



SADDLE CREEK COMMUNITY SERVICES DISTRICT

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

DIRECTORS

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

BOARD OF DIRECTORS REGULAR MEETING AGENDA

October 15, 2019 2:00 PM

Copper Valley 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 September 2019.

7. DISCUSSION AND ACTION ITEMS

The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.

- a) Adoption of a Resolution approving a change in the District name from Saddle Creek Community Services District to Copper Valley Community Services District
- b) Consideration of the terms and conditions of a memorandum of understanding with CV Saddle Creek, LLC, CV Saddle Creek Holdings, LLC and Saddle Creek Golf Club, LLC regarding provisions relating to the operations, duties, costs, equipment usage, utilities, water, stormwater management, wetland management and permitting, wildlife habitat, road and common area maintenance
- c) Consideration of impacts of the PG&E Public Safety Power Shutdown (PSPS) on District operations
- d) Consideration of potential amendments to the General Manager Consulting Agreement as a result of Assembly Bill 5, which makes changes to the California Labor Code declaring certain contractors as employees effective January 1, 2020

8. STAFF AND DIRECTOR REPORTS

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

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

9. CLOSED SESSION

Conference with Real Property Negotiator - California Government Code Section 54956.8

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

10. ADJOURNMENT

Agenda Materials: May be viewed on the bulletin boards outside the Saddle Creek Pro Shop, on the Sports Club Bulletin Board, in the viewing box outside the CSD main office and at the CSD Website typically three days preceding each meeting date. Materials will also be available at the meeting.

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



Saddle Creek Community Services District

Treasurer's Report
September 30, 2019

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

Statement of Cash Flows

For the 3 Months Ending September 30, 2019

	Umpqua Bank Checking	2018 Road Improvement Project	Calaveras Co Fund 2188	LAIF	YTD Total
Net Income	(126,744)	-	-	653	(126,091)
OPERATING ACTIVITIES					
Adjustments to reconcile Net Income to Net Cash used in Operations:					
1200 Accounts Receivable	638				638
2000 Accounts Payable	(7,684)				(7,684)
2050 Umpqua CSDA Visa	(3,029)				(3,029)
2100 Payroll Taxes Payable	(255)				(255)
2110 Garnishments Payable	-				-
2150 Accrued Payroll	(517)				(517)
2200 Sales Tax Payable	-				-
Net cash used in operating activities	(137,591)	-	-	653	(136,938)
FINANCING ACTIVITIES					
2500 Lease Payable - John Deere	-				-
Net cash decrease for period	(137,591)	-	-	653	(136,938)
Cash at beginning of period (7/1/2019)	635,836	-	26	102,149	738,011
Cash at end of period	498,245	-	26	102,802	601,073

**Saddle Creek Comm Svcs District
Treasurer's Report
September 2019**

Cash Flow Projection

FY 2019-20									
Sep-2019	Oct-2019	Nov-2019	Dec-2019	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	

REGULAR CHECKING

Beginning Checking Account Balance	\$	560,046	\$	498,245	\$	433,305	\$	369,953	\$	306,602	\$	243,251	\$	179,899	\$	116,548	\$	53,197			
Deposits																					
Assessments																					
Other Income	\$	100																			
Disbursements																					
Paychecks	\$	20,145	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	
Payroll Taxes	\$	8,097	(9)	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200
Checks Written																					
Other Operating & Admin Costs	\$	13,296	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	
Bonuses - IRA payments																					
Property Liability Insurance	\$	-																			
Worker's Comp Insurance	\$	248																			
New Lease payments	\$	1,051	(2)	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051
Capital Outlay	\$	-																			
Projects Costs																					
Univar	\$	-																			
Willdan	\$	164		0																	
NBS	\$	-		1089																	
SDFA (Road Construction Loan)	\$	-																			
Human Resource Practitioners	\$	500		500																	
Credit Card Payments	\$	15,948		\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$	2,452		\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100
Total Disbursements	\$	61,901		\$	64,940	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351
Ending Checking Account Balance	\$	498,245		\$	433,305	\$	369,953	\$	306,602	\$	243,251	\$	179,899	\$	116,548	\$	53,197	\$	(10,155)		
check	\$	(0)																			
Check	\$	-																			

