

REGULAR BOARD MEETING AGENDA

September 15, 2015 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 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 2015.
- b. Approval of the minutes of the Regular Board Meeting of August 18, 2015.
- c. Cancellation of the October 20, 2015 Regular Board Meeting and call a Special Board Meeting on October 13, 2015.

7. OLD BUSINESS

- a. Report on the status and projections for water supply to support Saddle Creek CSD, Castle & Cooke and Golf Course operations and permit compliance.
- b. Resolution amending the Management Services Agreement with Kampa Community Solutions, LLC.

8. NEW BUSINESS

- a. Presentation and review of the Board orientation manual and program prepared by David Aranda of Kampa Community Solutions, LLC.

9. STAFF AND DIRECTOR REPORTS:

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

10. ADJOURNMENT

Saddle Creek Community Services District

Regular Meeting of September 15, 2015

AGENDA SUPPORTING DATA

6. Consent Agenda

- a. Review of monthly financial report and approval of bills and claims for the month of August 2015.
- b. Approval of the minutes of the Regular Board Meeting of August 18, 2015.
- c. Cancellation of the October 20, 2015 Regular Board Meeting and call a Special Board Meeting on October 13, 2015.

Background

Financial Report-

Beginning this month, I will provide a brief narrative description of the financial report data to let the Board know if we are on track and where expenses or revenue may be out of sync with the budget. Overall, in review of the Budget, Profit/Loss Report we are right on track with total expenses at 67% of budget, especially given the fact that:

1. Expense Account OE30 - We are substantially over budget due to unanticipated expenses for entry gate damage repair (\$8195 of which has been reimbursed by our insurance SDRMA) and expenses billable to Castle & Cooke as described below. We had over \$8,000 in unbudgeted expenses this month alone. This amount will be reimbursed by Castle & Cooke and were incurred for tractor repair (\$5495) and construction gate (electrical) transformer repair (\$2561).
2. This year we were required to pay 100% of the estimated Workers Compensation premium for the year in advance, rather than quarterly as we did last year. We also paid our entire liability insurance premium for the year.
3. Personnel Expense Account PE 01 - You will see in that we are 131% of budget, which is the result of a higher than expected experience modification (due to employee injury) and the bill was based on a higher than actual payroll budget. We have since received an overpayment credit payment of \$847.13 from last year's comp premium and discount by achieving a higher credit incentive from SDRMA. There will be no more comp expenses this year.
4. Expense Account OE18 - Drought response and associated landscape irrigation repairs has consumed most of the budget, but the work is mostly complete.

With regard to revenue, we are on track with budget, having received two of three payments for this calendar year, with the final payment actually coming after the end of the year, but accrued into the 2015 revenue. Greg is doing an excellent job in watching expenses and budget and Dolores is producing very accurate, understandable financial statements.

Meeting Minutes – The meeting minutes of the August 21, 2015 Board meeting are presented herein.

Meeting Date Changes – Unfortunately I have a conflict between professional training and the October regular Board meeting (as does Michele). Attempting to keep the meeting on Tuesdays, I asked the Board members if they were available on October 13 or 27, and four were available on the 13th, with three members available on the 27th. I have tentatively scheduled the October meeting for October 13, 2015, but the Board is asked to call the meeting on the date and time that works best.

Recommended Motion

Motion to approve the consent agenda.

