

REGULAR BOARD MEETING AGENDA

November 21, 2017 2:00 PM

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CHANGES TO ORDER OF AGENDA**

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

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

6. **CONSENT CALENDAR**

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

- a. Review of monthly financial report, approval of bills and claims for the month of October, 2017.
- b. Approval of the minutes from the Board Meeting held October 17, 2017.

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. Presentation of the Saddle Creek Roads Rehabilitation Project, Preliminary Design Report.
- b. Discussion and action regarding seasonal community beautification projects on District property; and District staff, equipment and financial participation therewith.
- c. Adoption of a resolution approving an amended Salary Schedule to reflect a change in the Maintenance Supervisor salary range, reflecting the current responsibilities of the position.
- d. Adoption of a resolution approving a policy on new employee introductory periods.
- e. Approval of a letter to Calaveras County declaring a concern for public safety related to the lack of a second community entrance, requesting meetings and diligent county action toward resolution.
- f. Development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings.

8. **STAFF AND DIRECTOR REPORTS:**

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

- a. **General Manager's Report:**
 - Landscape project status report.
 - Report on the status of accomplishments of Managements Objectives.
 - Summary report of new state laws affecting special districts effective in 2018.
- b. Site Manager's verbal report

9. **ADJOURNMENT**

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

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



Saddle Creek Community Services District

Treasurer's Report

October 31, 2017

Saddle Creek Comm Srvs District
Statement of Cash Flows
For the 4 Months Ending October 31, 2017

	Umpqua Bank Checking	Calaveras Co Fund 2188	Umpqua Bank CD #7405	Umpqua Bank CD #46165	Umpqua Bank CD #46207	Umpqua Bank CD #46249	Umpqua Bank CD #46124	YTD Total
OPERATING ACTIVITIES								
Net Income	(192,532)	(89)	40	13	13	14	15	(192,526)
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable	-							-
2000 Accounts Payable	(9,559)							(9,559)
2040 CSDA Bank of the West MC	(21,409)							(21,409)
2070 John Deere Open Account	(184)							(184)
2100 Payroll Taxes Payable	64							64
2150 Accrued Payroll	2,001							2,001
Other Current Payables	294							294
Net cash provided by operating activities	(221,325)	(89)	40	13	13	14	15	(221,319)
Net cash increase for period	(221,325)	(89)	40	13	13	14	15	(221,319)
Cash at beginning of period (7/1/2017)	382,100	-	26,145	25,188	25,188	25,135	25,135	508,891
Cash at end of period	160,775	(89)	26,185	25,201	25,201	25,149	25,150	287,572

17-Nov-17
Prepared by: Dolores Baker

Saddle Creek Comm Srvs District

BALANCE SHEET

As of October 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	160,775
1020 Cash - Fund 2188	(89)
1080 Umpqua Bank CD Accounts	126,886
Total Bank Accounts	\$287,572
Total Current Assets	\$287,572
Fixed Assets	
1500 Capital Assets	13,127,405
1600 Accumulated Depreciation	(851,858)
Total Fixed Assets	\$12,275,547
TOTAL ASSETS	\$12,563,120
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	24,750
Total Accounts Payable	\$24,750
Credit Cards	
2040 CSDA Bank of the West MC	1,956
Total Credit Cards	\$1,956
Other Current Liabilities	\$11,394
Total Current Liabilities	\$38,101
Long-Term Liabilities	
2500 Lease Payable - John Deere	63,334
Total Long-Term Liabilities	\$63,334
Total Liabilities	\$101,435
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Retained Earnings	455,415
Net Income	(192,526)
Total Equity	\$12,461,685
TOTAL LIABILITIES AND EQUITY	\$12,563,120

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

		Current Year			Prior Year		
		(Approved) FY 2017-18	(Expenditures) Month of October	(Expenditures) Year to Date	(Adjusted) FY 2016 Jan-Dec	(Expenditures) Month of October	(Expenditures) Year to Date Jul-Oct
EXPENDITURES							
SERVICES AND SUPPLIES							
ADMINISTRATION							
OE01	Audit Expense	\$ 7,800			\$ 7,500		
OE02	Accounting & Bookkeeping	\$ 551	\$ 31	\$ 124	\$ 500	\$ 31	\$ 124
OE02-1	Parcel Tax Implementation	\$ 4,250	\$ -	\$ 1,209	\$ 4,300		
OE03	On-line Back-up/Notary Fees/Bonds	\$ 397	\$ 324	\$ 580	\$ 361		
OE04	Legal Expenses	\$ 1,575			\$ 1,500		
OE05	Management Fees	\$ 68,775	\$ 5,678	\$ 21,902	\$ 62,700	\$ 5,225	\$ 20,900
OE06	Insurance (Property Loss/Liability)	\$ 8,925			\$ 8,000		
OE07	Miscellaneous/Contingency	\$ 9,000	\$ 587	\$ 974	\$ 2,000	\$ 248	\$ 248
OE08	Professional Development (Travel/Training)	\$ 8,925	\$ 3,148	\$ 4,758	\$ 6,000	\$ 478	\$ 997
OE09	Dues, Certifications & Subscriptions	\$ 4,725	\$ 38	\$ 2,354	\$ 4,000	\$ 109	\$ 1,412
OE10	Uniform Expenses	\$ 2,310	\$ 1,023	\$ 1,023	\$ 2,200		\$ 200
OE11	Electric Power/Water/Sewer	\$ 9,405	\$ 582	\$ 1,991	\$ 5,200	\$ 548	\$ 1,735
OE12	Telephone/Internet Service	\$ 6,405	\$ 440	\$ 1,762	\$ 5,200	\$ 461	\$ 1,834
OE14	Office Supplies/Postage	\$ 5,250	\$ 660	\$ 3,091	\$ 5,000	\$ 274	\$ 1,963
OE15	Office Equipment Repair/Replacement	\$ 5,250	\$ -	\$ 5,802	\$ 3,000		\$ 1,534
OE21	Office Equipment Lease	\$ 7,200	\$ 313	\$ 543			
OE31	Records Management Services				\$ 2,400		
OE26	County Fees/LAFCO	\$ 6,825	\$ -	\$ 397	\$ 6,500		\$ 90
OE30	Reimbursable Maint/Repair Expense	\$ 7,000	\$ -	\$ 3,768	\$ 19,500		\$ 493
	Castle & Cooke Subsidized Expenses	\$ 120,000					
PE03-1	Payroll Taxes - Administration	\$ -	\$ 587	\$ 2,344	\$ -	\$ 347	\$ 1,292
PE06-1	Employee Wages - Administration	\$ -	\$ 7,660	\$ 27,253	\$ -	\$ 4,093	\$ 15,541
	Total Administration	\$ 284,568	\$ 21,071	\$ 79,877	\$ 145,861	\$ 11,815	\$ 48,364
COMMON AREAS							
OE16	Gate Maintenance & Opener Purchase	\$ 17,500	\$ 325	\$ 4,748	\$ 4,000	\$ 325	\$ 2,168
OE18	Landscape Supplies & Repairs	\$ 25,000	\$ 1,072	\$ 12,568	\$ 21,000		
OE18-3	Landscape Equipment Gas & Oil	\$ 5,250	\$ 158	\$ 698	\$ 5,000		\$ 2,187
OE18-4	Landscape Equipment Repair/Replacement	\$ 17,500	\$ -	\$ 10,257	\$ 16,500		\$ 1,525
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 870	\$ 4,128	\$ -	\$ 950	\$ 3,736
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 11,372	\$ 53,962	\$ -	\$ 12,420	\$ 48,842
	Total Common Areas	\$ 65,250	\$ 13,797	\$ 86,360	\$ 46,500	\$ 13,695	\$ 58,459
FIRE PROTECTION							
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ -	\$ -	\$ -		\$ 355
PE06-3	Employee Wages - Fire Protection	\$ -	\$ -	\$ -	\$ -		\$ 4,636
	Total Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,990

