

REGULAR BOARD MEETING AGENDA
July 17, 2018 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 June 2018.
- b. Approval of the minutes from the Regular Board Meeting held June 19, 2018.

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. Discussion and action related to the Drought Tolerant Landscape Project scope of work and schedule as recommended by the Landscape Advisory Committee
- b. Adoption of a resolution establishing the Measure A Special Tax rates for 2018/19 and authorizing the General Manager to certify and submit the special tax rolls to Calaveras County

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: Update on the 2018 Road Improvement Project
- 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

June 30, 2018

Saddle Creek Comm Srvs District
Unaudited Treasurer's Report
June 2018

Statement of Cash Flows

For the 12 Months Ending June 30, 2018

	Umpqua Bank Checking	2018 Road Improvement Project	Calaveras Co Fund 2188	LAIF	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	157,926		316							158,242
Adjustments to reconcile Net Income to Net Cash provided by Operations:										-
1200 Accounts Receivable	(8,025)									(8,025)
2000 Accounts Payable	(15,964)									(15,964)
2040 CSDA Bank of the West MC	(23,453)									(23,453)
2050 Umpqua CSDA Visa	14,395									14,395
2070 John Deere Open Account	(184)									(184)
2100 Payroll Taxes Payable	412									412
2150 Accrued Payroll	3,874									3,874
Other Current Payables	368									368
Net cash provided by operating activities	129,349		316	-	-	-	-	-	-	129,665
INVESTMENT ACTIVITIES										
Cash Provided by investment earnings					98	25	25	118	119	386
Cash Transfers	26,790			100,000	(26,243)	(25,213)	(25,213)	(25,253)	(25,254)	(387)
FINANCING ACTIVITIES										
2600 Series 2018 Installment Sale	700,000									700,000
	(700,000)	700,000								-
Net cash increase for period	156,139	700,000	316	100,000	(26,145)	(25,188)	(25,188)	(25,135)	(25,135)	829,664
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	538,239	700,000	316	100,000	-	-	-	-	-	1,338,555

Saddle Creek Comm Srvs District
Unaudited Treasurer's Report
June 2018

Cash Flow Projection

	FY 2017-18			FY 2018-19						
	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Jan-2019	Feb-2019	Mar-2019
Beginning Checking Account Balance	\$ 1,318,189	\$ 538,239	\$ 456,012	\$ 419,512	\$ 337,012	\$ 272,812	\$ 208,812	\$ 144,812	\$ 80,812	\$ 580,837
Deposits										
Assessments			\$ 46,000						\$ 564,025	
Other Income	\$ 495									
Series 2018 Installment Sale	\$ -									
Disbursements										
Paychecks	\$ 21,508 (1)	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Payroll Taxes	\$ 7,231 (2)	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Checks Written										
Other Operating & Admin Costs	\$ 27,291	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
Variable Costs-Repairs & Replacements	\$ 1,228 (3)									
Property Liability Insurance	\$ 10,169									
Worker's Comp Insurance										
Capital Outlay	\$ 2,500 (6)									
Projects Costs										
Human Resources Practioners	\$ -									
Willdan		(7) \$ 8,639	\$ 8,000	\$ 8,000						
NBS		\$ 1,089	\$ 2,000	\$ 2,000						
SDFA (Road Construction Loan)		(4)								
Landscape Architect & Survey	\$ 6,125 (5)	\$ 8,000	\$ 8,000	\$ 8,000						
Credit Card Payments	\$ 8,100	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$ 1,971	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,200	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Transfers Out	\$ 700,000									
Cleared check dated next month	\$ (5,678)									
Total Disbursements	\$ 780,445	\$ 82,227	\$ 82,500	\$ 82,500	\$ 64,200	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000
Ending Checking Account Balance	\$ 538,239	\$ 456,012	\$ 419,512	\$ 337,012	\$ 272,812	\$ 208,812	\$ 144,812	\$ 80,812	\$ 580,837	\$ 516,837

Check \$ -

- (1) Includes outstanding check
- (2) 40% based on Jan Actual
- (3) Per G. Hebard
- (4) If funded April 15, 2018 - payments begin April 15, 2019; No loan fees are paid by the District
- (5) Prelim Design \$25K, Survey \$5K; \$2K contingency
- (6) 2017-18 Generator; 2018-19 Proposed Budget \$31.5K not included in these months
- (7) Remainder of \$61K contract

