residential Landscape Architecture

ORR Design Office does NOT design shopping centers, schools, community parks with large turf areas and other typical commercial projects OR at the other extreme we don't design "everyday" front yards for mid-level custom homes. We specialize in detail oriented civic, high end- resort, hospitality and custom residential/estate projects for private developers or owners. Our clients seek us out for their "special projects" that demand innovation, technology, attention to detail, personal service and our emotional insights while working for people who will live in the landscape rather than just visit it.

Would you hire a shopping center architect to design your custom home? Would you hire a park and urban planner to design your high-end residential resort?

Clearly this illustrates that ORR Design Office is the perfect partner to work with Saddle Creek.

Detailed

Key reasons ORR Design Office is the most intelligent choice to design the landscape project for the Saddle Creek community.

Multi-skilled...Our approach, experience and skills are used for every aspect of your project's design. We offer a single point of contact, a comprehensive and detailed design experience and quite simply, can design better because we have more depth, talents and skills in-house. The need for a separate landscape architect and irrigation specialist, lighting designer, horticultural expert and environmental graphics consultant is eliminated because we are these too.

Creative...Our ideas are tested, practical and inventive. Our "currency" is ideas that solve unique problems, combine different parts and pieces that make "new" from "standard." We think differently and ask the right questions to elicit the most appropriate solutions. Very few design professionals have built with their own hands and because we've been, landscapers, carpenters, masons, plumbers and ourselves, we know how to build ourselves and understand materials, methods and specialized techniques that few designers know.

Inspired...Our work is neither trendy nor is it traditional. We are WHOLE VISION "place makers" instead of "space makers." The Community will not just be "green and pretty" but will have a powerful visual character of its own. Residents will remark that the community "feels just right." We don't start out trying to design to win awards but the results are often worthy of praise and admiration.

Flexible...Our services are tailored to you and your project goals. If an urgent matter arises, we'll work the weekend or evenings or make it right. We're ready to help and do what it takes to provide a quality service experience.

Respectful...Our respect for the community and CSD management's needs is resolute. We work for you and our aim is to build a respectful friendship with you. We realize that these projects are financially challenging and as a result, we are time sensitive, organized and efficient. We partner with the contractors and craftsmen to encourage, guide and offer support because we feel positive energy is a powerful motivator and leads to harmony and great workmanship- for the client.

Intelligent...Our goal is to be fair and knowledgeable professionals that listens to and guides our clients at the same time. If we don't know something, we will tell you but we will also find the best answer. We respect scholarship, debate, expertise and experience and will use our and your resources to for your project's best advantage.

On Budget...Our design work wins awards and praise from our clients and peers alike but the hidden story is that they are built on budget or very close to it. Our clients want a project built without unplanned additions or deletions that create emotional and economic turmoil. Our goal is to plan in detail so that the contractors can confidently commit to a lump-sum fixed-price.

ORR Design Office- Project key team members

Gary Orr, Principal & Director of Design

Principal in Charge/Director of Design/ Principal of ORR Design Office, Inc. , Gary Orr oversees all design work for the firm. He has over 30 years of experience in the fields of environmental design programming, architecture/landscape architecture, horticulture, urban design, and is a fine artist and craftsman. He is a licensed California Landscape Architect since 1986.

Gary's special insights and skills that come from being a design-build contractor early in his career. And its notable that Gary's childhood as an Eagle Scout, working in an exotic plant nursery and after school private art lesson for over 10 years to this day informs his career. He was a lecturer and instructor in the fields of design theory at Los Rios College. He has earned professional recognition for his design vision from numerous national publications such as Architectural Record, Sunset Magazine, Lighting Design, Better Homes and Gardens, Dwell, Lux Living, Metropolitan Home and other local publications and magazines. He has earned over 25 awards for his work in landscape architecture, lighting design and architecture. He is an honor's graduate of Linn Institute of Art in Laurence Kansas and earned his College Instructor credential through University of California Berkeley and is a LEED certified professional and a member of the American Society of Landscape Architects and the California Native Plant Society.