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

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

Saddle Creek Comm Srvs District

BALANCE SHEET

As of September 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	498,245
1020 Cash - Fund 2188	26
1040 Local Agency Investment Fund (LAIF)	102,802
Total Bank Accounts	\$601,073
Accounts Receivable	
1200 Accounts Receivable	2,550
Total Accounts Receivable	\$2,550
Total Current Assets	\$603,623
Fixed Assets	
1500 Capital Assets	
1501 Equipment	397,708
1503 Roads	2,360,462
1504 Easements	10,344,000
1505 Buildings	79,000
Total 1500 Capital Assets	13,181,170
1550 Construction in Progress	39,718
1600 Accumulated Depreciation	
1601 Equipment	-265,516
1603 Roads	-782,098
1605 Buildings	-22,120
Total 1600 Accumulated Depreciation	-1,069,734
Total Fixed Assets	\$12,151,155
TOTAL ASSETS	\$12,754,778
<hr style="border-top: 3px double #000;"/>	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	7,246
Total Accounts Payable	\$7,246
Credit Cards	
2050 Umpqua CSDA Visa	4,700
Total Credit Cards	\$4,700
Other Current Liabilities	
2100 Payroll Taxes Payable	883
2150 Accrued Payroll	12,509
2200 Sales Tax Payable	0
Total Other Current Liabilities	\$13,392
Total Current Liabilities	\$25,338
Long-Term Liabilities	

	TOTAL
2500 Lease Payable - John Deere	97,387
2600 Series 2018 Installment Sale	700,000
Total Long-Term Liabilities	\$797,387
Total Liabilities	\$822,725
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	-140,651
Net Income	-126,091
Total Equity	\$11,932,053
TOTAL LIABILITIES AND EQUITY	\$12,754,778

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

		ACTUALS			BUDGET		
		Last Year July-Sept	This Year July-Sept	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
ADMINISTRATION							
OE01	Audit Expense	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	100%
OE02	Finance Expenses	\$ 124	\$ 93	\$ (31)	\$ 500	\$ 407	81%
OE02-1	Parcel Tax Implementation	\$ 2,177	\$ -	\$ (2,177)	\$ 5,500	\$ 5,500	100%
OE03	Advertising	\$ 57	\$ -	\$ (57)	\$ 500	\$ 500	100%
OE04	Legal Expenses	\$ 975	\$ -	\$ (975)	\$ 1,900	\$ 1,900	100%
OE05	Management Fees	\$ 22,713	\$ 17,887	\$ (4,827)	\$ 77,000	\$ 59,113	77%
OE06	Insurance (Property Loss/Liability)	\$ -	\$ -	\$ -	\$ 10,700	\$ 10,700	100%
OE07	Miscellaneous/Contingency	\$ 286	\$ -	\$ (286)	\$ 4,000	\$ 4,000	100%
OE08	Professional Development (Travel/Training)	\$ 3,335	\$ 991	\$ (2,344)	\$ 12,300	\$ 11,309	92%
OE09	Dues, Certifications & Subscriptions	\$ 144	\$ 1,001	\$ 857	\$ 5,400	\$ 4,399	81%
OE10	Uniform Expenses	\$ 960	\$ 399	\$ (561)	\$ 3,800	\$ 3,401	89%
OE11	Electric Power/Water/Sewer	\$ 3,775	\$ 1,334	\$ (2,441)	\$ 13,100	\$ 11,766	90%
OE12	Telephone/Internet Service	\$ 2,330	\$ 1,364	\$ (966)	\$ 7,100	\$ 5,736	81%
OE14	Office Supplies/Postage	\$ 2,863	\$ 829	\$ (2,034)	\$ 5,800	\$ 4,971	86%
OE15	Office Equipment Repair/Replacement	\$ 180	\$ 848	\$ 668	\$ 7,900	\$ 7,052	89%
OE21	Office Equipment Lease	\$ 809	\$ 722	\$ (86)	\$ 2,700	\$ 1,978	73%
OE26	County Fees/LAFCO	\$ 446	\$ -	\$ (446)	\$ 7,100	\$ 7,100	100%
OE29	Accounting Services	\$ -	\$ 4,689	\$ -	\$ 21,600	\$ 16,911	78%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ 900	\$ 900	100%
OE41	HR Consultant	\$ 800	\$ 1,500	\$ 700	\$ 6,000	\$ 4,500	75%
PE03-1	Payroll Taxes - Administration	\$ 3,336	\$ 1,229	\$ (2,108)	\$ -	\$ -	
PE06-1	Employee Wages - Administration	\$ 43,353	\$ 15,769	\$ (27,584)	\$ -	\$ -	
	Total Administration	\$ 88,661	\$ 48,654	\$ (40,007)	\$ 201,800	\$ 170,144	84%
COMMON AREAS							
OE16	Gate Maintenance & Opener Purchase	\$ 2,726	\$ 3,862	\$ 1,137	\$ 23,000	\$ 19,138	83%
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 12,619	\$ 1,858	\$ (10,762)	\$ 24,800	\$ 22,942	93%
OE17-2	Storm Drains	\$ 2,182	\$ -	\$ (2,182)	\$ -	\$ -	
PE03-5	Payroll Taxes - Streets	\$ 740	\$ -	\$ (740)	\$ -	\$ -	
PE06 -5	Employee Wages - Streets	\$ 9,426	\$ -	\$ (9,426)	\$ -	\$ -	
OE18-1	Landscape Supplies & Repairs	\$ 13,931	\$ 11,030	\$ (2,901)	\$ 37,400	\$ 26,370	71%
OE18-3	Landscape Equipment Gas & Oil	\$ 698	\$ 2,872	\$ 2,174	\$ 12,500	\$ 9,628	77%
OE18-4	Landscape Equipment Repair/Replacement	\$ 8,198	\$ 5,638	\$ (2,561)	\$ 28,400	\$ 22,762	80%
PE03-2	Payroll Taxes - Common Areas	\$ 2,988	\$ 4,399	\$ 1,411	\$ -	\$ -	
PE06 -2	Employee Wages - Common Areas	\$ 35,769	\$ 57,650	\$ 21,882	\$ -	\$ -	
	Total Common Areas	\$ 89,277	\$ 87,308	\$ (1,968)	\$ 126,100	\$ 100,841	80%