SADDLE CREEK COMMUNITY SERVICES DISTRICT
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		(Approved) FY 2017-18	(Expenditures) Month of October	(Expenditures) Year to Date	(Adjusted) FY 2016 Jan-Dec	(Expenditures) Month of October	(Expenditures) Year to Date Jul-Oct
MOSQUITO ABATEMENT							
OE22-1	Mosquito Control Products	\$ 15,225	\$ 1,130	\$ 3,333	\$ 14,500		\$ 1,610
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,150	\$ 52	\$ 698	\$ 3,000	\$ 635	\$ 760
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,550	\$ 977	\$ 3,661	\$ 11,000	\$ 1,245	\$ 3,523
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,250	\$ 838	\$ 1,207	\$ 5,000	\$ 140	\$ 1,401
PE03-4	Payroll Taxes - Mosquito Abatement		\$ 88	\$ 170		\$ 128	\$ 339
PE06-4	Employee Wages - Mosquito Abatement		\$ 1,151	\$ 2,227		\$ 1,669	\$ 4,437
	Total Mosquito Abatement	\$ 35,175	\$ 4,236	\$ 11,297	\$ 33,500	\$ 3,817	\$ 12,070
STREETS							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 14,175	\$ 4,382	\$ 4,570	\$ 13,500		\$ 10,359
	Contract Storm Water Maint Service	\$ 5,000	\$ -	\$ -			
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ -
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -
	Total Streets	\$ 19,175	\$ 4,382	\$ 4,657	\$ 13,500	\$ -	\$ 10,359
WETLANDS							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -	\$ -		\$ 77
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -	\$ -		\$ 1,012
	Total Wetlands	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,089
	TOTAL SERVICES & SUPPLIES	\$ 404,168	\$ 43,486	\$ 182,191	\$ 239,361	\$ 29,327	\$ 135,331
PERSONNEL COSTS							
PE01	Worker Compensation Insurance	\$ 22,237	\$ -	\$ (320)	\$ 16,035		\$ 489
PE02	Health Insurance	\$ 66,101	\$ 2,802	\$ 16,812	\$ 60,145	\$ 4,508	\$ 18,034
PE03	Payroll Taxes	\$ 28,517	\$ 1,545	\$ 5,104	\$ 22,311	\$ 1,425	\$ 5,800
PE04	Processing Fees	\$ 1,400	\$ 111	\$ 446	\$ 1,400	\$ 113	\$ 452
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages	\$ 326,653	\$ 20,182	\$ 63,341	\$ 255,712	\$ 18,182	\$ 74,468
			\$ 24,640	\$ 85,383		\$ 24,229	\$ 99,243
	Distributed to Service Areas		\$ (21,727)	\$ (68,445)		\$ (19,607)	\$ (80,268)
	TOTAL UNDISTRIBUTED PERSONNEL COSTS	\$ 450,908	\$ 2,913	\$ 16,938	\$ 361,603	\$ 4,621	\$ 18,975
EQUIPMENT OUTLAY							
CO01	(1) Cart & (1) Fogger	\$ 29,000	\$ -	\$ 17,786			
CO04	John Deer Roto Tiller (2017)		\$ -	\$ -			
CO04	Cart - Mosquito Abatement (2016)				\$ 17,107		
CO04	Vrisimo Flail Mower (2015)				\$ 2,150		
CO04	John Deere Tractor w/loader & Bucket (2016)				\$ 72,400		
	TOTAL CAPITAL OUTLAY	\$ 29,000	\$ -	\$ 17,786	\$ 91,657	\$ -	\$ -

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

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	(Approved) FY 2017-18	(Expenditures) Month of October	(Expenditures) Year to Date	(Adjusted) FY 2016 Jan-Dec	(Expenditures) Month of October	(Expenditures) Year to Date Jul-Oct
CAPITAL OUTLAY/STUDIES/ASSESEMENTS						
Landscape Design	\$ 20,000	\$ -	\$ 135			
OE18-1 Landscape Improvements	\$ 80,000	\$ 7,286	\$ 7,286	\$ 12,000	\$ 3,238	\$ 8,085
Road Improvements (Incl. \$15K Contingency)	\$ 115,000	\$ 1,066	\$ 1,066	\$ 15,000		\$ -
Road Project Management	\$ 43,000	\$ -	\$ -			
TOTAL STUDIES & ASSESSMENTS	\$ 258,000	\$ 8,352	\$ 8,487	\$ 27,000	\$ 3,238	\$ 8,085
DEBT SERVICE						
John Deere Financing	\$ 16,100	\$ 1,336	\$ 5,344	\$ 14,440	\$ 1,336	\$ 5,343
TOTAL DEBT SERVICE	\$ 16,100	\$ 1,336	\$ 5,344	\$ 14,440	\$ 1,336	\$ 5,343
TOTAL EXPENSES	\$ 1,158,176	\$ 56,086	\$ 230,746	\$ 734,061	\$ 38,523	\$ 167,734
PAYMENTS AND ASSESSMENTS RECEIVED						
<u>Assessment Income</u>						
Payment No. 1: (40%) May 2018						
Payment No. 2: (5%) Aug 2017			\$ 29,983			\$ 29,276
Payment No. 3: (55%) Feb 2018						
Total Assessment Income	\$ 924,447	\$ -	\$ 29,983	\$ 590,142	\$ -	\$ 29,276
<u>Reimbursement Income</u>						
From: For:						
C&C Water Truck/Tractor Repairs			\$ 3,690			\$ 493
C&C Construction Gate Repairs/'16-Signs						
Various Other			\$ 77			
Total Reimbursement Income	\$ 7,000	\$ -	\$ 3,767	\$ 19,500	\$ -	\$ 493
<u>Other Income</u>						
From: For:						
C&C Weed Abatement		\$ (50)	\$ 3,500			
Lot Ownr Weed Abatement						\$ 300
Lot Ownr Gate Openers/Cards		\$ 149	\$ 568		\$ 56	\$ 214
Various Miscellaneous				<i>Deferred Credit</i>	\$ (515)	\$ (515)
CC/Umpir Interest Received		\$ 56	\$ 402		\$ 19	\$ 233
CSDA Credit Card Rebate						
SDRMA 16-17 PL Pro-rated/Loss Prev Allow						
Total Other Income	\$ 6,400	\$ 155	\$ 4,470	\$ 1,634	\$ (440)	\$ 232
TOTAL PAYMENTS & ASSESSMENTS	\$ 937,847	\$ 155	\$ 38,220	\$ 611,276	\$ (440)	\$ 30,002
Excess of Expenditures of Income				\$ (122,785)	\$ (38,963)	\$ (137,732)
<u>Other Financing Sources and Uses</u>						
John Deere Financing				\$ 72,157		
Net Income	\$ (220,329)	\$ (55,931)	\$ (192,526)	\$ (50,628)	\$ (38,963)	\$ (137,732)

Saddle Creek Comm Srvs District

CHECK DETAIL

October 2017

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1000 Umpqua Bank Checking				
10/01/2017	1897525	John Deere Financial	Tractor Lease Payment	(1,335.71)
10/02/2017	Oct 2017	Intuit Full Service Payroll	Payroll Service Fees	(111.00)
10/02/2017	2182	Kampa Community Solutions, LLC	Management Services	(5,407.88)
10/05/2017	DD	Gregory Hebard	Pay Period: 09/16/2017-09/30/2017	(2,243.47)
10/05/2017	2183	California State Disbursement Unit	Garnishments Payable	(297.50)
10/05/2017	DD	DOLORES C BAKER	Pay Period: 09/16/2017-09/30/2017	(150.25)
10/05/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
10/05/2017	DD	CODY L PONDER	Pay Period: 09/16/2017-09/30/2017	(808.08)
10/05/2017	DD	NICOLE C Mc CUTCHEN	Pay Period: 09/16/2017-09/30/2017	(1,215.84)
10/05/2017	DD	Ralph M. McGeorge	Pay Period: 09/16/2017-09/30/2017	(1,523.52)
10/05/2017	DD	BRADLEY D NICKELL	Pay Period: 09/16/2017-09/30/2017	(991.02)
10/12/2017		IRS	Tax Payment for Period: 10/04/2017-10/06/2017	(2,615.26)
10/12/2017		CA EDD	Tax Payment for Period: 10/04/2017-10/06/2017	(450.74)
10/17/2017	2190	VALLEY ENTRY SYSTEMS, INC.	Service Call - Residents Gate	(145.00)
10/17/2017	2189	Turf Star, Inc.	Landscape Supplies	(92.03)
10/17/2017	2188	Calaveras First Company, Inc.	Ad for Landscape Maint Worker I	(334.00)
10/17/2017	2187	Bank of the West	CSDA Credit Card Bill	(34,471.85)
10/17/2017	2186	Angels Heating & Air Conditioning	Maint Gate A/C Repair	(226.09)
10/17/2017	2191	NBS	Tax Roll Billing Services	(1,209.45)
10/17/2017	2194	VALLEY ENTRY SYSTEMS, INC.	Qtrly Gate Maint Contract Payment	(325.00)
10/17/2017	2193	The Union Democrat	Ad for Landscape Maint Worker I	(324.00)
10/17/2017	2192	SDRMA-Health Ins.	Monthly Health Insurance Premium	(2,802.00)
10/19/2017		CA EDD	Tax Payment for Period: 07/01/2017-09/30/2017	(227.60)
10/20/2017	2195	California State Disbursement Unit	Garnishments Payable	(297.50)
10/20/2017	DD	CODY L PONDER	Pay Period: 10/01/2017-10/15/2017	(573.03)
10/20/2017	DD	BRADLEY D NICKELL	Pay Period: 10/01/2017-10/15/2017	(894.42)
10/20/2017	DD	Ralph M. McGeorge	Pay Period: 10/01/2017-10/15/2017	(1,523.52)
10/20/2017	DD	NICOLE C Mc CUTCHEN	Pay Period: 10/01/2017-10/15/2017	(1,413.46)
10/20/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
10/20/2017	DD	DOLORES C BAKER	Pay Period: 10/01/2017-10/15/2017	(427.53)
10/20/2017	DD	Gregory Hebard	Pay Period: 10/01/2017-10/15/2017	(2,243.50)
10/23/2017	2199	Delta Charlie Sod Company	Turf Removal & Bark Install per Agreement	(3,000.00)
10/23/2017	2200	Mo-Cal Office Solutions, Inc	Copier Maint Agreement	(143.18)
10/25/2017		IRS	Tax Payment for Period: 10/18/2017-10/20/2017	(2,588.60)
10/25/2017		CA EDD	Tax Payment for Period: 10/18/2017-10/20/2017	(447.86)
10/26/2017	10092017	PG&E - 7193	Utilities	(296.40)
10/31/2017	343482329	USBank Equipment Finance	Copier Lease	(169.36)
Total for 1000 Umpqua Bank Checking				\$ (71,425.65)