In addition to running the day-to-day design activities of ORR Design Office, Gary is active in promoting the profession and has given back to the community as a long-term board member of several local and regional organizations. Gary is currently designing his own family home and agricultural ranch in the Sierra Foothills using advanced irrigation technologies, all low-water and native plantings and other innovations that will earn industry attention. He visited Israel (the world leader in low-water planting and irrigation science) in the Summer of 2017 to learn about their leading irrigation technologies, low-water planting techniques and the most state-of-the-art techniques to use in ORR Design Office's future work.

Karen Bramlett Nece, Project Landscape Architect and Manager

Associate landscape architect, Karen Nece has been with ORR Design Office for over 11 years and has been a California licensed Landscape Architect since 1994. Karen will manage the day-to-day project details, coordination of all schedules and will manage the project bidding and construction phases. She is a graduate with BA in Landscape Architecture and Planning from University of California Davis. Karen has a LEED certification. Karen is also a field representative and will attend all contractor conferences and on-site activities.

In addition to managing her work at ORR Design Office, Karen is active in furthering her education and has specialized certifications in California native plants and horticulture and has maintained a part-time schedule as a student for most of her adult life. Her hobby is going to school and learning.

Kevin Gardner, CAD Manager and Technical Specialist

Associate Kevin Gardner is the firm's CAD manager and in-office quality control specialist. With ORR Design for 15 years, he oversees all production work and maintains complex computer and drafting programs. An expert in AutoCAD, Kevin has over 23 years of experience as a technical expert in computer drafting.

Additionally, he has specialized skills in architecture, interiors, landscape architecture honed as the lead in the office's major projects. He has a degree from Fresno State College in Building Construction.

Saddle Creek Landscape- The ORR “WHOLE- VISION” Design Approach

More than water efficiency...More than healthy plantings

ORR Design’s WHOLE VISION approach to the project will excavate deeper than the technical goals of the CSD’s desire for strategic water use, lower maintenance costs and conformance with local and state regulations. We understand that the main entry roadway character and “sense of arrival” is both the “BRAND” as the public image of Saddle Creek but it also is the extended “front yard” for the golf course resort and residences in the community.

Saddle Creek’s remote rural location and isolation requires a commitment of energy and time to reach the gateway of the development and therefore the destination should exert an “emotional reward” for the trip. While a lush green and functional entry can clearly provide a desirable and satisfying reward, we would strive to a higher level of reward.

An inspired approach...

The Saddle Creek community is a suburban island within a foothill and rural landscape. Our design approach will be more contextual and de-emphasize the “suburban” and emphasize the “rural” while maintaining a surprising and sophisticated style that may be more native, loose and organic, but at the same time should be organized, refined and contemporary. We DO want the hand of the designer to show.

We also know that the community has an opportunity to refresh its brand to a new group of younger residents that are seeking an escape from suburban front lawns, flapping flags and high utility expenses. At the same time, the community is an organized place that offers timeless lifestyle benefits with enduring appeal.

There are fundamental functional considerations that we believe should be examined which may include creation of a new pedestrian gate, walkway and connection path away from vehicular traffic. The entry roadway to the drive circle should have more illumination to enhance safety and a sense of security and at the same time enhance the drama and physical beauty of the entry “experience.” The lighting system could also allow seasonal holiday display opportunities.

The CSD could also market the reimaging of the landscape entry area as an example “demonstration-scape” in a possible partnership with the community developer and existing residents as a possible new or amended landscape standard within the CC&R guidelines. The opportunity to illustrate new irrigation technologies, introduce new plants and how to creatively design native and low-water landscapes that don’t look unkempt, overtly trendy with faux stream beds and baby boulders, gravel sanitized utilitarian or too stylistically confusing

Saddle Creek Landscape- Preliminary Design Report (Phase 1)

As a part of Phase 1, ORR Design will attend three on-site meetings per (1,2 & 3 listed below) and prepare and present a preliminary site opportunity/constraint analysis with examples and exhibits (photos and drawings) that illustrate graphically the project challenges and opportunities. ORR Design will attempt to 'educate' the 'Stakeholders' while at the same time carefully listen and synthesize the stakeholder concerns, priorities and own visions for the project.

1. Project Goals and Objectives.

-ORR to evaluate basic site and horticultural conditions, obtain photos, prepare base site plan for digital drafting, identify specific locations and boundaries within the Saddle Creek CSD that the project plan will include. (as-built irrigation, lighting etc. data collected in Phase 2)

- Identify project threats, opportunities and long-term challenges.

