



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

November 19, 2019 2:00PM

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CHANGES TO ORDER OF AGENDA

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

6. CONSENT CALENDAR

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

a) Review of monthly financial report, approval of bills and claims for the month of October 2019.

b) Approval of the minutes from the Regular Board Meeting held August 20, 2019 & September 15, 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) Consideration of a request for acceptance of Quail Meadow Lane, a private road, into the District maintained road system. (Public Item Request Submitted by Julie Stine)

b) Review status of round-a-bout at Little John and Copper Cove –(Kurtz)

c) Review status and direction regarding the update of Management Objectives for 2020/2021

d) Update on where and when the new law changing GM status from Contractor to Employee goes into effect (Albertson)

e) 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

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
October 31, 2019

Saddle Creek Comm Srvs District
Treasurer's Report
October 2019

Statement of Cash Flows

For the 4 Months Ending October 31, 2019

	Umpqua Bank Checking	2018 Road Improvement Project	Calaveras Co Fund 2188	LAIF	YTD Total
Net Income	(193,464)	-	-	1,286	(192,178)
OPERATING ACTIVITIES					
Adjustments to reconcile Net Income to Net Cash used in Operations:					
1200 Accounts Receivable	636				636
2000 Accounts Payable	(2,890)				(2,890)
2050 Umpqua CSDA Visa	10,616				10,616
2100 Payroll Taxes Payable	(207)				(207)
2110 Garnishments Payable	-				-
2150 Accrued Payroll	101				101
2200 Sales Tax Payable	-				-
Net cash used in operating activities	(185,208)	-	-	1,286	(183,922)
FINANCING ACTIVITIES					
2500 Lease Payable - John Deere	-				-
Net cash decrease for period	(185,208)	-	-	1,286	(183,922)
Cash at beginning of period (7/1/2019)	635,836	-	26	102,149	738,011
Cash at end of period	450,628	-	26	103,435	554,089

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

Cash Flow Projection

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

REGULAR CHECKING

Beginning Checking Account Balance	\$	498,245	\$	498,245	\$	434,394	\$	371,042	\$	307,691	\$	928,783	\$	865,431	\$	802,080	\$	1,236,506			
Deposits																					
Assessments										\$ 684,443						\$ 497,777					
Other Income	\$	215																			
Disbursements																					
Paychecks	\$	19,518	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	
Payroll Taxes	\$	7,797	(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	\$	10,981	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	
Bonuses - IRA payments																					
Property Liability Insurance	\$	-																			
Worker's Comp Insurance	\$	-																			
New Lease payments	\$	1,051	(2)	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051
Capital Outlay	\$	-																			
Projects Costs																					
Univar	\$	-																			
Willdan	\$	-																			
NBS	\$	1,089																			
SDFA (Road Construction Loan)	\$	-																			
Human Resource Practitioners	\$	500																			
Credit Card Payments	\$	4,700		\$	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)	\$	2,196		\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100
Total Disbursements	\$	47,832		\$	63,851	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351
Ending Checking Account Balance	\$	450,628		\$	434,394	\$	371,042	\$	307,691	\$	928,783	\$	865,431	\$	802,080	\$	1,236,506	\$	1,173,154		
check	\$	-																			
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 October 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	450,628
1020 Cash - Fund 2188	26
1040 Local Agency Investment Fund (LAIF)	103,435
Total Bank Accounts	\$554,090
Accounts Receivable	
1200 Accounts Receivable	2,500
Total Accounts Receivable	\$2,500
Other Current Assets	
1300 A/R CLEARING	50
Total Other Current Assets	\$50
Total Current Assets	\$556,640
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	\$12,707,795
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	12,040
Total Accounts Payable	\$12,040
Credit Cards	
2050 Umpqua CSDA Visa	18,344
Total Credit Cards	\$18,344
Other Current Liabilities	
2100 Payroll Taxes Payable	930
2150 Accrued Payroll	13,127
2200 Sales Tax Payable	0

	TOTAL
Total Other Current Liabilities	\$14,057
Total Current Liabilities	\$44,442
Long-Term Liabilities	
2500 Lease Payable - John Deere	97,387
2600 Series 2018 Installment Sale	700,000
Total Long-Term Liabilities	\$797,387
Total Liabilities	\$841,829
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	-140,651
Net Income	-192,178
Total Equity	\$11,865,966
TOTAL LIABILITIES AND EQUITY	\$12,707,795