Saddle Creek Community Services District

Treasurer's Report

August 31, 2015

Saddle Creek Comm Srvs District
Statement of Cash Flows

For the 8 Months Ending August 31, 2015

	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	160,376.34	(283,251.83)	61.81	25.06	25.06	22.52	22.52	(122,718.52)
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
IN03 JE 5.6 Interest Income			22.03					22.03
2000 Accounts Payable	2,299.98							2,299.98
2040 CSDA Bank of the West MC	7,874.61							7,874.61
2060 CSD Visa - MLB	-5,247.38							(5,247.38)
2110 Wage Garnishments Payable	-168.50							(168.50)
2100 Payroll Liabilities	-1,359.87							(1,359.87)
2150 Accrued Payroll	230.27							230.27
2201 Sales Tax Adjustment	0.22							0.22
Board of Equilization Payable	-19.54							(19.54)
Net cash provided by operating activities	163,986.13	(283,251.83)	83.84	25.06	25.06	22.52	22.52	(119,086.70)
Net cash increase for period	163,986.13	(283,251.83)	83.84	25.06	25.06	22.52	22.52	(119,086.70)
Cash at beginning of period	205,544.43	311,981.51	25,788.57	25,119.06	25,119.06	25,086.45	25,086.45	643,725.53
Cash at end of period	369,530.56	28,729.68	25,872.41	25,144.12	25,144.12	25,108.97	25,108.97	524,638.83

Prepared by: Dolores Baker
10-Sep-15

Saddle Creek Comm Srvs District

Balance Sheet

As of August 31, 2015

ASSETS

Current Assets

Bank Accounts	
1000 Umpqua Bank Checking	369,530.56
1020 Cash - Fund 2188	28,729.68
1080 Umpqua Bank CD Accounts	
1081 CD #7405	25,872.41
1082 CD #46165	25,144.12
1083 CD #46207	25,144.12
1084 CD #46249	25,108.97
1085 CD #46124	25,108.97
Total 1080 Umpqua Bank CD Accounts	\$ 126,378.59
Total Bank Accounts	\$ 524,638.83
Total Current Assets	\$ 524,638.83

Fixed Assets

1500 Capital Assets	
1501 Equipment	267,138.76
1503 Roads	2,360,462.00
1504 Easements	10,344,000.00
1505 Buildings	79,000.00
Total 1500 Capital Assets	\$ 13,050,600.76
1600 Accumulated Depreciation	
1601 Equipment	-184,679.03
1603 Roads	-616,865.62
1605 Buildings	-16,590.00
Total 1600 Accumulated Depreciation	-\$ 818,134.65
Total Fixed Assets	\$ 12,232,466.11
TOTAL ASSETS	\$ 12,757,104.94

LIABILITIES AND EQUITY

Liabilities

Current Liabilities	
Accounts Payable	
2000 Accounts Payable	11,742.91
Total Accounts Payable	\$ 11,742.91
Credit Cards	
2040 CSDA Bank of the West MC	7,874.61
Total Credit Cards	\$ 7,874.61
Other Current Liabilities	
2100 Payroll Liabilities	-487.76
2110 Wage Garnishments Payable	-168.50
2150 Accrued Payroll	10,007.60
2201 Sales Tax Adjustment	0.22
Board of Equalization Payable	5.58
Total Other Current Liabilities	\$ 9,357.14
Total Current Liabilities	\$ 28,974.66
Total Liabilities	\$ 28,974.66

Equity

3800 Developer Capital Contributions	12,198,795.62
3900 Retained Earnings	652,053.18
Net Income	-122,718.52
Total Equity	\$ 12,728,130.28
TOTAL LIABILITIES AND EQUITY	\$ 12,757,104.94