Saddle Creek Comm Svcs District

2040 CSDA Bank of the West MC, Period Ending 10/28/2017

RECONCILIATION REPORT

Reconciled on: 11/17/2017

Reconciled by: Dolores Baker

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

Summary

USD

Statement beginning balance.....	34,471.85
Charges and cash advances cleared (53).....	13,426.96
Payments and credits cleared (1).....	-34,471.85
Adjustment.....	107.88
Statement ending balance.....	<u>13,534.84</u>

Uncleared transactions as of 10/28/2017.....	627.19
Register balance as of 10/28/2017.....	14,162.03
Cleared transactions after 10/28/2017.....	0.00
Uncleared transactions after 10/28/2017.....	5,204.01
Register balance as of 11/17/2017.....	19,366.04

Details

Charges and cash advances cleared (53)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/20/2017	Expense	712300	Hunt & Sons, Inc.	279.65
09/28/2017	Expense	700458556	United-states-flag.com	271.02
09/28/2017	Expense	6373215-A-1	Ewing	292.60
10/01/2017	Expense		Intuit - QBO Online	30.99
10/01/2017	Expense		Cal Waste Recovery Systems	67.63
10/04/2017	Expense	01155747	Saddle Creek Country Club	47.39
10/04/2017	Expense	3694	Orchard Supply Hardware	545.53
10/05/2017	Expense	P67519250101	Duluth Trading Company	955.19
10/06/2017	Expense	E15125	Safe-T-Lite of Modesto Inc.	654.54
10/06/2017	Expense	668871	Copper Station	46.50
10/06/2017	Expense	10935827	Indeed for Employers	28.37
10/06/2017	Expense	6334100378	Craig's List	10.00
10/07/2017	Expense	08132017-09122017	Verizon Wireless	121.22
10/09/2017	Expense	046418	Family Dollar	336.19
10/09/2017	Expense	0121181-IN	Newstripe, Inc	474.85
10/10/2017	Expense		Microsoft Office	12.50
10/10/2017	Expense	793002	McDillard's Feed & Supply	122.27
10/10/2017	Expense	793006	McDillard's Feed & Supply	61.13
10/10/2017	Expense	shawn	Ewing	1,916.04
10/11/2017	Expense	S4485733.002	General Plumbing Supply	269.26
10/12/2017	Expense	OT3TDL	Alaska Airlines	193.98
10/12/2017	Expense	KXDRYT	Alaska Air	115.20
10/13/2017	Expense	20765	Copperopolis Cruisers 25	59.57
10/13/2017	Expense	3338	Agua Dulce Hardware	97.73
10/15/2017	Expense	09302017	Calaveras Telephone Co.	318.44
10/16/2017	Expense	ADB015261569	Adobe.com	179.88
10/17/2017	Expense	01156365	Saddle Creek Country Club	75.73
10/18/2017	Expense	1479	Van Groningen & Sons, Inc.	255.00
10/18/2017	Expense	071617-091517	CCWD	285.88
10/18/2017	Expense	517044	Hurst Ranch Feed	189.99
10/19/2017	Expense	1480	Van Groningen & Sons, Inc.	83.25
10/19/2017	Expense	35563	Gold Dust Pizza Copperopolis	71.10
10/19/2017	Expense	651275-A-1	Ewing	686.16
10/19/2017	Expense	63899	California Special Districts Assoc...	21.65
10/20/2017	Expense	X1020	Stockton Honda Yamaha	126.01
10/21/2017	Expense	Clerk Conf	American Airlines	25.00
10/22/2017	Expense	2097206	Buca de Beppo	23.72
10/22/2017	Expense	Clerk Conf	Starbucks	6.50
10/22/2017	Expense	Clerk Conf	Taco Bell	8.61
10/24/2017	Expense	LAX-1605174	Fox Rent A Car	329.39
10/24/2017	Expense	90851221	Embassy Suites	926.22
10/24/2017	Expense	007264	Sacramento Intl Airport	72.00
10/24/2017	Expense	9041432	Anaheim Gas	10.11
10/24/2017	Expense	1024MCFAEQ15X	Embassy Suites	4.59

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/24/2017	Expense	9554	Anaheim Ducks-John Wayne Air...	23.30
10/24/2017	Expense	8905498	Embassy Suites	36.21
10/25/2017	Expense	22325888-00	New Pig Corp.	890.95
10/25/2017	Expense	7328684	MVCAC	370.00
10/25/2017	Expense	4179	Family Dollar	57.65
10/25/2017	Expense	580174643	Family Dollar	248.40
10/26/2017	Expense	Oct Stmt	Lake Tulloch True Value Hardware	1,029.17
10/26/2017	Expense	36728	Gold Dust Pizza Copperopolis	52.12
10/26/2017	Expense	1117	Copperopolis Cruisers 25	10.58

Total 13,426.96

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/28/2017	Bill	Sept 2017	Bank of the West	-34,471.85

Total -34,471.85

Additional Information

Uncleared charges and cash advances as of 10/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2017	Expense	5774795-B-1	Ewing	165.33
10/18/2017	Expense	716896	Hunt & Sons, Inc.	212.05
10/18/2017	Expense	728067	Hunt & Sons, Inc.	158.59
10/28/2017	Expense	9031037	Copper Station	91.22

Total 627.19

Uncleared charges and cash advances after 10/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/29/2017	Expense	056923	Payless IGA	33.33
10/30/2017	Expense	757202	Valley Truck & Tractor Company	614.33
10/30/2017	Expense	1048582	Fat City Bar & Cafe	22.40
10/31/2017	Expense	733169	Hunt & Sons, Inc.	659.06
11/01/2017	Expense		Intuit - QBO Online	30.99
11/01/2017	Expense	0913-10122017	Verizon Wireless	121.28
11/01/2017	Expense	Nov Stmt	Cal Waste Recovery Systems	67.63
11/01/2017	Expense	11410940	Indeed for Employers	350.78
11/02/2017	Expense	01157005	Saddle Creek Country Club	30.82
11/03/2017	Expense	18366	Tees to Please	463.66
11/03/2017	Expense	85-26284	Griff's BBQ & Grill	43.65
11/04/2017	Expense	77897872	Copperopolis Cruisers 25	50.59
11/04/2017	Expense	5848	Orchard Supply Hardware	477.06
11/06/2017	Expense	114814	Copper Auto & Marine	378.42
11/06/2017	Expense	208674	Lewis Port USA Racing	32.18
11/07/2017	Expense	01157243	Saddle Creek Country Club	34.35
11/07/2017	Expense	23114920	Lowe's	76.03
11/07/2017	Expense	208680	Lewis Port USA Racing	75.08
11/07/2017	Expense	95595666	Stockton Honda Yamaha	339.93
11/08/2017	Expense	7	Copper Auto & Marine	194.04
11/09/2017	Expense	E02004KJ98	Microsoft Office	12.50
11/10/2017	Expense		Microsoft Office	12.50
11/11/2017	Expense	875026	Staples	4.22
11/11/2017	Expense	93407	Staples	57.62
11/13/2017	Expense	1543	Payless IGA	55.64
11/15/2017	Expense	10/31/2017	Calaveras Telephone Co.	315.56
11/16/2017	Expense	5124	Tractor Supply Co.	589.56
11/16/2017	Expense	9805576	Lowe's	60.80