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

		ACTUALS			BUDGET		
		Last Year July-Oct	This Year July-Oct	Variance Incl/ (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	\$ 190	\$ 124	\$ (66)	\$ 500	\$ 376	75%
OE02-1	Parcel Tax Implementation	\$ 2,177	\$ -	\$ (2,177)	\$ 5,500	\$ 5,500	100%
OE03	Advertising	\$ 57	\$ 15	\$ (42)	\$ 500	\$ 485	97%
OE04	Legal Expenses	\$ 1,500	\$ -	\$ (1,500)	\$ 1,900	\$ 1,900	100%
OE05	Management Fees	\$ 28,391	\$ 23,849	\$ (4,543)	\$ 77,000	\$ 53,151	69%
OE06	Insurance (Property Loss/Liability)	\$ -	\$ -	\$ -	\$ 10,700	\$ 10,700	100%
OE07	Miscellaneous/Contingency	\$ 511	\$ 473	\$ (38)	\$ 4,000	\$ 3,527	88%
OE08	Professional Development (Travel/Training)	\$ 3,444	\$ 2,223	\$ (1,222)	\$ 12,300	\$ 10,077	82%
OE09	Dues, Certifications & Subscriptions	\$ 423	\$ 1,100	\$ 677	\$ 5,400	\$ 4,300	80%
OE10	Uniform Expenses	\$ 2,427	\$ 479	\$ (1,948)	\$ 3,800	\$ 3,321	87%
OE11	Electric Power/Water/Sewer	\$ 4,421	\$ 1,700	\$ (2,721)	\$ 13,100	\$ 11,400	87%
OE12	Telephone/Internet Service	\$ 2,801	\$ 1,819	\$ (982)	\$ 7,100	\$ 5,281	74%
OE14	Office Supplies/Postage	\$ 3,456	\$ 1,366	\$ (2,090)	\$ 5,800	\$ 4,434	76%
OE15	Office Equipment Repair/Replacement	\$ 1,881	\$ 848	\$ (1,033)	\$ 7,900	\$ 7,052	89%
OE21	Office Equipment Lease	\$ 953	\$ 867	\$ (86)	\$ 2,700	\$ 1,833	68%
OE26	County Fees/LAFCO	\$ 446	\$ -	\$ (446)	\$ 7,100	\$ 7,100	100%
OE29	Accounting Services	\$ -	\$ 8,289	\$ -	\$ 21,600	\$ 13,311	62%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ 900	\$ 900	100%
OE41	HR Consultant	\$ 1,300	\$ 2,000	\$ 700	\$ 6,000	\$ 4,000	67%
PE03-1	Payroll Taxes - Administration	\$ 4,020	\$ 1,633	\$ (2,387)	\$ -	\$ -	-
PE06-1	Employee Wages - Administration	\$ 52,179	\$ 21,051	\$ (31,128)	\$ -	\$ -	-
	Total Administration	\$ 110,578	\$ 67,836	\$ (42,742)	\$ 201,800	\$ 156,648	78%
COMMON AREAS							
OE16	Gate Maintenance & Opener Purchase	\$ 4,087	\$ 5,568	\$ 1,481	\$ 23,000	\$ 17,432	76%
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 13,892	\$ 5,827	\$ (8,065)	\$ 24,800	\$ 18,973	77%
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	\$ 18,726	\$ 11,792	\$ (6,934)	\$ 37,400	\$ 25,608	68%
OE18-3	Landscape Equipment Gas & Oil	\$ 2,713	\$ 3,412	\$ 699	\$ 12,500	\$ 9,088	73%
OE18-4	Landscape Equipment Repair/Replacement	\$ 9,327	\$ 6,409	\$ (2,917)	\$ 28,400	\$ 21,991	77%
PE03-2	Payroll Taxes - Common Areas	\$ 4,454	\$ 5,672	\$ 1,218	\$ -	\$ -	-
PE06 -2	Employee Wages - Common Areas	\$ 53,316	\$ 74,297	\$ 20,980	\$ -	\$ -	-
	Total Common Areas	\$ 118,863	\$ 112,978	\$ (5,886)	\$ 126,100	\$ 93,091	74%