- Elicit Community and CSD Board (District Committee) in one kickoff meeting to discuss priorities and of the project redesign and benefits/liabilities. Outline possible project strategic outcomes such as improved aesthetic and community image, operation and maintenance savings, compliance with local and state codes/restrictions, resource preservation, and stabilization of property values.

- Outline project development design options and exploration of project budget options for discussion and evaluation such as:

a- *" basic repair and minor modifications only as required" ,*

b- *" remove and replace all systems (irrigation/lighting/automation) with some existing plantings to remain,*

c- *" all new systems, 'model' foothill landscape planting and design themes, and community image enhancing hardscape/softscape elements"*

2. Board and Committee Discussions and Strategies

-Summary presentation and meeting with District Committee 'stakeholder' to discuss strategies.

-Illustrate issues and evaluate options presented by ORR Design in #1 above.

3. Community Stakeholder Meetings

-Assist in evaluation of District Committee 'stakeholder' comments and questions received during the District Committee led process. Elicit from Community "stakeholders" the desirability and acceptability of various project development options and preferred aesthetic character of the project design.

4. Schematic Design Concept

-Prepare one conceptual schematic design development scenario for presentation and discussion to District Committee.

-Update schematic design approved by the District Committee and refine project elements such as key materials (with samples as required), illustrate key design details, report possible management costs (water use, maintenance until established)

-Prepare recommendations for project implementation schedule

Saddle Creek Landscape- Final Design/Construction Management (Phase 2)

As a part of Phase 2, ORR Design will attend all on-site meetings and prepare all required documents, specifications, cost estimates, bidding and construction phase services. As a part of this phase, ORR Design will require a more comprehensive as-built survey to document locations of all existing utility data (irrigation, lighting and storm drain systems.) We are recommending that a local surveyor prepare a plan with topographic data and that ORR Design overlay through field research collected utility data. We have contacted a surveyor located in Sonora that is prepared to provide this service.

1. Final data collection/survey/topographic data (extra required service)

-Collect existing on-site information via a survey of existing site, review of any existing planning documents, evaluate conditions of plant material, hardscape/signage, underground basic as-built infrastructure. Prepare project area mapping and plan base to be used for development of designs and technical plans.

-Collect maintenance schedule data, historic water use data and costs, separate via calculation estimate of water use by golf course and CDS project area where existing systems are combined.

2. Project Final Design (Design Development) (RFP #5.2)

-Prepare site, grading, drainage, irrigation, planting, paving, lighting, site structures plans (fences, screen walls, large scale pots, gates, gate house alterations, monument sign modifications, retaining walls as necessary). Paint color selections.

3. Technical Plans (Construction Documents) (RFP #5.3)

-Scaled digital plans
-Specifications
-Calculations for water management and local/state code requirements
-Final statement of probable construction costs

4. Bid and Project Pre-Contract Management (RFP #5.4)

-Bidding and pre-construction management (project bidding, contractor award assistance)
-Assist CSD in award and contractor coordination

5. Construction Phase Services (RFP #5.5)

-Construction management (pre, during and end) of installation process. Follow-up and reviews of work for conformance to plans and specifications, field reports, RFI and change order management, invoice reviews.

6. Maintenance Schedule (optional service)

-Prepare a recommended watering, pruning, staking and fertilization outline for start-up to establishment period, early maturity and mid-term maturity of all plantings.
-Prepare sketch images of suggested pruning forms
-Fertilizer schedule (type, quantity and rates)

Saddle Creek Design Process and Phasing

We have summarized an example of the design process suggested for the project. We organize the project design through a step-by-step process that will produce the most appropriate design for the Saddle Creek CSD needs, goals and budget. Usually we are right on target and find the process eliminates unpleasant surprises commonly produced by designers and architects who do not follow an organized process or when a client conceptualizes a project in steps without a consultant that “visualizes” the true scope of a project. We proceed when both you and our office are ready for the next step.

All services to complete the Saddle Creek landscape project are shown in phases outlined below. Project start to bid announcement is 180 days (6 months).

- 1. Project Programming:** Data gathering, goals & objectives,
Timelines, budgets, reports

2 client meetings
1 month
- 2. Schematic Design:** Basic layouts, site planning/ landscape.
Functional and thematic vision is developed.

