

REGULAR BOARD MEETING AGENDA
September 16, 2014 2:00 PM
Saddle Creek Lodge, Members Lounge
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 appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.

6. CONSENT CALENDAR

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

- a. Review of monthly financial report and approval of bills and claims for the month of August 2014.
- b. Approval of the minutes of the Regular Board Meeting of August 19, 2014

7. OLD BUSINESS

- a. Presentation on the wetlands water supply status and the various permits and responsibilities involved in delivery of water by CCWD.

8. NEW BUSINESS

- a. Approval of a Resolution authorizing abandonment of public utility habitat AT easement, Homesite #98, APN 055-052-005 and 055-082-009.
- b. Approval of a Resolution establishing the Board Policy on Easement Abandonment Procedures.
- c. Discussion/Action regarding approval of the management objectives for the General Manager for 2014/2015.

9. STAFF REPORTS:

Brief reports will be provided by District staff to inform the Board and public on the status of general operational and administrative matters. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future meeting agenda.

- a. Site Manager
- b. General Manager

10. DIRECTORS REPORTS:

Brief reports will be provided by District Board members to inform on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future meeting agenda.

11. ADJOURNMENT

Next Meeting – October 21, 2014

Agenda Materials: May be viewed on the bulletin boards outside the Saddle Creek Pro Shop, on the Sports Club Bulletin Board and at the CSD Website on the Saturday proceeding each meeting date. 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
FY 2014 MONTHLY BUDGET REPORT
August, 2014

	Current Year - 2014			Prior Year - 2013		
	(Approved) <u>FY 2014</u>	(Expenditures) <u>Month of</u> <u>August</u>	(Expenditures) <u>Year to Date</u>	(Approved) <u>FY 2013</u>	(Expenditures) <u>Month of</u> <u>August</u>	(Expenditures) <u>Year to Date -</u> <u>Prior Year</u>
<u>OPERATIONAL EXPENSES</u>						
Audit Expense	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
Accounting & Bookkeeping	\$ 6,000	\$ 406	\$ 4,750	\$ 5,000	\$ 288	\$ 3,771
On-line Back-up/Notary Fees/Bonds	\$ 1,000	\$ -	\$ 351	\$ 700	\$ -	\$ 351
Legal Expenses	\$ 1,500	\$ -	\$ 500	\$ 1,500	\$ -	\$ 406
Management Fees	\$ 28,500	\$ 4,750	\$ 9,500	\$ -	\$ -	\$ -
Insurance (Property Loss/Liability)	\$ 8,000	\$ -	\$ 6,359	\$ 7,000	\$ -	\$ 6,065
Miscellaneous/Contingency	\$ 5,000	\$ 1,543	\$ 2,118	\$ 5,000	\$ -	\$ 41
Professional Development (Travel/Training)	\$ 5,000	\$ 225	\$ 4,299	\$ 5,000	\$ 558	\$ 3,389
Dues, Certifications & Subscriptions	\$ 4,000	\$ -	\$ 1,790	\$ 4,000	\$ -	\$ 1,936
Uniform Expenses	\$ 1,600	\$ -	\$ 1,862	\$ 1,600	\$ -	\$ 542
Electric Power/Water/Sewer	\$ 5,000	\$ 354	\$ 3,210	\$ 5,000	\$ 318	\$ 3,171
Telephone/Pager Service	\$ 5,000	\$ 324	\$ 2,775	\$ 5,000	\$ 354	\$ 2,988
Internet Service	\$ 1,200	\$ 75	\$ 600	\$ 1,200	\$ 75	\$ 700
Office Supplies/Postage	\$ 4,500	\$ 8	\$ 3,121	\$ 4,500	\$ 393	\$ 3,252
Office Equipment Repair/Replacement	\$ 2,300	\$ -	\$ 1,788	\$ 2,300	\$ 418	\$ 1,900
Gate Maintenance & Opener Purchase	\$ 4,000	\$ -	\$ 1,814	\$ 16,500	\$ -	\$ 13,264
Street & Main Gate Lighting Maint/Repair	\$ 13,500	\$ -	\$ 5,636	\$ 8,300	\$ -	\$ 5,133
Landscape Supplies & Repairs	\$ 21,000	\$ 30	\$ 18,806	\$ 21,000	\$ 94	\$ 19,054
Landscape Equipment Repair/Replacement	\$ 16,500	\$ -	\$ 16,466	\$ 16,583	\$ 89	\$ 14,984
Lease/Purchase Tractor	\$ -	\$ -	\$ -	\$ 3,909	\$ -	\$ 3,127
Landscape Equipment Gas & Oil	\$ 7,000	\$ 1,923	\$ 4,481	\$ 7,000	\$ -	\$ 2,259
Mosquito Control Products (4)	\$ 13,500	\$ 1,335	\$ 13,652	\$ 11,000	\$ -	\$ 9,512
Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ -	\$ 1,157	\$ 2,800	\$ -	\$ 1,196
Mosquito Abatement Vehicles Gas & Oil	\$ 13,000	\$ -	\$ 7,677	\$ 13,000	\$ -	\$ 8,064
Mosquito Abatement Equipment Maintenance	\$ 5,000	\$ -	\$ 5,890	\$ 5,000	\$ -	\$ 2,759
County Fees/LAFCO (2)	\$ 6,500	\$ 92	\$ 2,897	\$ -	\$ -	\$ -
Reimbursable Maint/Repair Expense (1)	\$ -	\$ -	\$ 4,204	\$ -	\$ 39	\$ 7,662
<u>Total Operational Expenses:</u>	\$ 189,100	\$ 11,065	\$ 133,203	\$ 160,392	\$ 2,626	\$ 123,026
<u>PERSONNEL EXPENSES</u>						
Worker Compensation Insurance	\$ 16,000	\$ -	\$ 5,144	\$ 15,500	\$ 2,823	\$ 7,817
Health Insurance	\$ 58,780	\$ 3,845	\$ 31,532	\$ 57,000	\$ 3,873	\$ 27,888
Payroll Taxes	\$ 28,000	\$ 1,423	\$ 13,597	\$ 27,000	\$ 1,505	\$ 16,291
Processing Fees	\$ 1,400	\$ 111	\$ 916	\$ 1,400	\$ 113	\$ 906
Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
Employee Wages	\$ 281,500	\$ 17,691	\$ 154,398	\$ 309,500	\$ 19,418	\$ 178,860
<u>Total Personnel Expenses:</u>	\$ 391,680	\$ 23,070	\$ 205,587	\$ 416,400	\$ 27,732	\$ 231,762

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2014 MONTHLY BUDGET REPORT
August, 2014

	Current Year - 2014			Prior Year - 2013		
	(Approved) FY 2014	(Expenditures) Month of August	(Expenditures) Year to Date	(Approved) FY 2013	(Expenditures) Month of August	(Expenditures) Year to Date - Prior Year
<u>CAPITAL OUTLAY</u>						
2" SDS Rotary Hammer (2013)	\$ -	\$ -	\$ -	\$ 1,350	\$ -	\$ 1,349
Workman MDE Cart (2013)	\$ -	\$ -	\$ -	\$ 12,500	\$ -	\$ 11,886
<u>Total Capital Outlay:</u>	\$ -	\$ -	\$ -	\$ 13,850	\$ -	\$ 13,235
<u>Total Expenses:</u>	\$ 580,780	\$ 34,135	\$ 338,790	\$ 590,642	\$ 30,358	\$ 368,023

PAYMENTS AND ASSESSMENTS RECEIVED

Assessment Income

	Date Rec'd:	Amount:	Date Rec'd:	Amount:
Payment No. 1:	Feb 7, 2014	\$ 305,793	Feb 15, 2013	\$ 299,925
Payment No. 2:	May 30, 2014	\$ 224,421	Jun 10, 2013	\$ 217,111
Payment No. 3:	Aug 29, 2014	\$ 28,053	Sep 13, 2013	\$ 27,710
Adjustment to Income (3)			Oct. 31, 2013	\$ 2,703

Reimbursement Income

From:	For:	Date Rec'd:	Amount:	Date Rec'd:	Amount:
Castle & Cooke	Various			Various	\$ 9,854
Toro Equipment	Gate Repairs			Sep 13, 2013	\$ 680
Castle & Cooke	Tractor/Equipment Repairs	Mar-Aug, 2014	\$ 4,204		

Other Income

From:	For:	Date Rec'd:	Amount:	Date Rec'd:	Amount:
Castle & Cooke	Weed Abatement			Jul-Aug, 2013	\$ 3,000
Lot Owners	Weed Abatement	Aug, 2014	\$ 1,500	Jul-Nov, 2013	\$ 2,200
Lot Owners	Gate Openers/Cards	Jan-Aug, 2014	\$ 279	Jan-Nov, 2013	\$ 1,326
Umpqua Bank	CD Interest	Jan-Aug, 2014	\$ 181	Jan-Nov, 2013	\$ 384
Calaveras County	Interest Received	Jan-Aug, 2014	\$ 288	Jan-Dec, 2013	\$ 516
Various	Other Miscellaneous	Jan-Aug, 2014	\$ 14	Jan-Dec, 2013	\$ 55
Central Life Sciences	Adapco Rebate (4)	Aug 15, 2014	\$ 1,724		