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

		ACTUALS			BUDGET		
		Last Year July-Oct	This Year July-Oct	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
MOSQUITO ABATEMENT				\$ -			
OE22-1	Mosquito Control Products	\$ 6,187	\$ 12,813	\$ 6,626	\$ 19,000	\$ 6,187	33%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 278	\$ 958	\$ 680	\$ 4,000	\$ 3,042	76%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 4,477	\$ 3,003	\$ (1,474)	\$ 18,600	\$ 15,597	84%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 1,603	\$ 3,507	\$ 1,903	\$ 8,000	\$ 4,493	56%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 226	\$ 583	\$ 358			
PE06-4	Employee Wages - Mosquito Abatement	\$ 2,798	\$ 7,774	\$ 4,976			
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ 80	\$ 80			
PE06-6	Employee Wages - Wetlands	\$ -	\$ 1,051	\$ 1,051			
	Total Mosquito Abatement	\$ 15,570	\$ 29,769	\$ 14,199	\$ 49,600	\$ 29,320	59%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (127,159)	\$ (112,141)	\$ 15,019			
	TOTAL SERVICES & SUPPLIES	\$ 117,852	\$ 98,441	\$ (19,411)	\$ 377,500	\$ 279,059	74%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 561	\$ 248	\$ (313)	\$ 17,600	\$ 17,352	99%
PE02	Health Insurance	\$ 15,602	\$ 24,088	\$ 8,486	\$ 75,900	\$ 51,812	68%
PE03	Payroll Taxes	\$ 12,291	\$ 7,969	\$ (4,322)	\$ 27,600	\$ 19,631	71%
PE04	Processing Fees	\$ 572	\$ 574	\$ 2	\$ 1,800	\$ 1,226	68%
PE05	Directors Stipend	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
PE06	Employee Wages	\$ 122,794	\$ 104,172	\$ (18,622)	\$ 344,800	\$ 240,628	70%
	TOTAL PERSONNEL COSTS	\$ 151,820	\$ 137,051	\$ (14,769)	\$ 473,700	\$ 336,649	71%
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)	\$ 718,875	\$ -	\$ (718,875)	\$ 198,531	\$ 198,531	100%
OE51-1	Road Project Design/Mgmt (Willdan)	\$ 41,806	\$ 574	\$ (41,232)	\$ 35,035	\$ 34,461	98%
TBD	Office Building Paint				\$ 10,437		
TBD	Office Building Siding and Trim				\$ 12,000		
	TOTAL STUDIES & ASSESSMENTS	\$ 760,681	\$ 574	\$ (760,107)	\$ 256,003	\$ 232,992	91%

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

October 2019

	ACTUALS			BUDGET		
	Last Year July-Oct	This Year July-Oct	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
DEBT SERVICE			\$ -			
OE20 John Deere Financing	\$ 5,343	\$ 9,548	\$ 4,205	\$ 16,029	\$ 6,480	40%
OE21 John Deere Financing				\$ 12,616		
OE20-01 Interest Expense	\$ -					
Series 2018 Installment Sale		\$ -		\$ 83,745		
TOTAL DEBT SERVICE	\$ 5,343	\$ 9,548	\$ 4,205	\$ 112,389	\$ 6,480	6%
TOTAL EXPENSES	\$ 1,035,696	\$ 245,614	\$ (790,082)	\$ 1,219,592	\$ 855,180	70%

PAYMENTS AND ASSESSMENTS RECEIVED

<u>Assessment Income</u>						
Pymt No. 3: (5%) Aug 2019 (FY19)	\$ 46,249	\$ 51,560	\$ 5,311	\$ 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	\$ 46,249	\$ 51,560	\$ 5,311	\$ 1,244,442	\$ 1,192,882	
<u>Reimbursement Income</u>						
Total Reimbursement Income			\$ -	\$ 1,000	\$ 1,000	
<u>Other Income</u>						
IN03 Weed Abatement	\$ 13,725	\$ 100				
IN05 Investment Interest	\$ 486	\$ 1,286		\$ 2,900		
IN30 Exp Reimbursement Income	\$ 84	\$ -				
IN41 Gate Opener Income	\$ 450	\$ 490		\$ 700		
IN59 Rebates	\$ -			\$ 1,300		
Total Other Income	\$ 14,745	\$ 1,876	\$ (12,869)	\$ 15,800	\$ 13,924	
TOTAL PAYMENTS & ASSESSMENTS	\$ 60,994	\$ 53,436	\$ (7,558)	\$ 1,266,142	\$ 1,207,806	
Net Income	\$ (974,702)	\$ (192,178)	\$ 782,524	\$ 46,550	\$ 238,728	
<u>Other Financing Sources & Uses</u>						
Budget Balance		\$ -		\$ -		
		\$ (192,178)		\$ -		