1 client meeting
1 month
- 3. Final Design:** Final layout of project components,
Cost evaluations, presentations

2 client meetings
1 month
- 4. Construction Documents:** Documents prepared for building permit
and construction bids, building documents, survey

1-2 client meetings
2 months
- 5. Project Management:** Bidding, analysis of bids
1 client meeting
1 month

Client and Builder References

We have provided a sample of approved references. We encourage you to contact every individual on the list below. Please feel free to ask them any questions you may have. Builder references are valuable as they work with many design professionals and can provide a very comprehensive peer evaluation of the quality and detail in our plans, accuracy and innovation and our team spirit. Highly complex and detailed projects are the creative laboratory for our innovations and ideas. These projects range from ½ acre to 20 acres and have budgets from under \$100K to 5+ million dollars.

Private Owner, Construction & Development Company References

Craig Chase- Owner CE Chase Development, Inc.	cell 925-639-8774
Mike Fields- President Allied Construction & Site Development	cell 530-902-6536
Marc Howse- President Marc Howse Enterprises, Inc.	cell 916-434-5475
Jim Wood- President R & J Construction, Inc.	cell 915-648-7942
Larry Steele- President Siteworks Landscape, Inc.	cell 510-418-0051
Ron Pitamber- President Heritage Hotel Group, Inc.	cell 916-786-5852



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November 17, 2017

Ms. Nicole McCutchen- Project RFP Manager

Saddle Creek Community Services District

1000 Saddle Creek Drive

Copperopolis, CA 95228

Saddle Creek Drought Tolerant Landscape Project RFP

Phase 1 Bid

1. Project Goals and Objectives.

Principal	20 hours	\$3,700
Staff	20 hours	\$2,700

2. Board and Committee Discussions and Strategies

Principal	16 hours	\$2,960
Staff	20 hours	\$2,700

3. Community Stakeholder Meetings

Principal	8 hours	\$1,480
Staff	12 hours	\$1,620

ORR
DESIGN
OFFICE

4. Schematic Design Concept

Principal	30 hours	\$5,550
Staff	30 hours	\$4,050
Totals		<u>\$24,760</u>

Phase 2 Bid (estimated)

1.Final data collection/survey/topographic data (extra required service)

Principal	8 hours	\$1,480
Staff	40 hours	\$5,400

2.Project Final Design (Design Development) (RFP #5.2)

Principal	60 hours	\$11,100
Staff	32 hours	\$4,320

3.Technical Plans (Construction Documents) (RFP #5.3)

Principal	30 hours	\$5,550
Staff	200 hours	\$27,000

4.Bid and Project Pre-Contract Management (RFP #5.4)

Principal	8 hours	\$1,480
Staff	40 hours	\$5,400

Objectives	Start Date	Completion Date	Status
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.	September 2017	Ongoing	Attended CSDA annual conference and Board meetings, Professional Development Committee
Oversees the preparation of the annual budget for the District.	September 2017	Ongoing	Transitioned budget to July 1-June 30 fiscal year, adopted preliminary and final budget. Performing to budget.
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.	September 2017	Ongoing	Improvement seen now with Board Clerk in place.
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.	September 2017	Ongoing	Evaluated loan options for road improvements Contracted with Human Resources firm for policy manual update, hiring process documents
Meet regularly with Board President regarding district matters and to receive input regarding community issues.	September 2017	Ongoing	

Oversee and evaluate CSD staff; update job descriptions and define individual responsibilities.	September 2017	Ongoing	Currently reviewing/revising job descriptions for maintenance positions
Improve website to notify residents when new items are added or updated.	September 2017	Ongoing	Notification sign up process in place, 51 signed up
Pursue available grant funds whenever appropriate, as a means of preserving its resources for other needed priorities.	September 2017	Ongoing	Regularly reviewing funding notices
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.	September 2017	Ongoing	Total invested funds are reported monthly in the Statement of Cash Flows and Balance sheet. Board approved LAIF as potential investment, and CDs may be invested in LAIF in March 2018, depending on interest rates
Work closely with allied agencies, i.e. Castle & Cooke (C&C), Calaveras County Water District (CCWD), and other agencies to achieve CSD goals and objectives.	September 2017	Ongoing	Met with Scott Thayer and working through water meter related issues; engineering likely needed.
Continuously improve the quality and usability of information available on website, coordinating with HOA and others to clarify responsibilities when possible.	September 2017	Ongoing	Additional information will be added in the coming months as Clerk and GM time allows
September 2017 – March 2018 (6 month goals)			
Develop cost effective plan for drought tolerant landscaping.	January 2017	Estimated July 2018 completion	On track - Reviewing architect proposals, expect contract award in December with 180 day project completion timeline