Total 5,204.01

REGULAR BOARD MEETING MINUTES

October 17th, 2017 2:00 PM
Saddle Creek Lodge
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER 2:02 pm
2. ROLL CALL – President Hoffman, Vice President Albertson, Directors Russ, Golden and DeBaldo
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA - **None**
5. **PUBLIC COMMENT** - Member of the community wants to know who is in control of the money for the gate project that did not get competed? Member of the community wants to know what is the plan for shaping the CSD trees?
6. **CONSENT CALENDAR**
 - a. Review of monthly financial report, approval of bills and claims for the month of September 2017.
 - b. Approval of the minutes of the Special Board Meeting of September 14th, 2017.
– **Motion to approve the consent calendar, including the financial report for the month of September, 2017 and minutes of the meeting of September 14, 2017 made by Director Golden. Second made by Vice President Albertson, approved unanimously.**
7. **DISCUSSION AND ACTION ITEMS**
 - a. Discussion and action to approve the Request for Proposals (RFP) for landscape architect services for the Saddle Creek Community Landscape Restoration and Improvement Project. **The RFP for landscape design services was discussed and support was voiced from the Landscape Adhoc Committee members in attendance. Motion to approve the RFP for Landscape Architect Services was made by Vice President Albertson. A second was made by Director DeBaldo, motion passed unanimously.**
 - b. Discussion and action to approve a budget of \$600,000 for the planning, design and construction of the initial Road Improvements Project, and to authorize application for loan funding through the Special District Finance Authority. **We need a set of plans to start the prequalification. We don't have cash and we don't want to use our reserves. In our November meeting we will have a preliminary design report with a list of streets for the first phase of the road improvement project. A motion to approve a budget of \$600,000 for the planning, design and construction of the initial Road Improvements Project, and to authorize application for loan funding through the Special District Finance Authority was made by Director DeBaldo. A second was made by Director Golden, motion passed unanimously.**
 - c. Adoption of a resolution appointing the District Secretary and District Treasurer in accordance with the California Government Code. **We are not reassigning job responsibilities; a formal appointment was made with a position, but not a person. If the draft Resolution is approved, GM, Peter Kampa will be the official District Treasurer and Secretary of the Board. The staff roles for the existing Accountant and Board Clerk will not change. Motion to approve the resolution appointing the Board Secretary and Treasurer was made by Vice President Albertson. A second was made by Director DeBaldo, motion passed unanimously.**
 - d. Discussion and action regarding the District weed abatement services, fees charged and related processes. **We currently mow for fire control. Access is a private property problem. On agenda currently for public disclosure and comment. We cannot mandate**

the abatement of weeds, there is a lot of work involved in this process. GM will develop a procedure and liability forms, requests form for homeowners. A cost analysis and fee schedule will be developed. This will take a couple of months to complete.

8. STAFF AND DIRECTOR REPORTS:

- a. Road project status report and schedule. **Draft preliminary report will be ready the end of October as per Willdan, GM to keep Board apprised of process.**
- b. Landscape project status report. **Proposals to remove sod and install bark have been received. This work will stay inside our existing budget, the work is going nicely. Authority has been delegated back to GM regarding the issue of what will go where and when and how in regards to this clean up taking place.**
- c. GM's Management Objectives status report. **A handwritten report telling the Board where we are by bulleting it out will be delivered on a quarterly basis.**

Other discussion; The Landscape Maintenance I position was advertised for two weeks, we had no response. It was advertised again using more advanced advertisement techniques, we received forty applicants. Recognition from SDRMA to the Board President was presented.

Site Managers Report: Street lights are 100% retro fit. Everyone has a photo cell some come on at different times. Repairs will be far less now.

Thank you to the ADHOC committee for their engagement and efforts for the landscape project.

Board President Hoffman asked that his statement of personal opinion be added to the minutes, and described that the GM was delinquent in delivering written reports prior to monthly board meeting and did not meet with the Board President this month, which was requested of him in the performance evaluation.

9. ADJOURNMENT meeting adjourned at 4:02 pm

November 14, 2017

Mr. Peter Kampa
General Manager
Saddle Creek Community Service District
1000 Saddle Creek Drive,
Copperopolis, CA 95228

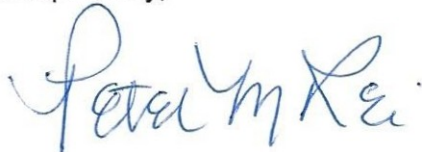
**Subject: PRELIMINARY DESIGN REPORT - Revised
Saddle Creek CSD Street Rehabilitation Project**

Dear Mr. Kampa:

Willdan Engineering has prepared the following Preliminary Design Report for the subject project. This report is being submitted for review and approval. This project includes identifying appropriate, cost-effective asphalt concrete pavement rehabilitation on the following street segments: Saddle Creek Drive, Oak Creek Drive, the Resort Roundabout and Oakwood Place. See the following pages for project location maps. Pursuant to the scope of work, this report addresses the following design elements for the proposed street improvements:

1. Existing Conditions
2. Environmental Compliance
3. Utility Coordination
4. Traffic Handling/Construction Phasing
5. Street Resurface Design

Respectfully,



Peter Rei, P.E.
Project Manager

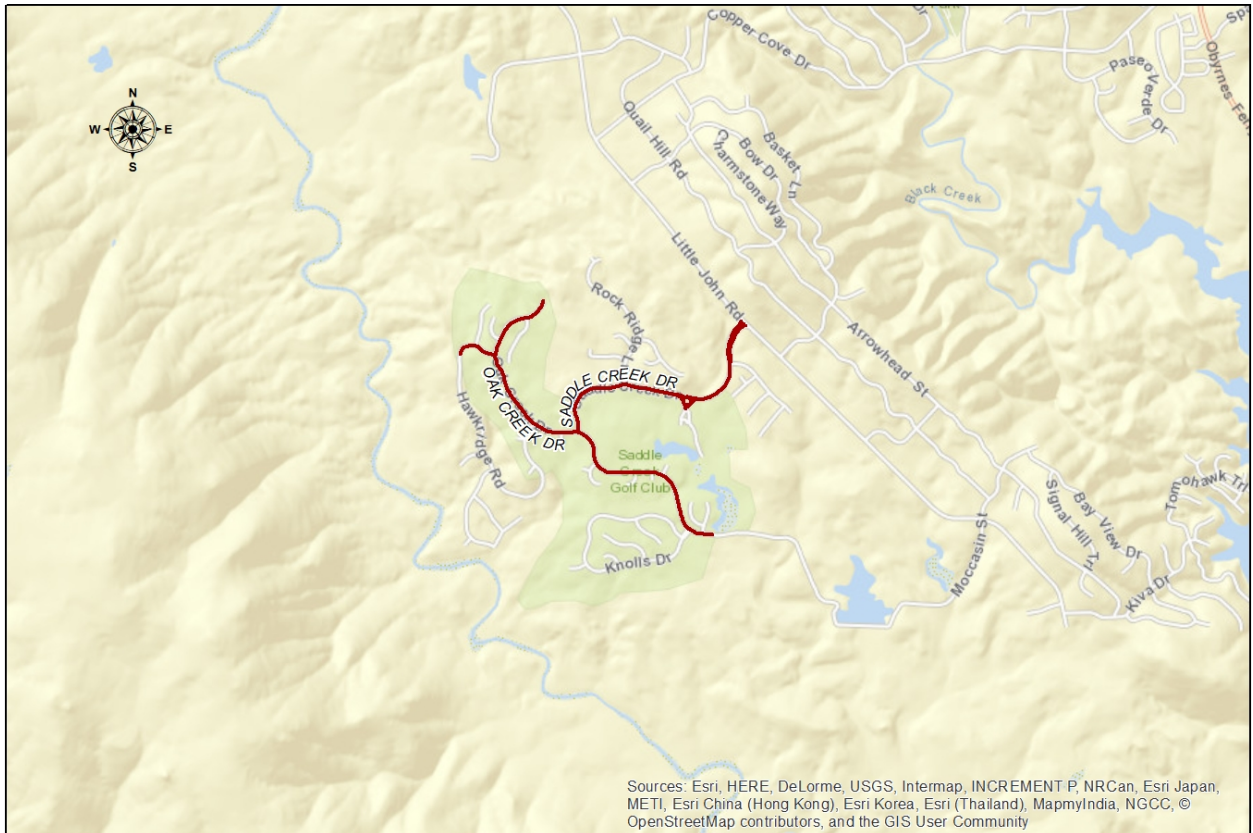


Figure 1- Project Location Map

Existing Conditions

As depicted in Figure 1 above, there are about 8 miles of asphalt roadways within the Saddle Creek subdivision. Several street segments included in this pavement rehabilitation project have varying degrees of distress as identified in the District's 2016 Pavement Condition Report: the average Pavement Condition Index (PCI) of the roads within the district is 62 as of May 2016, with 31.4% of the roadways classified as "Poor" or "Very Poor" conditions. The collector street average PCI was calculated to have a score of 53.