Saddle Creek Comm Srvs District

TRANSACTION REPORT

October 2019

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Umpqua Bank Checking				
Beginning Balance				
10/01/2019	2523	Kampa Community Solutions, LLC	September 2019	-5,962.18
10/01/2019		John Deere Financial	Tractor Payment	-1,051.30
10/01/2019		John Deere Financial	Tractor Payment	-1,335.71
10/03/2019		Intuit Full Service Payroll	Payroll Processing Fee	-143.00
10/04/2019	DD	MICHAEL S STROMBERG	Pay Period: 09/16/2019-09/30/2019	-1,265.75
10/04/2019	DD	Ralph M. McGeorge	Pay Period: 09/16/2019-09/30/2019	-2,009.94
10/04/2019	DD	BRADLEY S KURTZER	Pay Period: 09/16/2019-09/30/2019	-402.31
10/04/2019	DD	NICOLE D MC CUTCHEN	Pay Period: 09/16/2019-09/30/2019	-723.03
10/04/2019	DD	KYLE W GEARLEY	Pay Period: 09/16/2019-09/30/2019	-1,343.36
10/04/2019	DD	Gregory Hebard	Pay Period: 09/16/2019-09/30/2019	-2,454.54
10/04/2019	DD	DAMON H WAITE	Pay Period: 09/16/2019-09/30/2019	-1,235.81
10/04/2019		SDU Child Support	Garnishment	-103.00
10/04/2019	DD	Gregory Hebard	Direct Deposit 2	-100.00
10/09/2019		IRS	Tax Payment for Period: 10/02/2019-10/04/2019	-3,222.35
10/09/2019		CA EDD	Tax Payment for Period: 10/02/2019-10/04/2019	-606.02
10/15/2019	2525	Human Resources Practitioners	Invoice #121 ID #325368174	-500.00
10/15/2019	2526	SDRMA-Health Ins.	Invoice #30683 November 2019	-5,018.40
10/15/2019	2527	NBS	Invoice #9190000241	-1,089.06
10/15/2019				215.00
10/15/2019	2524	Greg Hebard	Voided - Boot Reimbursement	0.00
10/18/2019	DD	Gregory Hebard	Direct Deposit 2	-100.00
10/18/2019	DD	MICHAEL S STROMBERG	Pay Period: 10/01/2019-10/15/2019	-1,265.74
10/18/2019	DD	Ralph M. McGeorge	Pay Period: 10/01/2019-10/15/2019	-2,009.97
10/18/2019	DD	NICOLE D MC CUTCHEN	Pay Period: 10/01/2019-10/15/2019	-1,089.01
10/18/2019	DD	BRADLEY S KURTZER	Pay Period: 10/01/2019-10/15/2019	-536.39
10/18/2019	DD	Gregory Hebard	Pay Period: 10/01/2019-10/15/2019	-2,454.55
10/18/2019	DD	KYLE W GEARLEY	Pay Period: 10/01/2019-10/15/2019	-1,292.16
10/18/2019	DD	DAMON H WAITE	Pay Period: 10/01/2019-10/15/2019	-1,235.80
10/21/2019		SDU Child Support	Garnishment	-103.00
10/23/2019		IRS	Tax Payment for Period: 10/16/2019-10/18/2019	-3,344.81
10/23/2019		CA EDD	Tax Payment for Period: 10/16/2019-10/18/2019	-623.47
10/28/2019		Umpqua Bank Commerical CC	Umpqua CSDA Visa	-4,699.59
10/29/2019		PG&E - 7193	Utilities	-366.69
10/31/2019		USBank Equipment Finance	Copier Lease Payment	-144.79
Total for Umpqua Bank Checking				\$ -47,616.73
TOTAL				\$ -47,616.73

Saddle Creek Comm Svcs District

1000 Umpqua Bank Checking, Period Ending 10/31/2019

RECONCILIATION REPORT

Reconciled on: 11/14/2019

Reconciled by: Ever Ventura

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

Summary

USD

Statement beginning balance.....	497,656.15
Checks and payments cleared (34).....	-52,947.09
Deposits and other credits cleared (2).....	215.00
Statement ending balance.....	<u>444,924.06</u>
Uncleared transactions as of 10/31/2019.....	-257.97
Register balance as of 10/31/2019.....	450,628.27
Cleared transactions after 10/31/2019.....	-5,962.18
Uncleared transactions after 10/31/2019.....	-25,662.02
Register balance as of 11/14/2019.....	419,004.07