Implement "New CSD Board Member" orientation in a timely manner.	September 2017	February 2018	On Track - Manual updated from 2016, scheduling orientation and full board reintroduction in February each year
Implement Pavement Improvement Program.	September 2017	June 2018	On Track – Preliminary Design Report completed, Estimate construction spring/summer 2018
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.	September 2017	Estimate full completion February 2018	On track – Purchased laptop, software subscriptions, leased copier. Preliminary reserve policy reviewed by Board, final pending Capital Equipment Replacement Schedule update
Begin to develop drought tolerant landscaping project.	September 2017	June 2018	On track -
Continue to improve communication with CSD Staff and Board President.	September 2017	Ongoing	Additional Effort necessary
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.	September 2017	Ongoing, estimate February 2018	On Track - Board Norms and Protocol scheduled for initial discussion on November 21, 2017
Second Gate: Research with C&C and Calaveras County as to what funds are available, where they reside, and how they can be accessed.	September 2017	Ongoing, estimate March 2018	On track - Reviewing original development agreements, correspondence in files, initial Board direction regarding an engagement letter on agenda November 21, 2017
Monitor SB1 Tax allocation in an effort to influence distribution to Special Services Districts.	September 2017	Ongoing, no action	Stalled - Requires law changes.

Complete personnel handbook update and development.	September 2017	Estimate March 2018	On track/additional work than expected - Working with HR consultant, also proposing some policies on agenda individually.
Improve and automate records management system.	September 2017	Ongoing, estimate June 2018 completion	On track – established OneDrive cloud based file system based on CSD computers.
September 2017 to February 2019 (18 month Goals)			
Implement a Capital Improvement Plan.	Not started	February 2019	
Involve Community in a Goals and Priority Setting Session.	September 2017	Ongoing	Landscape committee is working diligently toward community beautification
Conduct asset inventory with condition index.	Update not started		
Develop road construction standards and encroachment permit process for Board approval.	September 2017	June 2018	
Finalize reserve policies.	Not started	Feb2019	
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	September 2017	February 2019	Process of identification begun and being completed as time allows

Saddle Creek Community Services District

Special Meeting of December 19, 2017

AGENDA SUPPORTING DATA

8. STAFF AND DIRECTOR REPORTS:

- a. General Manager's report

Measure A Special Tax, Fiscal Year 2017/18 Annual Report

Provided herein for your information is the narrative portion of a new report required to be prepared by the District on an annual basis. The law simply requires that the report be filed with the District, but staff recommends that the report be included in the December Board meeting agenda packet for public disclosure. The attached report does not include the 17 pages of assessors parcel numbers, however those are available upon request.

Road maintenance and improvement status report

Following staff approval of the Preliminary Design Report reviewed by the Board in November 2017, we have issued Notice to Proceed with the design of the road improvement project as detailed in the PDR. Peter Rei has met with Greg Hebard to review the locations for potential conduit crossings of the road as directed, and we expect to have 30% design documents for staff review in January.

Review of the status of Managements Objectives

A copy of the Management Objectives Update Report was distributed during our November 2017 Board meeting and is also included in this packet. A brief presentation on the Report will be provided at this meeting to ensure clarity on management's progress, convey opportunities and constraints related to the accomplishment of the Board's goals.