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

SADDLE CREEK COMMUNITY SERVICES DISTRICT
 FY 2017-18 MONTHLY BUDGET REPORT ANALYSIS
 June 2018

		ACTUALS			BUDGET		
		Last Year Jul-Jun	This Year Jul-Jun	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
<u>ADMINISTRATION</u>							
OE01	Audit Expense	\$ 7,500		\$ (7,500)	\$ 7,800	\$ 7,800	100%
OE02	Accounting & Bookkeeping	\$ 372	\$ 447	\$ 75	\$ 551	\$ 104	19%
OE02-1	Parcel Tax Implementation	\$ 19,079	\$ 4,475	\$ (14,603)	\$ 4,250	\$ (225)	-5%
OE03	Advertising	\$ 545	\$ 906	\$ 361	\$ 397	\$ (509)	-128%
OE04	Legal Expenses	\$ 200	\$ 750	\$ 550	\$ 1,575	\$ 825	52%
OE05	Management Fees	\$ 64,346	\$ 67,328	\$ 2,982	\$ 68,775	\$ 1,447	2%
OE06	Insurance (Property Loss/Liability)	\$ 8,141	\$ 10,430	\$ 2,288	\$ 8,925	\$ (1,505)	-17%
OE07	Miscellaneous/Contingency	\$ 2,014	\$ 4,576	\$ 2,563	\$ 8,000	\$ 3,424	43%
OE08	Professional Development (Travel/Training)	\$ 7,772	\$ 11,734	\$ 3,961	\$ 8,925	\$ (2,809)	-31%
OE09	Dues, Certifications & Subscriptions	\$ 3,477	\$ 7,656	\$ 4,178	\$ 6,200	\$ (1,456)	-23%
OE10	Uniform Expenses	\$ 2,389	\$ 2,692	\$ 303	\$ 2,310	\$ (382)	-17%
OE11	Electric Power/Water/Sewer	\$ 5,519	\$ 7,789	\$ 2,270	\$ 9,405	\$ 1,616	17%
OE12	Telephone/Internet Service	\$ 5,497	\$ 6,311	\$ 814	\$ 6,405	\$ 94	1%
OE14	Office Supplies/Postage	\$ 4,370	\$ 6,230	\$ 1,860	\$ 5,250	\$ (980)	-19%
OE15	Office Equipment Repair/Replacement	\$ 4,711	\$ 5,916	\$ 1,206	\$ 6,000	\$ 84	1%
OE21	Office Equipment Lease	\$ -	\$ 2,187	\$ 2,187	\$ 2,000	\$ (187)	-9%
OE26	County Fees/LAFCO	\$ 6,044	\$ 9,642	\$ 3,597	\$ 6,825	\$ (2,817)	-41%
OE30	Reimbursable Maint/Repair Expense	\$ 12,446	\$ 4,352	\$ (8,095)	\$ 7,000	\$ 2,648	38%
	Castle & Cooke Subsidized Expenses	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	100%
OE41	HR Consultant	\$ -	\$ 4,800	\$ 4,800	\$ 6,000	\$ 1,200	20%
PE03-1	Payroll Taxes - Administration	\$ 5,434	\$ 9,625	\$ 4,191	\$ -		
PE06-1	Employee Wages - Administration	\$ 63,711	\$ 114,814	\$ 51,102	\$ -		
	Total Administration	\$ 223,568	\$ 282,659	\$ 59,091	\$ 286,593	\$ 127,174	44%
				\$ -		\$ -	
				\$ -		\$ -	
<u>COMMON AREAS</u>							
OE16	Gate Maintenance & Opener Purchase	\$ 10,170	\$ 16,672	\$ 6,502	\$ 17,500	\$ 828	5%
OE18-1	Landscape Supplies & Repairs	\$ 20,730	\$ 28,610	\$ 7,880	\$ 25,000	\$ (3,610)	-14%
OE18-3	Landscape Equipment Gas & Oil	\$ 4,669	\$ 5,216	\$ 546	\$ 5,250	\$ 34	1%
OE18-4	Landscape Equipment Repair/Replacement	\$ 19,427	\$ 16,632	\$ (2,795)	\$ 17,500	\$ 868	5%
	Payroll Taxes - Common Areas	\$ 11,268	\$ 11,927	\$ 660	\$ -		
PE06 -2	Employee Wages - Common Areas	\$ 138,767	\$ 147,017	\$ 8,250	\$ -		
	Total Common Areas	\$ 205,031	\$ 226,074	\$ 21,043	\$ 65,250	\$ (1,879)	-3%