A driving/walking field review of these streets indicated that the PCI ratings are consistent with the distress patterns observed. Taking into account the street conditions relative to each other, and adding to that the typical usage for these segments, a prioritization has been applied for targeting the available street repair funding as follows:

- Top Priority: Saddle Creek Drive, including entrance from Little John Road.
- Second Priority: Oak Creek Drive
- Third Priority: All other streets

Each street segment has been reviewed to determine the best strategy and the most cost-efficient project limits to apply to the street improvement design.

Existing Structural Section

The existing pavement structural conditions vary within the District. Discussion with District staff and field review to check depth of asphalt sections documented that these streets have not been rehabilitated since they were initially constructed. In addition, the existing pavement structural section of the roadways is not clearly known. Willdan will conduct field coring to confirm existing pavement structural sections. For this analysis, it was assumed that the asphalt sections are all a minimum of 3" depth over aggregate base, and much deeper in some places. Therefore, 3" minimum Asphalt Concrete over base over compacted subgrade is the base section used for preliminary design. The conclusions of this analysis may need to be adjusted once the coring of the pavement is completed and the true structural section is known.

Selection of Roadways for Phase 1 Improvements

Collector roadways serve as the main roadways connecting residential neighborhoods to higher volume roadways, commercial centers, schools and shopping centers. They can be thought of as the branches on a tree leading to the trunk. Keeping collector roadways well maintained provides the maximum benefit to the greatest number of roadway users as compared with localized improvements to neighborhood streets and courts. For this reason, Willdan believes that the major focus of the Phase 1 pavement rehabilitation project should be on the District's collector roadways as the highest priority.

The two roadways that were considered collector roadways for the District's 2016 Pavement Condition Report are Saddle Creek Drive and Oak Creek Drive. These two roadways are the two most heavily travelled District roadways and provide access to all of the residential neighborhoods within the Saddle Creek development, the golf course and the District's maintenance facility. Saddle Creek Drive and Oak Creek Drive also experience the highest volume of heavy loads (garbage trucks, propane trucks, moving trucks etc.) which historically cause the most stress to flexible pavements such as residential asphalt roadways. After consideration of these factors Willdan recommends that the Phase 1 pavement rehabilitation project focus on improvements to Saddle Creek Drive and Oak Creek Drive as the highest priority.

It is also noted that a portion of the Resort Roundabout is located within Saddle Creek Drive and is also the main entry to the Saddle Creek Golf Course and Clubhouse. In recognition of this Willdan also recommends that the Resort Roundabout be included in the Phase 1 pavement rehabilitation project.

Willdan has also been made aware by District staff of three stormwater catch basins that have experienced settlement relative to the adjacent curb and gutter. One location on Saddle Creek Drive, one in the Resort Roundabout and one on Oakwood Place. In addition, there is one location on Oak Creek Drive near Grandview Court which has historically been a drainage problem. Willdan proposes to include these drainage improvements as part of the Phase 1 pavement rehabilitation project. As this stormdrain repair will require reconstruction of a portion of the curb, gutter and sidewalk on Oakwood Place, a resurfacing of Oakwood Place is also recommended following the repair of the stormwater catch basin on that roadway.

Based on our field observation, and the extent of deterioration of existing pavement structural section and research, Saddle Creek Drive and Oak Creek Drive can be separated into

management segments that require similar rehabilitation strategy. The management segment street limits are shown in Table 1 and Figure 2 below.

Table 1 - Street Limits

Section No	Street Name	Street limit	Street Section Area
1	Saddle Creek Dr.	Little John Road to Oak Creek Drive	126,000 SF
2	Resort Roundabout	At Saddle Creek Drive	11,200 SF
3	Oak Creek Dr.	750ft. northwest of Hawkrige Dr. to 150 feet east of Mitchell Lane	140,000 SF
4	Oak Creek Dr.	End to 750 feet northwest of Hawkrige Dr.	60,000 SF
5	Oakwood Place	Oak Creek Drive to Cul-de-Sac	24,000 SF
		Total Area:	374,000 SF

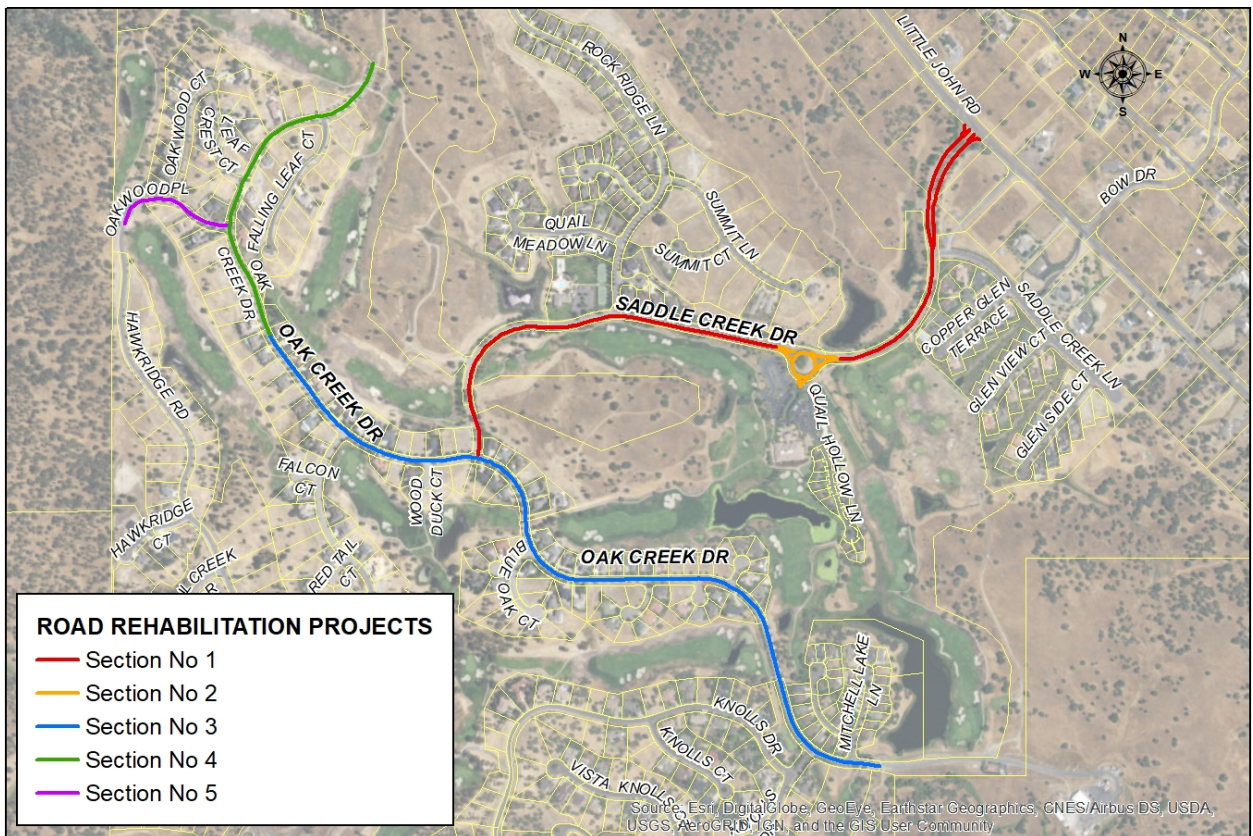


Figure 2- Street Segments 1 - 5

Environmental Compliance

We understand the repairs to the identified street segments will be paid for using local District funds. As such, the California Environmental Quality Act (CEQA) criteria will be applied, more specifically, the application of provisions under Article 19 – Categorical Exemptions (CE). Willdan will prepare the Notice of Exemption Forms.

Utility Coordination

Willdan will distribute preliminary utility notices to all locally identified utility providers and maintain a log of information received. We understand that there are water and sewer mains, laterals and a number of water valves along the project limits. We also understand that there is enough cover over the existing water and sewer lines and that road rehabilitation will not impact these lines. Water valve covers, stormdrain manholes, and sewer manholes will be adjusted to grade during roadway rehabilitation.

Traffic Handling/Construction Phasing

Traffic control plans will be specified to be prepared by the Contractor and submitted to the District for approval prior to commencing construction. The traffic control plans will be location-specific, depicting the actual delineation on project limits and will address all turning movements, lane closures, etc. for each phase of construction. The project specifications will detail the minimum

lane width, allowable closures, detours, arrow board locations, flag men requirement, order of work, days and hours the work will be allowed to be performed.