Notes

- (1) Equip Maint/Repair expenses billed to Castle & Cooke - Payment shown in Reimbursement Income
- (2) County Admin/LAFCO Fees recorded from County Auditor's Statement
- (3) Adjustment to Income made to reallocate County/LAFCO Fees and County Interest Received to their proper accounts (2013)
- (4) Net expenditures for Acct OE22 - Mosquito Control Products: \$ 11,928 Budget amount \$ 1,572

Saddle Creek Community Services District
Balance Sheet
 As of August 31, 2014

	Aug 31, 14
ASSETS	
Current Assets	
Checking/Savings	
1000 · Umpqua Bank Checking	421,394.11
1080 · Umpqua Bank CD Accounts	
1081 · CD #7405	25,765.84
1082 · CD #46165	25,109.57
1083 · CD #46207	25,109.57
1084 · CD #46249	25,078.86
1085 · CD #46124	25,078.86
Total 1080 · Umpqua Bank CD Accounts	126,142.70
Total Checking/Savings	547,536.81
Accounts Receivable	
1200 · Accounts Receivable	-10.00
Total Accounts Receivable	-10.00
Total Current Assets	547,526.81
Fixed Assets	
1500 · Capital Assets	
1501 · Equipment	196,071.70
1503 · Roads	2,360,462.00
1504 · Easements	10,344,000.00
1505 · Buildings	79,000.00
Total 1500 · Capital Assets	12,979,533.70
1600 · Accumulated Depreciation	
1601 · Equipment	-175,726.94
1603 · Roads	-569,656.38
1605 · Buildings	-15,010.00
Total 1600 · Accumulated Depreciation	-760,393.32
Total Fixed Assets	12,219,140.38
TOTAL ASSETS	12,766,667.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,222.11
Total Accounts Payable	4,222.11
Credit Cards	
2060 · CSD Visa - MLB	1,616.99
Total Credit Cards	1,616.99
Other Current Liabilities	
2100 · Payroll Liabilities	428.35
2150 · Accrued Payroll	9,554.26
2200 · Sales Tax Payable	4.88
Total Other Current Liabilities	9,987.49
Total Current Liabilities	15,826.59
Total Liabilities	15,826.59
Equity	
3800 · Developer Capital Contributions	12,198,795.62
3900 · Retained Earnings	630,172.26
Net Income	-78,127.28
Total Equity	12,750,840.60

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Accrual Basis

Saddle Creek Community Services District
Balance Sheet
As of August 31, 2014

	<u>Aug 31, 14</u>
TOTAL LIABILITIES & EQUITY	<u><u>12,766,667.19</u></u>

09/13/14

Saddle Creek Community Services District
Check Detail
August 2014

Num	Date	Name	Account	Paid Amount
DD	8/5/2014	Mark A. Dunlop	1000 · Umpqua Bank Checking	
			PE06 · Employee Wages	-113.44
			PE06 · Employee Wages	-1,247.84
			PE03 · Payroll Taxes	-104.14
			2100 · Payroll Liabilities	41.89
			2100 · Payroll Liabilities	354.82
TOTAL				-1,068.71
DD	8/5/2014	Gregory Hebard	1000 · Umpqua Bank Checking	
			PE06 · Employee Wages	-3,215.63
			PE03 · Payroll Taxes	-245.99
			2100 · Payroll Liabilities	223.03
			2100 · Payroll Liabilities	1,017.50
TOTAL				-2,221.09
DD	8/5/2014	HERNAN HERNANDEZ	1000 · Umpqua Bank Checking	
			PE06 · Employee Wages	-992.70
			PE06 · Employee Wages	-66.18
			PE03 · Payroll Taxes	-81.01
			2100 · Payroll Liabilities	25.21
			2100 · Payroll Liabilities	263.20
TOTAL				-851.48
DD	8/5/2014	Ralph M. McGeorge	1000 · Umpqua Bank Checking	
			PE06 · Employee Wages	-1,872.67
			PE03 · Payroll Taxes	-143.26
			2110 · Wage Garnishments Payable	103.00
			2100 · Payroll Liabilities	37.18
			2100 · Payroll Liabilities	427.42
TOTAL				-1,448.33
DD	8/5/2014	BRADLEY D NICKELL	1000 · Umpqua Bank Checking	
			PE06 · Employee Wages	-1,058.88
			PE03 · Payroll Taxes	-81.00
			2100 · Payroll Liabilities	15.49
			2100 · Payroll Liabilities	213.80
TOTAL				-910.59
DD	8/5/2014	PHYLLIS J RICHARDS	1000 · Umpqua Bank Checking	
			PE06 · Employee Wages	-60.00
			PE03 · Payroll Taxes	-7.29
			2100 · Payroll Liabilities	2.34
			2100 · Payroll Liabilities	0.60
			2100 · Payroll Liabilities	0.36
			2100 · Payroll Liabilities	9.18
TOTAL				-54.81
DD	8/20/2014	HERNAN HERNANDEZ	1000 · Umpqua Bank Checking	
			PE06 · Employee Wages	-954.10
			PE06 · Employee Wages	-16.55
			PE03 · Payroll Taxes	-74.25
			2100 · Payroll Liabilities	20.45
			2100 · Payroll Liabilities	236.44

Saddle Creek Community Services District
Check Detail
August 2014

09/13/14

Num	Date	Name	Account	Paid Amount
TOTAL				-788.01
DD	8/20/2014	Ralph M. McGeorge	1000 - Umpqua Bank Checking	
			PE06 · Employee Wages	-1,872.67
			PE03 · Payroll Taxes	-143.26
			2110 · Wage Garnishments Payable	103.00
			2100 · Payroll Liabilities	37.18
			2100 · Payroll Liabilities	427.42
TOTAL				-1,448.33
DD	8/20/2014	BRADLEY D NICKELL	1000 - Umpqua Bank Checking	
			PE06 · Employee Wages	-970.64
			PE03 · Payroll Taxes	-74.26
			2100 · Payroll Liabilities	10.72
			2100 · Payroll Liabilities	187.08
TOTAL				-847.10
DD	8/20/2014	Mark A. Dunlop	1000 - Umpqua Bank Checking	
			PE06 · Employee Wages	-1,191.12
			PE06 · Employee Wages	-56.72
			PE03 · Payroll Taxes	-95.46
			2100 · Payroll Liabilities	35.41
			2100 · Payroll Liabilities	320.44
TOTAL				-987.45
DD	8/20/2014	Gregory Hebard	1000 - Umpqua Bank Checking	
			PE06 · Employee Wages	-3,215.63
			PE03 · Payroll Taxes	-246.00
			2100 · Payroll Liabilities	223.03
			2100 · Payroll Liabilities	1,017.52
TOTAL				-2,221.08
DD	8/20/2014	JASON M PRICE	1000 - Umpqua Bank Checking	
			PE06 · Employee Wages	-441.20
			PE03 · Payroll Taxes	-53.61
			2100 · Payroll Liabilities	17.21
			2100 · Payroll Liabilities	4.41
			2100 · Payroll Liabilities	2.65
			2100 · Payroll Liabilities	67.50
TOTAL				-403.04
DD	8/20/2014	PHYLLIS J RICHARDS	1000 - Umpqua Bank Checking	
			PE06 · Employee Wages	-138.00
			PE03 · Payroll Taxes	-16.76
			2100 · Payroll Liabilities	5.38
			2100 · Payroll Liabilities	1.38
			2100 · Payroll Liabilities	0.83
			2100 · Payroll Liabilities	21.10
TOTAL				-126.07
P/R Fee	8/2/2014	Intuit Full Service Payroll	1000 - Umpqua Bank Checking	
			PE04 · Processing Fees	-111.00

Saddle Creek Community Services District
Check Detail
August 2014

09/13/14

Num	Date	Name	Account	Paid Amount
TOTAL				-111.00
P/R Tax	8/8/2014	CA EDD	1000 - Umpqua Bank Checking	
			2100 - Payroll Liabilities	-343.40
TOTAL				-343.40
P/R Tax	8/8/2014	IRS	1000 - Umpqua Bank Checking	
			2100 - Payroll Liabilities	-2,285.92
TOTAL				-2,285.92
P/R Tax	8/27/2014	CA EDD	1000 - Umpqua Bank Checking	
			2100 - Payroll Liabilities	-332.58
TOTAL				-332.58
PR Tax	8/27/2014	IRS	1000 - Umpqua Bank Checking	
			2100 - Payroll Liabilities	-2,277.50
TOTAL				-2,277.50
1593	8/5/2014	California State Disbursement Unit	1000 - Umpqua Bank Checking	
	8/5/2014		2110 - Wage Garnishments Payable	-103.00
TOTAL				-103.00
1595	8/1/2014	Kampa Community Solutions, LLC	1000 - Umpqua Bank Checking	
July, 2014	7/31/2014		OE05 - Management Fees	-4,750.00
TOTAL				-4,750.00
1596	8/19/2014	Larry Bain, C.P.A.	1000 - Umpqua Bank Checking	
Invoice	6/23/2014		OE01 - Audit Expense	-7,500.00
TOTAL				-7,500.00
1597	8/19/2014	Calaveras Telephone - Internet	1000 - Umpqua Bank Checking	
	7/31/2014		OE13 - Internet Service	-74.95
TOTAL				-74.95
1598	8/19/2014	Calaveras Telephone Co.	1000 - Umpqua Bank Checking	
	7/31/2014		OE12 - Telephone & Pager Service	-247.82
TOTAL				-247.82
1599	8/19/2014	California Waste Recovery Systems	1000 - Umpqua Bank Checking	
	8/1/2014		OE18 - Landscape Supplies & Repairs	-30.45
TOTAL				-30.45
1600	8/19/2014	Ewing	1000 - Umpqua Bank Checking	
8347862	7/11/2014		OE18 - Landscape Supplies & Repairs	-38.40

