

**REGULAR BOARD MEETING AGENDA**  
June 21, 2016 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 and approval of bills and claims for the month of May 2016.
- b. Approval of the minutes of the Regular Meeting of May 17, 2016.

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. Approval of a Resolution of Appreciation for Kent Lazarus for his years of service on the Board of Directors.
- b. Approval of a Resolution of Appreciation for Charlie Robinson for his years of service on the Board of Directors.
- c. Review of Documentation Prepared by Consultants Hired by Castle & Cooke, Evaluating and Interpreting the Various State and Federal Entitlement Agreements and Permits for the Saddle Creek Wetlands and Golf Course Water.
- d. Status update report regarding the status of the pavement condition assessment report and related potential road improvement funding.
- e. Discussion and potential action regarding development of a plan for landscaping damaged by drought water restrictions and potential for replacement with drought tolerant landscaping or other improvements.

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 meeting agenda.

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 on the Saturday proceeding each meeting date. Materials will also be available at the meeting.

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



*Saddle Creek Community Services District*

# ***Treasurer's Report***

*May 31, 2016*

**Saddle Creek Comm Srvs District**  
**Statement of Cash Flows**

For the 5 Months Ending May 31,2016

	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
<b>OPERATING ACTIVITIES</b>								
<b>Net Income</b>	<b>41,400.50</b>	<b>(87,436.18)</b>	<b>77.58</b>	<b>12.61</b>	<b>12.62</b>	<b>6.29</b>	<b>6.29</b>	<b>(45,920.29)</b>
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable								-
2000 Accounts Payable	36,318.76							<b>36,318.76</b>
2040 CSDA Bank of the West MC	(11,617.43)							<b>(11,617.43)</b>
2100 Payroll Taxes Payable	(611.81)							<b>(611.81)</b>
2150 Accrued Payroll	(2,046.67)							<b>(2,046.67)</b>
2201 Sales Tax Adjustment	74.23							<b>74.23</b>
<b>Net cash provided by operating activities</b>	<b>63,517.58</b>	<b>(87,436.18)</b>	<b>77.58</b>	<b>12.61</b>	<b>12.62</b>	<b>6.29</b>	<b>6.29</b>	<b>(23,803.21)</b>
Net cash increase for period	63,517.58	(87,436.18)	77.58	12.61	12.62	6.29	6.29	(23,803.21)
<b>Cash at beginning of period**</b>	<b>230,705.42</b>	<b>318,253.14</b>	<b>25,911.54</b>	<b>25,150.46</b>	<b>25,150.45</b>	<b>25,116.57</b>	<b>25,116.57</b>	<b>675,404.15</b>
<b>Cash at end of period</b>	<b>294,223.00</b>	<b>230,816.96</b>	<b>25,989.12</b>	<b>25,163.07</b>	<b>25,163.07</b>	<b>25,122.86</b>	<b>25,122.86</b>	<b>651,600.94</b>

\*\*Adjusted for initial audit adjustments

Prepared by: Dolores Baker

16-Jun-16

# Saddle Creek Comm Srvs District

## BALANCE SHEET

As of May 31, 2016

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	294,223.00
1020 Cash - Fund 2188	230,816.96
1080 Umpqua Bank CD Accounts	
1081 CD #7405	25,989.12
1082 CD #46165	25,163.07
1083 CD #46207	25,163.07
1084 CD #46249	25,122.87
1085 CD #46124	25,122.86
Total 1080 Umpqua Bank CD Accounts	<b>126,560.99</b>
<b>Total Bank Accounts</b>	<b>\$651,600.95</b>
<b>Total Current Assets</b>	<b>\$651,600.95</b>
Fixed Assets	
1500 Capital Assets	
1501 Equipment	267,138.76
1503 Roads	2,360,462.00
1504 Easements	10,344,000.00
1505 Buildings	79,000.00
Total 1500 Capital Assets	<b>13,050,600.76</b>
1600 Accumulated Depreciation	
1601 Equipment	-184,679.03
1603 Roads	-616,865.62
1605 Buildings	-16,590.00
Total 1600 Accumulated Depreciation	<b>-818,134.65</b>
<b>Total Fixed Assets</b>	<b>\$12,232,466.11</b>
<b>TOTAL ASSETS</b>	<b>\$12,884,067.06</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	43,966.19
<b>Total Accounts Payable</b>	<b>\$43,966.19</b>
Credit Cards	
2040 CSDA Bank of the West MC	1,059.13
<b>Total Credit Cards</b>	<b>\$1,059.13</b>
Other Current Liabilities	
2100 Payroll Taxes Payable	237.37
2150 Accrued Payroll	9,190.64
2201 Sales Tax Adjustment	17.25
Board of Equalization Payable	75.34
<b>Total Other Current Liabilities</b>	<b>\$9,520.60</b>
<b>Total Current Liabilities</b>	<b>\$54,545.92</b>
<b>Total Liabilities</b>	<b>\$54,545.92</b>
Equity	
3800 Developer Capital Contributions	12,198,795.62
3900 Retained Earnings	676,645.81
Net Income	-45,920.29
<b>Total Equity</b>	<b>\$12,829,521.14</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,884,067.06</b>

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2016 MONTHLY BUDGET REPORT  
**May 2016**

Code	Current Year - 2016			Prior Year - 2015		
	(Approved) FY 2016	(Expenditures) Month of May	(Expenditures) Year to Date	(Adjusted) FY 2015	(Expenditures) Month of May	(Expenditures) Year to Date - Prior Year
<b>EXPENDITURES</b>						
<b>SERVICES AND SUPPLIES</b>						
<u>ADMINISTRATION</u>						
OE01	Audit Expense	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -
OE02	Accounting & Bookkeeping	\$ 500	\$ 31	\$ 155	\$ 500	\$ 31
OE03	On-line Back-up/Notary Fees/Bonds	\$ 361	\$ -	\$ 326	\$ 351	\$ -
OE04	Legal Expenses	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -
OE05	Management Fees	\$ 62,700	\$ 5,225	\$ 26,125	\$ 57,000	\$ 4,750
OE06	Insurance (Property Loss/Liability)	\$ 8,000	\$ 8,154	\$ 8,153	\$ 8,000	\$ 7,457
OE07	Miscellaneous/Contingency	\$ 2,000	\$ -	\$ 109	\$ 2,000	\$ -
OE08	Professional Development (Travel/Training)	\$ 6,000	\$ 702	\$ 5,748	\$ 6,000	\$ 237
OE09	Dues, Certifications & Subscriptions	\$ 4,000	\$ -	\$ 1,915	\$ 4,000	\$ -
OE10	Uniform Expenses	\$ 2,200	\$ -	\$ 1,548	\$ 2,200	\$ -
OE11	Electric Power/Water/Sewer	\$ 5,200	\$ 266	\$ 1,851	\$ 6,000	\$ 544
OE12	Telephone/Pager Service	\$ 4,000	\$ 339	\$ 1,551	\$ 5,000	\$ 227
OE13	Internet Service	\$ 1,200	\$ 90	\$ 269	\$ 1,200	\$ -
OE14	Office Supplies/Postage	\$ 5,000	\$ 273	\$ 2,082	\$ 5,000	\$ 867
OE15	Office Equipment Repair/Replacement	\$ 3,000	\$ 54	\$ 602	\$ 3,000	\$ 2,890
OE31	Records Management Services	\$ 2,400	\$ -	\$ -	\$ 2,400	\$ -
OE26	County Fees/LAFCO (2)	\$ 6,500	\$ 2,919	\$ 2,919	\$ 6,000	\$ 2,861
OE30	Reimbursable Maint/Repair Expense (1)	\$ 19,500	\$ -	\$ 7,806	\$ 10,000	\$ 654
PE03-1	Payroll Taxes - Administration	\$ -	\$ 242	\$ 3,438	\$ -	\$ -
PE06-1	Employee Wages - Administration	\$ -	\$ 2,881	\$ 38,972	\$ -	\$ -
	<b>Total Administration</b>	\$ 141,561	\$ 21,175	\$ 103,570	\$ 127,651	\$ 20,516
<u>COMMON AREAS</u>						
OE16	Gate Maintenance & Opener Purchase	\$ 4,000	\$ 150	\$ 1,118	\$ 4,000	\$ (210)
OE18	Landscape Supplies & Repairs	\$ 21,000	\$ 30	\$ 22,112	\$ 21,000	\$ 1,665
OE19	Landscape Equipment Repair/Replacement	\$ 16,500	\$ 464	\$ 15,250	\$ 10,000	\$ (93)
OE21	Landscape Equipment Gas & Oil	\$ 5,000	\$ 654	\$ 2,661	\$ 7,000	\$ -
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 258	\$ 4,276	\$ -	\$ -
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 3,374	\$ 48,465	\$ -	\$ -
	<b>Total Common Areas</b>	\$ 46,500	\$ 4,931	\$ 93,882	\$ 42,000	\$ 1,362
<u>FIRE PROTECTION</u>						
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ 697	\$ 941	\$ -	\$ -
PE06-3	Employee Wages - Fire Protection	\$ -	\$ 9,108	\$ 11,851	\$ -	\$ -
	<b>Total Fire Protection</b>	\$ -	\$ 9,805	\$ 12,792	\$ -	\$ -

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2016 MONTHLY BUDGET REPORT  
**May 2016**