SADDLE CREEK COMMUNITY SERVICES DISTRICT
BUDGET AND PROFIT & LOSS REPORT
 August 2015

EXPENSES	Current Year - 2015				Prior Year - 2014			
	Approved BUDGET	CURRENT MONTH	YEAR TO DATE	% of Budget	Adjusted BUDGET	CURRENT MONTH	YEAR TO DATE	% of Budget
Operating Expenses								
OE01 Audit Expense	\$ 7,500	\$ -	\$ 7,500	100%	\$ 7,500	\$ -	\$ 7,500	100%
OE02 Accounting & Bookkeeping	\$ 500	\$ 31	\$ 156	31%	\$ 6,000	\$ 406	\$ 4,750	79%
OE03 On-line Back-up/Notary Fees/Bonds	\$ 351	\$ 35	\$ 361	103%	\$ 1,000	\$ -	\$ 351	35%
OE04 Legal Expenses	\$ 1,500	\$ -	\$ -	0%	\$ 1,500	\$ -	\$ 500	33%
OE05 Management Fees	\$ 57,000	\$ 5,700	\$ 38,950	68%	\$ -	\$ 4,750	\$ 9,500	
OE06 Insurance (Property Loss/Liability)	\$ 8,000	\$ -	\$ 8,000	100%	\$ 8,000	\$ -	\$ 6,359	79%
OE07 Miscellaneous/Contingency	\$ 2,000	\$ -	\$ 854	43%	\$ 5,000	\$ 1,543	\$ 2,118	42%
OE08 Professional Development (Travel/Training)	\$ 6,000	\$ 160	\$ 4,200	70%	\$ 5,000	\$ 225	\$ 4,299	86%
OE09 Dues, Certifications & Subscriptions	\$ 4,000	\$ -	\$ 2,885	72%	\$ 4,000	\$ -	\$ 1,790	45%
OE10 Uniform Expenses	\$ 2,200	\$ -	\$ 1,604	73%	\$ 1,600	\$ -	\$ 1,862	116%
OE11 Electric Power/Water/Sewer	\$ 6,000	\$ 338	\$ 3,020	50%	\$ 5,000	\$ 354	\$ 3,210	64%
OE12 Telephone/Pager Service	\$ 5,000	\$ 325	\$ 2,445	49%	\$ 5,000	\$ 324	\$ 2,775	56%
OE13 Internet Service	\$ 1,200	\$ 90	\$ 719	60%	\$ 1,200	\$ 75	\$ 600	50%
OE14 Office Supplies/Postage	\$ 5,000	\$ 265	\$ 3,314	66%	\$ 4,500	\$ 8	\$ 3,121	69%
OE15 Office Equipment Repair/Replacement	\$ 3,000	\$ -	\$ 3,021	101%	\$ 2,300	\$ -	\$ 1,788	78%
OE16 Gate Maintenance & Opener Purchase	\$ 4,000	\$ 300	\$ 3,024	76%	\$ 4,000	\$ -	\$ 1,814	45%
OE17 Street & Main Gate Lighting Maint/Repair	\$ 13,500	\$ 1,804	\$ 7,031	52%	\$ 13,500	\$ -	\$ 5,636	42%
OE18 Landscape Supplies & Repairs	\$ 21,000	\$ 379	\$ 19,021	91%	\$ 21,000	\$ 30	\$ 18,806	90%
OE19 Landscape Equipment Repair/Replacement	\$ 10,000	\$ -	\$ 11,284	113%	\$ 16,500	\$ -	\$ 16,466	100%
OE21 Landscape Equipment Gas & Oil	\$ 7,000	\$ 197	\$ 3,600	51%	\$ 7,000	\$ 1,923	\$ 4,481	64%
OE22- Mosquito Control Products	\$ 14,513	\$ 195	\$ 5,266	36%	\$ 13,500	\$ 1,335	\$ 13,652	101%
OE22- Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ 140	\$ 1,572	52%	\$ 3,000	\$ -	\$ 1,157	39%
OE22- Mosquito Abatement Vehicles Gas & Oil	\$ 13,000	\$ 934	\$ 6,759	52%	\$ 13,000	\$ -	\$ 7,677	59%
OE22- Mosquito Abatement Equipment Maintenance	\$ 5,890	\$ 269	\$ 3,949	67%	\$ 5,000	\$ -	\$ 5,890	118%
OE26 County Fees/LAFCO	\$ 6,000	\$ -	\$ 2,953	49%	\$ 6,500	\$ 92	\$ 2,897	45%
OE30 Reimbursable Maint/Repair Expense (2)	\$ 10,000	\$ 8,046	\$ 19,435	194%	\$ -	\$ -	\$ 4,204	
OE31 Records Management Services	\$ 2,400	\$ -	\$ -	0%				
Total Operational Expenses:	\$ 219,554	\$ 19,208	\$ 160,923	73%	\$ 160,600	\$ 11,065	\$ 133,203	83%
Personnel Expenses								
PE01 Worker Compensation Insurance	\$ 14,241	\$ -	\$ 18,725	131%	\$ 16,000	\$ -	\$ 5,144	32%
PE02 Health Insurance	\$ 60,000	\$ 4,927	\$ 36,128	60%	\$ 58,780	\$ 3,845.00	\$ 31,532	54%
PE03 Payroll Taxes	\$ 23,972	\$ 1,435	\$ 13,986	58%	\$ 28,000	\$ 1,423.00	\$ 13,597	49%
PE04 Processing Fees	\$ 1,400	\$ 115	\$ 982	70%	\$ 1,400	\$ 111.00	\$ 916	65%
PE05 Directors Stipend	\$ 6,000	\$ -	\$ -	0%	\$ 6,000	\$ -	\$ -	0%
PE06 Employee Wages	\$ 264,558	\$ 18,474	\$ 161,615	61%	\$ 310,000	\$ 17,691.00	\$ 154,398	50%
Total Personnel Expenses:	\$ 370,171	\$ 24,951	\$ 231,436	63%	\$ 420,180	\$ 23,070	\$ 205,587	49%