Details

Checks and payments cleared (34)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/17/2019	Bill Payment	2518	SDRMA-Health Ins.	-5,018.40
09/17/2019	Bill Payment	2521	BRADLEY KURTZER	-96.96
10/01/2019	Expense		John Deere Financial	-1,335.71
10/01/2019	Expense		John Deere Financial	-1,051.30
10/03/2019	Expense		Intuit Full Service Payroll	-143.00
10/04/2019	Check	DD	BRADLEY S KURTZER	-402.31
10/04/2019	Expense		SDU Child Support	-103.00
10/04/2019	Check	DD	DAMON H WAITE	-1,235.81
10/04/2019	Check	DD	MICHAEL S STROMBERG	-1,265.75
10/04/2019	Check	DD	Ralph M. McGeorge	-2,009.94
10/04/2019	Check	DD	KYLE W CEARLEY	-1,343.36
10/04/2019	Check	DD	Gregory Hebard	-2,454.54
10/04/2019	Check	DD	Gregory Hebard	-100.00
10/04/2019	Check	DD	NICOLE D MC CUTCHEN	-723.03
10/09/2019	Check		IRS	-3,222.35
10/09/2019	Check		CA EDD	-606.02
10/15/2019	Bill Payment	2525	Human Resources Practitioners	-500.00
10/15/2019	Bill Payment	2526	SDRMA-Health Ins.	-5,018.40
10/15/2019	Bill Payment	2527	NBS	-1,089.06
10/18/2019	Check	DD	NICOLE D MC CUTCHEN	-1,089.01
10/18/2019	Check	DD	DAMON H WAITE	-1,235.80
10/18/2019	Check	DD	MICHAEL S STROMBERG	-1,265.74
10/18/2019	Check	DD	Ralph M. McGeorge	-2,009.97
10/18/2019	Check	DD	BRADLEY S KURTZER	-536.39
10/18/2019	Check	DD	Gregory Hebard	-100.00
10/18/2019	Check	DD	Gregory Hebard	-2,454.55
10/18/2019	Check	DD	KYLE W CEARLEY	-1,292.16
10/21/2019	Expense		SDU Child Support	-103.00
10/23/2019	Check		CA EDD	-623.47
10/23/2019	Check		IRS	-3,344.81
10/28/2019	Expense		Umpqua Bank Commerical CC	-4,699.59
10/29/2019	Expense		PG&E - 7193	-366.69
10/31/2019	Expense		USBank Equipment Finance	-144.79
11/01/2019	Bill Payment	2528	Kampa Community Solutions, ...	-5,962.18

Total -52,947.09

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/15/2019	Deposit			215.00
10/15/2019	Bill Payment	2524	Greg Hebard	0.00
Total				215.00

Additional Information

Uncleared checks and payments as of 10/31/2019

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

Uncleared checks and payments after 10/31/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/04/2019	Bill Payment	2530	BRADLEY KURTZER	-431.48
11/04/2019	Bill Payment	2529	Greg Hebard	-100.00
11/05/2019	Check	DD	KYLE W CEARLEY	-1,398.93
11/05/2019	Check	DD	Gregory Hebard	-2,454.55
11/05/2019	Check	DD	DAMON H WAITE	-1,337.49
11/05/2019	Check	DD	MICHAEL S STROMBERG	-1,372.54
11/05/2019	Check	DD	Ralph M. McGeorge	-2,009.94
11/05/2019	Check	DD	NICOLE D MC CUTCHEN	-599.22
11/05/2019	Check	DD	BRADLEY S KURTZER	-800.71
11/05/2019	Check	DD	Gregory Hebard	-100.00
11/19/2019	Bill Payment	2535	Human Resources Practitioners	-500.00
11/19/2019	Bill Payment	2534	Warmerdam CPA Group	-1,800.00
11/19/2019	Bill Payment	2531	Bryco Supply	-1,270.07
11/19/2019	Bill Payment	2532	VALLEY ENTRY SYSTEMS, I...	-406.51
11/19/2019	Bill Payment	2533	Kyle Cearley	-100.00
11/19/2019	Bill Payment	2536	SDRMA-Health Ins.	-5,018.40
12/01/2019	Bill Payment	2537	Kampa Community Solutions, ...	-5,962.18
Total				-25,662.02