Code	Current Year - 2016			Prior Year - 2015			
	(Approved) FY 2016	(Expenditures) Month of May	(Expenditures) Year to Date	(Adjusted) FY 2015	(Expenditures) Month of May	(Expenditures) Year to Date - Prior Year	
<b>MOSQUITO ABATEMENT</b>							
OE22-1	Mosquito Control Products (4)	\$ 14,500	\$ 6,381	\$ 7,822	\$ 14,513	\$ 2,910	\$ 5,031
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ 946	\$ 2,620	\$ 3,000	\$ 153	\$ 1,305
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,000	\$ 1,105	\$ 2,265	\$ 13,000	\$ 930	\$ 3,732
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,000	\$ -	\$ 4,160	\$ 5,890	\$ 134	\$ 2,756
PE03-4	Payroll Taxes - Mosquito Abatement	\$ -	\$ 233	\$ 684			
PE06-4	Employee Wages - Mosquito Abatement	\$ -	\$ 3,044	\$ 8,913			
	<b>Total Mosquito Abatement</b>	\$ 33,500	\$ 11,710	\$ 26,464	\$ 36,403	\$ 4,126	\$ 12,824
<b>STREETS</b>							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 13,500	\$ -	\$ 2,585	\$ 13,500	\$ 427	\$ 5,227
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ 63			
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ 823			
	<b>Total Streets</b>	\$ 13,500	\$ -	\$ 3,471	\$ 13,500	\$ 427	\$ 5,227
<b>WETLANDS</b>							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Employee Wages - Wetlands	\$ -	\$ -	\$ 38			
PE06-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ 491			
	<b>Total Wetlands</b>	\$ -	\$ -	\$ 528	\$ -	\$ -	\$ -
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	\$ 235,061	\$ 47,621	\$ 240,708	\$ 219,554	\$ 26,432	\$ 112,858
<b>PERSONNEL EXPENDITURES</b>							
PE01	Worker Compensation Insurance	\$ 16,035	\$ 20,382	\$ 20,382	\$ 16,000	\$ 16,144	\$ 18,725
PE02	Health Insurance ***	\$ 60,145	\$ -	\$ 25,247	\$ 58,780	\$ 5,748	\$ 21,349
PE03	Payroll Taxes	\$ 22,311	\$ 1,429	\$ 9,415	\$ 28,000	\$ 1,706	\$ 9,615
PE04	Processing Fees	\$ 1,400	\$ 113	\$ 573	\$ 1,400	\$ 117	\$ 639
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages	\$ 255,712	\$ 18,407	\$ 109,780	\$ 253,000	\$ 20,683	\$ 105,461
			\$ 40,331	\$ 165,397			
	<i>Distributed to Service Areas</i>		\$ (19,836)	\$ (118,955)			
	<b>TOTAL PERSONNEL</b>	\$ 361,603	\$ 20,495	\$ 46,442	\$ 363,180	\$ 44,397	\$ 155,789
<b>CAPITAL OUTLAY</b>							
CO04	Vrisimo Flail Mower (2015) **		\$ -	\$ 2,146	\$ 8,000		
CO04	John Deere Tractor w/loader & Bucket (2016)	\$ 72,157			\$ -		
	<b>TOTAL CAPITAL OUTLAY</b>	\$ 72,157	\$ -	\$ 2,146	\$ 8,000	\$ -	\$ -

**SADDLE CREEK COMMUNITY SERVICES DISTRICT**  
**FY 2016 MONTHLY BUDGET REPORT**  
**May 2016**

<u>Code</u>	Current Year - 2016			Prior Year - 2015		
	(Approved) FY 2016	(Expenditures) Month of May	(Expenditures) Year to Date	(Adjusted) FY 2015	(Expenditures) Month of May	(Expenditures) Year to Date - Prior Year
<b>STUDIES AND ASSESSMENTS</b>						
Landscape Design	\$ 12,000					
Pavement Assessment	\$ 15,000					
Financial Assessment	\$ 4,300					
<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	<b>\$ 31,300</b>					
<b>DEBT SERVICE</b>						
John Deere Financing	\$ 14,440	\$ 1,336	\$ 1,336			
<b>TOTAL DEBT SERVICE</b>	<b>\$ 14,440</b>	<b>\$ 1,336</b>	<b>\$ 1,336</b>			
<b>TOTAL EXPENSES</b>	<b>\$ 714,561</b>	<b>\$ 69,451</b>	<b>\$ 290,632</b>	<b>\$ 590,734</b>	<b>\$ 70,829</b>	<b>\$ 268,646</b>

*\*\*Mower purchased in 2015 traded in against a different mower in 2016. \$2146. is the difference in cost.*

*\*\*\* (From April) \$3606.72 Invoice for May coded to April in error. This is not a double payment. There will be zero expense in May.*

**PAYMENTS AND ASSESSMENTS RECEIVED**

<u>Assessment Income</u>				<u>Date Rec'd:</u>	<u>Amount:</u>
Payment No. 1:				<i>Note Only</i>	<i>FY 2013-14</i>
Payment No. 2:	up 2% from PY	\$ 233,489	\$ 233,489	\$ 228,910	\$ 311,982
Payment No. 3:				\$ 228,910	\$ 228,910
<b>Total Assessment Income</b>	<b>\$ 590,142</b>	<b>\$ 233,489</b>	<b>\$ 233,489</b>	<b>\$ 572,275</b>	<b>\$ 228,910</b>
<u>Reimbursement Income</u>					
<b>From:</b>	<b>For:</b>				
G. Hebard	Personal Portion of Travel		\$ 96		\$ 248
SDRMA	Gate Repairs				\$ 9,667
Castle & Cooke	Tractor/Equipment Repairs		\$ 7,364	\$ 1,357	\$ 1,357
Castle & Cooke	Golf Course Items		\$ 446		
<b>Total Reimbursement Income</b>		<b>\$ 19,500</b>	<b>\$ -</b>	<b>\$ 7,906</b>	<b>\$ 10,000</b>
<u>Other Income</u>					
From:	For:				
Castle & Cooke	Weed Abatement				
Lot Owners	Weed Abatement	\$ 1,750	\$ 1,750		
Lot Owners	Gate Openers/Cards	\$ 9	\$ 763		
Umpqua Bank	CD Interest	\$ 57	\$ 115		\$ 90
Calaveras County	Interest Received	\$ 247	\$ 247		\$ 284
Various	Ther Miscellaneous		\$ 100		\$ 205
SDRMA	Purch Card Program Rebate		\$ 342		
<b>Total Other Income</b>		<b>\$ 1,634</b>	<b>\$ 2,063</b>	<b>\$ 3,317</b>	<b>\$ 8,000</b>
<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>		<b>\$ 611,276</b>	<b>\$ 235,552</b>	<b>\$ 244,712</b>	<b>\$ 590,275</b>
<b>Net Income</b>		<b>\$ (103,285)</b>	<b>\$ 166,101</b>	<b>\$ (45,920)</b>	<b>\$ (459)</b>
<u>Other Financing Sources/Uses</u>					
John Deere Financing		\$ 72,157			
<b>REVENUE (OVER) EXPENDITURES</b>		<b>\$ (31,128)</b>	<b>\$ 166,101</b>	<b>\$ (45,920)</b>	<b>\$ (27,885)</b>

**Saddle Creek Comm Srvs District**  
**Check Detail**  
**May 2016**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
05/01/2016	1929	Kampa Community Solutions, LLC	(5,225.00)
05/02/2016	Auto Debit	Intuit Full Service Payroll	(113.00)
05/05/2016	1928	California State Disbursement Unit	(118.50)
05/05/2016	1927	COURT-ORDERED DEBT COLLECTIONS	(50.00)
05/05/2016	DD	DOLORES C BAKER	(426.74)
05/05/2016	DD	Gregory Hebard	(2,194.59)
05/05/2016	DD	HERNAN M HERNANDEZ	(1,049.13)
05/05/2016	DD	Ralph M. McGeorge	(1,495.60)
05/05/2016	DD	MICHELE L MENZIES	(124.34)
05/05/2016	DD	BRADLEY D NICKELL	(878.70)
05/05/2016	DD	CODY L PONDER	(967.63)
05/06/2016	1933	Deere Credit, Inc	(1,335.71)
05/11/2016		IRS	(2,603.04)
05/11/2016		CA EDD	(388.88)
05/17/2016	1934	VALLEY ENTRY SYSTEMS, INC.	(1,117.50)
05/17/2016	1935	Foothill Printing & Graphics	(510.59)
05/17/2016	1936	Ralph McGeorge	(36.86)
05/17/2016	1937	SDRMA-Health Ins.	(3,606.72)
05/17/2016	1938	Bank of the West	(15,515.54)
05/17/2016	1944	John Deere Financial	(215.88)
05/17/2016	1945	TIFCO Industries	(217.18)
05/20/2016	DD	DOLORES C BAKER	(248.74)
05/20/2016	DD	Gregory Hebard	(2,194.59)
05/20/2016	DD	HERNAN M HERNANDEZ	(1,036.67)
05/20/2016	DD	Ralph M. McGeorge	(1,495.60)
05/20/2016	DD	MICHELE L MENZIES	(79.12)
05/20/2016	DD	BRADLEY D NICKELL	(941.87)
05/20/2016	DD	CODY L PONDER	(840.90)
05/20/2016	1940	California State Disbursement Unit	(118.50)
05/20/2016	1941	COURT-ORDERED DEBT COLLECTIONS	(50.00)
05/25/2016		IRS	(2,533.93)
05/25/2016		CA EDD	(381.47)
05/26/2016	5092016	PG&E - 7193	(266.44)
			<u>(48,378.96)</u>



Draft  
SADDLE CREEK COMMUNITY SERVICES DISTRICT  
MINUTES FOR THE REGULAR MEETING OF THE BOARD  
OF DIRECTORS  
**May 17, 2016**

**CALL TO ORDER:**

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday May 17, 2016. President Russ called the meeting to order at 2:00 PM in the Members Lounge and led Directors and staff in the Pledge of Allegiance.