SADDLE CREEK COMMUNITY SERVICES DISTRICT
BUDGET AND PROFIT & LOSS REPORT
 August 2015

	Current Year - 2015				Prior Year - 2014			
	Approved BUDGET	CURRENT MONTH	YEAR TO DATE	% of Budget	Adjusted BUDGET	CURRENT MONTH	YEAR TO DATE	% of Budget
Capital Outlay								
CO04 2015 Chevrolet Silverado (2014)					\$ 30,799			
CO04 (2) Workman MDX Cart (2014)					\$ 22,768			
CO04 Workman HD w/Bed (2014)					\$ 17,499			
Total Capital Outlay:	\$ -	\$ -	\$ -		\$ 71,066	\$ -	\$ -	
						\$ -	\$ -	
TOTAL EXPENSES	\$ 589,725	\$ 44,159	\$ 392,359	67%	\$ 651,846	\$ 34,135	\$ 338,790	52%

INCOME

<u>Assessment Income</u>		Rec'd 3 mos after Qtr End							
Payment No. 1:	May			\$ 228,910				\$ 224,421	
Payment No. 2:	Aug	\$ 28,614		\$ 28,614		\$ 28,053		\$ 28,053	
Payment No. 3:	Feb next yr								
Total Assessment Income		\$ 572,275	\$ 28,614	\$ 257,524	45%	\$ 561,053	\$ 28,053	\$ 252,474	

<u>IN30 Reimbursement Income/Receivable</u>									
SDRMA	Gate Repairs			\$ 6,723					
SDRMA	Gate repairs			\$ 1,472					
	G. Hebard - Personal portion Lodging/Meals			\$ 248					
(1)	SDRMA - Loss Prevention Allocation			\$ 2,472					
Castle & Cooke	Tractor/Equipment Repairs			\$ 357				\$ 4,204	
Total Reimbursement Income		\$ 10,000	\$ -	\$ 11,271	113%	\$ -	\$ -	\$ 4,204	

<u>Miscellaneous Income</u>									
Castle & Cooke	Weed Abatement	\$ -		\$ -					
Lot Owners	Weed Abatement	\$ -		\$ -		\$ 1,500		\$ 1,500	
IN03	Lot Owners			\$ 289				\$ 279	
IN05	Umpqua Bank	\$ 39		\$ 157		\$ 56		\$ 181	
IN06	Calaveras County	\$ 116		\$ 400		\$ 134		\$ 288	
Various	Other Miscellaneous					(2) \$ 1,724		\$ 1,738	
Total Miscellaneous Income		\$ 8,000	\$ 155	\$ 846	11%	\$ 1,914	\$ 2,486		
TOTAL INCOME		\$ 590,275	\$ 28,769	\$ 269,641	46%	\$ 561,053	\$ 29,967	\$ 259,164	

Net Income	\$ 550	\$ (15,390)	\$ (122,718)		\$ (90,793)	\$ (4,168)	\$ (79,626)
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(1) YTD incr by \$1471.60 from C&C rec'd in prior mo reclassified in Aug
 (2) ADAPCO Rebate