SADDLE CREEK COMMUNITY SERVICES DISTRICT
 FY 2017-18 MONTHLY BUDGET REPORT ANALYSIS
 June 2018

	ACTUALS			BUDGET		
	Last Year Jul-Jun	This Year Jul-Jun	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
FIRE PROTECTION						
			\$ -			
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	
PE03-3	Payroll Taxes - Fire Protection	\$ 355	\$ -	\$ (355)	\$ -	
PE06-3	Employee Wages - Fire Protection	\$ 4,636	\$ -	\$ (4,636)	\$ -	
	Total Fire Protection	\$ 4,990	\$ -	\$ (4,990)	\$ -	
MOSQUITO ABATEMENT						
			\$ -			
OE22-1	Mosquito Control Products	\$ 19,948	\$ 16,946	\$ (3,001)	\$ 15,225	\$ (1,721) -11%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 2,387	\$ 3,730	\$ 1,343	\$ 3,150	\$ (580) -18%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 8,335	\$ 7,151	\$ (1,184)	\$ 11,550	\$ 4,399 38%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,427	\$ 9,250	\$ 3,823	\$ 5,250	\$ (4,000) -76%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 1,337	\$ 1,038	\$ (299)		
PE06-4	Employee Wages - Mosquito Abatement	\$ 17,274	\$ 13,356	\$ (3,918)		
	Total Mosquito Abatement	\$ 54,709	\$ 51,472	\$ (3,237)	\$ 35,175	\$ (1,903) -5%
STREETS						
			\$ -		\$ -	
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 21,150	\$ 15,161	\$ (5,989)	\$ 14,175	\$ (986) -7%
PE03-5	Payroll Taxes - Streets	\$ 296	\$ 341	\$ 45	\$ -	
PE06 -5	Employee Wages - Streets	\$ 3,372	\$ 4,279	\$ 907	\$ -	
	Total Streets	\$ 24,818	\$ 19,782	\$ (5,036)	\$ 14,175	\$ (986) -7%
WETLANDS						
			\$ -		\$ -	
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	
PE03-6	Payroll Taxes - Wetlands	\$ 93	\$ -	\$ (93)	\$ -	
PE06-6	Employee Wages - Wetlands	\$ 1,165	\$ -	\$ (1,165)	\$ -	
	Total Wetlands	\$ 1,258	\$ -	\$ (1,258)	\$ -	
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (247,708)	\$ (302,398)	\$ (54,690)		
	TOTAL SERVICES & SUPPLIES	\$ 266,667	\$ 277,588	\$ 10,921	\$ 401,193	\$ 122,405 31%
PERSONNEL COSTS						
			\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 19,120	\$ 12,407	\$ (6,713)	\$ 22,237	\$ 9,830 44%
PE02	Health Insurance	\$ 55,232	\$ 42,000	\$ (13,232)	\$ 66,101	\$ 24,101 36%
PE03	Payroll Taxes	\$ 19,326	\$ 23,434	\$ 4,108	\$ 28,517	\$ 5,083 18%
PE04	Processing Fees	\$ 1,350	\$ 1,420	\$ 70	\$ 1,400	\$ (20) -1%
PE05	Directors Stipend	\$ 5,900	\$ 5,600	\$ (300)	\$ 6,000	\$ 400 7%
PE06	Employee Wages	\$ 228,926	\$ 279,466	\$ 50,541	\$ 326,653	\$ 47,187 14%
	TOTAL PERSONNEL COSTS	\$ 329,854	\$ 364,328	\$ 34,474	\$ 450,908	\$ 249,180 55%