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

President	Sue Russ
Vice President	Lawrence Hoffman
Director	Ken Albertson
Director	Owen Bramlett

Staff: The following staff members were present:

General Manager/ Treasurer	Peter Kampa
Site Manager:	Greg Hubbard
Clerk	Michele Menzies

Members of the public were in attendance

Don Vezinaw
Lora Warner
Roger Golden

**CHANGES TO THE ORDER OF AGENDA:**

**PUBLIC COMMENT:** Expressed concern for the water and condition of the ponds as well as the Quail Trail. GM Kampa recommended the public review we will start doing small blog information to search for concerns of ponds, fire prevention etc. which will be coming soon, until then they are free to contact him.

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

- a. **Review of monthly financial report and approval of bills and claims or the month of April 2016.**
- b. **Approval of the minutes of the Regular Board Meeting of April 19, 2016.**

Motion by Director Hoffman and Second by Director Bramlett for approval of expenditures incurred by the district during the months of April and approval of the April 19, 2016 minutes. Motion passed unanimously.

### **Discussion and Action Items**

- a. Approval of appointment of a replacement Board member pursuant to the California Elections Code Section 1780 and District Notice of Vacancy posted on April 22, 2016.

Motion by Director Bramlett and Second by Director Albertson for approval of appointment of Darlene DeBaldo former Board Member, as the new Board member pursuant to the California Elections Code Section 1780 and District Notice of Vacancy posted on April 22, 2016. Motion passed unanimously.

- b. Consideration of adoption of a Fire Prevention Ordinance Code establishing property maintenance standards for vacant and developed parcels, and enacting a schedule of fees and charges for clearing of vegetation by the District and certain enforcement actions.

### **Background**

The District was approved on its creation to provide weed control and fire fuel break maintenance services in support of community fire protection. The District records do not show the creation of a property maintenance standard for weeds, or the Board adoption of a specific process for property owner notification or levying of fees for abatement of weeds and fire hazards.

In conducting the weed control services, District staff is entering onto private property and conducting mowing activities. We then charge a nominal fee for providing these services. When we bill property owners, and in many cases we are not paid for the work performed, and currently have no legal remedy requiring payment for the services. If we are comfortable receiving payment from only a portion of customers billed, then we can proceed by adopting an updated fee that covers the current cost of providing the service, and notifying/completing the work as we currently do.

If the Board wishes to employ a more effective fee system in terms of collectability, then the District must adopt a standard to which all property must be maintained, allow property owners to perform the maintenance themselves within an appropriate timeframe annually or upon notification, and establish a system for District inspection and completion of the lot clearing following District inspection, with appropriate fees to be charged for District conducted clearing. In this case, the process has many administrative steps including identification, notification, conducting public hearings, and levying the fee as primarily a punitive measure for property owners not maintaining their property to the District's fire safety standard.

One additional option for implementation of the lot mowing services and effective cost recovery is to propose the lot mowing service as an activity funded through an assessment or special tax. In this case, voters would be asked whether they want the District to clear vacant parcels as a consistent and convenient service,

funded through the tax with the tax revenue paying the cost to administer the program and complete the lot clearing services.

In summary, our lot mowing/fire protection services and requirements are currently “compliance voluntary” and therefore customers who authorize us to be on their property for mowing purposes may or may not pay the associated cost out of convenience. In order for the fee to be mandatory and collection of the fees certain, additional action is required by the Board. This item is on the Board’s agenda for input and direction, and included herein is language typical for a Fire Protection District in enacting mandatory fire protection regulations.

GM Kampa- Recommends the Board set a standards and look into expenses to create an accurate fee for mowing lots. We will need to have a public hearing and adopt an Ordinance. Board agrees with GM Kampa and would like to proceed forward.

- c. Review of the Saddle Creek Road Report and provide direction on the various funding mechanisms available to provide a source of revenue to fund long term road maintenance and improvements as identified in the report.

### **Background**

The District road report is still in development due to the difficulty in securing engineering contractors interested in performing the update of the road/pavement condition assessment. As discussed at the last Board meeting, we secured the services of a qualified Civil Engineer to update the report, with the expected report completion date for consideration at this meeting. I was notified last week by our consultant that the update report completion date is now estimated to be May 27, 2016. I will work closely with the consultant to ensure completion of the report by that date, and submittal of the final road report to the Board at our June 21, 2016 meeting.

Other than the continued deterioration of the road system, our primary reason for expediting completion of the road condition update report was to be able to submit a tax measure to the voters in the November 2016 election. We have engaged the services of NBS Government Financial Services to assist the District Board of Directors in determining the appropriate tax or assessment funding mechanism to be used to fund the necessary road improvements and maintenance work. NBS will also provide information with regard to the timing, schedule, process and probability of support for each of the types of potential funding mechanisms.

NBS expert Tim Seufert has prepared the attached presentation information and will be in attendance at the meeting to present the information and address our questions. The goal of the discussion is to determine the optimal funding solution, which will drive the upcoming related actions of the Board and staff in placing the funding measure before the voters or property owners. The final amount of revenue needed to be generated by the new tax or assessment will be calculated using the updated road repair and maintenance cost estimates provided in the updated pavement condition report. Considering the tax vehicle at this meeting will allow staff to be prepared with the appropriate actions of the Board at our June

21 meeting.

Following Board direction at this meeting on the appropriate tax vehicle and timing, staff will be evaluating the necessary ongoing expenditures for the current special tax, projected increases in administrative and overhead expenses related to providing road services. The estimated updated road repair and maintenance costs will then be evaluated and included in preparation for the June 21 meeting.

Tim Seufert presented his report and answered questions made by the public and Board pertaining to the Funding Assessment Report.

Director Hoffman recommends we create ad hoc-committee to make sure this goes forward. Appointed members of committee will be director Hoffman and Bramlett.

**STAFF REPORTS:**

Greg-Start mowing later this week and we will be doing mosquitos abatement for next 3 months. Regarding drought resistance medians we can reduce the lawn by 1/3 or 50% by using rocks and if Board wants to fund a test spot we can in September.

Peter Kampa-In June I'll be attending the General Management-Leadership Summit and then the CSDA Leadership Academy in July.

**DIRECTORS REPORTS:**

President Russ-None

Director Hoffman-None

Director Albertson-None

**ADJOURNMENT** – Having no further business, President Russ adjourned the meeting at 4:09 PM. CSD's next board meeting date is a special meeting to be held June 21, 2016.

---

Michele Menzies, CSD Clerk

---

Peter Kampa, GeneralManager

APPROVED BY:

---

Sue Russ, BoardPresident

V/President\_\_\_\_\_

SEAL

**RESOLUTION #16-\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT EXTENDING APPRECIATION TO KENT LAZARUS FOR HIS SERVICE ON THE BOARD OF DIRECTORS**

**WHEREAS**, Director Kent Lazarus was appointed to the Board of Directors of the Saddle Creek Community Services District on \_\_\_\_\_, where he diligently served until December 2015; and

**WHEREAS**, Director Lazarus (AKA Kent) spent significant time learning and researching the needs of the community and reflecting those in his actions on the Board; and

**WHEREAS**, Kent’s expertise and background in the realities of business was a significant benefit to the policy direction and management of the District; and

**WHEREAS**, Kent’s concern for the District was deep and he was diligent and constantly questioning to determine what surprises or unknown issues may be hiding around the corner; and

**WHEREAS**, Kent was respected for his cool demeanor and thoughtful discussions with the public and within the Board; and

**WHEREAS**, Kent served as a barometer for management during meetings, as you could always read the concern and question on Kent’s face to mean “can you please just give me the summary of that”.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Saddle Creek Community Services District does hereby extend its appreciation on behalf of the community to Director Kent Lazarus for his service on the Board of Directors.

**THE FOREGOING RESOLUTION** was introduced at a regular meeting of the Saddle Creek Community Services District held on March 15, 2016 and was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Sue Russ, President  
Board of Directors

---

Michele Menzies, Board Secretary



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**Date:** August 19, 2015

**Memo to:** Scott Thayer  
Senior Vice President  
Castle & Cooke (C&C)

**From:** Hardy Strozier, MPA, AICP  
Principal Planner  
The Planning Associates (TPA)

**Re:** Evaluation and Interpretation of ACOE and CDFW Entitlements for Castle and Cooke's Saddle Creek Golf Course located in Copperopolis, California

### **Introduction and Background**

This letter summarizes The Planning Associates evaluation and interpretation of state and federal entitlement agreements and permits for Castle & Cooke's Saddle Creek Golf Course located in Copperopolis, California.

The recent California extended drought has called into question what golf course elements, features, and mitigation areas require man-made irrigation and the types and duration of irrigation for each "element." Included in this discussion are explanations of regulations guiding the trimming or maintenance of vegetation in or near golf course water related elements.