Saddle Creek Comm Srvs District
Check Detail
August 2015

Date	Num	Name	Memo/Description	Amount
08/01/2015	1806	Kampa Community Solutions, LLC		(4,750.00)
		ACH		
08/03/2015		Debit Intuit Full Service Payroll	Monthly Fee	(115.00)
08/05/2015	1807	California State Disbursement Unit		(118.50)
08/05/2015		DD DOLORES C BAKER	Pay Period: 07/16/2015-07/31/2015	(365.46)
08/05/2015		DD Gregory Hebard	Pay Period: 07/16/2015-07/31/2015	(2,192.47)
08/05/2015		DD HERNAN M HERNANDEZ	Pay Period: 07/16/2015-07/31/2015	(1,101.18)
08/05/2015		DD Ralph M. McGeorge	Pay Period: 07/16/2015-07/31/2015	(1,494.27)
08/05/2015		DD MICHELE L MENZIES	Pay Period: 07/16/2015-07/31/2015	(115.63)
08/05/2015		DD BRADLEY D NICKELL	Pay Period: 07/16/2015-07/31/2015	(1,161.09)
08/05/2015		DD CODY L PONDER	Pay Period: 07/16/2015-07/31/2015	(1,055.73)
			Tax Payment for Period: 08/05/2015-08/07/2015	
08/12/2015		IRS	Federal Taxes (941/944)	(2,814.97)
			Tax Payment for Period: 08/05/2015-08/07/2015	
08/12/2015		CA EDD	CA PIT / SDI	(442.07)
08/14/2015	1808	SDRMA-Prop/Liability Insurance	51435 - To replace ck#1798	(7,456.66)
			2015-16 Contribution	
08/14/2015	1810	SDRMA-Workers Comp Authority	To Replace Ck#1799	(16,143.70)
		Bank		
08/14/2015		Debit Umpqua Bank	Stop Payment fee	(35.00)
08/18/2015	1812	Bank of the West		(4,047.83)
08/18/2015	1811	SDRMA-Health Ins.		(4,926.60)
08/18/2015	1813	VALLEY ENTRY SYSTEMS, INC.		(2,183.63)
08/20/2015	1814	California State Disbursement Unit		(118.50)
		COURT-ORDERED DEBT		
08/20/2015	1817	COLLECTIONS		(50.00)
08/20/2015		DD DOLORES C BAKER	Pay Period: 08/01/2015-08/15/2015	(201.18)
08/20/2015		DD Gregory Hebard	Pay Period: 08/01/2015-08/15/2015	(2,192.47)
08/20/2015		DD HERNAN M HERNANDEZ	Pay Period: 08/01/2015-08/15/2015	(883.38)
08/20/2015		DD Ralph M. McGeorge	Pay Period: 08/01/2015-08/15/2015	(1,494.27)
08/20/2015		DD MICHELE L MENZIES	Pay Period: 08/01/2015-08/15/2015	(93.04)
08/20/2015		DD BRADLEY D NICKELL	Pay Period: 08/01/2015-08/15/2015	(993.27)
08/20/2015		DD CODY L PONDER	Pay Period: 08/01/2015-08/15/2015	(887.92)
			Tax Payment for Period: 08/19/2015-08/21/2015	
08/26/2015		IRS	(941/944)	(2,571.27)
			Tax Payment for Period: 08/19/2015-08/21/2015	
08/26/2015		CA EDD	CA PIT / SDI	(401.16)
		ACH	8271717193-6	
08/27/2015		Debit PG&E - 7193	8/10/2015 STMT	(337.89)
			Total	(60,744.14)

Draft
SADDLE CREEK COMMUNITY SERVICES DISTRICT
MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS
August 18, 2015

CALL TO ORDER:

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday August 18, 2015. President Robinson called the meeting to order at 2:00 PM in the Saddle Creek Fitness Center and led Directors and staff in the Pledge of Allegiance.