Saddle Creek Comm Srvs District

CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT

October 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1300 A/R CLEARING					
10/29/2019	Expense		Autocheck.com	Fraud?	49.99
Total for 1300 A/R CLEARING					\$49.99
2050 Umpqua CSDA Visa					
10/01/2019	Expense		Intuit - QBO Online		30.99
10/02/2019	Expense		Exxon		100.00
10/02/2019	Expense		Hunt & Sons, Inc.		806.96
10/03/2019	Expense		Angel's Food Market		172.82
10/03/2019	Expense		CalTraffic		190.74
10/03/2019	Expense		Hughson Farm Supply		419.72
10/03/2019	Expense		Verizon Wireless	Verizon telephone	111.76
10/04/2019	Expense		Family Dollar		405.00
10/04/2019	Expense		Snap- on Tools		311.02
10/04/2019	Expense		Save Mart		96.92
10/04/2019	Expense		Cal Waste Recovery Systems		75.58
10/06/2019	Expense		Stockton Honda Yamaha		11.63
10/06/2019	Expense		Harbor Freight Tools		289.03
10/06/2019	Expense		Stockton Honda Yamaha		500.33
10/06/2019	Expense		McDillard's Feed & Supply		14.00
10/06/2019	Expense		Clarke Mosquito Control		4,117.10
10/09/2019	Expense		True Value		29.12
10/09/2019	Expense		Craigslist		15.00
10/09/2019	Expense		California Welding Supply		2,575.85
10/10/2019	Expense		Microsoft Office	Microsoft 360 Subscription	12.50
10/10/2019	Expense		J.Milano Co., Inc.		644.63
10/10/2019	Expense		CVS Pharmacy		59.09
10/10/2019	Expense		PPG Paints		131.73
10/11/2019	Expense		Office Max		365.43
10/11/2019	Expense		Rice Bowl		99.70
10/13/2019	Expense		Aramark Uniform Service		261.44
10/13/2019	Expense		Hyatt Regency		178.88
10/13/2019	Expense		Calaveras Lumber		1,071.35
10/14/2019	Expense		Stockton Honda Yamaha		980.13
10/14/2019	Expense		Stockton Honda Yamaha		174.53
10/15/2019	Expense		General Plumbing Supply	Landscape Supplies	68.30
10/15/2019	Expense		Ewing		761.96
10/16/2019	Expense		Chevron		97.03
10/16/2019	Expense		Staples		168.32
10/16/2019	Expense		Calaveras Telephone Co.	Calaveras utilities	343.96
10/17/2019	Expense		McDillard's Feed & Supply		14.00
10/17/2019	Expense		The Golf Club at Copper Valley		43.35
10/17/2019	Expense		Hunt & Sons, Inc.		540.45
10/18/2019	Expense		WordPress.com		99.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
10/23/2019	Expense		Marriot Hotels	MVCAC Meeting	185.30
10/27/2019	Expense		Young's Copper Ace Hardware		1,577.45
10/29/2019	Expense		Autocheck.com		49.99
10/31/2019	Expense		Vintage Press		46.95
10/31/2019	Expense		Smiley's Self Serve		95.09
Total for 2050 Umpqua GSDA Visa					\$18,344.13
TE TOTAL EXPENSES					
1SS SERVICES & SUPPLIES					
AE Administrative Expenses					
OE02 Finance Expenses					
10/01/2019	Expense		Intuit - QBO Online	Monthly QuickBooks Online Fee	30.99
Total for OE02 Finance Expenses					\$30.99
OE03 Advertising					
10/09/2019	Expense		Craigslist		15.00
Total for OE03 Advertising					\$15.00
OE07 Miscellaneous/Contingency					
10/04/2019	Expense		Family Dollar		405.00
Total for OE07 Miscellaneous/Contingency					\$405.00
OE08 Professional Development					
10/02/2019	Expense		Exxon		100.00
10/03/2019	Expense		Angel's Food Market		172.82
10/04/2019	Expense		Save Mart		96.92
10/11/2019	Expense		Rice Bowl		99.70
10/13/2019	Expense		Hyatt Regency		178.88
10/16/2019	Expense		Chevron		97.03
10/17/2019	Expense		The Golf Club at Copper Valley		43.35
10/23/2019	Expense		Marriot Hotels		185.30
10/31/2019	Expense		Smiley's Self Serve		95.09
10/31/2019	Expense		Vintage Press		46.95
Total for OE08 Professional Development					\$1,116.04
OE09 Dues, Certs, Bonds & Subscriptions					
10/18/2019	Expense		WordPress.com		99.00
Total for OE09 Dues, Certs, Bonds & Subscriptions					\$99.00
OE10 Uniform Expense					
10/14/2019	Expense		Stockton Honda Yamaha		174.53
Total for OE10 Uniform Expense					\$174.53
OE12 Telephone					
10/03/2019	Expense		Verizon Wireless		111.76
10/16/2019	Expense		Calaveras Telephone Co.		343.96
Total for OE12 Telephone					\$455.72
OE14 Office Supplies/Postage					
10/10/2019	Expense		CVS Pharmacy		59.09
10/10/2019	Expense		Microsoft Office		12.50
10/11/2019	Expense		Office Max	Office Supplies	365.43
10/16/2019	Expense		Staples	Office Supplies	168.32
Total for OE14 Office Supplies/Postage					\$605.34
Total for AE Administrative Expenses					\$2,901.62