The Saddle Creek Golf Course entitlement goes back some 17 years and beyond. Much local knowledge of the intended water uses on the golf course has been lost. In addition, much of the current usage of water on the golf course "elements" has been surmised by professionals, some correct, and some incorrect. This letter summarizes TPA's forensic investigation of the Saddle Creek Golf Course entitlements, including personal interviews and telephone discussions with professional real estate business staffs, consultants, and attorneys involved with the entitlement process. In addition, this letter illustrates the process in which TPA had collected primary entitlement documents for an independent assessment of the entitlement conditions, design, watering requirements, and maintenance of the golf course elements.



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### **TPA Qualifications**

The Planning Associates is a boutique planning firm experienced in entitlement permitting for major development projects including golf courses. TPA's staffs education and experience in urban planning and water resources planning has allowed the firm to coordinate with and permit various types of projects through the United States Army Corps of Engineers (ACOE), California Department of Fish and Wildlife (CDFW), California Regional Water Quality Control Boards (CRWQB) and the United States Fish and Wildlife Service (USFWS) for over 35 years. TPA has prepared numerous jurisdictional and wetlands habitat mitigation and monitoring programs. TPA is also familiar with both native and non-native landscape architecture, irrigation, and biological functions and values, including stream and lake morphology in and around golf courses. TPA manages many mitigation sites for various clients with expertise in golf course design, construction, environmental mitigation, and course management.

The language and graphics within the various entitlement documents for the Saddle Creek Golf Course in Copperopolis is not readily and easily understood by the layman, businessman or public official. This information may be unfamiliar due to their lack of interaction among biology, landscape architecture and the language art and common practice of the state and federal agencies. In fact, there is confusion among the interviewed professionals as to the history and intent of the resource agency agreements. In addition, there is a clear lack of understanding of the permits that govern the installation and operations of the existing and created mitigation features and elements in and around the Saddle Creek Golf Course. Overall, the current and past managers of both local governmental agencies with oversight authority and Castle & Cooke's past and present management staff are unclear on the exact direction provided by the entitlement documents.

### **Intent of this Study**

The intent of this study is to evaluate pertinent entitlement documents and answer questions on how the jurisdictional and non-jurisdictional natural and man-made elements (ponds, wetlands, creeks, marshes, detention basins), operate hydrologically within the Saddle Creek Golf Course, which are based on the reviewed entitlement documents. This report will provide and reference a short summary of facts and also provide the baseline data that allowed TPA to arrive at the below noted summary of conclusions. TPA has also tried to set out specific questions raised by the operator on the on-going monitoring and maintenance responsibilities between the Community Service District (CSD) and Saddle Creek Golf Course (SCGC).





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### **What are Jurisdictional Waters and Wetlands?**

To begin this discussion it is important to understand that not all state and federal jurisdictional waters are wetlands, but generally, all wetlands are jurisdictional waters. These various terms are defined in Environmental Protection Agency (EPA) and Army Corps of Engineers (ACOE) guidance. For example, a state or federal jurisdictional water element can be a relatively dry ephemeral desert stream. A wetland can be a pond, a Bog, or a marsh. Wetlands have certain defined characteristics in federal law and regulations. Wetlands must contain water or hydrology for a certain part or duration of the year. In addition, wetlands must have certain types of soil characteristics with dominant plants being water “loving” or obligate. A created wetland, such as within the Saddle Creek Golf Course, may not have all these characteristics, but may have functions equivalent to a natural wetland within the “human” managed biological systems on-site.

### **When can plant species trimming occur within state and federal jurisdictional areas?**

State and federal law do not prohibit trimming of vegetation in or near jurisdictional waters: ponds, streams, catchments, etc. Riparian vegetation naturally reestablishes easily near jurisdictional features following trimming. The only trimming limitation by law would be no trimming during the avian nesting season when birds have nearby active nests that could be disturbed by the trimming. Trimming is always permitted outside the bird nesting season and during the nesting season, trimming may occur with the advice of an on-site biologist to direct the trimming away from nesting birds. Habitat is not ordinarily protected by or through state and federal law. Rare or endangered plant species are not protected by federal law on private property. There are no rare or endangered species identified in any of the Saddle Creek Golf Course documents. Trimming and maintenance may be the subject of a Habitat Mitigation and Monitoring Plan. Trimming within established, created or restored jurisdictional riparian areas normally require periodic trimming and thinning of native and non-native habitat for maintaining beneficial wildlife use, and this is exactly the position of the Alexander plan for trimming and maintenance on every type of feature on SCGC (Alexander Page 2).

### **Summary of Conclusions**

1. The Saddle Creek Golf Course wetland, jurisdictional design and operational management “elements” are directed and governed by two (2) principal documents (Agreement and Permit), and two (2) state/federal agencies.
  - A. Corps of Engineers Nationwide Permit 26 No. 199100807, December 14, 1994.



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- B. California Department of Fish and Game (now CDFW) Stream or Lake Alteration Agreement, September 19, 1994.
2. The principal operational documents derived from the Corps permit that directs the form, function, and management of all wetland, jurisdictional elements, and credit and no credit features referenced in the Corps document and are herein relative order of importance:
- A. Saddle Creek Golf Club, Copperopolis California, Wetland Maintenance & Monitoring Plan by Ralph J. Alexander & Associates dated February 13, 1998.
  - B. Sierra Engineering Associates, LTD., Saddle Creek 1999 Record Drawing Wetland Mitigation Plan and Protected Area Exhibit Map for Wetlands U.S. Army Corps Permit NP 26-199100807.
  - C. Declaration of Restrictions, June 12, 1998.
  - D. Quality Control Agreement between Saddle Creek Golf Club, L.P, Castle & Cooke Saddle Creek, Inc., Saddle Creek Community Services District and Calaveras County Water District, February 10, 1994.
  - E. Water and Sewer Service Facilities Agreement between Calaveras County Water District and Cloudburst Partners, March 8, 1994.
  - F. The required annual mitigation and monitoring report(s) validate the implementation of the above 2A. and 2B. key documents.

### *Alexander and Sierra Engineering*

The Alexander and Sierra Engineering reports/mapping form the key management documents identifying and describing the operational characteristics and management guidance to the managers of the golf course. The Alexander and Sierra Engineering maps describe mitigation elements generally outside golf play areas that relate to the implementation actions found within the Corps and CDFW jurisdictional waters mitigation documents. The Alexander and Sierra Engineering plans are the key documents that must be followed by the Community Services District (CSD) and Saddle Creek Golf Course (SCGC) in the management of the “wetland” and other described mitigation elements on the golf course. The Declaration of Restrictions protective easements and covenants required by the Corps permit cite both the Alexander and Sierra Engineering documents for final direction to subsequent regulators (Corps and CDFW), or by the operation, maintenance and monitoring of the mitigation areas within the golf course (CSD and SCGC).

3. Not all jurisdictional “wetland” elements or features are required to be “wet” or irrigated year round. A clear distinction is made in the above documents (2A. and 2B.) between and among the following features and elements listed below.



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- A. Annual or perennial wetlands and plant life (biota) required to contain or receive water year round.
  - B. Seasonal ephemeral wetlands or grasslands, which only require hydration from winter rains, and not receiving water year round from man-made irrigation.
  - C. Storm water multi-function detention facilities (ponds/catchments) may contain some water at operator's discretion for aesthetic golf play purposes, but are permitted to dry or become low in water elevation, so that during the winter months they are designed to contain a certain volume of hydrologic storm "peaks" when the major storm(s) arrive, and thereby these hydrologic systems reduce storm water runoff leaving the site, benefiting the entire down-stream water quality related eco-system in the valley.
  - D. Golf course architectural features such as ponds, or catchments that may lie within defined jurisdictional easements, but are hydrated and maintained (cattail removals permitted) at the discretion of the golf course operator. These golf course landscape design features are sometimes called in the documents above as "no credit" areas and act more as golf course architectural features, as opposed to year round created and preserved natural wetland mitigation. "No credit" is the term given to features looking similar to a created wetland, but in the opinion of the regulatory agency(s) provides no biology/morphology mitigation credit for the impacts of the project construction on jurisdictional waters because they are integral to golf course play (Alexander Page3).
  - E. Golf course irrigation "itself" (tees, fairways, greens and grassed side slope areas) are a defined source of regular man-made and natural hydrology for the annual/perennial jurisdictional wetland basins, filter native grasses and ponds generally located off the golf course perimeter. A reduction in golf course irrigation, such as to the grassed side slopes, due to drought regulations or local water agency policies can affect the hydrology and biology of the ponds and the perimeter wetland grasslands that receive water flow from the intended golf course design. The "wetlands" systems on the golf course operate as a naturalized interrelated/integrated system taking and directing water from the golf course down slope into the ponds and filtered at the golf course and pond edges. These interrelated year round and ephemeral systems help retain water runoff "on site" so as not to or minimize golf course waters from entering into the main natural off-site jurisdictional areas of Littlejohns Creek.
4. Maintenance of all ponds, streams, wetlands, features, detention basins are required pursuant to various levels and types of maintenance for each mitigation and golf course feature. (Alexander Page 1, Section I, A.).