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

President:	Charlie Robinson
Director	Lawrence Hoffman
Director	Kent Lazarus
Director	Kenneth Alberson

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

PLEDGE OF ALLEGIANCE

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

None provided

CONSENT CALENDAR:

- a. Review of monthly financial report and approval of bills and claims for the month of July 2015.
- b. Approval of the minutes of the Regular Board Meeting of July 21, 2015 with changes as mentioned.

Motion by Director Lazarus and Second by Director Hoffman to move approval of expenditures incurred by the district during the month of July, and approval of the July 21, 2015 meeting minutes.

Motion passed unanimously, with Director Russ absent.

OLD BUSINESS:

- a. Report on the status and projections for water supply to support Saddle Creek CSD, Castle & Cooke and Golf Course operations and permit compliance.

Castle and Cooke continues to evaluate and document their history regarding water supply agreements and obligations. Greg is probably the individual with the longest knowledge and experience. It's a complicated web of integrated agreements and issues of understandings and misunderstandings. Castle & Cooke has an expensive group of attorneys and environmental planners and engineers that are trying to summarize this together in a way that will convince CCWD of their water supply obligations and the required operation of the Saddle Creek Wetland water quality ponds. End result is to come up with map and description of wetlands and operations, that reference all of the necessary background information that convinces CCWD that they require water outside of the wet season. If we get through this year and get this taken care of, then we've done our job.

NEW BUSINESS:

- a. Review and discussion of the purpose and powers of the District as it relates to all public services in general and specifically related to roads.

When our district (CSD) was formed we were responsible for a number of services which were contained in the agenda packet. There were 14 services that we were formed to provide. In 2006 the Calaveras County LAFCO performed a municipal service review. They documented what services were currently provided at that time and what would be provided in the future by CSD. Every 5 years they review this and they are getting ready to review it again. The Board reinforced its desire and need to have road construction and maintenance standards that it can enforce. These standards will be included in the road assessment study being performed by GM Kampa.

STAFF REPORTS:

GM Kampa-Public Comment Complaint-Regarding dogs defecating on the sidewalks and our standard of maintenance of streets and sidewalks. We've looked into this issue and have determined that we are performing maintenance at a standard consistent throughout the community. As the CSD, we do not have animal control powers, but the county does; however they rarely enforce this.

Kampa reported that although El Nino looks like it will arrive this year, there is no direct correlation between El Nino and increased precipitation in our area. This one year, if wetter than normal, will likely not be the end of the drought.

Greg Hebard-Regarding concern for El Nino, we do the maintenance on the storm drains in early fall. Oak Creek drive is the only storm drain that doesn't work and it

backs up a little bit. We sprayed for mosquitos last Thursday, if we get any complaints we will spray again.

DIRECTORS REPORTS:

President Robinson – We are going to have to make an ordinance for oversized vehicles on the road. Purposes we write the same rule that is contained in the CC&R.

V/President Russ – Absent

Secretary Albertson – None

Director Hoffman – None

Director Lazarus - None

CLOSED SESSION

Public employee performance evaluation – General Manager
The Board adjourned to closed session at 3:08 PM. Following closed session, the Board directed the GM to place on the October Board meeting agenda consideration of amendment of the services agreement with Kampa Community Solutions, LLC.

ADJOURNMENT – Having no further business, President Robinson adjourned the meeting at 3:47 PM. CSD’s next board meeting date is September 15, 2015.

Michele Menzies, CSD Clerk

Peter Kampa, General Manager

APPROVED BY:

Charlie Robinson, Board President

Sue Russ, V/President

SEAL

RESOLUTION ____, 2015

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT AMENDING THE PROFESSIONAL SERVICES
AGREEMENT WITH KAMPA COMMUNITY SOLUTIONS, LLC**

WHEREAS, The Saddle Creek Community Services District Board of Directors (District) secured the professional services of Kampa Community Solutions, LLC (KCS) to provide General Management services for the District effective July 1, 2014; and

WHEREAS, The professional services agreement (Agreement) with KCS requires that the Board conduct an annual performance evaluation of the management services provided by KCS; and