The contractor will be required to maintain at least one lane of travel in each direction at all times during construction. Vehicular access to properties will be required to be maintained, except as required for intermittent construction immediately in front of driveways. Access to the Saddle Creek Golf Club and the Club House will be maintained during construction.

No overnight closure of any driveway will be allowed, except as permitted by the General Manager. Additionally, the contractor will be required to notify the affected property owners within 48 hours prior to any temporary obstruction of access. Notification shall include date, hours, description of work being performed and limitations. It is recommended that the District publish general information about upcoming street work in their local publications.

Street Rehabilitation Design

Preliminary cost estimates have been prepared for a number of alternative reinforcement strategies that are commonly used to repair asphalt roadways. Cost saving strategies such as applying reinforcing layers to wheel paths, using inter layers for crack mitigation, or adding high tensile fibers to the asphalt mixture were analyzed. Each segment has been reviewed to determine the best strategy to apply.

Evaluation of Alternatives

Based on recently approved projects in nearby Cities and similar project comparison, Willdan analyzed eight alternatives for the street resurfacing project:

- Option 1:** *Microsurfacing*
- Option 2:** *Recycled Asphalt Pavement Slurry with HPS No Track Tack coat membrane*
- Option 3:** *Chip Seal, with HPS No Track Tack coat membrane and Recycled Asphalt Pavement Slurry*
- Option 4:** *2" Cold Mill of existing pavement (with +/- 1% Remove and Replacement of failed asphalt section) and 2" Hot Mix Asphalt Cap Pavement with High Tensile Fiber*
- Option 5:** *Cold In Place Recycle of existing pavement and 2" Hot Mix Asphalt Cap Pavement*
- Option 6:** *2" Cold Mill (with +/- 1% Remove and Replacement of failed asphalt section), 3/4" Leveling Course, GlasPave Paving Mat, and 1.5" Hot Mix Asphalt Cap*
- Option 7:** *2" Cold Mill (with +/- 1% Remove and Replacement of failed asphalt section), 3/4" Leveling Course, GlasPave Paving Mat, and 1.5" Hot Mix Asphalt Cap Pavement w/High Tensile Fiber*
- Option 8:** *3" Hot Mix Asphalt over 6" Full Depth Reclamation (Full Segment)*

Based on our analysis Willdan has determined that the best and most effective street repair is a combination of:

1. Microsurfacing for street sections that have minor pavement cracking with little to no structural deformation of the roadway and,

2. Grinding of 2" of the existing asphalt and replacement with 2" of Hot Mix Asphalt (HMA) Cap pavement (with high tensile fiber mix) for street segments which have more advanced cracking and/or have begun to show signs of structural deformation.

With the relatively low traffic volume of the proposed street sections, Willdan believes that a combination of Microsurfacing treatment and Hot Mix Asphalt Cap pavement with high tensile fiber strategy, will insure the best cost/benefit ratio and will provide structural street sections that will last for years to come.

A table summarizing the proposed quantities and resulting costs of the recommended options is shown in Table 2. The assumed unit prices within these preliminary cost estimates are based on recent bid results for projects near the town of Copperopolis and throughout California.

Recommended options are highlighted in YELLOW, and then used to calculate the Subtotal for the Preferred Option calculation.

Table 2 - Comparison of Estimated Construction Costs for Structural Section Alternatives

Saddle Creek CSD Comparison of Segments and Costs														
Segment	Street	Limits	Area	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6	Option 7	Option 8	Remove and Reconstruct		Sub Total Preferred Option
				(Micro)	(Slurry)	(Cape)	(CAP w/HTF)	(CIPR)	(AC/Mat)	(HTF/Mat)	(FDR)	%	\$6.00	
		Strategy Unit Cost:	Sq.ft.	\$0.30 /sq ft	\$0.35 /sq. ft.)	\$0.70 /sq. ft.)	\$1.50 /sq. ft.)	\$1.73 /sq. ft.)	\$2.07 /sq. ft.)	\$2.27 /sq. ft.)	\$2.30 /sq. ft.)			
1	Saddle Creek Dr.	Little John Road to Oak Creek Drive	126,000	\$ 37,800	\$ 44,100	\$ 88,200	\$ 189,000	\$ 218,000	\$ 260,900	\$ 286,100	\$ 289,800	1.00%	\$ 7,600	\$ 196,600.00
2	Roundabout	At Saddle Creek Drive	11,200	\$ 3,400	\$ 4,000	\$ 7,900	\$ 16,800	\$ 19,400	\$ 23,200	\$ 25,500	\$ 25,800	0.00%	\$ -	\$ 16,800.00
3	Oak Creek Dr.	750 ft. northwest of Hawkridge Dr. to 150 feet east of Mitchell Lane	140,000	\$ 42,000	\$ 49,000	\$ 98,000	\$ 210,000	\$ 242,200	\$ 289,800	\$ 317,800	\$ 322,000	1.00%	\$ 8,400	\$ 218,400.00
4	Oak Creek Dr.	End to 750 feet northwest of Hawkridge Dr.	60,000	\$ 18,000	\$ 21,000	\$ 42,000	\$ 90,000	\$ 103,800	\$ 124,200	\$ 136,200	\$ 138,000	0.00%	\$ -	\$ 18,000.00
5	Oakwood Place	Oak Creek Drive to Cul-de-Sac	24,000	\$ 7,200	\$ 8,400	\$ 16,800	\$ 36,000	\$ 41,600	\$ 49,700	\$ 54,500	\$ 55,200	0.00%	\$ -	\$ 7,200.00
Preferred Sub Total													\$ 457,000.00	
Supplemental Cost at 20%*													\$ 91,400.00	
Supplemental Drainage Improvement Cost (3 @ \$5,000 each)													\$ 15,000.00	
Sub-Total													\$ 563,400.00	
Contingency (10% to \$250K, 2.5% above)													\$ 32,835.00	
Grand Total (\$)													\$ 596,235.00	

\$ xx,xxx Recommended Option

* - Supplemental Cost includes Traffic Control, Signing/Striping, utility cover raising, mobilization and de-mobilization, Construction Survey, Water pollution Control, insurance etc.

** - Supplemental Cost includes drainage structure improvements

Basis of Estimated Costs

The assumed unit prices within these preliminary cost estimates are based on recent bid results for public agency projects near the town of Copperopolis and throughout California and include only the estimated construction costs. It is Willdan's understanding that design costs and bidding assistance costs are included within the previously approved Task Order #1. It is also Willdan's understanding that Construction Management costs will be handled through a separate Task Order once bid results have been received.

Preliminary Schedule

Once approval of this Pre-Design Report and a Notice to Proceed is received by Willdan we will begin the final design process including preparation of the plans, specifications and final Engineer's Estimate of cost. Our expected schedule is as follows:

Receipt of Notice to Proceed from District:	Mid-November 2017
65% Plans/Specs:	January 1, 2018
95% Plans/Specs:	January 15, 2018
100% Plans/Specs ready for bids:	February 1, 2018
Bids Due:	April 1, 2018
Construction:	May/June 2018

Construction Management

Discussions with District staff indicate that it may be possible to use a combination of District staff and Willdan staff to reduce the cost of Construction Management activities. If requested, Willdan will provide the District with an estimate of the costs to have Willdan staff perform the construction management responsibilities. However, no costs for Construction Management are included in this document pending further consultation with District staff.

Recommendations

Roadway Improvements

The recommendations provided herein are based on engineering judgment considering the local conditions and our extensive experience with pavement design throughout California. Based on our experience we have recommended the most cost-efficient pavement structural section that will provide a 10 to 20-year service life.

Considering that Saddle Creek Community Services District has limited funds available to rehabilitate the entire 8 miles of the paved roadway within the district, Willdan analyzed several different strategies for the most distressed roadway sections. These roadway sections exhibit varying levels of deterioration, with the deterioration of several portions of Saddle Creek Drive and Oak Creek Drive being the most concerning. With the available funds of \$600,000, it is anticipated that the entire length of Saddle Creek Drive and Oak Creek Drive can be rehabilitated during the Phase 1 pavement rehabilitation project.

It is also noted that a portion of the Resort Roundabout is located within Saddle Creek Drive and is also the main entry to the Saddle Creek Golf Course and Clubhouse. In recognition of this Willdan also recommends that the Resort Roundabout be included in the Phase 1 pavement rehabilitation project.

Due to needed repairs of a damaged storm drainage basin on Oakwood Place, which will require digging out the existing storm drain basin, and reconstruction of the curb, gutter and sidewalk adjacent to that basin, resurfacing of Oakwood Place is also recommended to provide a finished look to the area to be excavated.