Saddle Creek Community Services District
Check Detail
August 2014

09/13/14

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
TOTAL				-38.40
1601	8/19/2014	Golden State Cellular	1000 - Umpqua Bank Checking	
2427201	7/21/2014		OE12 - Telephone & Pager Service	-108.69
TOTAL				-108.69
1602	8/19/2014	Karen F. Roberts	1000 - Umpqua Bank Checking	
140009	7/31/2014		OE02 - Accounting & Bookkeeping	-387.50
TOTAL				-387.50
1603	8/19/2014	Lake Tulloch True Value Hardware	1000 - Umpqua Bank Checking	
06/26/14-07/25/14	7/25/2014		OE17 - Street/Main Gate Lighting Maint	-119.81
TOTAL				-119.81
1604	8/19/2014	PG&E - 7193	1000 - Umpqua Bank Checking	
07/10/14-08/10/14	8/11/2014		OE11 - Electric Power/Water/Sewer	-354.12
TOTAL				-354.12
1605	8/19/2014	SC Fuels	1000 - Umpqua Bank Checking	
0144249-IN	7/16/2014		OE21 - Landscape Equipment Gas & Oil	-1,022.12
TOTAL				-1,022.12
1606	8/19/2014	SDRMA-Health Ins.	1000 - Umpqua Bank Checking	
15244	8/5/2014		PE02 - Health Insurance	-3,845.40
TOTAL				-3,845.40
1607	8/19/2014	Valley Farm Supply Stores, Inc.	1000 - Umpqua Bank Checking	
H104860	7/7/2014		OE18 - Landscape Supplies & Repairs	-27.94
TOTAL				-27.94
1608	8/19/2014	MLB Visa	1000 - Umpqua Bank Checking	
07/07/14-08/07/14	8/7/2014		2060 - CSD Visa - MLB	-1,066.90
TOTAL				-1,066.90
1609	8/20/2014	California State Disbursement Unit	1000 - Umpqua Bank Checking	
	8/20/2014		2110 - Wage Garnishments Payable	-103.00
TOTAL				-103.00
1611	8/29/2014	Kampa Community Solutions, LLC	1000 - Umpqua Bank Checking	
	8/31/2014		OE05 - Management Fees	-4,750.00
TOTAL				-4,750.00

SADDLE CREEK COMMUNITY SERVICES DISTRICT
MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS

August 19, 2014

CALL TO ORDER:

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday August 19, 2014. President Lazarus called the meeting to order at 2:03 PM in the Members Lounge and led Directors and staff in the Pledge of Allegiance.

ROLL CALL: Roll call indicated the following directors were present:

President:	Kent Lazarus
Vice President:	Scott Baker
Director:	Darlene DeBaldo
Director:	Sue Russ
Director:	Charlie Robinson

Staff:	The following staff members were present:
General Manager:	Peter Kampa
Site Manager:	Greg Hebard
Clerk/Treasurer:	Phyllis Richards

Public:	Castle & Cooke:	Dave Haley
	CSD Accountant:	Mr. Larry Bain

PLEDGE OF ALLEGIANCE:

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

None

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

- a. Review of monthly financial report and approval of bills and claims for the month of July 2014.
- b. Approval of the minutes of the Regular Board Meeting of July 15, 2014.

M/ by Director Robinson and S/ by Director Baker to move approval of expenditures incurred by the district during the month of July 2014, and the minutes. M/ passed unanimously.

7. OLD BUSINESS:

- a. Discussion/Action regarding acceptance of the 2013 Independent Audit Report prepared by Larry Bain, CPA.

District Auditor Larry Bain provided a positive overview of the audit and stated that there were no disagreements with management when preparing the audit, and no material weaknesses were found in the District's internal financial controls. The Board asked Mr. Bain several questions about the accounting control deficiencies noted in his report, and Mr. Bain responded that such deficiencies are not abnormal to be noted for a District with our small staff size, but do it does not mean that there is an actual problem with the financial controls. GM Kampa made it clear to the Board that several policies on the agenda were specifically proposed to remedy Mr. Bain's noted deficiencies.

Recommended Motion:

GM recommended that the Board move to accept the 2013 Audit Report prepared by Larry Bain, CPA and directed GM Peter Kampa to prepare an audit response letter on behalf of the Board; which will be approved at the September 2014 Board meeting.

M/ by Director Russ and S/ by Director Robinson to move approval of 2013 Audit Report prepared by Larry Bain, CPA. M/ passed unanimously.

- b. Update report by District staff of the Impact of Drought and Mandatory Water Conservation on District Operations.

GM Kampa provided a brief overview of his written report submitted to the Board, praising District staff and a good working relationship with Castle & Cooke and the golf course for the water condition we are in, with healthy wetlands.

- c. Approval of a Resolution #14-001 amending and adopting the District's Conflict of Interest Code pursuant to California Government Code Section 83700 et seq, which includes the Form 700.

GM Kampa provided an overview to the Board regarding the necessity to update the District's conflict of interest code. Kampa summarized the written guidance on the policy, and he proposed policy language itself.

Recommended Motion:

GM recommended that the Board approve Resolution #14-001, 2014, amending and adopting the District's Conflict of Interest Code pursuant to California Government Code Section 83700 et seq.

M/ by Director Robinson and S/ by Director Russ to move approval of Resolution #14-001, 2014 amending and adopting the District's Conflict of Interest Code. M/ passed unanimously.

8. NEW BUSINESS:

- a. Discussion/Action regarding participation in the Tuolumne-Stanislaus Integrated Regional Water Management Plan, Watershed Advisory Committee and Joint Powers Authority.

GM Kampa summarized the written report contained in the Board packet and stated that authorizing participation in this group will open the opportunity to the District for grants for roads, water quality issues, wetlands, etc.

Recommended Motion:

GM recommended that the Board move to approve participation of the Saddle Creek Community Services District in the Tuolumne-Stanislaus Integrated Regional Water Management Plan, Watershed Advisory Committee, appointing General Manager Peter Kampa as representative as alternate, and continuing to evaluate the opportunities for participation on the IRWMP JPA Board of Directors.

M/ by Director Russ and S/ by Director Baker to move approval of participation of the Saddle Creek Community Services District in the Tuolumne-Stanislaus Integrated Regional Water Management Plan, Watershed Advisory Committee, appointing General Manager Peter Kampa as representative, and continuing to evaluate the opportunities for participation on the IRWMP JPA Board of Directors. M/ passed unanimously.

- b. Approval of a Resolution authorizing execution of an agreement with Bank of the West for participation in the California Special Districts Association credit card program.

GM Kampa reviewed with the Board a draft agreement, program description and Q/A document related to the proposed credit card. Kampa stated that use of the card will provide cash back to the District based on the aggregate card use of all program participants.

Recommended Motion:

GM recommended that the Board move to authorize execution of an agreement with Bank of the West for participation in the California Special Districts Association credit card program.

M/ by Director Robinson and S/ by Director Baker to move approval to authorize execution of an agreement with Bank of the West for participation in the California Special Districts Association credit card program. M/ passed unanimously.

- c. Approval of a Resolution establishing the Board policy on Credit Card Use.

GM Kampa provided the Board a draft policy on credit card use. The policy addresses new legal requirements, concerns of the auditors and needs of the district staff.

Recommended Motion::

GM recommended that the Board move approval of Resolution #14-002, 2014, establishing the Board policy on Credit Card Use.

M/ by Director Baker and S/ by Director Robinson to move approval of Resolution 14-002 authorizing the District to enter into an agreement with Bank of the West to establish District credit card accounts; and authorize the Board President to execute any necessary agreements. M/ passed unanimously

d. Approval of a Resolution establishing the Board policy on Travel Expense Limitations.

Kampa reviewed with the Board a draft policy on travel expenses, stating that the provisions of this policy address concerns of the auditors.

Recommended Motion:

GM recommended that the Board move to approval of Resolution 14-003, 2014 establishing the Board policy on Travel Expense Limitations.

M/ by Director Robinson and S/ by Director Baker to move approval of Resolution #14-003 establishing the Board policy on Travel Expense Limitations. M/ passed unanimously.

e. Approval of a Resolution establishing the Board Policy on Board Member Compensation.

GM Kampa summarized the written policy contained in the Board packet regarding Director Compensation. Kampa stated that at the last Board meeting, there was discussion of the need for a policy on compensation, and the policy proposed is standard in the industry and does not increase the current director stipend, and allows directors to individually waive any Board meeting compensation.

Recommended Motion:

GM recommended that the Board move to approval of Resolution #14-004, 2014, establishing the Board policy on Board Member Compensation.

M/ by Director Baker and S/ by Director Robinson to move approval of Resolution # 14-004, establishing the Board policy on Board Member Compensation, with changes under section 4130.1 as directed by the Board. M/ passed unanimously.

f. Discussion/Action regarding amendment to the 2014 budget to reflect a reduction in personnel expenses and a commensurate increase in contracted services expenses.

GM Kampa stated that moving from a staff GM to a contracted GM required a budget amendment for clarity, reducing personnel expenses and increasing contracted services proportionally.

Recommended Motion:

GM recommended that the Board move to approve the amended 2014 Budget dated July 15, 2014 as presented.