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
OE Operational Expenses					
OE18 Common Areas					
10/03/2019	Expense		Hughson Farm Supply		419.72
Total for OE18 Common Areas					\$419.72
OE16 Gate Maint/Repair/Staff/Openers					
10/09/2019	Expense		True Value		29.12
Total for OE16 Gate Maint/Repair/Staff/Openers					\$29.12
OE17 Streets/Sidewalks/Lighting Maint & Repair					
10/03/2019	Expense		CalTraffic		190.74
10/09/2019	Expense		California Welding Supply	Power Mig 256	2,575.85
10/10/2019	Expense		PPG Paints		131.73
10/13/2019	Expense		Calaveras Lumber		1,071.35
Total for OE17 Streets/Sidewalks/Lighting Maint & Repair					\$3,969.67
OE18-1 Landscape Supplies					
10/15/2019	Expense		Ewing		761.96
Total for OE18-1 Landscape Supplies					\$761.96
OE18-3 Landscape Equipment Gas & Oil					
10/17/2019	Expense		Hunt & Sons, Inc.		540.45
Total for OE18-3 Landscape Equipment Gas & Oil					\$540.45
OE18-4 Landscape Equip Repair/Replace					
10/04/2019	Expense		Snap- on Tools		311.02
10/06/2019	Expense		Harbor Freight Tools		289.03
10/15/2019	Expense		General Plumbing Supply		68.30
Total for OE18-4 Landscape Equip Repair/Replace					\$668.35
Total for OE18 Common Areas with subs					\$6,389.27
OE22 Mosquito Abatement Expense					
OE22-1 Mosquito Control Products					
10/04/2019	Expense		Cal Waste Recovery Systems		75.58
10/06/2019	Expense		Clarke Mosquito Control		4,117.10
10/13/2019	Expense		Aramark Uniform Service		261.44
10/27/2019	Expense		Young's Copper Ace Hardware		1,577.45
Total for OE22-1 Mosquito Control Products					\$6,031.57
OE22-2 Mosquito Abatement Monitor/Test					
10/06/2019	Expense		McDillard's Feed & Supply		14.00
10/06/2019	Expense		Stockton Honda Yamaha		11.63
10/17/2019	Expense		McDillard's Feed & Supply		14.00
Total for OE22-2 Mosquito Abatement Monitor/Test					\$39.63
OE22-3 Mosquito Abate Vehicles Gas/Oil					
10/02/2019	Expense		Hunt & Sons, Inc.		806.96
Total for OE22-3 Mosquito Abate Vehicles Gas/Oil					\$806.96
OE22-4 Mosquito Abatement Equip Maint					
10/06/2019	Expense		Stockton Honda Yamaha		500.33
10/10/2019	Expense		J.Milano Co., Inc.		644.63
10/14/2019	Expense		Stockton Honda Yamaha		980.13
Total for OE22-4 Mosquito Abatement Equip Maint					\$2,125.09
Total for OE22 Mosquito Abatement Expense					\$9,003.25
Total for OE Operational Expenses					\$15,392.52

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Total for 1SS SERVICES & SUPPLIES					\$18,294.14
Total for TE TOTAL EXPENSES					\$18,294.14



SADDLE CREEK BOARD MEETING AGENDA SUBMITTAL

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 19, 2019

SUBJECT: Item 7 a) Consideration of a request for acceptance of Quail Hollow Lane, a private road, into the District maintained road system. (Public Item Request Submitted by Julie Stine)

RECOMMENDED ACTION

Staff recommends the following action:

For Board consideration

BACKGROUND

On behalf of the Bungalow owners association, resident Julie Stine has submitted a request for the District to use Special Tax funds to perform the maintenance of the road serving the Bungalow properties. This road is not currently part of the CSD maintained system, and would need to be accepted by the District prior to funding any related expenses. There are many factors related to this matter to be discussed at this meeting.

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: November 19 2019
SUBJECT: Item 7 c) Review status and direction regarding the update of Management Objectives for 2020/2021

RECOMMENDED ACTION

Staff recommends the following action:

Board provide direction on updated management objectives

BACKGROUND

The Board has regularly submitted goals and objectives to set the direction for the District and provide performance measures for the general manager. At this meeting, we will review the status of accomplishments, changes and propose objectives for the future.