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- A. Included maintenance measures are weed control, trash removal, erosion control, pruning and appropriate water flow regimes, where applicable.
  - B. All planted areas shall be weeded to encourage the success of native plant material and to discourage ruderal or weedy species from establishing populations.
  - C. The removal of trash and fill in the wetlands areas shall be performed on a regular basis.
  - D. Pruning may be required to keep weedy vegetation, especially willows, from clogging the channels and access ways. Non-woody plants such as cattails may also need to have regular thinning to keep the cattails from “clogging” the wetlands and reducing wetland capacity.
  - E. If erosion is determined to be a problem, measures shall be taken to divert or slow runoff prior to replanting.
  - F. No-Credit Areas are wetland areas designated on the Wetlands Mitigation and Restoration Plans. These areas have been developed and planted as Wetland Areas; however, because of various resource agency determined factors, such as proximity to the golf course play areas, **these no-credit areas will be maintained, but not to the same strict standards as the preservation and mitigation wetland areas.** **“These no-credit areas will not be monitored by the CSD”** (Alexander, Page 3). The no-credit wetland areas vegetation will be periodically thinned for golf safety, golf playability and golf shot/play visibility. Please refer to the Alexander L-1 tables for wetland and pond areas receiving no acreage mitigation credit; example Pond J on Hole 8, and Pond F-1 on Hole 9 and 10. It is the intent of the Alexander management report on the No-Credit areas that the golf course superintendent will be the monitor and be responsible for the maintenance of the no-mitigation credit areas since these areas are primarily for golf play wetland-like elements, not regulatory agency permit/agreement mitigation.
5. Both the Alexander and Sierra Engineering, and Corps directed guidance management documents identify the following jurisdictional water element acreages and hydrology required outside the golf course perimeter:
- |  |                   |
|--|-------------------|
| A. Total Seasonal Wetlands (irrigated by winter rain only) | 5.41 acres        |
| B. Total Perennial Wetlands (year round irrigation)        | <u>3.60 acres</u> |
| <b>C. Total Wetlands:</b>                                  | <b>9.01 acres</b> |

Each golf course wetland area feature totaled above, (seasonal wetland, perennial wetland, and filter marsh), is detailed in both the Alexander and Sierra Engineering plans for approximately 25 ponds and 14 wetland features located on the golf course areas. Fifteen of these above noted ponds and features (from Alexander L-1) are no-credit mitigation/golf play areas and these no-credit areas



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or features do not factor or count into or for the total 9.01 resource agency approved and Alexander report memorialized mitigation acres.

The Planning Associates derived the definitions of 'Perennial' and 'Seasonal' systems requiring some form of natural or man-made irrigation from the Alexander and Sierra Engineering documents noted as:

- **Perennial** – a water source that is continuous throughout the entire year and man-made irrigation may or may not be required for the intended use of the water. Alexander further defines this irrigation term as: “Perennial wetland areas will have a natural or man-made year round flow depending on the terrain and will have a broad flow channel. Not all perennial ponds or features require irrigation” (Alexander L-1).

- **Seasonal** – a water source is intermittent or ephemeral based only on the storm events and time of year, usually the winter months. Seasonal elements or features on the golf course do not require man-made irrigation. Alexander further defines seasonal as: “Seasonal Wetland areas are similar to perennial areas but have a natural seasonal water flow and generally have a broader and flatter flow channel. Boulders are used as low dams in order to allow the spread of water flow. Seasonal wet ponds will not have a consistent year-round flow and gradually dry out during the summer” (Alexander L-1).

- Perennial plants in the Alexander plan are generally those native species, usually grasses, (which may die off during the winter months, but reappear during springtime), and which grow year round and are not normally required to be re-planted or require continuous irrigation and form the primary first down slope off the golf course water run-off filter element.

- All other features outside the tees, green and fairways (and rough), but within the golf play area will not require irrigation, such as “no-credit” creek, detention or pond features, but may be irrigated by the golf course operator at his/her discretion without CSD monitoring (Alexander Page 3, No Credit Areas).

### **TPA Saddle Creek Golf Course Aerial Exhibit 1**

The attached aerial Exhibit 1 produced by The Planning Associates, is a reproduction of Ralph Alexander and Associates Wetland Mitigation and Restoration Plan overlaid onto a 2015 Google aerial imagery. This exhibit highlights all 25 ponds in yellow and all 14 wetlands in blue, with the corresponding acreages of the wetland and no-credit areas displayed in the attached chart. Exhibit 1 confirms that all wetlands and ponds have been built and are existing today in the field. In addition, Exhibit 1 displays all fifteen existing golf course features that are not requiring year round irrigation or monitoring for wetland protection or mitigation. These golf course features also serve as receiving



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ponds which are ponds that receive overflow water from larger nearby ponds (Pond F-1) and emergency ponds (Pond E). This system is in place to protect the integrity of Littlejohns Creek from receiving potential contaminated water from the golf course. Finally, there is one dedicated detention basin, which serves the golf course (near Wetland C) at the corner of Oak Creek Drive and Knolls Drive. This detention basin does not need to sustain water year round.

### **Recommendations**

The above key documents noted in 2A. and 2B. are unintendedly complicated to understand and they do not lend themselves easily to a clear interpretation of the directed and narrow mitigation management of the jurisdictional and golf course play design elements (No-Credit). This written evaluation with the above Alexander key documents will not by itself permit a simple management course of action on a day to day basis. TPA recommends that a clearer 3<sup>rd</sup> "in house" management guide be developed to more easily permit the operations (trimming, irrigation, dredging, etc.) of the 25 ponds, 14 golf course features, storm water elements and no-credit areas. This recommended management document would be a simplified written and graphic depiction of operation areas broken down "hole by hole-feature by feature" according to the report direction provided by Sierra Engineering and Ralph Alexander, (1994). TPA understands from consultant interviews that this third level management document was previously recommended to C&C, but not prepared. This type of simplified document is a normal practice following issued technical permits and HMMP's and greatly benefits the on-going management of the mitigation resources and greatly reduces confusion among the regulator and land owner.

Meetings should also be immediately arranged for a short tutorial with verbal and written information in order to instruct the public and private "staffs" on the use of the recommended (Alexander, 1998) management "explanation" document to both the golf course superintendent and golf club manager along with the CSD manager, especially among their respective field representatives who's monitoring and maintenance "boots are on the ground." This meeting or series of meetings should include field inspections and field understandings of the direction from the Alexander/Sierra reports and plans on what elements require CSD monitoring and inspections and which elements are the sole responsibility of the golf course operators and owners. Copies of this report and all relevant documents should be placed on file with both public and private groups (C&C and CSD) in both hard copies and digital computer files to be used by both current and future personnel.

TPA recommends that golf holes with dying Bermuda grass areas be replaced with native grasses similar to golf play on PGA and U.S Open links courses. TPA can make recommendations to the golf course superintendent to determine which native grass can be implemented as a water saving and aesthetic approach to the California drought.





# The Planning Associates

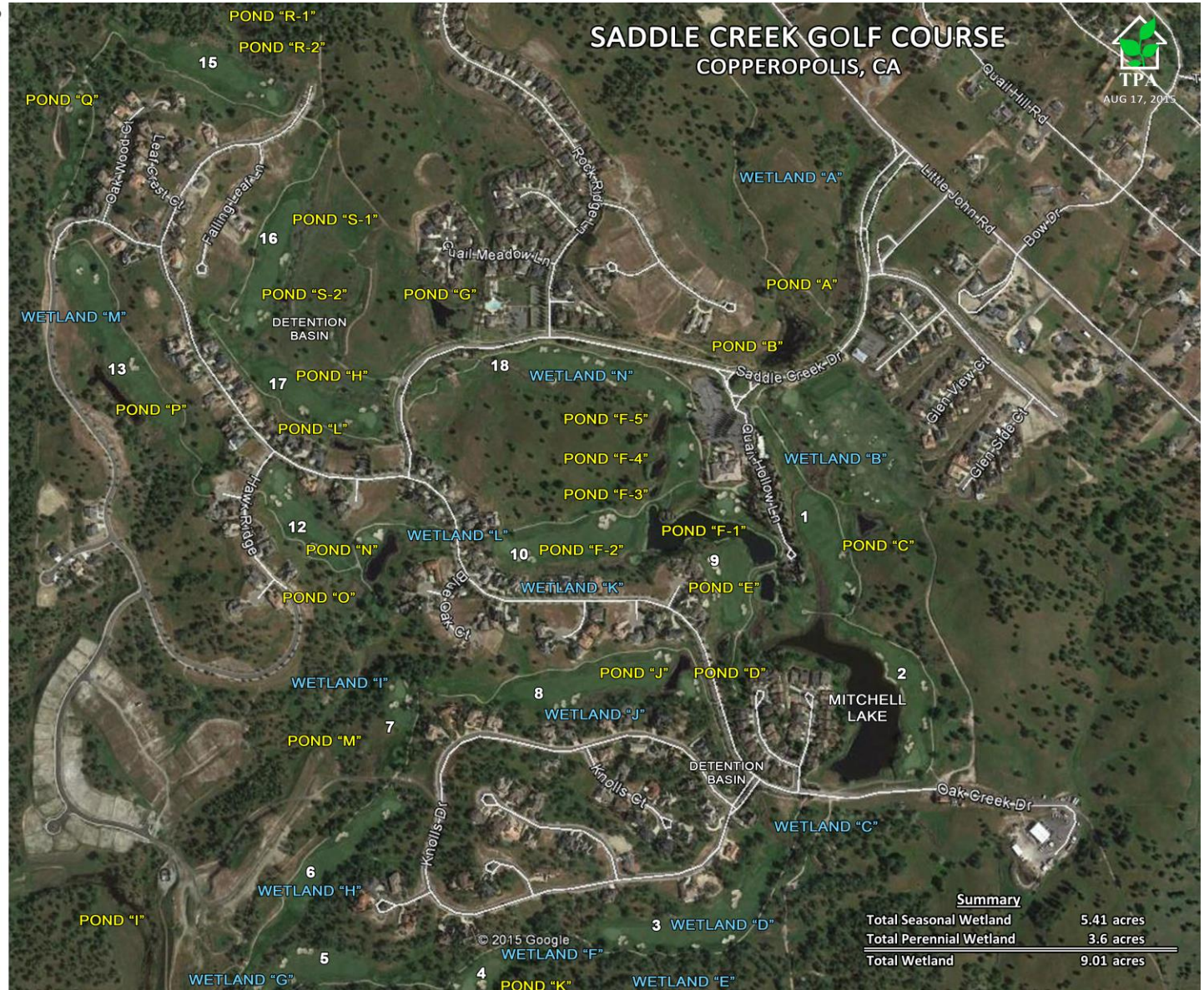
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## EXHIBIT 1