Should there be funding available following construction of Phase 1, it is recommended that any remaining funds be directed at additional roadways in need of Microsurfacing/seal coats as part of a future Phase 2 project.

Willdan proposes to address some of the larger areas of asphalt failure with Asphalt Concrete “dig-out” repairs and skin patch repairs, prior to final surface paving. The quantity of pavement that requires dig-outs is relatively low, but reconstructing these sections will provide structural strength in the isolated areas where the existing asphalt section has begun to fail.

Drainage Improvements

During our field observations with District staff we also noticed that three existing storm drain curb opening inlet structures are damaged. These three inlet structures will be removed as part of the Phase 1 project and reconstructed per the District's request. Based on field inspection, it was observed that the lateral culvert pipes do not appear to be damaged and will be protected in place. Only the concrete inlet structures will be removed and reconstructed, along with the adjacent curb, gutter and sidewalk.

District staff have also informed Willdan that there is a historical drainage problem on Oak Creek Drive just east of the intersection of Grandview Court, where there is a history of flooding in even moderate rain events. According to District staff the problem appears to be a crushed culvert pipe

located within Oak Creek Drive. Our construction plans will include the repair and/or replacement of this culvert so that this historic drainage problem is resolved.

During the field visit, it was also noted that the pavement finished grade is lower than the gutter lip at a few locations. After consultation with district it was decided that these sections will be left as is where ponding has not been an issue.

Engineers Estimate of Probable Cost

As shown in Table 2, based on preliminary construction cost estimate for the recommended rehabilitation strategy for various segments, the Engineers Estimate of Probable Costs to resurface Saddle Creek Drive, Oak Creek Drive and Oakwood Place and to construct/repair the four drainage locations total approximately \$600,000.

Saddle Creek Community Services District

Regular Meeting of November 21, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- b. Discussion and action regarding seasonal community beautification projects on District property; and District staff, equipment and financial participation therewith.

Recommended Motion

I move to approve an annual allocation of not to exceed \$500 to be used for seasonal decorations on district property in the community and to provide district staff and equipment, as available and convenient, to facilitate the decoration for seasonal events.

Background

The District was asked by the Landscape Adhoc Committee to assist in funding the fall decorations; which we did and were a huge success based on feedback. Due to the success, the Committee requested funding from the Golf Course of winter decorations, and received a \$500 commitment. As small amounts of funding are being spent on items not previously purchased, activities are taking place on CSD properties that did not occur in the past, and our crew (Greg primarily) is assisting with decoration delivery and removal; staff felt it appropriate to receive Board approval for such activities.

In addition, the Committee would like to look to the future for the opportunity for possible permanent fixtures such as outlets, support/antitheft devices to be permanently installed in the areas receiving the decorations. For example, as we construct road improvements, the installation of conduit under the road being paved would be completed to facilitate future outlets, lights or other small structures on District property.

Saddle Creek Community Services District

Regular Meeting of November 21, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- c. Adoption of a resolution approving an amended Salary Schedule to reflect a change in the Maintenance Supervisor salary range, reflecting the current responsibilities of the position.

Recommended Motion

I move to adopt a resolution approving an amended Salary Schedule to reflect a change in the Maintenance Supervisor salary range, reflecting the current responsibilities of the position.

Background

The Board had identified a significant variance in the salaries for the position of Site Manager and Maintenance Supervisor, and had requested that management review applicable salaries and return with a determination on the adequacy of the salary offered. As stated in prior discussions related to the establishment of the salary schedule, the level of pay for each position is most effective when set at a level adequate to attract and retain qualified personnel, with the skills, experience and work ethic to maintain the desired (current) level of service and efficiency, even with staffing changes in key positions. The Maintenance Supervisor is a key management position with the CSD.

The existing salary schedule for the Maintenance Supervisor position is as follows:

<u>Employee Classification</u>	Positions 2017	Positions 2017-18		(Step 1)	(Step 2)	(Step 3)	(Step 4)
Maintenance Supervisor	1	1	(A)	\$42,013	\$44,114	\$46,320	\$48,636

On review of salaries for positions with similar responsibilities in special districts with similar budgets, in the central sierra Nevada region, with 6 to 10 employees and performing similar services, staff proposes the following salary schedule for the Maintenance Supervisor position to be effective on January 1, 2018.

<u>Employee Classification</u>	Positions 2017	Positions 2017-18		(Step 1)	(Step 2)	(Step 3)	(Step 4)
Maintenance Supervisor	1	1	(A)	\$54,106	\$56,812	\$59,652	\$62,635

RESOLUTION NO. 2017-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING AN
AMENDMENT TO THE 2017/18 FISCAL YEAR SALARY SCHEDULE**

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

WHEREAS, the District Board of Directors has directed District management to propose the adoption of salary schedules and other compensation that facilitate the development of the most efficient, safe, productive and knowledgeable staff, as well as to maximize the transparency and accountability of the District; and

WHEREAS, the General Manager is responsible for the management of all District personnel including their appointment, retention and discipline; and

WHEREAS, the District Board of Directors has determined that an amendment to the current salary schedule is needed to increase th salary range for the maintenance Supervisor, a key management position; and

WHEREAS, an amended salary schedule for the Maintenance Supervisor has been developed and is attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve the attached Introductory Period Policy Dated November 21, 2017; which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on November 21, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution 2017-__ was duly passed and adopted at a Special Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on November 21, 2017.

DATED: _____.

Saddle Creek Community Services District

Regular Meeting of November 21, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- d. Adoption of a resolution approving a policy on new employee introductory periods.

Recommended Motion

I move to adopt a resolution approving a policy on new employee introductory periods.

Background

We are currently in the process of hiring two new employees, and have discovered that the Board has never adopted a policy establishing an introductory, or “probationary” period for new employees. Introductory periods are of critical importance for new public employees, to all the District to determine the suitability of the employee, and the employee to determine their ability to perform and interest in the position.

SADDLE CREEK COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: **Introductory Period**

POLICY NUMBER: (To be determined)

ADOPTED:

AMENDED:

- A. Requirement:** All full-time and part-time employees are “at will” employees until satisfactory completion of an introductory period. An introductory period is regarded as part of the examination process and provides the employee’s supervisor and the General Manager the opportunity to observe and evaluate an employee’s competence and ability to perform assigned duties.
- B. Length of Introductory Period:** A new and/or returning employee shall be regarded as an introductory employee for the first 365 calendar days of employment. The introductory period can be extended for a specified period of time, not to exceed an additional six months, if the employee’s supervisor (with the concurrence of the General manager) reasonably determines that an additional period of time is needed to assess performance and evaluate whether the employee is a good fit. A leave of absence for more than 30 days (for any reason) will extend the introductory period for the equivalent number of days.
- C. Termination During Introductory Period:** Introductory employees serve entirely at the will and pleasure of the General Manager and may be terminated by the General Manager without cause and without right of appeal or hearing at any time.
- D. Completion of Introductory Period:** Upon satisfactory completion of the introductory period, the employee’s supervisor/manager must complete a Personnel Action Form, signed by the General Manager, confirming the satisfactory completion of the introductory period. An employee does not automatically successfully complete the introductory period simply by remaining employed for 365 days. Once a Personnel Action Form is completed and signed, then the employee will become a “regular employee.”

RESOLUTION NO. 2017-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING AN
INTRODUCTORY PERIOD POLICY**

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

WHEREAS, the District Board of Directors has directed District management to propose the adoption of policies and to develop procedures that facilitate the development of the most efficient, safe, productive and knowledgeable staff, as well as to maximize the transparency and accountability of the District; and

WHEREAS, the General Manager is responsible for the management of all District personnel including their appointment, retention and discipline; and

WHEREAS, the District Board of Directors provide the General Manager with a fixed time line for an introductory period for new employees of the district; and

WHEREAS, an Introductory Period Policy has been developed and attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve the attached Introductory Period Policy Dated November 21, 2017; which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on November 21, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

CERTIFICATE OF SECRETARY

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution 2017-__ was duly passed and adopted at a Special Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on November 21, 2017.

DATED: _____.

Saddle Creek Community Services District

Regular Meeting of November 21, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- e. Approval of a letter to Calaveras County declaring a concern for public safety related to the lack of a second community entrance, requesting meetings and diligent county action toward resolution.

Recommended Motion

I move to approve a letter to Calaveras County declaring a concern for public safety related to the lack of a second community entrance, requesting meetings and diligent county action toward resolution as drafted (or amended).