M/ by Director Robinson and S/ by Director Baker to move approval of the 2014 budget to reflect a reduction in personnel expenses and a commensurate increase in contracted services expenses. M/ passed unanimously.

9. STAFF REPORTS:

Brief reports will be provided by District staff to inform the Board and public on the status of general operational and administrative matters. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future meeting agenda.

- a. Site Manager – Advised the Board that this past month we were granted a couple of new Mosquito foggers. One is a hand held model and the other is a trailer mounted fogger. The combined cost for both of these items is over \$16,000, they are approximately 8-9 years old and have never been used. We received them from Amador County for free. They were received from grant money and never used them, so they had to give them away to us.

He also advised that West Nile Virus is on the rise in California, he believes that there have been at least 5 to 7 deaths so far this year, compared to 37 last year at this time. However, we are more insulated than other areas. We still have the chickens for testing, and they have all tested negative for West Niles.

- b. General Manager

- (1) Report on the status of preparation of Board priorities and Management objectives for 2014/2015. This month has mainly been focused on policies, but he and Director Darlene DeBaldo have come up with a draft set of objectives to be reviewed by the Board at the next meeting.

GM also advised the Board that the Tax Roll has been submitted to Calaveras County. He explained that the Special Tax by its language is to increase by the CPI (Consumer Price Index) every year unless the Board takes action to do less than that.

- (2) Proposed policy on Easement Abandonment Procedures.

- (3) Report on general district administrative matters. There are currently two (2) seats up for reelection.

10. DIRECTORS REPORTS:

President Lazarus – None

V/President Baker – Advised the Board that he will not be attending September meeting.

Secretary Robinson – None

Director Russ – Requested an update from Mr. Haley on new gate. He stated that the county has accepted all of their plans. The county has a 90 day review period. Hopefully they will start in spring of 2015.

Sue also wanted to know if the county was paving Little John Rd. Dave said that the road is 12 years old and they never sealed the cracks, therefore they are paving 3/4 of Little John, but not all of it.

Director DeBaldo – None

10. ADJOURNMENT: Having no further business, President Lazarus adjourned the meeting at 3:57PM. CSD's next board meeting date is September 16, 2014.

Phyllis Richards, CSD Clerk/Treasurer

Peter Kampa, General Manager

APPROVED BY:

Kent Lazarus, Board President

Scott Baker, V/President

SEAL

Saddle Creek Community Services District
Regular Meeting of September 16, 2014

AGENDA SUPPORTING DATA

7. OLD BUSINESS

- a. Presentation on the wetlands water supply status and the various permits and responsibilities involved in delivery of water by CCWD

Background

This month has been **filled** with water excitement in Saddle Creek with CCWD closely monitoring and limiting golf course access to water for irrigation and supply to the wetlands under our maintenance management. Our partners that provide our water supply and hold title to various permits, the Golf Course and Castle & Cooke, have stood by our side, working diligently to brainstorm solutions to our intermittent water outages.

Attached is a presentation outlining the roles and responsibilities of the various permits and agreements involved in water deliveries to Saddle Creek. Manager Kampa will provide a PowerPoint presentation to further explain this issue, as the shortage of water supply and tightening of restrictions continue to cause us grief daily.

Recommended Motion

For discussion only.

Saddle Creek Development Plan

Water Quality Impacts Identified

- Road Runoff
- Golf Course Irrigation
- Filing (destruction) of Jurisdictional Wetlands
- Filling of Existing Water Bodies

Impact Mitigation Plan Developed

- Storm Drains
- Treatment Ponds
- Protected and Created Wetlands
- Perennial and Seasonal Marshes
- Wildlife Connectivity Corridors
- Perpetual Maintenance

Mitigation Monitoring

- Army Corps 404 (Wetlands) Permit
- Performance Criteria :
 - Pond levels
 - Plant and Grass Establishment
 - Mosquito Reduction
 - Water Quality

Responsibilities

- CSD Agrees to Wetlands Maintenance (2001)
- Golf Course Agrees to Provides Water
- CCWD Provides Raw and Treated Wastewater

CCWD Considerations

NPDES Permit

- Treated wastewater for golf course irrigation
- Discharge to Little John Creek and CSD Wetlands
- Sampling
- Effluent standards
- Violation = Mandatory Minimum Penalties (MMP)

Waste Discharge Requirements

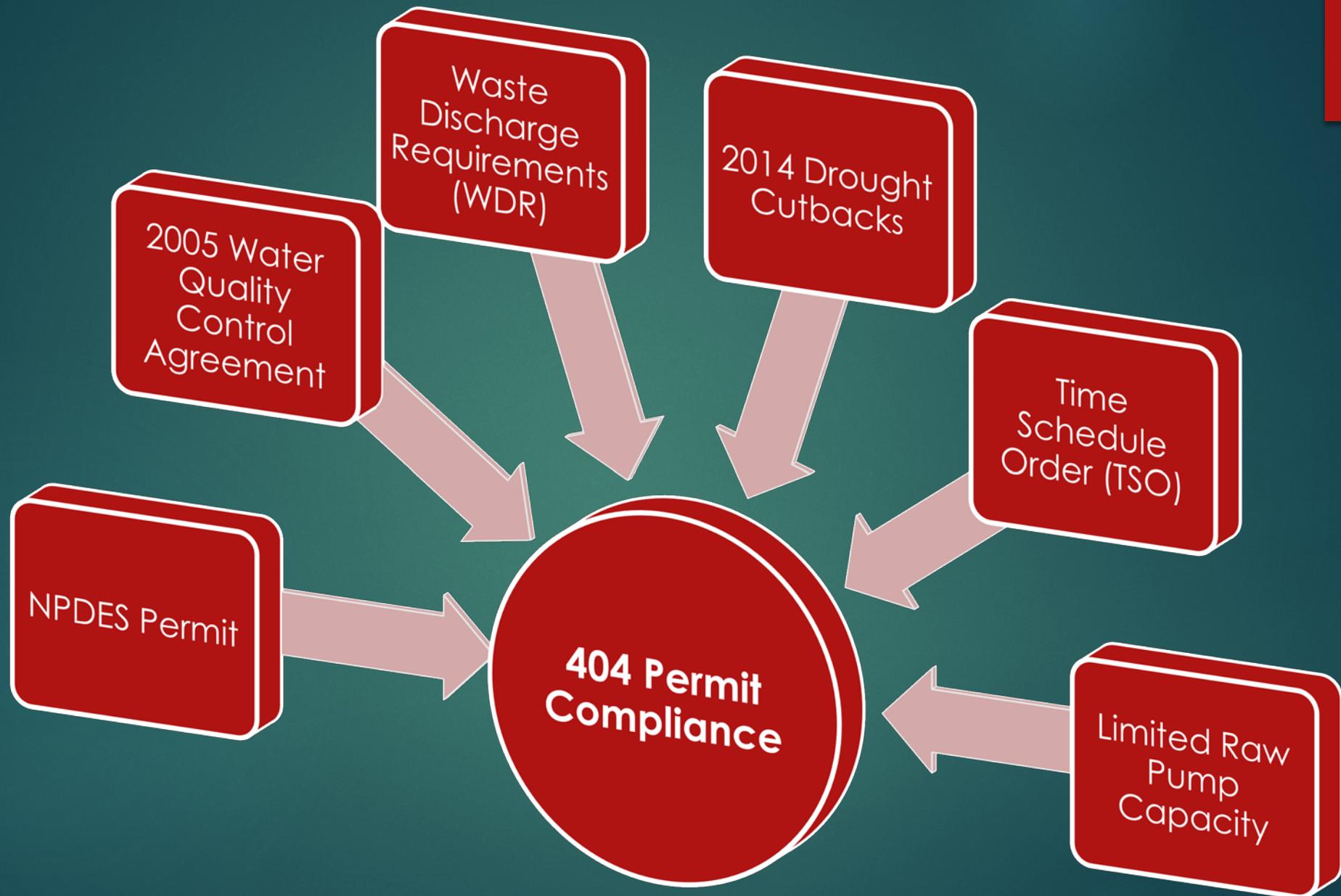
- Effective to 2018
- Regulates Discharges to the Wetlands
- Violation = MMP
- Effluent currently does NOT meet standards
- Compliance with NPDES creates non-compliance with WDR

Time Schedule Order (TSO)