No Paid Workers Compensation Claims

Included with this report is a letter from our insurance provider, Special District Risk Management Authority (SDRMA) recognizing the District for no paid Workers Compensation claims in the 2016-2017 fiscal year. As you know, safety is the responsibility of all employees, and we should recognize and appreciate the hard work of our staff, supervisor and Site Manager. This translates to a direct savings of over \$500 per year in Credit Incentive Points (2% discount) on the cost of the insurance, as well as a reduction in our Experience Modification rate, which greatly affects our workers compensation costs. **Great work!**

SADDLE CREEK COMMUNITY SERVICES DISTRICT

Measure A Special Tax

Fiscal Year 2017/18 Annual Report

December 2017

OFFICE LOCATIONS:

Temecula – Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

San Francisco – Regional Office
870 Market Street, Suite 1223
San Francisco, CA 94102

California Satellite Offices
Atascadero, Davis,
Huntington Beach,
Joshua Tree, Riverside,
Sacramento, San Jose

www.nbsgov.com

Prepared by:



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1. DISTRICT ANALYSIS

1.1 District Background

The Saddle Creek Community Services District (the “District”) imposed the Measure A Special Tax (the “Special Tax”) following the special all-mail election held by the County of Calaveras on May 2, 2017. The Special Tax has been imposed to maintain District-owned facilities including but not limited to roadways, storm drains, landscaping, lighting, wildlife easements, entrance gate facilities, weed and mosquito abatement, reserves, and administration. The Special Tax replaces the special tax levied for the same purposes previously approved by voters on May 23, 2000.

The Special Tax will be levied in perpetuity, unless and until such time the District determines that special tax revenues are no longer needed.

1.2 Levy

The following table shows the actual and maximum Fiscal Year 2017/18 Special Tax rates for each category of parcel levied within the District. Special Taxes will not be levied at the maximum rates in Fiscal Year 2017/18, as the District has adopted a plan for a phased-in approach for the implementation of the Special Tax. As such, Special Tax rates are expected to increase in the future until the maximum is reached.

Land Use Category	Actual Fiscal Year 2017-18 Special Tax Rate	Maximum Fiscal Year 2017-18 Special Tax Rate	Levied Per
Residential Lot	\$1,300.00	\$1,703.00	Residential Lot
Large Lot Undeveloped Property	549.62	720.00	Acre or Portion Thereof
Sports Club Property	488.55	640.00	Acre or Portion Thereof
Golf Course Property	48,748.09	63,860.00	Parcel

The District levied 573 parcels for a total levy amount of \$924,446.90 in Fiscal Year 2017/18. A summary of the Special Tax levied for each parcel category in Fiscal Year 2017/18 is shown below:

Land Use Category	Acreage	Number of Parcels Levied	Fiscal Year 2017-18 Levy Amount
Residential Lot	233.49	560	\$728,000.00
Large Lot Undeveloped Property	265.93	11	146,159.90
Sports Club Property	3.15	1	1,538.92
Golf Course Property	203.96	1	48,748.08
Total	706.53	573	\$924,446.90

1.3 Special Issues

To comply with the requirements of Assembly Bill 2476, notices were mailed in late August to all property owners affected by the Special Tax that do not reside within the jurisdictional boundaries of the District.

NBS

Andrew Kraus, Financial Analyst
Greg Davidson, Client Services Director

2. APPENDIX A – FINAL BILLING DETAIL REPORT FOR FISCAL YEAR 2017/18

The following pages contain a summary of the Fiscal Year 2017/18 billing for the District.

September 18, 2017

Mr. Larry Hoffman
Board President
Saddle Creek Community Services District
1000 Saddle Creek Drive
Copperopolis, California 95228

Re: No Paid Workers' Compensation Claims in 2016-17

Dear Mr. Hoffman:

This letter is to formally acknowledge the dedicated efforts of the Saddle Creek Community Services District's Governing Body, management and staff towards proactive loss prevention and workplace safety. Your agency's efforts have resulted in no "paid" workers' compensation claims for program year 2016-17. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year. This is a great accomplishment!

It is through the efforts of members such as Saddle Creek Community Services District that SDRMA has been able to continue providing affordable workers' compensation coverage to over 439 public agencies throughout California. In fact, 270 members or 61% in the workers' compensation program had no "paid" claims in program year 2016-17.

In addition to this annual recognition, members with no "paid" claims during 2016-17 earned 2 credit incentive points (CIPs) thereby reducing their annual contribution amount. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing work related injuries. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any ideas or suggestions to Dennis Timoney, SDRMA Chief Risk Officer at dtimoney@sdrma.org.

On behalf of the SDRMA Board of Directors and staff, it is my privilege to congratulate the Governing Body, management and staff of 2017-18 for their commitment to proactive loss prevention and safety in the workplace.

Sincerely,
Special District Risk Management Authority


Jean Bracy, President
Board of Directors