GOLF COURSE FEATURES THAT ARE NOT REGULATED IN THE CATEGORIES BELOW

Pond	Seasonal Wetland (Acres)	Perennial Wetland (Acres)	Filter Marsh (Acres)
A	0.16	0.31	0.05
B	0.21	0.55	0.38
C	0.1	0.19	-
D	🔵	-	-
E	🔵	-	-
F-1	🔵	-	-
F-2	0.08	0.12	-
F-3	0.03	0.08	-
F-4	0.05	0.15	-
F-5	0.06	0.18	-
G	0.1	0.65	0.09
H	0.11	-	0.02
I	🔵	-	-
J	🔵	-	-
K	0.09	0.16	0.03
L	🔵	-	-
M	0.1	-	-
N	-	-	-
O	🔵	-	-
P	🔵	-	-
Q	🔵	-	-
R-1	0.08	0.13	-
R-2	0.06	0.13	0.01
S-1	🔵	-	-
S-2	🔵	-	-
Mitchell	-	-	0.07
<b>Total</b>	<b>1.23</b>	<b>2.65</b>	<b>0.65</b>

Wetland	Seasonal Wetland (Acres)	Perennial Wetland (Acres)	Filter Marsh (Acres)
A	0.74	-	-
B	1	0.39	0.1
C	0.26	-	0.02
D	0.22	-	0.05
E	🔵	-	-
F	0.19	-	-
G	🔵	-	-
H	🔵	-	-
I	1.06	-	0.03
J	0.19	0.38	0.01
K	0.14	0.18	0.02
L	0.07	-	0.02
M	🔵	-	-
N	0.31	-	0.01
<b>Total</b>	<b>4.18</b>	<b>0.95</b>	<b>0.26</b>



**Summary**

Total Seasonal Wetland	5.41 acres
Total Perennial Wetland	3.6 acres
<b>Total Wetland</b>	<b>9.01 acres</b>



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**Date:** March 22, 2016

**Memo to:** Scott Thayer

**From:** Hardy Strozier BA, MPA, JD, AICP  
Megan MacKay BS, MS

**Re: Copperopolis Saddle Creek Golf Course Environmental Pond Water Measurements**

### **Introduction, Background and Summary**

The TPA assignment is to prepare a follow up study and report evaluation of water demand for the Saddle Creek Golf Course pond and environmental mitigation/water dependent elements. TPA previously provided a report dated August 19, 2015, researching and evaluating the “permit” requirements for water usage in the golf course environmental ponds and associated water elements. This previous report is attached. In order to better gauge the Saddle Creek Golf Course’s short and long term water demand needs, we have conducted research, and calculations of the pond’s and other water dependent element’s water usage throughout a 12 month period. The intent of this report is to allow the owner and public agencies responsible for water related mitigation to better plan, budget, and provide the necessary water for the golf course water elements required by various agency permits.

In this report we will be evaluating four different types of water elements; Ephemeral – these water elements are seasonal and will be dry or wet dependent on natural rainfall and not man made irrigation, Perennial – these water elements are annual and require man made irrigation to meet their permit required water levels, Hybrid – these water elements are both seasonal and annual, and a portion of the pond is required to remain hydrated while the remaining portion may be dry and fluctuate based on natural rainfall, Unregulated – these water elements are for golf play and aesthetic purposes, they can be dry or hydrated at the will of the Saddle Creek Golf Course and are unregulated by any public agency. Distinguishing these four types of water elements is critical in order to calculate the amount of water which is actually required for each pond according to the permits.

Our research, findings, and subsequent calculations provides the golf course with a total savings of 7,574,476 gallons (23.25 acre feet) of water annually. This savings provides a reduction of water use on the permit regulated and non- permit regulated features of over 50 % of irrigation water over a 12 month period. This irrigated water savings derives from no longer needing to provide water for the seasonal and unregulated water elements on the golf course during times of draught. The unregulated and seasonal elements are defined within the environmental permits and associated referenced management plan (See Alexander Plan Attached) for the Saddle Creek Golf Course.





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### **Pond Holding Capacities**

Pitto and Associates, the principal Civil Engineer on the Saddle Creek Golf Course project, created the original detailed civil engineering design for the golf course and its many water elements. Based on the original civil engineering course design Pitto and Associates provided us a Pond Detail Chart (Exhibit A), on this chart each of the golf course pond or water dependent element holding capacities in cubic feet were calculated and recorded. There are 26 ponds on the golf course and all were evaluated for water usage. Some of Pitto and Associates pond volume data was combined for several ponds noted in Exhibit A. For example, the volume for ponds F-2 and F-3 are combined with pond F-1 (See attached exhibit A for all combined pond information). While this combination makes it a bit more difficult to determine how much water is needed for certain individual ponds, we have estimated the individual pond amounts from this data, and determined it will not affect the estimate of overall water needs for the Saddle Creek Golf Course.

### **Pond Type Determination**

We then reviewed the memo "Evaluation and Interpretation of ACOE and CDFW Entitlements for Castle and Cooke's Saddle Creek Golf Course located in Copperopolis, California"(Permit Evaluation and Interpretation memo) written by TPA earlier this year (August 19, 2015). The Permit Evaluation and Interpretation memo (Exhibit B) distinguished what golf course elements, features, and mitigation areas required man-made irrigation and which areas only required water from natural sources i.e. rainfall. The report also identified unregulated ponds. The distinction between seasonal and perennial was made as follows:

*"Not all jurisdictional "wetland" elements or features are required to be "wet" or irrigated year round. A clear distinction is made in the above documents (2A<sup>1</sup> and 2B<sup>2</sup>.) between and among the following features and elements listed below.*

*A. Annual or perennial wetlands and plant life (biota) required to contain or receive water year round.*

*B. Seasonal ephemeral wetlands or grasslands, which only require hydration from winter rains, and not receiving water year round from man-made irrigation." (Permit Evaluation and Interpretation Memo August 19<sup>th</sup> 2015)*

Included in the Permit Evaluation and Interpretation memo is a graphic taken in part from the Golf Course Water Management Plan by Alexander and Associates (Exhibit B pg 9) which denotes the number of acres in each water dependent element that are Perennial, Seasonal, Hybrid, or Filter Marshes. As you will see in the chart, the four different water element types (Ephemeral, Perennial, Hybrid, and Unregulated) of water elements are all represented. For example Pond A is a Hybrid; with 0.16 acres seasonal, 0.31 acres perennial, and 0.05 acres

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<sup>1</sup> Saddle Creek Golf Club, Copperopolis California, Wetland Maintenance & Monitoring Plan by Ralph J. Alexander & Associates dated February 13, 1998.

<sup>2</sup> Sierra Engineering Associates, LTD., Saddle Creek 1999 Record Drawing Wetland Mitigation Plan and Protected Area Exhibit Map for Wetlands U.S. Army Corps Permit NP 26-199100807.



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filter marsh. Thus for Pond A only the 0.31 acres is required to hold water all year, the rest of the pond may fluctuate with natural rainfall.

### **Perennial Percentage Calculation**

In order to translate acreage of each pond into a tangible amount of water need, we decided to calculate a percentage of each of the ponds that is perennial, that is hydrated year around. Data regarding the surface area of each pond differed slightly between the Permit Evaluation and Interpretation memo and the Pond Detail Chart provided by Pitto and Associates, so first we calculated the area of each pond using the numbers from the Permit Evaluation and Interpretation memo which were gathered from the Alexander Management Plan, both of which are attached. We added the number of Seasonal (Ephemeral), Perennial, and Filter Marsh acres for each pond to get an area in acres for each pond.

As an example Pond A has:

$$\begin{array}{r} 0.16 \text{ seasonal acres} \\ 0.31 \text{ perennial acres} \\ + \quad 0.05 \text{ filter marsh acres} \\ \hline = \quad 0.52 \text{ acres total for Pond A} \end{array}$$

Then to find the percentage of each pond that is perennial we divided the individual pond's perennial acreage by the individual pond's total acreage and multiplied by 100%.

Continuing with Pond A as an example:

$$\frac{0.31 \text{ perennial acres}}{0.52 \text{ total acres}} \times 100\% = 60\% \text{ of Pond A is perennial}$$

We then calculated the baseline volume for each individual pond that would need to remain hydrated to meet the perennial required levels as required by the permits and management plan. The formula we used includes the percentage we calculated as described above as well as the volume data provided in the Pitto and Associates "Pond Detail Chart". For each pond we multiplied the individual pond's perennial percentage by the individual pond's volume in gallons.