SADDLE CREEK COMMUNITY SERVICES DISTRICT
 FY 2017-18 MONTHLY BUDGET REPORT ANALYSIS
 June 2018

	ACTUALS			BUDGET		
	Last Year Jul-Jun	This Year Jul-Jun	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
			\$ -			
EQUIPMENT OUTLAY			\$ -			
CO01 (1) Cart & (1) Fogger		\$ 28,960	\$ 28,960	\$ 29,000	\$ 40	0%
CO04 Cart - Mosquito Abatement <i>Dec-16</i>	\$ 16,924		\$ (16,924)		\$ -	
TOTAL CAPITAL OUTLAY	\$ 16,924	\$ 28,960	\$ 12,036	\$ 29,000	\$ 40	0%
CAPITAL OUTLAY/STUDIES/ASSESEMENTS			\$ -			
OE53-2 Landscape Design		\$ 6,125	\$ 6,125	\$ 32,000	\$ 25,875	81%
OE53-1 Landscape Improvements	\$ 67,242	\$ 35,927	\$ (31,315)	\$ 80,000	\$ 44,073	55%
OE17-2 Road Improvement (Incl. \$15K Contingency)	\$ -	\$ 1,480	\$ 1,480	\$ 115,000	\$ 113,520	99%
OE17-1 Road Project Management (Willdan)	\$ -	\$ 46,877	\$ 46,877	\$ 43,000	\$ (3,877)	-9%
OE17-2 Storm Drains	\$ 6,869	\$ 48	\$ (6,820)			
TOTAL STUDIES & ASSESSMENTS	\$ 74,111	\$ 90,457	\$ 16,346	\$ 258,000	\$ 179,591	70%
DEBT SERVICE			\$ -			
OE20 John Deere Financing	\$ 16,029	\$ 16,029	\$ -	\$ 16,100	\$ 71	0%
TOTAL DEBT SERVICE	\$ 16,029	\$ 16,029	\$ -	\$ 16,100	\$ 71	0%
			\$ -		\$ -	
TOTAL EXPENSES	\$ 703,584	\$ 777,361	\$ 73,777	\$ 1,155,201	\$ 732,999	63%
PAYMENTS AND ASSESSMENTS RECEIVED						
<u>Assessment Income</u>						
Pymt No. 3: (5%) Aug 2017 (FY17)	\$ 29,186	\$ 29,983	\$ 797	\$ 46,222	\$ 16,239	
Pymt No. 1: (55%) Feb 2018 (FY18)	\$ 327,472	\$ 508,738	\$ 181,266	\$ 508,446	\$ (292)	
Pymt No. 2: (40%) May 2018 (FY18)	\$ 237,948	\$ 370,308	\$ 132,359	\$ 369,779	\$ (529)	
Total Assessment Income	\$ 594,606	\$ 909,029	\$ 182,063	\$ 924,447	\$ 15,418	
<u>Reimbursement Income</u>						
Total Reimbursement Income	\$ 8,187	\$ 8,467	\$ 280	\$ 7,000	\$ (1,467)	
<u>Other Income</u>						
Total Other Income	\$ 3,347	\$ 18,107	\$ 14,760	\$ 6,400	\$ (11,707)	
TOTAL PAYMENTS & ASSESSMENTS	\$ 606,141	\$ 935,603	\$ 329,462	\$ 937,847	\$ 2,244	
Net Income	\$ (97,443)	\$ 158,242	\$ 255,685	\$ (217,354)	\$ 161,490	

Budgeted Deficit for
 \$100K in Landscape & Road planning/Design \$158K

Saddle Creek Comm Srvs District

UNAUDITED BALANCE SHEET

As of June 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	538,239
1001 2018 Road Improvement Project	700,000
1020 Cash - Fund 2188	316
1040 Local Agency Investment Fund (LAIF)	100,000
Total Bank Accounts	\$1,338,555
Accounts Receivable	
1200 Accounts Receivable	8,025
Total Accounts Receivable	\$8,025
Total Current Assets	\$1,346,580
Fixed Assets	
1500 Capital Assets	13,127,405
1600 Accumulated Depreciation	(851,858)
Total Fixed Assets	\$12,275,547
TOTAL ASSETS	\$13,622,127
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	18,345
Total Accounts Payable	\$18,345
Credit Cards	
2050 Umpqua CSDA Visa	14,503
Total Credit Cards	\$14,503
Other Current Liabilities	\$13,688
Total Current Liabilities	\$46,536
Long-Term Liabilities	
2500 Lease Payable - John Deere	63,334
2600 Series 2018 Installment Sale	700,000
Total Long-Term Liabilities	\$763,334
Total Liabilities	\$809,871
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Retained Earnings	455,220
Net Income	158,242
Total Equity	\$12,812,257
TOTAL LIABILITIES AND EQUITY	\$13,622,127

Saddle Creek Comm Svcs District

2040 CSDA Bank of the West MC, Period Ending 06/28/2018

RECONCILIATION REPORT

Reconciled on: 07/08/2018

Reconciled by: Dolores Baker

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

Summary

USD

Statement beginning balance.....	3,688.09
Charges and cash advances cleared (3).....	1,164.55
Payments and credits cleared (1).....	-3,688.09
Statement ending balance.....	<u>1,164.55</u>

Register balance as of 06/28/2018.....	1,164.55
Cleared transactions after 06/28/2018.....	0.00
Uncleared transactions after 06/28/2018.....	1,239.46
Register balance as of 07/08/2018.....	<u>2,404.01</u>