Background

The Board and members of the public have voiced concern about the lack of a second exit from the Saddle Creek community. Castle and Cooke has placed funding into an account in the form of a bond, as required by the county, to ensure that the second community entrance was constructed as required in the original development agreement and tentative subdivision map. Castle and Cooke intended to complete development of the community by 2008, including construction of the second entrance. However, the housing market slump caused the development to stall. In addition, Castle & Cooke has proposed to the county an alternate configuration and location for the second entrance; which more suitably meets their current development proposal.

At the current time, Castle & Cooke does not have an approved development plan, nor is it planning to actively proceed with development of further phases of the community. The agreement between Castle & Cooke and the county does not specify a completion date for the second entrance, so they are under no deadline or major obligation to proceed with construction of the second entrance in the current approved location, that they do not desire.

The CSD has no agreement in place with Castle & Cooke regarding construction of the second entrance or its timing. The CSD no roads or easements to the second entrance location under its ownership or control. It is doubtful that Castle & Cooke would construct the entrance upon the request of the CSD. Therefore, to force the issue of entrance construction, the CSD must work with the appropriate land use authority which is Calaveras County. Staff recommends that a letter be prepared to the appropriate county department head, requesting meetings among the CSD, Castle & Cooke and the county be convened to address this matter out of a concern for public safety.

Saddle Creek Community Services District

Regular Meeting of November 21, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- f. Development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings.

Recommended Motion

I move to direct the General manager to facilitate the development of Board Norms and Protocol at the December 2017 and January 2018 Board meetings.

Background

Director Sue Russ requested that the Board consider adopting a set of statements, agreements, policies and procedures that establish the culture and expectations of the Board, and management staff as they relate to Board meetings and associated deliberations. Attached is the document providing examples and describing the process of setting Norms and Protocol.

General Manager Kampa has facilitated the development of Norms and Protocol for many past Boards, and can do so for Saddle Creek if so desired.

Norms for Effective Deliberation

(The norms listed below are given as a broad sampling of the type of guidelines governance teams may wish to adopt to ensure effective decision-making)

WE AGREE TO –

- ◆ Show respect (never dismiss/devalue others)
- ◆ Listen openly, trying to really hear what other people are saying (listen without defensiveness, without preparing response)
- ◆ Ask probing – not challenging – questions to further understanding and knowledge
- ◆ Address process, not personalities
- ◆ Paraphrase for understanding
- ◆ Use “I” messages (no blame)
- ◆ Look for common ground
- ◆ Maintain confidentiality (builds trust)
- ◆ Work toward the future – learning from the past
- ◆ Each be responsible for the success of the meeting (participate equally, raise concerns)

ESTABLISHING SUPPORTIVE STRUCTURES AND PROCESSES

Developing Protocols

Process for establishing protocols:

There is a four-step process recommended for creating and maintaining protocols for the board:

First: Identify the Issue:

Simply naming the issue is sufficient in most cases. For example: Staff / Board communication – process for board member site visits – bringing up new ideas – obtaining additional information – handling concerns or complaints from staff or community – agenda structure and planning – how to handle complex community issues, using e-mail to communicate, etc.

Second: Clarify the Issue:

Here it is important to agree on the problem the protocol is intended to solve, or in a more positive manner, to agree on what the protocol is intended to do and why it is important. At this point it is often helpful to define the parameters for the protocol: any rules or regulations that must be followed, beliefs or values that must be honored, pitfalls that should be avoided, etc.

Third: Write the Protocol:

Writing the specific language of a protocol in a way that the board can agree to is extremely important. Protocols ought not be adopted with majority / minority votes (3-2) since the entire board is expected to operate within the protocol scope.

Fourth: Monitor, Evaluate and Review:

After agreeing on a set of protocols, governance teams should determine when and how protocols will be monitored, evaluated and reviewed. (For example, the governance team may agree to review all protocols annually at a governance workshop, or whenever a new member joins the team.)



California Special
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e-News



Learn About New Laws Affecting Special Districts in 2018

Each year, the California State Legislature passes so many laws, it seems as if there is barely time to read them all. CSDA is here to help! We've read through all the bills so you don't have to. Now, we're bringing you in-depth analyses about those new laws most impacting special districts.

We've partnered with our business affiliates, who are experts in the subject matter, to bring you a new article each week. Over the span of eight weeks, our New Laws of 2018 Series will cover:

- CSDA-sponsored **Assembly Bill 979** by Assemblymember Tom Lackey (AD-36) which simplifies special district representation on Local Area Formation Commissions.
- **Senate Bill 450** authored by Senator Bob Hertzberg (SD-26) that requires special districts to obtain and disclose bond information in an open meeting.
- **Senate Bill 496** by Senator Anthony Cannella (SD-12) on indemnity for special districts working with design professionals.
- **Senate Bill 96** from the Senate Committee on Budget and Fiscal Review dealing with contractor registration requirements on public works projects.
- **Assembly Bill 22** authored by Assemblymember Rob Bonta (AD-18). This new law deals with how special districts store electronic media.
- **Assembly Bill 804** by Assemblymember Cristina Garcia (AD-58) that allows the State Controller's Office to audit special districts' internal controls to prevent financial errors and fraud.
- **Assembly Bill 1008** authored by Assemblymember Kevin McCarty (AD-7) which, with certain exceptions, prohibits an employer from asking an applicant for employment to disclose information regarding a criminal conviction.

- **Assembly Bill 168** authored by Assemblymember Susan Eggman (AD-13) which prohibits a special district from seeking the salary history information of an applicant for employment as a factor in determining whether to offer an applicant employment or what salary to offer an applicant.
- **Senate Bill 63** authored by Senator Hannah-Beth Jackson (SD-19) that deals with unlawful parental leave employment practices.

Be sure to read CSDA's E-News each week in November and December for more.

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e-News



CSDA Helps Prevent Over 50 Bad Bills from Becoming Law



Of the 51 bills CSDA opposed in 2017, only 8 became law.

In total, 2,980 legislative measures were introduced in the California State Capitol in 2017. CSDA actively tracked 854 of those bills and directly lobbied on 123 measures. With direction from its Legislative Committee, CSDA identified 51 bills that would have had negative impacts on special districts and, working with members and allies, killed or amended all but eight of those bills. On the other hand, CSDA officially supported 72 bills where more than half (37) became law.

Here is a brief look at CSDA's major legislative accomplishments in 2017:

Assembly Bill 979 (Lackey)

CSDA's sponsored legislation in 2017 was Assembly Bill 979 authored by Assemblymember Tom Lackey. The bill simplified the process for special districts to gain representation on local agency formation commissions (LAFCOs), while maintaining local control. Governor Brown signed this bill into law on September 01.

Senate Bill 448 (Wieckowski)

While, CSDA opposed the original version of Senate Bill 448, as it lacked due process for special districts and California residents, the author eventually accepted CSDA-proposed amendments to establish a clear and prudent definition of "inactive district" and create an expedited process for dissolution of such districts. Once these amendments were made, CSDA was able to move to a

supportive position on this bill. The Governor eventually signed SB 448 into law on September 28.

Assembly Bill 1479 (Bonta)

At its outset, CSDA was opposed to Assembly Bill 1479 (Bonta) that not only required public agencies to identify custodians of records at their agencies who will process California Public Records Act (CPRA) requests, but that also added civil penalties for agencies that violate the CPRA. Thanks to nearly 60 opposition letters submitted by special districts regarding the bill, Assemblymember Bonta agreed to amend AB 1479 in the Senate Judiciary Committee. CSDA's amendments established an appropriate burden of proof to win a civil lawsuit, eliminating the probability of serial litigation. The bill also moved to focus solely on bad acting public agencies that "knowingly and willfully" violate the CPRA. With these amendments, CSDA moved to a neutral position. Nonetheless, the bill was eventually vetoed by the Governor.

Assembly Bill 733 (Berman)

CSDA-supported Assembly Bill 733, authored by Assemblymember Marc Berman, was signed into law by Governor Brown on October 11. The bill enhances financing options for projects that enable communities to adapt to the impacts of climate change.

Senate Bill 224 (Jackson)

Senate Bill 224, by Senator Hanna-Beth Jackson, originally directed the Office of Planning and Research (OPR) to develop proposed CEQA guideline changes related to a lead agency's determination of the baseline conditions for the purposes of CEQA review in certain circumstances. CSDA was opposed to the original bill, but was able to move to a neutral position with amendments. SB 244 is now a two-year bill related to sexual harassment and CSDA will continue to monitor SB 224's movements in 2018.

Thank you to our members who answered our calls to action, sent in support or opposition letters, met with their legislative representatives, and were overall active participants in our grassroots advocacy. We could not have had such a successful year without you. Thank you!

Please email the Advocacy and Public Affairs Director, Kyle Packham, at Kylep@csda.net to join our Grassroots Advocacy efforts in 2018.

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