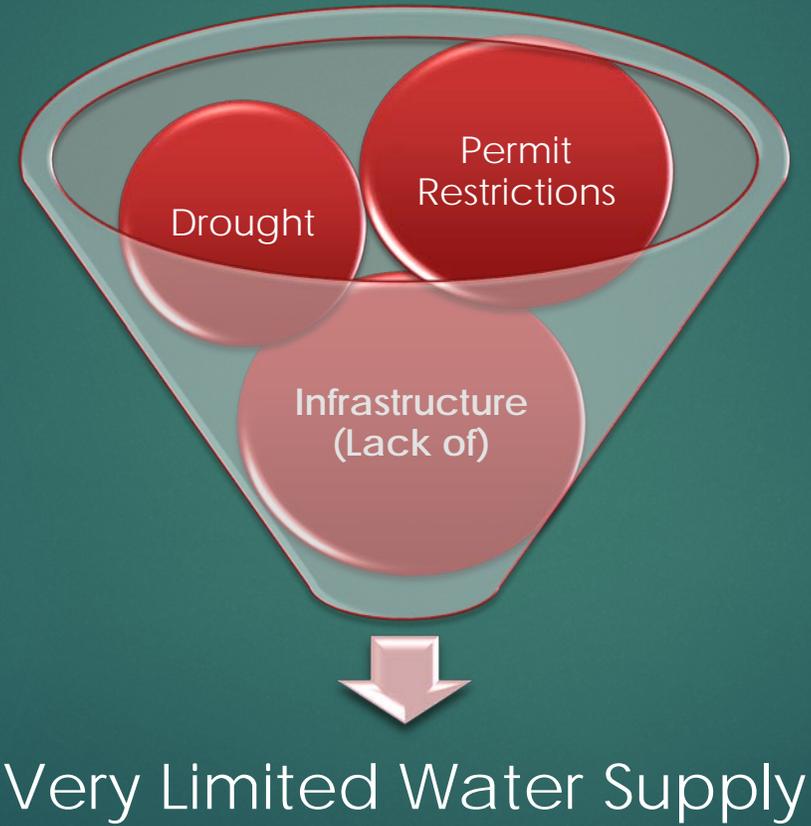
- Avoids MMP
- Sets interim contaminate levels
- Allows CCWD time to decide on:
 - \$20 Million Treatment Plant improvement or
 - Stop Discharging to Wetlands

Water Quality Control Agreement

- Approved in 2005
- **Requires** use of tertiary water for irrigation
- APPEARS to allow incidental discharge to wetlands
- States CSD has no intent to fill wetlands with tertiary



Current Water Conflict



Saddle Creek Community Services District
Regular Meeting of September 16, 2014

AGENDA SUPPORTING DATA

8. NEW BUSINESS

- a. Approval of a Resolution authorizing abandonment of public utility habitat AT easement, Homesite #98, APN 055-052-005 and 055-082-009.

Background

The District is the owner of an easement on a parcel of land, shown on the attached Exhibit B map as P-9, Assessors Parcel (AP) # 55-082-009, which is adjacent to property owned by Robert and Darlene Grant, shown on Exhibit B as Lot 98, AP # 55-052-005, 2005 Oak Creek Drive. The Grants have submitted a written request that details the work approved and completed on the District easement and their request, at the recommendation of District staff, to seek abandonment of the easement.

The requested action is for the District to adopt a resolution vacating the requested easement of 2137 square feet in size as shown on the attached Exhibit B, PUE Vacation map. This action documents for future property owners, the area of easement to be vacated and authorizes the Grants to submit the application to Calaveras County (attached) and record the easement vacation, so that the District has no further liability or responsibility for the vacated easement.

Attached to this item is also the Grant's request and required legal descriptions prepared by a California Licensed Land Surveyor. CSD staff has reviewed the subject parcels and management has reviewed the necessary documentation, maps, restrictions and documents necessary to recommend approval of the easement vacation.

Recommended Motion

Motion to approve Resolution _____, 2014, authorizing abandonment and vacation of public utility habitat AT easement, Homesite #98, APN 055-052-005 and 055-082-009.

To: Saddle Creek Community Services District.

From: Robert & Darlene Grant

Subject: Request for Habit AT Abandonment, Homesite #98

Date: 07/22/2014

In 2001 Robert & Darlene Grant submitted a request to the Saddle Creek Architectural Design Committee to grade and landscape the property north of lot # 98. The request was for landscaping only, with agreement that no structures would be placed on the adjoining property. The Saddle Creek Architectural Design Committee Decision document, dated 03/30/2001, concerning the property north of lot #98 can be provided upon request. The decision allows for the landscaping of the property adjoining homeowners property. The document was reviewed and approved by Dave Haley.

Landscaping has been completed with those provisions in mind, however over the past several months we have been approached by Charlie Robinson and Greg Hebard concerning the property and CSD's liability. The said property now belongs to CSD, yet is utilized by the Grant's as provided for in the agreement. To-date, no one has been hurt, but the concern voiced by Charlie and Greg is that if someone were to be injured on that portion of the property then CSD would be liable.

In discussions with Greg and Charlie, we all agree the best possible solution would be to deed over a fixed portion of the property defined by CSD, which in turn would then be recorded by Calaveras County, thus modifying lot #98's property line and eliminating any potential liability issues to CSD in the future.

As requested, Greg has marked the property for the surveyor. MVE Inc, a company utilized by Castle & Cook to conduct Saddle Creek surveying work, was contacted, an agreement signed, (Work Agreement attached) and the actual work conducted. The result of the proposed revised Lot #98 property plan is attached.

This request is for CSD to approve the finding of the MVE Inc, so they can then proceed with submitting the results to Calaveras County for deed revisions.

If you have any questions, please feel free to call our home (209)785-5998 or my cell (209) 981-7745

Thank You

**APPLICATION
FOR
LOT LINE ADJUSTMENT**

Application No. _____	Date received _____
Owner's Name <u>ROBERT GRANT</u>	Owner's Name <u>SADDLE CREEK CSD</u>
Address <u>2005 OAK CREEK DRIVE</u> <u>COPPEROPOLIS, CA 95228</u>	Address <u>OAK CREEK DRIVE</u> <u>COPPEROPOLIS, CA 95228</u>
Phone <u>(209) 785-5998</u>	Phone <u>(209) 768-5678</u>
SUBJECT PARCEL	SUBJECT PARCEL
Assessor's Parcel (s) <u>055-052-005</u>	Assessors Parcel (s) <u>055-082-009</u>
Zoning <u>TSR</u>	Zoning <u>RLU</u>
General Plan Designation <u>RESIDENTIAL</u>	General Plan Designation <u>RESIDENTIAL</u>
Minimum Building Setback _____	Minimum Building Setback _____
Reason for Application <u>IMPROVEMENTS FOR APN 055-052-005 ARE</u> <u>ENCROACHING OVER THE LOT LINE ONTO APN 055-082-009.</u>	

We understand that approval of this application by the County of Calaveras will not cause a change in any property boundaries. Such changes will only be effected by conveyance properly executed by the appropriate holders of record title interest in the subject properties. If the property is encumbered by existing beneficial or lien holder's interest, a foreclosure of such interests could result in a reversal of the adjustment.

This application shall include an attached sketch in accordance with the directions.
THIS APPLICATION WILL BE VALID FOR ONE YEAR FROM THE DATE OF APPROVAL

Owner's Signature: _____	Owner's Signature: _____
_____	_____

FOR APPLICATIONS SUBMITTED BY PEOPLE OTHER THAN THE OWNERS OF RECORD, A COPY OF THE NOTICE OF DETERMINATION AND APPLICATION MAY BE MAILED TO THE RECORD OWNERS AS SHOWN ON THE CURRENT ASSESSMENT ROLL

EXHIBIT "A"

LOT LINE ADJUSTMENT

EXISTING PARCELS

THE LAND REFERRED TO IN THIS LEGAL DESCRIPTION IS SITUATED IN THE COUNTY OF CALAVERAS, AND STATE OF CALIFORNIA.

PARCEL A:

A PARCEL SHOWN AS LOT 98 OF SADDLE CREEK UNIT 1 (TRACT No. 94-545) ON THAT MAP FILED FOR RECORD AS DOCUMENT No. 1995-15335 ON NOVEMBER 30th., 1995, IN BOOK 7 OF SUBDIVISIONS AT PAGE 22 OF CALAVERAS COUNTY RECORDS; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF SAID LOT 98, SAID POINT ALSO BEING ON THE EASTERLY RIGHT OF WAY LINE OF OAK CREEK DRIVE (AKA "B" DRIVE);

THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE AND ALONG THE NORTHWESTERLY LINE OF SAID LOT 98, NORTH 67°00'00" EAST A DISTANCE OF 114.53 FEET TO THE MOST NORTHERLY CORNER OF SAID LOT 98;

THENCE ALONG THE NORTHEASTERLY LINE OF SAID LOT 98, SOUTH 37°00'00" EAST A DISTANCE OF 87.03 FEET TO THE MOST EASTERLY CORNER OF SAID LOT 98;

THENCE ALONG THE SOUTHEASTERLY LINE OF SAID LOT 98, SOUTH 56°00'00" WEST A DISTANCE OF 127.46 FEET TO THE MOST SOUTHERLY CORNER OF SAID LOT 98; SAID POINT ALSO BEING ON THE EASTERLY RIGHT OF WAY LINE OF OAK CREEK DRIVE (AKA "B" DRIVE) AND A 570 FOOT RADIUS TANGENT CURVE CONCAVE NORTHEASTERLY;

THENCE NORTHWESTERLY ALONG SAID EASTERLY RIGHT OF WAY LINE THROUGH SAID 570 FOOT RADIUS CURVE WITH A DELTA ANGLE OF 11°00'00" AND AN ARC DISTANCE OF 109.43 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 11,958 SQUARE FEET, MORE OR LESS.