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

September 2019

		ACTUALS			BUDGET		
		Last Year July-Sept	This Year July-Sept	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
MOSQUITO ABATEMENT				\$ -			
OE22-1	Mosquito Control Products	\$ 4,775	\$ 7,112	\$ 2,337	\$ 19,000	\$ 11,888	63%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 278	\$ 918	\$ 640	\$ 4,000	\$ 3,082	77%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 3,732	\$ 1,880	\$ (1,853)	\$ 18,600	\$ 16,720	90%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 605	\$ 465	\$ (140)	\$ 8,000	\$ 7,535	94%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 139	\$ 338	\$ 200			
PE06-4	Employee Wages - Mosquito Abatement	\$ 1,729	\$ 4,570	\$ 2,840			
	Total Mosquito Abatement	\$ 11,258	\$ 15,282	\$ 4,024	\$ 49,600	\$ 39,226	79%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (97,479)	\$ (83,955)	\$ 13,525			
	TOTAL SERVICES & SUPPLIES	\$ 91,716	\$ 67,290	\$ (24,427)	\$ 377,500	\$ 310,210	82%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 561	\$ 248	\$ (313)	\$ 17,600	\$ 17,352	99%
PE02	Health Insurance	\$ 11,701	\$ 19,070	\$ 7,368	\$ 75,900	\$ 56,830	75%
PE03	Payroll Taxes	\$ 9,666	\$ 5,966	\$ (3,700)	\$ 27,600	\$ 21,634	78%
PE04	Processing Fees	\$ 427	\$ 431	\$ 4	\$ 1,800	\$ 1,369	76%
PE05	Directors Stipend	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
PE06	Employee Wages	\$ 90,276	\$ 77,989	\$ (12,287)	\$ 344,800	\$ 266,811	77%
	TOTAL PERSONNEL COSTS	\$ 112,632	\$ 103,704	\$ (8,929)	\$ 473,700	\$ 369,996	78%
EQUIPMENT OUTLAY				\$ -		\$ -	
	(1) Cart & (1) Fogger	\$ -	\$ -	\$ -			
CO04	Trailer/Spray Rig/Tractor		\$ -		\$ -	\$ -	#DIV/0!
CO09	Carport		\$ -			\$ -	#DIV/0!
CO10	Depreciation	\$ -					
CO04	Radar Unit			\$ -		\$ -	#DIV/0!
	TOTAL EQUIPMENT OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CAPITAL OUTLAY/STUDIES/ASSESEMENTS				\$ -		\$ -	
OE53-2	Landscape Design	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE53-1	Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	
OE51-4	Road Improvement (1)	\$ 682,931	\$ -	\$ (682,931)	\$ 198,531	\$ 198,531	100%
OE51-1	Road Project Design/Mgmt (Willdan)	\$ 17,612	\$ 574	\$ (17,038)	\$ 35,035	\$ 34,461	98%
TBD	Office Building Paint				\$ 10,437		
TBD	Office Building Siding and Trim				\$ 12,000		
	TOTAL STUDIES & ASSESSMENTS	\$ 700,543	\$ 574	\$ (699,969)	\$ 256,003	\$ 232,992	91%
DEBT SERVICE				\$ -			
OE20	John Deere Financing	\$ 4,007	\$ 7,161	\$ 3,154	\$ 16,029	\$ 8,867	55%