ATTACHMENTS:

2017-19 management objectives

FINANCIAL IMPACT:

None



Saddle Creek Community Services District

*2017 – 2019 Management Goals and Objectives
Submitted by: Peter J. Kampa, General Manager
Approved September 14, 2017*

The following Management Goals and Objectives were developed by the Saddle Creek Board of Directors and General Manager during public meetings. District staff and public input has also significantly assisted in assembling this information. By meeting these high standards, this assures the highest level of public service possible and allows accountability and full transparency of the Saddle Creek CSD.

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
MANAGEMENT GOALS AND OBJECTIVES 2017-2019
EFFECTIVE SEPTEMBER 2017**

1. On-going Objectives (These are overall job responsibilities - to be continued by GM)

- Participate in regional, state and national meetings and conferences to stay abreast of trends and technology related to District Operations.
- Oversees the preparation of the annual budget for the District.
- Seek advance input from Board members in development of the meeting agenda, and deliver meeting materials a minimum of three days in advance of regular board meetings.
- Advises the Board of Directors on issues, programs and financial status, prepares and recommends long and short-range plans for District service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Meet regularly with Board President regarding district matters and to receive input regarding community issues.
- Oversee and evaluate CSD staff; update job descriptions and define individual responsibilities.
- Improve website to notify residents when new items are added or updated.
- Pursue available grant funds whenever appropriate, as a means of preserving its resources for other needed priorities.
- Invest available funds in accordance with District Investment Policy and state law so as to safeguard District funds, meet District liquidity needs and achieve the highest prudent return on investment and report to the Board quarterly.
- Work closely with allied agencies, i.e. Castle & Cooke (C&C), Calaveras County Water District (CCWD), and other agencies to achieve CSD goals and objectives.
- Continuously improve the quality and usability of information available on website, coordinating with HOA and others to clarify responsibilities when possible.

2. September 2017 – March 2018 (6 month goals)

- Develop cost effective plan for drought tolerant landscaping.
- Implement “New CSD Board Member” orientation in a timely manner.
- Implement Pavement Improvement Program.
- Establish Fiscal Reserves for critical equipment and infrastructure replacement as a result of Measure A passage, including upgrade of Board Clerk PC and laptop immediately and install appropriate software, and lease appropriate office copier.
- Begin to develop drought tolerant landscaping project.
- Continue to improve communication with CSD Staff and Board President.
- Develop a process to document and track responses to Board recommendations and public input and concerns in monthly General Manager’s reports and ongoing Q&A documents.
- Second Gate: Research with C&C and Calaveras County as to what funds are available, where they reside, and how they can be accessed.
- Monitor SB1 Tax allocation in an effort to influence distribution to Special Services Districts.
- Complete personnel handbook update and development.

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
MANAGEMENT GOALS AND OBJECTIVES 2017-2019
EFFECTIVE SEPTEMBER 2017**

- Improve and automate records management system.

3. September 2017 to February 2019 (18 month Goals)

- Implement a Capital Improvement Plan.
- Involve Community in a Goals and Priority Setting Session.
- Conduct asset inventory with condition index.
- Develop road construction standards and encroachment permit process for Board approval.
- Finalize reserve policies.

4. Develop a list of entities with which the District has some contact or interaction and a defined CSD position on the relationship with each including:

- CCWD
- Army Corps of Engineers
- District Residents
- Castle & Cooke
- Calaveras County Tax Collector
- District Supervisor
- J.S. West



SADDLE CREEK **BOARD MEETING AGENDA SUBMITTAL**

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 19, 2019

SUBJECT: Item 7 d) Update on where and when the new law changing GM status from Contractor to Employee goes into effect (Albertson)

RECOMMENDED ACTION

Staff recommends the following action:

This item is informational only and no action is required, however Board direction may be given

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. The Board in October 2019 directed staff to secure legal advice on the matter through CSDA and other potential free sources prior to having our attorney evaluate the matter, since the law did not go into effect until January 2020.

There are many special district legal minds evaluating how this new law may play out. The law was poorly written in its inclusion and effect on some types of contractors, and exclusion of others providing the same or similar services to public agencies. At this time, there is no clear legal determination being given on who is affected and who is not, and it may well be the state and courts who ultimately clarify this matter. I have submitted this question to our Liability insurance carrier for a determination, and will report to the Board once a response is received.

ATTACHMENTS:

None

FINANCIAL IMPACT:

None at this time.