APN 055-052-005

PARCEL B:

A PARCEL SHOWN AS LOT P-9 OF SADDLE CREEK UNIT 4 (TRACT No. 94-545) ON THAT MAP FILED FOR RECORD AS DOCUMENT No. 2003-29786 ON NOVEMBER 25th., 2003, IN BOOK 8 OF SUBDIVISIONS AT PAGE 15 OF CALAVERAS COUNTY RECORDS; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST SOUTHERLY CORNER OF SAID LOT P-9, SAID POINT ALSO BEING ON THE EASTERLY RIGHT OF WAY LINE OF OAK CREEK DRIVE (AKA "B" DRIVE) AND A 570 FOOT RADIUS TANGENT CURVE CONCAVE EASTERLY;

THENCE NORTHERLY ALONG SAID EASTERLY RIGHT OF WAY LINE THROUGH SAID 570 FOOT RADIUS CURVE WITH A DELTA ANGLE OF 8°44'08" AND AN ARC DISTANCE OF 86.90 FEET TO THE POINT OF TANGENT;

THENCE CONTINUING NORTHERLY ALONG SAID EASTERLY RIGHT OF WAY LINE, NORTH 14°15'52" WEST A DISTANCE OF 59.21 FEET TO THE MOST WESTERLY CORNER OF SAID LOT P-9;

THENCE LEAVING SAID EASTERLY RIGHT OF WAY AND ALONG THE NORTHERLY LINE OF SAID LOT P-9, NORTH 81°40'00" EAST A DISTANCE OF 3.07 FEET;

THENCE CONTINUING ALONG THE NORTHERLY LINE OF SAID LOT P-9, NORTH 87°55'00" EAST A DISTANCE OF 70.97 FEET TO THE NORTHEASTERLY CORNER OF SAID LOT P-9;

THENCE ALONG THE NORTHEASTERLY LINE OF SAID LOT P-9, SOUTH 37°00'00" EAST A DISTANCE OF 122.63 FEET TO THE MOST EASTERLY CORNER OF SAID LOT P-9;

THENCE ALONG THE SOUTHEASTERLY LINE OF SAID LOT P-9, SOUTH 67°00'00" WEST A DISTANCE OF 114.53 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 12,346 SQUARE FEET, MORE OR LESS.

APN 055-082-009

EXHIBIT "A"

LOT LINE ADJUSTMENT

PROPOSED PARCELS

PARCEL A:

A PARCEL SHOWN AS LOT 98 OF SADDLE CREEK UNIT 1 (TRACT No. 94-545) ON THAT MAP FILED FOR RECORD AS DOCUMENT No. 1995-15335 ON NOVEMBER 30th., 1995, IN BOOK 7 OF SUBDIVISIONS AT PAGE 22 OF CALAVERAS COUNTY RECORDS AND A PORTION OF THAT PARCEL SHOWN AS LOT P-9 OF SADDLE CREEK UNIT 4 (TRACT No. 94-545) ON THAT MAP FILED FOR RECORD AS DOCUMENT No. 2003-29786 ON NOVEMBER 25th., 2003, IN BOOK 8 OF SUBDIVISIONS AT PAGE 15 OF CALAVERAS COUNTY RECORDS; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST WESTERLY CORNER OF SAID LOT 98, SAID POINT ALSO BEING ON THE EASTERLY RIGHT OF WAY LINE OF OAK CREEK DRIVE (AKA "B" DRIVE) AND A 570 FOOT RADIUS TANGENT CURVE CONCAVE NORTHEASTERLY;

THENCE NORTHERLY ALONG SAID EASTERLY RIGHT OF WAY LINE THROUGH SAID 570 FOOT RADIUS CURVE WITH A DELTA ANGLE OF 1°06'21" AND AN ARC DISTANCE OF 11.00 FEET;

THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE, NORTH 57°24'33" EAST A DISTANCE OF 108.69 FEET TO A POINT ON THE NORTHEASTERLY LINE OF SAID LOT P-9;

THENCE ALONG THE NORTHEASTERLY LINE OF SAID LOT P-9, SOUTH 37°00'00" EAST A DISTANCE OF 30.00 FEET TO THE MOST NORTHERLY CORNER OF SAID LOT 98;

THENCE CONTINUING ALONG THE NORTHEASTERLY LINE OF SAID LOT 98, SOUTH 37°00'00" EAST A DISTANCE OF 87.03 FEET;

THENCE ALONG THE SOUTHEASTERLY LINE OF SAID LOT 98, SOUTH 56°00'00" WEST A DISTANCE OF 127.46 FEET TO THE MOST SOUTHERLY CORNER OF SAID LOT 98; SAID POINT ALSO BEING ON THE EASTERLY RIGHT OF WAY LINE OF OAK CREEK DRIVE (AKA "B" DRIVE) AND A 570 FOOT RADIUS TANGENT CURVE CONCAVE NORTHEASTERLY;

THENCE NORTHWESTERLY ALONG SAID EASTERLY RIGHT OF WAY LINE THROUGH SAID 570 FOOT RADIUS CURVE WITH A DELTA ANGLE OF 11°00'00" AND AN ARC DISTANCE OF 109.43 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 14,214 SQUARE FEET, MORE OR LESS.

APN 055-052-005 AND A PORTION OF APN 055-082-009

PARCEL B:

A PORTION OF THAT PARCEL SHOWN AS LOT P-9 OF SADDLE CREEK UNIT 4 (TRACT No. 94-545) ON THAT MAP FILED FOR RECORD AS DOCUMENT No. 2003-29786 ON NOVEMBER 25th., 2003, IN BOOK 8 OF SUBDIVISIONS AT PAGE 15 OF CALAVERAS COUNTY RECORDS; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE MOST SOUTHERLY CORNER OF SAID LOT P-9, SAID POINT ALSO BEING ON THE EASTERLY RIGHT OF WAY LINE OF OAK CREEK DRIVE (AKA "B" DRIVE) AND A 570 FOOT RADIUS TANGENT CURVE CONCAVE EASTERLY;

THENCE NORTHERLY ALONG SAID EASTERLY RIGHT OF WAY LINE THROUGH SAID 570 FOOT RADIUS CURVE WITH A DELTA ANGLE OF 1°44'08" AND AN ARC DISTANCE OF 11.00 FEET TO THE **TRUE POINT OF BEGINNING**;

THENCE CONTINUING NORTHERLY ALONG SAID EASTERLY RIGHT OF WAY LINE, THROUGH SAID 570 FOOT RADIUS CURVE WITH A DELTA ANGLE OF 7°37'39" AND AN ARC DISTANCE OF 75.90 FEET TO THE POINT OF TANGENT;

THENCE CONTINUING NORTHERLY ALONG SAID EASTERLY RIGHT OF WAY LINE, NORTH 14°15'52" WEST A DISTANCE OF 59.21 FEET TO THE MOST WESTERLY CORNER OF SAID LOT P-9;

THENCE LEAVING SAID EASTERLY RIGHT OF WAY AND ALONG THE NORTHERLY LINE OF SAID LOT P-9, NORTH 81°40'00" EAST A DISTANCE OF 3.07 FEET;

THENCE CONTINUING ALONG THE NORTHERLY LINE OF SAID LOT P-9, NORTH 87°55'00" EAST A DISTANCE OF 70.97 FEET TO THE NORTHEASTERLY CORNER OF SAID LOT P-9;

THENCE ALONG THE NORTHEASTERLY LINE OF SAID LOT P-9, SOUTH 37°00'00" EAST A DISTANCE OF 92.63 FEET TO A POINT ON THE NORTHEASTERLY LINE OF SAID LOT P-9;

THENCE LEAVING THE NORTHEASTERLY LINE OF SAID LOT P-9, SOUTH 57°24'33" WEST A DISTANCE OF 108.69 FEET TO THE **TRUE POINT OF BEGINNING**.

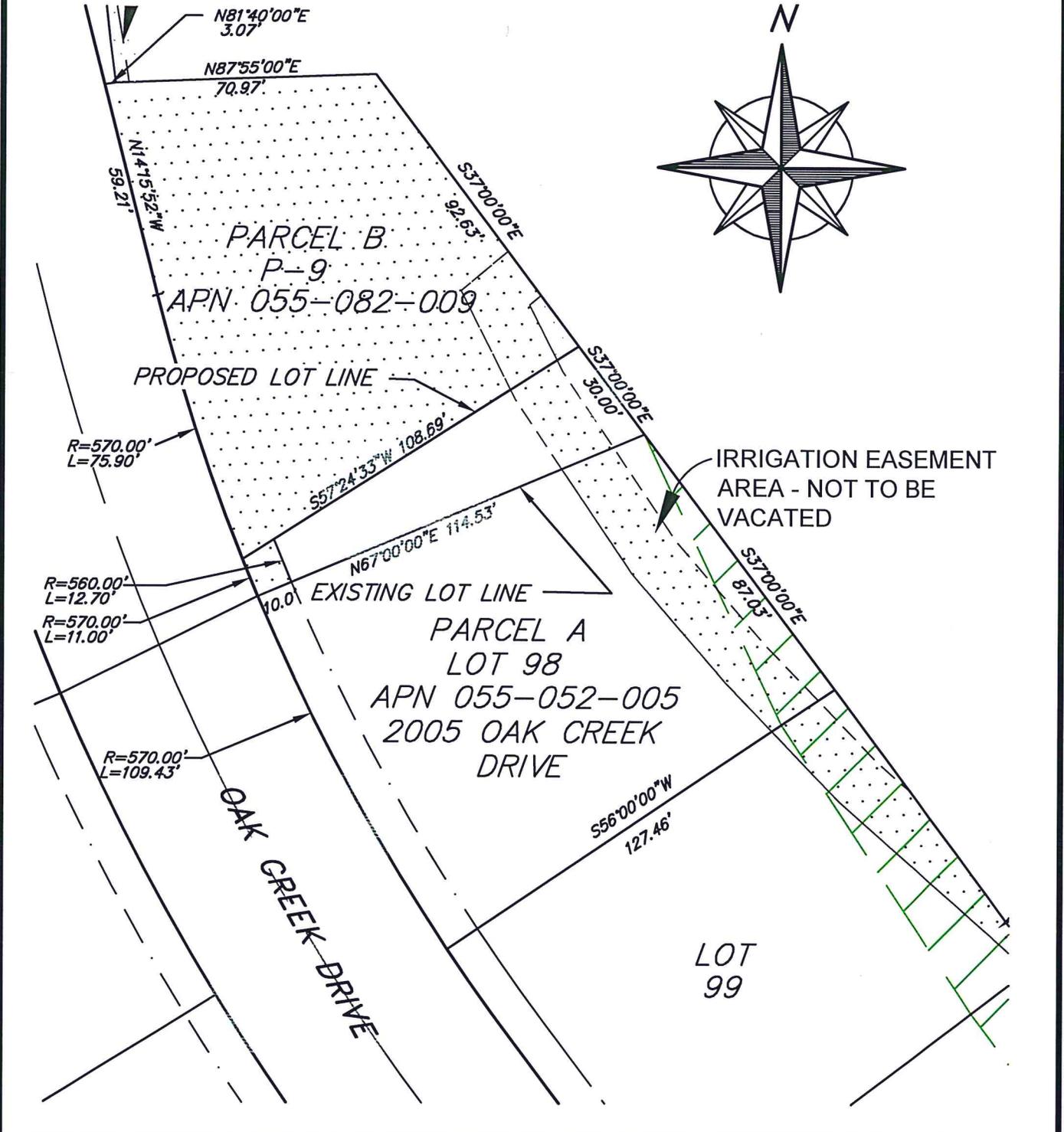
CONTAINING 10,090 SQUARE FEET, MORE OR LESS