Pond A for example:            55,000 gallons total volume for Pond A  
   60% of Pond A is perennial

55,000 gallons x 60 % = 33,000 gallons to hydrate the perennial portion of Pond A

We used this formula and approach for all the ponds that are regulated by the permit and management plan, of the 26 ponds 16 are regulated by permits and the management plan (the other 10 ponds are unregulated pursuant to the Alexander Management Plan). These amounts are shown in the Baseline Water Needs Chart (Exhibit C). The total number of gallons to meet the perennial holding capacities for all regulated water elements is 2,139,529. This calculation will serve as a baseline, but will not serve as our final number since it does not account for evaporation and ground seepage.



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### **Past Water Usage**

In the most recent past, it was thought that all of the ponds at Saddle Creek Golf Course had to be kept full. However, with last year's drought and CCWD's reduced water deliveries to the Golf Course (both raw water and treated water from their plant), the Community Services District ("CSD") responsible for maintaining the ponds, and Saddle Creek Golf Course were concerned that the lack of water could place the regulatory permits from the Army Corps of Engineers, the Water Board, and Fish and Wildlife in jeopardy of not being able to comply with the conditions of the various permits. However, through our research, we discovered that not all the ponds were to be treated equally; some were not to receive artificial water. As a result of the ponds being kept full, the third party company who maintains the golf course, Golf Maintenance Services ("GMS"), kept track of the date and the amount of water added to each pond at that time. The data that GMS kept not only accounted for each pond's holding capacity but evaporation and ground seepage as well. It is important to know while the water need numbers in Exhibit C are a place to start, Exhibit C does not take into account the data collected by GMS, and is more of a baseline holding capacity. Exhibit E however, does account for GMS's data, and calculates an increment of additional water needed to meet the permit required levels of water for each pond because of evaporation and seepage.

Golf Maintenance Services (GMS) was asked to review the historical golf course water demand data gathered throughout the year 2014. GMS provided to us the amount of water the golf course must add to each pond or water dependent element to keep it full throughout the year (Exhibit D). Again these amounts of water were added under the direction given to the golf course to keep all water elements full year round. The amounts of water in Exhibit D account for the elements holding capacity, evaporation loss, and pond water ground seepage. We had originally set out to calculate the evaporation and seepage rate for each pond, but found that the amount of water added in order to counter act those losses was a more efficient approach as GMS already had that data available.

### **Perennial Pond Water**

In order to determine a more accurate amount of water that each water element will require annually, we used the data provided by GMS and the perennial percentage (hydrated volume for each pond) we calculated earlier in this process. We multiplied the amount of added water to an individual water element provided by GMS in his chart (Exhibit D), by the percentage of an individual water element that is considered perennial.

For example:

In the year 2014, 1,849,671 gallons were added to Pond A to keep it full all year.  
We now know that only 60% of Pond A is required by permit to be hydrated.

1,849,671 gallons x 60%= 1,109,803 gallons needed to hydrate the perennial portion of Pond A



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This calculation produced a larger number than the calculations shown in Exhibit C because it is the amount of water that is needed to meet the permit required perennial levels of the individual ponds accounting for seepage and evaporation.

A wet or dry year would affect how much water would be added to the ponds to keep them at permit required levels. With more rain during a wet year less water would have to be added to each of the individual ponds to keep them at permit required levels. While the calculations shown in Exhibit E do not include a variable for rainfall, the calculation was done for the year 2014 which was particularly dry year. Since the calculation was done for a dry year we can assume that the amount of water needed for each pond could only be less than what is calculated in Exhibit E if it were a wetter year, with naturally occurring water entering the ponds.

This calculation or formula was used for all 16 of the permit regulated ponds, and provided us with the number of gallons required to keep the perennial portion of each of the 16 permit required ponds or other water dependent elements hydrated per the permit requirements year round. These calculations can be found in the Evaporation and Seepage Water Needs Chart (Exhibit E). This calculation eliminates man made irrigation from the Ephemeral portions of the golf course's water elements and accounts for water loss at each pond caused by evaporation and seepage giving us a more accurate number of gallons required for each water element.

In GMS's data there were several unregulated elements that were kept full year around. For the purpose of this report, because those elements are not required by permit to have water in them, we will be subtracting those water amounts and counting them as a water savings.

### **Water Savings**

In order to get the most accurate overall water savings required by the permit and management plan, we added up the number of gallons required to annually meet the required Perennial water levels of the different golf course mitigation features found in Exhibit E. This water total came to 7,403,463 gallons annually. In the past, the ponds and other water dependent features have required 14,977,939 gallons of water annually. Overall, providing man made irrigation water for just the Perennial portions of the ponds and not the Ephemeral portions or unregulated ponds will save approximately 7,403,463 gallons of water each year. This savings is about a 49% water use reduction annually.

### **Cost Savings**

Water provided by the Calaveras County Water District costs approximately \$182.65 per acre foot. We performed most of our calculations using gallons, but for cost we will convert gallons to acre feet:

Total # of gallons saved per year: 7,403,463 gallons  
# of gallons per acre foot: 325,851 gallons

$$\frac{7,403,463 \text{ gallons}}{325,851 \text{ gallons per acre foot}} = 22.72 \text{ acre feet}$$



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Using the calculated total savings in acre feet we calculated the total cost savings annually:

$$22.72 \times \$182.65 = \$4,149.81$$

Providing water for only the perennial portions of the regulated water elements will provide a savings of \$4,149.81 annually. The Evaporation and Seepage Water Usage Chart (Exhibit E) breaks down the water needs for each pond, and summarizes the total water needs required by permit for the Saddle Creek Golf Course. This analysis resulted in the savings of approximate 7.5 million gallons of water each year.



Pitto and Associate's Pond Detail Chart

Exhibit A

Lake	Location	Volume (cu ft)	Surface A(sq. ft.)	priority	Common Pests	Supplement Fill
A	1st entrance	7353	6,878	C	azolla, duckweed, primrose	no
B	2nd entrance	66,734	69,897	C	azolla, duckweed, primrose	no
C	behind dr range	?	18773	C	cattails	no
Mitch #2 (Mitchell Lake)					cattails, plank algae	no
D	right #9 ladies tee	574,992	262,877	A	azolla, duckweed, cattails	no
E	behind #9 ladies tee	20,092	9,329	C	azolla, duckweed, primrose, cattails, fila algae	no
F-1	Lodge (irrigation)	?	27,901	A	azolla, duckweed, primrose, fila algae	no (irrig fill)
F-2	waterfall	965,092	140,551	A	azolla, duckweed, primrose, fila algae	no (irrig fill)
F-3	right #10 gold tee	with F-1	1,546	B	azolla, duckweed, primrose, cattails, fila algae	no (irrig fill)
F-4	#27 green	with F-1	4,277	A	azolla, duckweed, primrose, fila algae	no (irrig fill)
F-5	#18 green	61,014	16,341	B	azolla, duckweed	yes
G	Sportscenter	with F-4	17,406	A	azolla, duckweed, plank algae	yes
H	left #17 green	141,722	41,872	A	primrose, cattails, fila algae	yes
I	right #17 green	2,523	3,881	X	(EVAPORATION POND)	no
J	#8 green	?	4,138	B	cattails	yes
K	left #4 green	78,481	17,626	A	azolla, duckweed, primrose, cattails, fila algae, plank algae	no
L	behind #5 green	90,261	15,874	A	azolla, duckweed, cattails, plank algae	yes
M	left #7 green	21,733	11,753	B	azolla, duckweed, cattails, fila algae	yes
N	#11 green	5,304	3,612	X	(EVAPORATION POND)	no
O	#12 tee	39,750	30,285	A	azolla, duckweed, cattails, fila algae, plank algae	no
P	#13	17,941	10,992	B	azolla, duckweed, cattails, fila algae	no
Q	#14	19,448	35,468	A	azolla, duckweed, fila algae, plank algae	yes
S-1	#16	6,577	12,039	A	azolla, duckweed, cattails, fila algae	yes
S-2	#16	?	31,552	A	azolla, duckweed, primrose, cattails, fila algae	yes
R-1	lower #15	with S-1	11,853	B	azolla, duckweed, primrose, fila algae	yes
R-2	upper #15	24,960	10,511	A	azolla, duckweed, primrose, cattails, fila algae	yes
DBK	Knolls retention basin	with R-1	15,000	A	azolla, duckweed, primrose, cattails, fila algae	no
		90,00				
		sq. ft. total	832,232			sq ft of supp fill
		acres	19.10541781			214,630
		sq ft of prior A	635,338			cu ft of supp fill
		sq ft of prior B	56,623			365,715
		sq ft of prior C	104,877			