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

	ACTUALS			BUDGET		
	Last Year July-Sept	This Year July-Sept	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
OE21 John Deere Financing				\$ 12,616		
OE20-01 Interest Expense	\$ -					
Series 2018 Installment Sale		\$ -		\$ 83,745		
TOTAL DEBT SERVICE	\$ 4,007	\$ 7,161	\$ 3,154	\$ 112,389	\$ 8,867	8%
TOTAL EXPENSES	\$ 908,898	\$ 178,728	\$ (730,170)	\$ 1,219,592	\$ 922,066	76%

PAYMENTS AND ASSESSMENTS RECEIVED

<u>Assessment Income</u>						
Pymt No. 3: (5%) Aug 2019 (FY19)	\$ -	\$ 51,560	\$ 51,560	\$ 62,222	\$ 10,662	
Pymt No. 1: (55%) Feb 2020 (FY20)	\$ -	\$ -	\$ -	\$ 684,443	\$ 684,443	
Pymt No. 2: (40%) May 2020 (FY20)	\$ -	\$ -	\$ -	\$ 497,777	\$ 497,777	
Total Assessment Income	\$ -	\$ 51,560	\$ 51,560	\$ 1,244,442	\$ 1,192,882	
<u>Reimbursement Income</u>						
Total Reimbursement Income			\$ -	\$ 1,000	\$ 1,000	
<u>Other Income</u>						
IN03 Weed Abatement	\$ 14,125	\$ 75				
IN05 Investment Interest	\$ 406	\$ 653		\$ 2,900		
IN30 Exp Reimbursement Income	\$ 84	\$ -				
IN41 Gate Opener Income	\$ 250	\$ 350		\$ 700		
IN59 Rebates	\$ -			\$ 1,300		
Total Other Income	\$ 14,865	\$ 1,078	\$ (13,788)	\$ 15,800	\$ 14,722	
TOTAL PAYMENTS & ASSESSMENTS	\$ 14,865	\$ 52,637	\$ 37,772	\$ 1,266,142	\$ 1,208,605	
Net Income	\$ (894,033)	\$ (126,091)	\$ 767,942	\$ 46,550	\$ 172,641	
<u>Other Financing Sources & Uses</u>						
Budget Balance		\$ -		\$ -		
		\$ (126,091)		\$ -		