A PORTION OF APN 055-082-009

SEE EXHIBIT "B" ATTACHED.

END OF DESCRIPTION.

EXHIBIT "B"



Drawn By: JNL
 Date: 07-22-14
 Scale: 1"=40'
 Job No.: NC14035
 Phone: 866.526.4214

LOT LINE ADJUSTMENT
2005 OAK CREEK DRIVE
 COPPEROPOLIS CALIFORNIA



SHEET
1
 OF 1

Plot July 23, 2014 at 5:25 PM P:\CAD\NC14035\MAP\RDSELL\ANG14035.LLA.dwg

EXHIBIT "A"

EASEMENT VACATION

THE LAND REFERRED TO IN THIS LEGAL DESCRIPTION IS SITUATED IN THE COUNTY OF CALAVERAS, AND STATE OF CALIFORNIA.

A VACATION OF A PORTION OF THAT EASEMENT DEDICATED BY OWNERS' STATEMENT B.5 SHOWN ON THE FINAL MAP OF SADDLE CREEK UNIT 4 (TRACT No. 94-545) AS FILED FOR RECORD IN DOCUMENT No. 2003-29786 ON NOVEMBER 25th., 2003, IN BOOK 8 OF SUBDIVISIONS AT PAGE 15 OF CALAVERAS COUNTY RECORDS; MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE MOST SOUTHERLY CORNER OF SAID LOT P-9, SAID POINT ALSO BEING ON THE EASTERLY RIGHT OF WAY LINE OF OAK CREEK DRIVE (AKA "B" DRIVE) AND A 570 FOOT RADIUS TANGENT CURVE CONCAVE EASTERLY; THENCE NORTHEASTERLY ALONG THE SOUTHEASTERLY LINE OF SAID LOT P-9 NORTH 67°00'00" EAST A DISTANCE OF 10.00 FEET TO **THE TRUE POINT OF BEGINNING**;

THENCE CONTINUING ALONG SAID SOUTHEASTELY LINE OF LOT P-9 NORTH 67°00'00" EAST A DISTANCE OF 104.53 FEET TO THE MOST EASTERLY CORNER OF SAID LOT P-9;

THENCE ALONG THE EASTERLY LINE OF SAID LOT P-9, NORTH 37°00'00" WEST A DISTANCE OF 30.00 FEET;

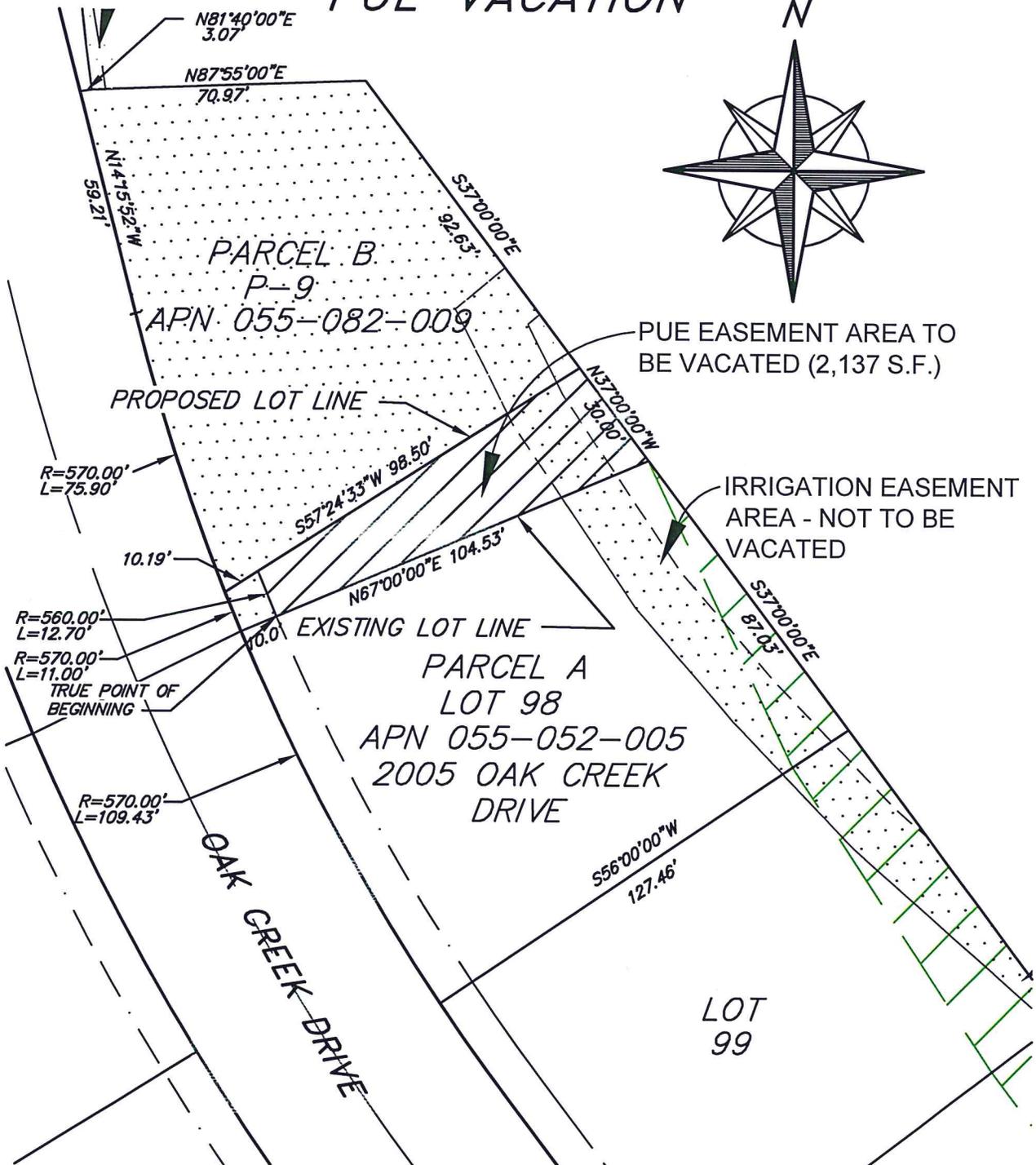
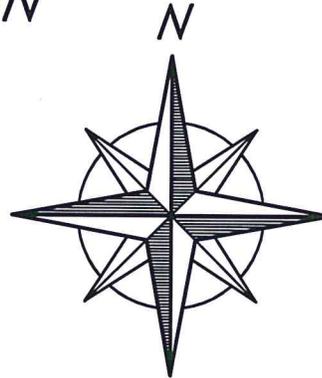
THENCE LEAVING SAID EASTERLY LINE OF LOT P-9, SOUTH 57°24'33" WEST 98.50 FEET TO A POINT ON A 560.00 FOOT RADIUS CURVE CONCAVE EASTERLY;

THENCE ALONG SAID 560.00 FOOT RADIUS CURVE AN ARC DISTANCE OF 12.70 FEET TO THE TRUE POINT OF BEGINNING.

SAID VACATION CONTAINS 2,137 SQUARE FEET, MORE OR LESS.