WHEREAS, The Board during its August 18, 2015 Regular Board meeting conducted such a performance evaluation and determined that the management services provided did meet the needs of the needs of the District and recommended that the Agreement be placed on this September 15, 2015 agenda for consideration of amendment of the annual compensation provided; and

WHEREAS, Amendment No. 1 to the Professional Services Agreement with Kampa Community Solutions, LLC was prepared and attached hereto consistent with the recommendations of the Board.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Saddle Creek Community Services District does hereby approve Amendment No. 1 to the Agreement with Kampa Community Solutions, LLC.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Saddle Creek Community Services District held on September 15, 2015 and was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Charlie Robinson, President

Michele Menzies, Board Secretary

Board of Directors

AMENDMENT NO. 1

KAMPA COMMUNITY SOLUTIONS, LLC PROFESSIONAL SERVICES AGREEMENT

The Professional Services Agreement (referred to herein as Agreement) dated June 25, 2014, between the Saddle Creek Community Services District (referred to herein as SCCSD) and Kampa Community Solutions, LLC (referred to herein as KCS) is attached hereto as Exhibit A and incorporated herein.

This Amendment No. 1 to the Agreement is intended to express in writing the desire of SCCSD to continue the services of KCS and increase the compensation detailed in the Agreement Basic Terms, Item No. 4 by 10% This Amendment modifies the Agreement to read as follows:

4. Your fee will be \$62,700 per year payable to Kampa Community Solutions LLC; paid in 12 equal monthly payments of \$5225; and Kampa Community Solutions, LLC will be responsible for payment of all applicable taxes for said fee.

This Amendment No. 1 was approved on September 15, 2015 and its increased compensation is effective July 1, 2015.

Approved by:

Attest:


Charlie Robinson, SCCSD Board President

Michele Menzies, SCCSD Board Clerk

Acknowledged and Agreed:

Kampa Community Solutions, LLC
Peter J. Kampa, President

EXHIBIT A



Saddle Creek Community Services District, 1000 Saddle Creek Drive, Copperopolis, CA 95228
Tel: 209.785.0100 Fax: 209.785.6260
"Committed to Serving our Community"

Board of Directors: President Kent Lazarus; Vice-President Scott Baker;
Director/Secretary Charles Robinson; Director Darlene DeBaldo; Director Sue Russ

June 25, 2014

Peter J. Kampa, SDA
Kampa Community Solutions LLC
PO Box 3221
Sonora, CA 95370

Dear Mr. Kampa:

Welcome to the Saddle Creek Community Services District (hereinafter denoted "SCCSD") located in Calaveras County, California. We are pleased you have accepted our offer to operate as General Manager of the SCCSD. As you know, we are confident that you will make significant contributions to SCCSD, and are extremely glad that you will be joining our agency. The following will confirm the terms of your acceptance:

BASIC TERMS

1. Your job title is General Manager – this will be a part-time EXEMPT position; you will not be required to keep a record of your time and your hours may fluctuate with the needs of the job.
2. Your duties are listed in the attached job description.
3. You will report to the elected Board of Directors.
4. Your fee will be \$57,000 per year payable to Kampa Community Solutions LLC; paid in 12 equal monthly payments of \$4,750; and Kampa Community Solutions LLC will be responsible for all applicable taxes for said fee.
5. Your start date will be July 1, 2014.
6. You will not participate in health insurance benefits or benefits of any kind that we may offer other District employees.
7. You will be eligible for reimbursement of expenses incurred in the performance of your duties including mileage (other than mileage from your residence to the SCCSD).
8. The SCCSD Board will conduct annual reviews of your performance.

New Hire Documents/Confidentiality/Non-Solicitation/Employment at will

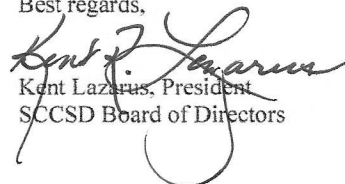
- This offer is contingent upon your signing all required new hire materials.
- By signing below, you are confirming that no breach or other violation of any past, current or contemplated oral or written contractual arrangement to which you are a party (including, but not limited to any non-compete or non-solicitation agreement with any former employer) has or will occur by virtue of your acceptance of this offer of employment or your performing services for the Company.