Saddle Creek Comm Srvs District

TRANSACTION REPORT

September 2019

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking				
Beginning Balance				
09/01/2019	2514	Kampa Community Solutions, LLC	August 2019	-5,962.18
09/03/2019		USBank Equipment Finance	Copier Lease Payment	-144.79
09/03/2019		John Deere Financial	Tractor Payment	-1,051.30
09/03/2019		John Deere Financial	Tractor Payment	-1,335.71
09/04/2019		Intuit Full Service Payroll	Payroll Processing Fee	-143.00
09/05/2019	DD	Gregory Hebard	Direct Deposit 2	-50.00
09/05/2019	DD	DAMON H WAITE	Pay Period: 08/16/2019-08/31/2019	-1,334.75
09/05/2019	DD	MICHAEL S STROMBERG	Pay Period: 08/16/2019-08/31/2019	-1,378.54
09/05/2019	DD	Ralph M. McGeorge	Pay Period: 08/16/2019-08/31/2019	-2,181.10
09/05/2019	DD	NICOLE D MC CUTCHEN	Pay Period: 08/16/2019-08/31/2019	-1,158.56
09/05/2019	DD	BRADLEY S KURTZER	Pay Period: 08/16/2019-08/31/2019	-720.49
09/05/2019	DD	Gregory Hebard	Pay Period: 08/16/2019-08/31/2019	-2,702.67
09/05/2019	DD	KYLE W CEARLEY	Pay Period: 08/16/2019-08/31/2019	-1,339.92
09/06/2019		SDU Child Support	Garnishment	-103.00
09/11/2019		CA EDD	Tax Payment for Period: 09/04/2019-09/06/2019	-724.34
09/11/2019		IRS	Tax Payment for Period: 09/04/2019-09/06/2019	-3,702.33
09/17/2019	2519	Willdan	Invoice #00330324	-164.00
09/17/2019	2516	Human Resources Practitioners	Invoice #120	-500.00
09/17/2019	2517	Turf Star, Inc.	Invoice #7080057-00	-24.91
09/17/2019	2520	Warmerdam CPA Group	Invoice #16430	-1,800.00
09/17/2019	2518	SDRMA-Health Ins.	Invoice #30250	-5,018.40
09/17/2019	2522	SDRMA-Workers Comp Authority	Invoice #67050	-247.92
09/17/2019	2521	BRADLEY KURTZER	Work Boots Reimbursement	-96.96
09/20/2019	DD	BRADLEY S KURTZER	Pay Period: 09/01/2019-09/15/2019	-536.41
09/20/2019	DD	KYLE W CEARLEY	Pay Period: 09/01/2019-09/15/2019	-1,131.55
09/20/2019		SDU Child Support	Garnishment	-103.00
09/20/2019	DD	DAMON H WAITE	Pay Period: 09/01/2019-09/15/2019	-1,131.55
09/20/2019	DD	MICHAEL S STROMBERG	Pay Period: 09/01/2019-09/15/2019	-1,157.89
09/20/2019	DD	Gregory Hebard	Pay Period: 09/01/2019-09/15/2019	-2,554.62
09/20/2019	DD	NICOLE D MC CUTCHEN	Pay Period: 09/01/2019-09/15/2019	-756.90
09/20/2019	DD	Ralph M. McGeorge	Pay Period: 09/01/2019-09/15/2019	-2,010.02
09/25/2019		IRS	Tax Payment for Period: 09/18/2019-09/20/2019	-3,098.95
09/25/2019		CA EDD	Tax Payment for Period: 09/18/2019-09/20/2019	-571.47
09/26/2019		CA State Board of Equalization	2018-19 Sales Tax Return	-393.60
09/26/2019		Umpqua Bank Commerical CC	Umpqua CSDA Visa	-15,947.98
09/30/2019		USBank Equipment Finance	Copier Lease Payment	-144.79
09/30/2019		PG&E - 7193	Utilities	-477.66
Total for Umpqua Bank Checking				\$ -61,901.26

Saddle Creek Comm Srvs District

1000 Umpqua Bank Checking, Period Ending 09/30/2019

RECONCILIATION REPORT

Reconciled on: 10/10/2019

Reconciled by: Ever Ventura

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

Summary

USD

Statement beginning balance.....	557,428.05
Checks and payments cleared (38).....	-59,871.90
Deposits and other credits cleared (1).....	100.00
Statement ending balance.....	<u>497,656.15</u>
Uncleared transactions as of 09/30/2019.....	-5,373.33
Register balance as of 09/30/2019.....	498,245.00
Cleared transactions after 09/30/2019.....	-5,962.18
Uncleared transactions after 09/30/2019.....	0.00
Register balance as of 10/10/2019.....	492,282.82