A PROTION OF APN 055-082-009

EXHIBIT "B" PUE VACATION



Drawn By: JNL
 Date: 07-22-14
 Scale: 1"=40'
 Job No.: NC14035
 Phone: 866.526.4214

LOT LINE ADJUSTMENT
2005 OAK CREEK DRIVE
 COPPEROPOLIS CALIFORNIA



SHEET
1
 OF 1

Plot July 23, 2014 at 5:48 PM P:\CAD\NC14035\MAP\RDSELL\LANC14035_LL.dwg

RESOLUTION ___, 2014

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT AUTHORIZING THE ABANDONMENT AND
VACATION OF A PORTION OF A DISTRICT OWNED PUBLIC UTILITY AND OPEN
SPACE WILDLIFE HABITAT EASEMENT**

WHEREAS, Robert and Darlene Grant are the owners of property located at 2005 Oak Creek Drive, Lot 98 of Saddle Creek Unit 1 (Tract No. 94-545), Assessors Parcel No. 055-052-005 and more particularly described as Parcel A on the Legal Description Exhibit A, Lot Line Adjustments and delineated on the Legal Description Exhibit B map attached hereto and part hereof; and

WHEREAS, the Saddle Creek Community Services District (hereinafter known as “District”) was formed to maintain certain facilities and provide certain services to residents of Saddle Creek; and

WHEREAS, The District is the owner of a Public Utility and Open Space Wildlife Habitat Easement, Assessors Parcel No. 055-082-009 and more particularly described as Parcel B on the Legal Description Exhibit A, Lot Line Adjustments and delineated on the Legal Description Exhibit B map attached hereto and part hereof; and

WHEREAS, the Owners have submitted an appropriate written request and documentation necessary for the abandonment of a 2137 square foot portion of said easement as more particularly described as Legal Description Exhibit A, Easement Vacation and delineated in Legal Description Exhibit B, PUE Vacation; and

WHEREAS, the Owners have further submitted the appropriate District fees and County application necessary to complete the easement abandonment, which shall be filed with this Resolution upon its adoption; and

WHEREAS, District staff has reviewed said documentation submitted by the Owners and investigated the properties to its satisfaction and has determined that it is in the public interest that the easement may be abandoned without impact to the District or community residents; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Saddle Creek Community Services District directs the following actions:

1. The foregoing recitals are true and correct.
2. The purpose for which these easements were created no longer serves the public interest.
3. There is no foreseeable future public interest served in the District retaining these easements.
4. The District hereby abandons in favor of the Owner those Easements (“Open Space Wildlife Habitat and Public Utility”) described herein and hereby authorizes the Board President to execute all appropriate documentation on behalf of the District.
5. This Resolution shall take effect immediately upon adoption.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Saddle Creek Community Services District held on September 16, 2014 and was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Kent Lazarus, President

Phyllis Richards, Board Secretary

Board of Directors

Saddle Creek Community Services District

Regular Meeting of September 16, 2014

AGENDA SUPPORTING DATA

8. NEW BUSINESS

- b. Approval of a Resolution establishing the Board Policy on Easement Abandonment Procedures.

Background

The District is the owner and/or responsible entity for managing certain easements created throughout the Saddle Creek Community for Public Utilities, Open Space Wildlife Habitat, drainage and other public purposes. Public easements are generally recorded as an encumbrance on properties, public and private to allow for unrestricted access by District employees and other authorized persons for a variety of purposes, such as the installation and operation of utilities, ingress and egress and impact mitigation such as wildlife migration corridors through open space.

Easements can be limited to use by a specific entity for a specific purpose such as road access for the CSD to get across private property to a Golf Course facility, or non-entity specific and general in nature such as the road easements in the subdivision. Throughout the Saddle Creek Development, easements were created to set aside open space for wildlife habitation and the free migration of species through connected corridors to sources of food, water, shelter, etc. Also, to allow access for the installation and operation of a variety of public utilities such as water, sewer, storm drains, gas and communications infrastructure across private property.

The District was formed to perpetually manage many of these easements for public purposes. Due to the fact that these easements were created throughout the development and traversing every property in some manner, there are bound to be conflicts between easements and private property use. The District regularly receives requests for abandonment of easements under its control. We have in the past granted several abandonment requests by Board approval, and staff proposes that a Board policy be established to provide direction and clarity for the staff and public in consideration of such abandonment requests.

As there are many considerations in any easement abandonment, it is difficult to document in policy every possible scenario. Therefore we are proposing a broad policy to state that easement abandonments are allowed under certain circumstances, but the public purposes of these easements must be carefully considered in any Board abandonment action.

Recommended Motion

I move to approve Resolution ____, 2014, establishing the Board Policy on Easement Abandonment Procedures.

SADDLE CREEK COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Easement Abandonment
POLICY NUMBER: 3050
ADOPTED: September 16, 2014
AMENDED:

3050.10 Abandonment by the District of its interest in Open Space Wildlife Habitat, Public Utility, Drainage easements and other easements dedicated to the District for access, installation, maintenance, repair, etc., of facilities, shall require approval of the Board of Directors.

3050.11 Abandonment recommendations to the Board of Directors will require a determination that such land is, and will not be needed for the easement's stated public purposes.

3050.11.1 In order to make a determination regarding the ability to abandon a public easement, the following findings must be made in the Board approval Resolution:

1. The Owner of record of the property requesting the abandonment (applicant) must be identified and verified.
2. The Applicant shall prepare and submit adequate legal descriptions and maps to describe and delineate the easement being abandoned and property receiving ownership and responsibility for the vacated easement land and such documentation shall be attached to the Resolution.
3. Abandonment must be consistent with and/or allowed under the various state and federal permits that required the perpetual creation of such easements, not contain any active utilities or future need for access or utilities.
4. The abandoned easement must be exempt surplus land within the meaning of Government Code section 54221.

3050.12 Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval of same by the Board of Directors.

3050.13 The Applicant must prepare and submit to the District a written request for abandonment consideration that includes the purpose and need for the abandonment, pay any fee established by the District for processing the abandonment and consideration for the value of the easement if applicable. The Applicant shall hire the engineers, surveyors, title companies and others determined necessary by the District to appropriately process the request.

RESOLUTION ___, 2014

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY ON EASEMENT
ABANDONMENT**

WHEREAS, clearly written policies and procedures adopted by this Board are necessary for the efficient and effective management of the affairs of the District; and

WHEREAS, the District was formed to maintain certain facilities and provide certain services to residents of Saddle Creek and in providing those public services, the District has responsibility for certain easements in the community; and

WHEREAS, On occasion, such District easements on private property conflict with the property owner's appropriate use and enjoyment of their property, and they may request that the District consider abandonment of said easement on their property; and

WHEREAS, To facilitate such property owner requests and to assure the appropriate management and protection of the easements for which the District has responsibility; a policy statement of this Board is required.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Saddle Creek Community Services District does hereby adopt and approve this policy on Easement Abandonment.

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption of this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Saddle Creek Community Services District on September 16, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Kent Lazarus, President

Phyllis Richards, Board Secretary

Board of Directors

Saddle Creek Community Services District
Regular Meeting of September 16, 2014

AGENDA SUPPORTING DATA

8. NEW BUSINESS

- c. Discussion/Action regarding approval of the management objectives for the General Manager for 2014/2015.

Background

As directed by the Board and with the assistance of Director Darlene DeBaldo, attached are the management objectives proposed for the remainder of 2014 and all of 2015. Manager Kampa will be covering each objective in a PowerPoint presentation and will provide the level of discussion and detail requested by the Board. During this meeting, it is expected that the Board and/or public may agree on items to add to the priority list, or items to be removed. The Board is not required to approve these objectives at this meeting.

Due to the dynamic nature of this public business, it is suggested that a quarterly report on the status of the objectives be provided by the GM, and including any new items that need attention, added or modified priorities, etc so that the Board is continuously aware of the performance of the District and manager.

Unless necessary, we are not looking to rank the objectives listed, allowing management to allocate resources and efforts where necessary for effective management of the District. The first quarterly report and each thereafter will contain a draft, management generated due date for each objective, and a list of tasks needed to accomplish each objective. A Red, Yellow, Green reporting system is proposed to track the status of each objective from stalled (red) to on track or finished (green). The report will be on Old Business of the December 2014, March, June, and September 2015 agendas. A final report and new set of objectives should then be drafted for the December 2015 Board meeting.

Recommended Motion

Motion to approve the management objectives for the General Manager for 2014/2015 as presented [or amended].



2014/15

Management Objectives

SUBMITTED BY:

PETER J. KAMPA, GENERAL MANAGER

Immediately

- ▶ Resolve the 2014 Saddle Creek Water Wars
 - ▶ Increase Board, partner and community understanding of water needs and issues
 - ▶ Develop clarifying agreements
 - ▶ Improve infrastructure capabilities
 - ▶ Increase water use efficiency
 - ▶ Increase CCWD understanding, cooperation and communication

First Six Months

- ▶ Develop Board Orientation/Information Program
- ▶ Establish plans for permanent CSD Yard, Office and Meeting Facilities
- ▶ Seek workable solution to the security gate issue
- ▶ Evaluate cost, benefit and capability of performing additional “force account” work
 - ▶ Street repairs
- ▶ Enhance water conservation efforts
- ▶ Establish physical and electronic recordkeeping system

12 to 18 Months

- ▶ Develop Board policy manual
- ▶ Develop a Capital Improvement Program for all District facilities and equipment
 - ▶ Establish a public engagement process to involve community in priority setting
 - ▶ Establish an index for prioritization of capital improvement implementation
 - ▶ Evaluate funding/financing means to implement CIP
- ▶ Implement improved records management system
- ▶ Develop an information piece showing all important relationships, permits and agreements that impact the District

Ongoing

- ▶ Develop standard operating procedures
- ▶ Ensure compliance with 404 Permit
- ▶ Participate locally, regionally and statewide to stay informed and influence solid policy
- ▶ Oversee budget
- ▶ Pursue grant funds
- ▶ Advise Board on policies, programs, finances, long and short range service plans
- ▶ Solid District investments
- ▶ Develop and maintain productive relationships with key partners