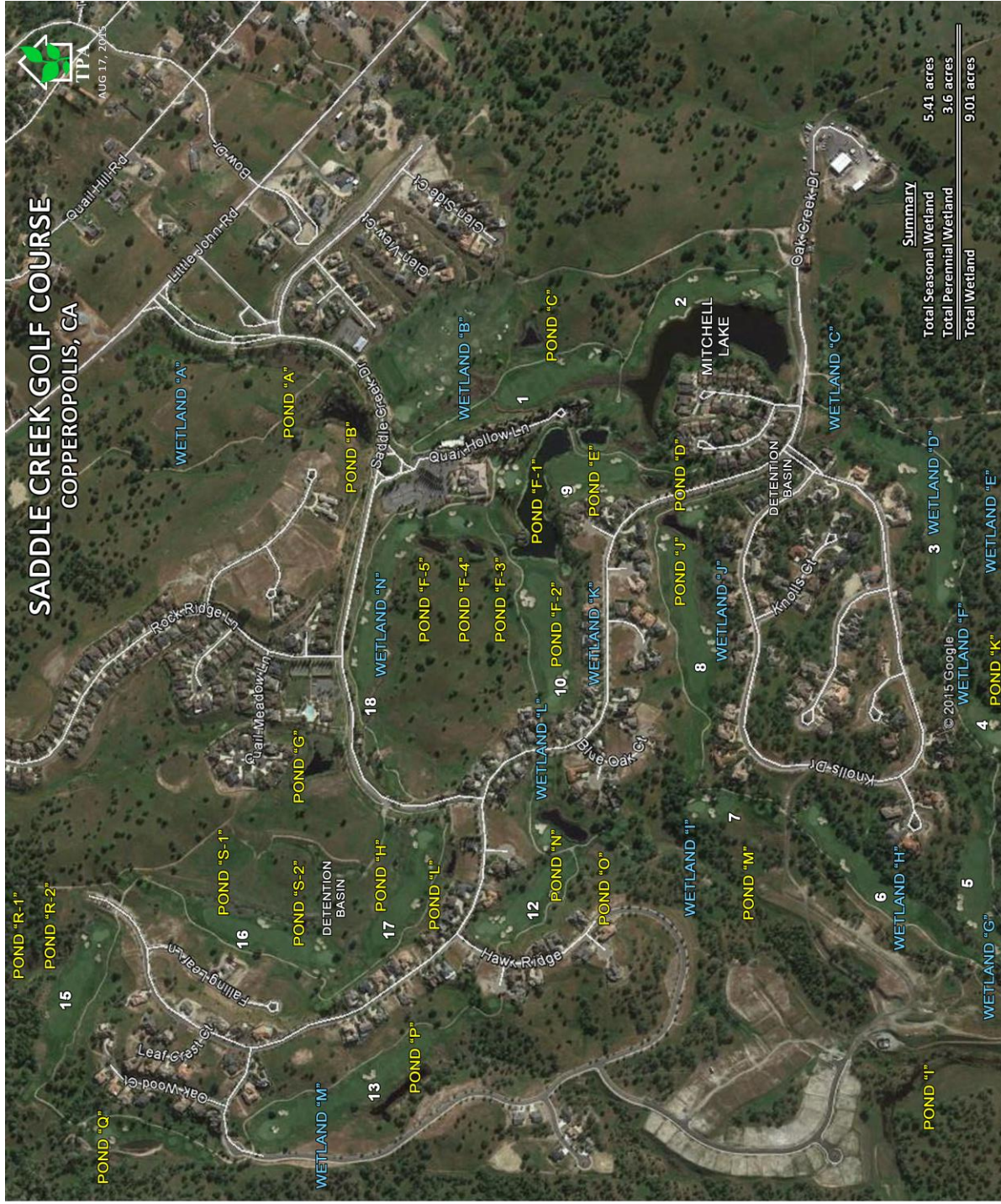




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GOLF COURSE FEATURES THAT ARE NOT REGULATED IN THE CATEGORIES BELOW

Pond	Seasonal Wetland (Acres)	Perennial Wetland (Acres)	Filter Marsh (Acres)
A	0.16	0.31	0.05
B	0.21	0.55	0.38
C	0.1	0.19	-
D	0	-	-
E	0	-	-
F-1	0	-	-
F-2	0.08	0.12	-
F-3	0.03	0.08	-
F-4	0.05	0.15	-
F-5	0.06	0.18	-
G	0.1	0.65	0.09
H	0.11	-	0.02
I	0	-	-
J	0	-	-
K	0.09	0.16	0.03
L	0	-	-
M	0.1	-	-
N	-	-	-
O	0	-	-
P	0	-	-
Q	0	-	-
R-1	0.08	0.13	-
R-2	0.06	0.13	0.01
S-1	0	-	-
S-2	0	-	-
Mitchell	-	-	0.07
<b>Total</b>	<b>1.23</b>	<b>2.65</b>	<b>0.65</b>



Category	Area (Acres)
Total Seasonal Wetland	5.41 acres
Total Perennial Wetland	3.6 acres
<b>Total Wetland</b>	<b>9.01 acres</b>

Copperopolis Saddle Creek Golf Course  
Baseline Water Needs Chart

Exhibit C

Pond	Volume (cu ft)	Volume (Acre feet)	Volume (Gallons)	Area (Acres)	% of Pond that is Perennial	# of Gallons needed to meet perennial holding capacity
A	7,353	0.17	55,000	0.52	60%	33,000
B	66,734	1.53	499,170	1.14	48%	239,602
C	?			0.29	66% ?	
D	20,092	0.46	150,288		Unregulated	0
E					Unregulated	0
F-1	965,092	22.16	7,218,888		Unregulated	0
F-2	10,615 (of F-1)	0.24	79,400	0.20	60%	47,640
F-3	28,953 (of F-1)	0.66	216,568	0.11	73%	157,504
F-4	61,014	1.40	456,385	0.20	75%	342,289
F-5				0.24	75%	Part of F-5
G	141,722	3.25	1,060,081	0.84	77%	816,262
H	2,523	0.06	18,872	0.13	Seasonal	0
I					Unregulated	0
J	78,481	1.80	587,038		Unregulated	0
K	90,261	2.07	675,152	0.28	57%	384,837
L	21,733	0.50	162,563		Unregulated	0
M	5,304	0.12	39,674		Seasonal	0
N	39,750	0.91	297,330			0
O	17,941	0.41	134,199		Unregulated	0
P	19,448	0.45	145,471		Unregulated	0
Q	6,577	0.15	49,196		Unregulated	0
R-1	24,960	0.57	186,701	0.41	63%	118,396
R-2 (part of R-1)						Part of R-1
S-1					Unregulated	0
S-2 (part of S-1)						Part of S-2
Mitchell				0.07	Seasonal	0

**Total # of Gallons to meet the perennial holding capacities of permit and management plan regulated water elements: 2,139,529 \***

? Data was unavailable in the Mr. Pitto Pond Detail Chart (Exhibit A)

\* This number is a baseline measurement, it does not account for any loss of water due to evaporation or ground seepage.



## Pat Smyth Annual Water Data

**Ponds**

- A-** 1,849,671 gallons
- B-** 3,435,430 gallons
- C-** Never needs to be filled
- D-** 149,531 gallons
- F-2-** 70,893 gallons
- F-3-** Never needs to be filled
- F-4-** 482,354 gallons
- F-5-** 892,593 gallons
- G-** 2,059,072 gallons
- H-** Never filled (Seasonal)
- I-** Never filled (Seasonal)
- J-** 298,962 gallons
- K-** 1,008,071 gallons
- L-** 605,686 gallons
- M-** Seasonal
- N-** Never needs water
- O-** Never needs water
- P-** 231,976 gallons
- Q-** 714,522 gallons
- R-1 & R-2** – 1,593,988
- S-1 & S-2** – 1,185,190

**Wetlands**

We only supplement Wetlands **J** and **K** for a total of 400,000 gallons per year. 200,000 per wetland, the rest are seasonal or stay full and don't require supplemental fill.

**Total gallons for Ponds and Wetlands: 15,166,778 gallons**

Copperopolis Saddle Creek Golf Course  
Evaporation and Seepage Water Needs Chart

Exhibit E

Pond	Volume (cu ft)	Volume (Acre feet)	Volume (Gallons)	Area (Acres)	Water Added Anually (Gallons)	% of Pond that is Perennial	Water needed to meet perennial required water level (Gallons)
A	7,353	0.17	55,000	0.52	1,849,671	60%	1,109,803
B	66,734	1.53	499,170	1.14	3,435,430	48%	1,649,006
C				0.29	Never needs irrigation	66%	0
D	20,092	0.46	150,288		149,531	Unregulated	0
E						Unregulated	0
F-1	965,092	22.16	7,218,888			Unregulated	0
F-2			0	0.20	70,893	60%	42,536
F-3			0	0.11	Never needs irrigation	73%	0
F-4	61,014	1.40	456,385	0.20	482,354	75%	361,766
F-5				0.24	892,593	75%	669,445
G	141,722	3.25	1,060,081	0.84	2,059,072	77%	1,585,485
H	2,523	0.06	18,872	0.13	Seasonal	Seasonal	0
I						Unregulated	0
J	78,481	1.80	587,038		298,962	Unregulated	0
K	90,261	2.07	675,152	0.28	1,008,071	57%	574,600
L	21,733	0.50	162,563		605,686	Unregulated	0
M	5,304	0.12	39,674		Seasonal	Seasonal	0
N	39,750	0.91	297,330		Never needs irrigation		0
O	17,941	0.41	134,199		Never needs irrigation	Unregulated	0
P	19,448	0.45	145,471		231,976	Unregulated	0
Q	6,577	0.15	49,196		714,522	Unregulated	0
R-1	24,960	0.57	186,701	0.41	1,593,988	63%	1,010,822
R-2 (part of R-1)							
S-1					1,185,190	Unregulated	0
S-2 (part of S-1)							
Mitchell				0.07	Seasonal	Seasonal	0

<b>Total Gallons Supplemented for Ponds:</b>	<b>Total Gallons Supplemented for Perennial Parts of Ponds:</b>
14,577,939	7,003,463

Wetlands J and K		400,000	400,000
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**Total Water in Gallons Needed to keep all Ponds and Wetlands full Annually:**

**Gallons Needed for Perennial Parts of regulated Ponds and Wetlands Annually:**

**14,977,939**

**7,403,463**

\* Providing water for just the perennial parts of the ponds will account for a savings of 7,574,476 gallons of water annually