Details

Checks and payments cleared (38)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/20/2019	Bill Payment	2507	Vector-borne Surveillance Acc...	-286.00
08/20/2019	Bill Payment	2515	Human Resources Practitioners	-1,000.00
08/20/2019	Bill Payment	2513	Warmerdam CPA Group	-1,800.00
09/03/2019	Expense		USBank Equipment Finance	-144.79
09/03/2019	Expense		John Deere Financial	-1,335.71
09/03/2019	Expense		John Deere Financial	-1,051.30
09/04/2019	Expense		Intuit Full Service Payroll	-143.00
09/05/2019	Check	DD	KYLE W CEARLEY	-1,339.92
09/05/2019	Check	DD	DAMON H WAITE	-1,334.75
09/05/2019	Check	DD	MICHAEL S STROMBERG	-1,378.54
09/05/2019	Check	DD	Ralph M. McGeorge	-2,181.10
09/05/2019	Check	DD	NICOLE D MC CUTCHEN	-1,158.56
09/05/2019	Check	DD	BRADLEY S KURTZER	-720.49
09/05/2019	Check	DD	Gregory Hebard	-50.00
09/05/2019	Check	DD	Gregory Hebard	-2,702.67
09/06/2019	Expense		SDU Child Support	-103.00
09/11/2019	Check		IRS	-3,702.33
09/11/2019	Check		CA EDD	-724.34
09/17/2019	Bill Payment	2516	Human Resources Practitioners	-500.00
09/17/2019	Bill Payment	2522	SDRMA-Workers Comp Autho...	-247.92
09/17/2019	Bill Payment	2520	Warmerdam CPA Group	-1,800.00
09/17/2019	Bill Payment	2519	Willdan	-164.00
09/17/2019	Bill Payment	2517	Turf Star, Inc.	-24.91
09/20/2019	Check	DD	KYLE W CEARLEY	-1,131.55
09/20/2019	Expense		SDU Child Support	-103.00
09/20/2019	Check	DD	DAMON H WAITE	-1,131.55
09/20/2019	Check	DD	MICHAEL S STROMBERG	-1,157.89
09/20/2019	Check	DD	Ralph M. McGeorge	-2,010.02
09/20/2019	Check	DD	NICOLE D MC CUTCHEN	-756.90
09/20/2019	Check	DD	BRADLEY S KURTZER	-536.41
09/20/2019	Check	DD	Gregory Hebard	-2,554.62
09/25/2019	Check		IRS	-3,098.95
09/25/2019	Check		CA EDD	-571.47
09/26/2019	Expense		CA State Board of Equilization	-393.60
09/26/2019	Expense		Umpqua Bank Commerical CC	-15,947.98
09/30/2019	Expense		USBank Equipment Finance	-144.79
09/30/2019	Expense		PG&E - 7193	-477.66
10/01/2019	Bill Payment	2523	Kampa Community Solutions, ...	-5,962.18

Total -59,871.90

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/12/2019	Deposit			100.00
Total				100.00

Additional Information

Uncleared checks and payments as of 09/30/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2018	Check	2374	BRADLEY D NICKELL	-257.97
09/17/2019	Bill Payment	2518	SDRMA-Health Ins.	-5,018.40
09/17/2019	Bill Payment	2521	BRADLEY KURTZER	-96.96
Total				-5,373.33

Saddle Creek Comm Srvs District

CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

September 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
2050 Umpqua CSDA Visa					
09/01/2019	Expense		Copper Auto & Marine		316.25
09/01/2019	Expense		Intuit - QBO Online		30.99
09/01/2019	Expense		Dave Wongs		19.84
09/01/2019	Expense		Shell		25.25
09/03/2019	Expense		Payless IGA		68.49
09/03/2019	Expense		Verizon Wireless	Verizon telephone	111.76
09/04/2019	Expense		Cal Waste Recovery Systems		75.58
09/05/2019	Expense		Copperopolis Cruisers 25		17.33
09/05/2019	Expense		Drifters Marina & Grill		115.45
09/10/2019	Expense		Microsoft Office	Microsoft 360 Subscription	12.50
09/11/2019	Expense		Ewing		352.07
09/11/2019	Expense		Carhartt.com		107.24
09/12/2019	Expense		Aramark Uniform Service		189.33
09/12/2019	Expense		Hughson Farm Supply		589.64
09/13/2019	Expense		Calaveras Lumber	Landscape supplies	215.12
09/14/2019	Expense		Calaveras Telephone Co.	Calaveras utilities	346.79
09/16/2019	Expense		Hunt & Sons, Inc.		612.92
09/19/2019	Expense		Saddle Creek Country Club		45.76
09/22/2019	Expense		Hostway Corporation	Domain Renewal Fee	14.95
09/22/2019	Expense		Saddle Creek Country Club		24.06
09/24/2019	Expense		Lowe's		1,019.43
09/26/2019	Expense		Young's Copper Ace Hardware		388.84
Total for 2050 Umpqua CSDA Visa					\$4,699.59
TE TOTAL EXPENSES					
1SS SERVICES & SUPPLIES					
AE Administrative Expenses					
OE02 Finance Expenses					
09/01/2019	Expense		Intuit - QBO Online	Monthly QuickBooks Online Fee	30.99
Total for OE02 Finance Expenses					\$30.99
OE08 Professional Development					
09/01/2019	Expense		Dave Wongs		19.84
09/19/2019	Expense		Saddle Creek Country Club		45.76
09/22/2019	Expense		Saddle Creek Country Club		24.06
Total for OE08 Professional Development					\$89.66
OE09 Dues, Certs, Bonds & Subscriptions					
09/22/2019	Expense		Hostway Corporation	Dues, Certs, Subscriptions	14.95
Total for OE09 Dues, Certs, Bonds & Subscriptions					\$14.95
OE10 Uniform Expense					
09/11/2019	Expense		Carhartt.com		107.24
Total for OE10 Uniform Expense					\$107.24
OE12 Telephone					