- By signing below you are confirming that no one has made any representations regarding the terms of this working relationship other than those contained herein and that you are not relying on any such representations in accepting this offer of employment.
- This is an "at will" relationship, and nothing in this letter will be deemed to constitute an agreement of employment for any specific period of time. This means that either you or the SCCSD may terminate the relationship at any time, with or without cause, and it is understood that neither party has an obligation to base a decision to terminate this relationship on any reason other than the intent not to continue the relationship.

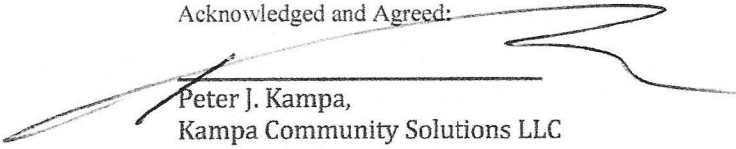
The SCCSD is an Equal Opportunity Employer, and is in full support and compliance with the Immigration Reform and Control Act of 1986. Therefore, our offer must be contingent upon satisfactory completion of the forms required by this Act. Please have available for us two forms of documentation supporting your authorization to work in the U.S. (e.g., driver's license, passport and/or birth certificate and social security card).

PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE REVIEWED THIS OFFER LETTER AND ARE IN AGREEMENT WITH ITS CONTENTS.

Best regards,


Kent Lazarus, President
SCCSD Board of Directors

Acknowledged and Agreed:


Peter J. Kampa,
Kampa Community Solutions LLC

June 26, 2014
Date

Saddle Creek Community Services District

Regular Meeting of September 15, 2015

AGENDA SUPPORTING DATA

8. New Business

- a. Presentation and review of the Board orientation manual and program prepared by David Aranda of Kampa Community Solutions, LLC.

Background

The approved Management Objectives direct the preparation of a Board orientation program, to assist existing and new Board members in learning their role on the Board and to assist them in understanding the resources available to assist them in making informed decisions on critical community and service related issues.

This program is made up of a written manual, to be provided at the meeting, and references in the manual and discussed at the meeting that will open the “information and resource doors” as wide as desired by Board members. The purpose of this meeting item is to receive the manual, and discuss its intent, content and future needs with its presenter David Aranda.

David and I have served as managers for different districts in different parts of the state for decades. I have served on various industry boards with David and have followed hi amazing successes in leading the development of programs such as the Special District Leadership Foundation and its Board Secretary Certification, among many others. I tremendously respect David’s intellect and ability to build effective governance teams. Attached hereto is David’s Bio prepared specifically for this meeting.

David will be presenting and discussing the Orientation Manual with the Board during this meeting.

Recommended Motion

Presentation and discussion only at this time

BIO FOR DAVID ARANDA

In 1980 David went to work for a diversified real estate company as their purchasing agent. In 1984 David was asked to serve as the General Manager for a Golf Resort in Stallion Springs that the diversified real estate company operated and used as a selling point to sell parcels for individuals to develop. David was responsible for lodging, food and beverage, an 18-hole championship golf course and equestrian center and over two hundred employees.

In 1994 David was hired by the Stallion Springs Community Services District to serve as their General Manager. He was responsible for the community which provided water, sewer, solid waste, road maintenance, police services, park and recreation facilities and programs and oversight of the Conditions, Covenants and Restrictions in the community. He served as the General Manager for sixteen years before moving on to become General Manager of a Municipal Water District in Bakersfield. He retired in 2015.

During his service as General Manager for Independent Special Districts David was privileged to serve on the committee that rewrote Community Services District law. David has served on the California Special District Association Board, California Rural Water Association Board and currently serves as Board President for Special District Management Authority and The Special District Leadership Foundation. He has been a presenter for numerous programs that California Special Districts Association provides and is an advocate in regard to education for all involved in Independent Special Districts.