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
09/03/2019	Expense		Verizon Wireless		111.76
09/14/2019	Expense		Calaveras Telephone Co.		346.79
Total for OE12 Telephone					\$458.55
OE14 Office Supplies/Postage					
09/03/2019	Expense		Payless IGA		68.49
09/10/2019	Expense		Microsoft Office		12.50
Total for OE14 Office Supplies/Postage					\$80.99
Total for AE Administrative Expenses					\$782.38
OE Operational Expenses					
OE18 Common Areas					
OE17 Streets/Sidewalks/Lighting Maint & Repair					
09/26/2019	Expense		Young's Copper Ace Hardware		388.84
Total for OE17 Streets/Sidewalks/Lighting Maint & Repair					\$388.84
OE18-1 Landscape Supplies					
09/11/2019	Expense		Ewing		352.07
09/12/2019	Expense		Hughson Farm Supply		589.64
Total for OE18-1 Landscape Supplies					\$941.71
OE18-3 Landscape Equipment Gas & Oil					
09/05/2019	Expense		Copperopolis Cruisers 25	Fuel	17.33
09/16/2019	Expense		Hunt & Sons, Inc.		612.92
Total for OE18-3 Landscape Equipment Gas & Oil					\$630.25
OE18-4 Landscape Equip Repair/Replace					
09/01/2019	Expense		Copper Auto & Marine		316.25
Total for OE18-4 Landscape Equip Repair/Replace					\$316.25
Total for OE18 Common Areas					\$2,277.05
OE22 Mosquito Abatement Expense					
OE22-1 Mosquito Control Products					
09/04/2019	Expense		Cal Waste Recovery Systems		75.58
09/05/2019	Expense		Drifters Marina & Grill		115.45
09/13/2019	Expense		Calaveras Lumber		215.12
09/24/2019	Expense		Lowe's		1,019.43
Total for OE22-1 Mosquito Control Products					\$1,425.58
OE22-2 Mosquito Abatement Monitor/Test					
09/12/2019	Expense		Aramark Uniform Service		189.33
Total for OE22-2 Mosquito Abatement Monitor/Test					\$189.33
OE22-3 Mosquito Abate Vehicles Gas/Oil					
09/01/2019	Expense		Shell		25.25
Total for OE22-3 Mosquito Abate Vehicles Gas/Oil					\$25.25
Total for OE22 Mosquito Abatement Expense					\$1,640.16
Total for OE Operational Expenses					\$3,917.21
Total for 1SS SERVICES & SUPPLIES					\$4,699.59
Total for TE TOTAL EXPENSES					\$4,699.59

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

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: October 15, 2019

SUBJECT: 7a) Adoption of a Resolution approving a change in the District name from Saddle Creek Community Services District to Copper Valley Community Services District

RECOMMENDED ACTION

Staff recommends the following action:

I move to adopt a Resolution approving a change in the District name from Saddle Creek Community Services District to Copper Valley Community Services District

BACKGROUND

The Calaveras County Local Agency Formation Commission (LAFCO) requires the adoption of a resolution changing the name of the District. We have requested the required form of resolution from LAFCO, and expected that the resolution would have been made available before this meeting. Unfortunately delivery of the resolution has been delayed but should be available before the meeting.

ATTACHMENTS:

To be delivered to the Board as soon as available

FINANCIAL IMPACT:

None at this time



SADDLE CREEK **BOARD MEETING AGENDA SUBMITTAL**

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: October 15, 2019

SUBJECT: Item 7b) Consideration of the terms and conditions of a memorandum of understanding with CV Saddle Creek, LLC, CV Saddle Creek Holdings, LLC and Saddle Creek Golf Club, LLC regarding provisions relating to the operations, duties, costs, equipment usage, utilities, water, stormwater management, wetland management and permitting, wildlife habitat, road and common area maintenance

RECOMMENDED ACTION

No specific action is recommended at this time.

BACKGROUND

Staff continues to evaluate the potential terms and conditions of an Memorandum of Understanding with CV Partners. Last month it was reported that the delay in finalizing the agreement with CV partners was related to securing appropriate approvals from CV Partners, Castle & Cooke and CCWD to release private water consumption data. CCWD authorized the release of the data and provided a portion thereof on September 26, 2019. Since that date SCCSD staff has been reviewing and comparing the data to assumptions made in developing the proposed proportional split of water meter bills.

Unfortunately, even after onsite meetings, phone conversations and emails, data has not been made available on two (of six) accounts in question so there is no way to complete the financial evaluation of the draft agreement at this time. We have asked CV Partners to work with CCWD and district staff to resolve the remaining discrepancies as soon as possible. Due to this matter being a negotiation of real property, all discussions of positions should be conducted in closed session.

It is appropriate in open session to receive board direction at this meeting to send this to our legal counsel, and on how we would like to amend the budget to fund costs associated with water payment to CV Partners in the future. As we have discussed, due to the significantly increased cost of road maintenance and renovation work, there is no cash available in the current budget to fund water payments, therefore expense or revenue adjustments will need to be made depending upon the final amount of agreed upon water payments. Some budget amendment options include:

1. Reducing water consumption through landscape changes such as turf removal
2. Reducing staffing and maintenance services
3. Reducing the equipment replacement reserve fund
4. Reducing the infrastructure replacement reserve fund which is planned for next year
5. Reducing the road project loan amount and debt service

6. Dedicating the last special tax increase next FY to fund the water costs, and reconfigure and redistribute a much lower amount to the infrastructure and equipment reserves to maintain within the current cashflow.

Due to road cost increases and proposed water payments, there will obviously be no funding available for a drought tolerant landscape improvement project, even with implementation of the final special tax increase in 2020/21.

ATTACHMENTS:

None

FINANCIAL IMPACT:

None at this time

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

TO: SCCSD Board of Directors
FROM: Peter Kampa, General Manager
DATE: October 15, 2019
SUBJECT: Item 7c) Consideration of impacts of the PG&E Public Safety Power Shutdown (PSPS) on District operations

RECOMMENDED ACTION

No specific action is required at this time

BACKGROUND

PG&E implemented its first Public Safety Power Shutdown based on authority from the Public Utilities Commission and weather predictions for high winds and low humidity. With extended power outages, there will be impacts to the SCCSD operations. Director Don Kurtz has requested that an item be placed on the agenda to discuss PSPS impacts to SCCSD operations, in the event budget amendments may be necessary.

ATTACHMENTS:

None

FINANCIAL IMPACT:

None at this time

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

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: October 15, 2019

SUBJECT: **Item 7 d) Consideration of potential amendments to the General Manager Consulting Agreement as a result of Assembly Bill 5, which makes changes to the California Labor Code declaring certain contractors as employees effective January 1, 2020**

RECOMMENDED ACTION

Staff recommends the following action:

I Move to direct the matter to legal counsel for review and action

BACKGROUND

Assembly Bill 5 enacted in September 2019 will impact the ability of Kampa Community Solutions, LLC to serve as an independent contractor in the position of SCCSD General Manager. Most notably, [AB 5](#) defines who is an employee for purposes of California's wage orders. The wage orders, for the most part, do not apply to public agencies; instead, we must follow the federal Fair Labor Standards Act's provisions with regards to working hours, overtime pay, etc. Nevertheless, AB 5 does impact public agencies by extending this newly-stated definition of employee to the California Labor Code generally (including provisions regarding worker's compensation, etc.) and the Unemployment Insurance Code.

For the District to continue to classify the General Manager as an independent contractor, we must show that:

- (A) the General Manager is free from the District's control and direction;
- (B) the General Manager performs work that is outside the usual course of SCCSD's business,
- AND;
- (C) the General Manager is customarily engaged in his own business of the same nature as that involved in the performed work.

Unfortunately the CSD law defines the roles and responsibilities of the General Manager as a required normal function of the District, which is in direct conflict with B above. The Board by practice and policy does provide direction and control to the General Manager in assignment of management performance objectives, performance evaluations and other actions which appear to be in conflict with item A above. Although Kampa Community Solutions, LLC is in the business of providing management consulting for any special district, the fact that they are contracting for a regular District function (GM) is problematic with this new law.

It is recommended that the District seek legal counsel on this matter. For a point of reference, the cost to transition the GM directly from a contractor to an employee at the same gross pay is as follows:

Based on gross wages of \$71,546.16 ($\$5,962.18 \times 12$) the taxes to the district would be \$5,627.28.

Social Security = \$4,435.86

Medicare = \$1,037.42

FUTA = \$42.00

SUTA = \$112.00

Total = \$5,627.28

ATTACHMENTS:

None

FINANCIAL IMPACT:

Potentially \$5600 to \$6000 per year cost increase