Details

Charges and cash advances cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/31/2018	Expense	May Stmt	Young's Copper Ace Hardware	807.88
06/10/2018	Expense		Microsoft Office	12.50
06/15/2018	Expense	05312018 Bill	Calaveras Telephone Co.	344.17
Total				1,164.55

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/01/2018	Bill	May Stmt	Bank of the West	-3,688.09
Total				-3,688.09

Additional Information

Uncleared charges and cash advances after 06/28/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/02/2018	Expense	8063873-A-1	Ewing	980.04
07/03/2018	Expense	93005	Verizon - Sonora	161.60
07/05/2018	Expense	74854	Gold Dust Pizza Copperopolis	97.82
Total				1,239.46

Saddle Creek Comm Svcs District
CHECK DETAIL
June 2018

Date	Num	Name	Memo/Description	Amount
Umpqua				
06/01/2018	2302	Kampa Community Solutions, LLC	May Management Fees	(5,678.27)
06/01/2018	2001050	John Deere Financial	Pickup Payment	(1,335.71)
06/04/2018	June Fees	Intuit Full Service Payroll	Payroll Processing Fee	(137.00)
06/05/2018	DD	Gregory Hebard	Pay Period: 05/16/2018-05/31/2018	(2,349.60)
06/05/2018	DD	Ralph M. McGeorge	Pay Period: 05/16/2018-05/31/2018	(1,879.83)
06/05/2018	DD	BRADLEY D NICKELL	Pay Period: 05/16/2018-05/31/2018	(952.79)
06/05/2018	DD	NICOLE D MC CUTCHEN	Pay Period: 05/16/2018-05/31/2018	(1,582.11)
06/05/2018	DD	MICHAEL S STROMBERG	Pay Period: 05/16/2018-05/31/2018	(1,127.93)
06/05/2018	DD	DOLORES C BAKER	Pay Period: 05/16/2018-05/31/2018	(668.88)
06/05/2018	DD	BRADLEY S KURTZER	Pay Period: 05/16/2018-05/31/2018	(544.44)
06/05/2018	2303	California State Disbursement Unit	Garnishments Payable	(103.00)
06/05/2018	DD	Gregory Hebard	Direct Deposit 2	(50.00)
06/08/2018		CA EDD	Tax Payment for Period: 06/02/2018-06/05/2018	(589.83)
06/08/2018		IRS	Tax Payment for Period: 06/02/2018-06/05/2018	(3,022.88)
06/19/2018	2315	Roger McNeil	Main Gate & Mosquito Shed Painting	(717.50)
06/19/2018	2312	Ewing	Landscape Supplies	(754.42)
06/19/2018	2310	Custom Equipment Co., Inc	Work Table	(2,500.00)
06/19/2018	2318	SDRMA-Health Ins.	Monthly Health Ins. Premium	(2,925.36)
06/19/2018	2308	Bank of the West	Credit Card Bill	(3,688.09)
06/19/2018	2311	David H. Ragland	Landscape Survey	(6,125.00)
06/19/2018	2316	SDRMA-Prop/Liability Insurance	2018-19 Property/Liability Package Premium	(10,169.15)
06/19/2018	2314	Kampa Community Solutions, LLC	Conference Expense Reimbursement	(516.60)
06/19/2018	2321	John Deere Financial	11113-39736	(26.67)
06/19/2018	2313	Greg Hebard	Supplies Expense Reimbursement	(43.08)
06/19/2018	2319	Turf Star, Inc.	Landscape Supplies	(44.55)
06/19/2018	2322	Ralph McGeorge	Mosquito Abatement Exp Reimbursement	(49.28)
06/19/2018	2309	Calaveras First Company, Inc.	Public Notice-Budget Hearing	(116.10)
06/19/2018	2320	Barry Dugan Electric, Inc.	Gate house/contractors gate camera maintenance	(206.25)
06/19/2018	2317	Sierra Aircraft Upholstery	Equipment re-upholstry	(510.00)
06/20/2018	DD	Gregory Hebard	Pay Period: 06/01/2018-06/15/2018	(2,349.53)
06/20/2018	DD	Ralph M. McGeorge	Pay Period: 06/01/2018-06/15/2018	(1,879.77)
06/20/2018	2307	MICHAEL J GLADYS	Pay Period: 06/01/2018-06/15/2018	(517.32)
06/20/2018	2323	California State Disbursement Unit	Garnishments Payable	(103.00)
06/20/2018	DD	Gregory Hebard	Direct Deposit 2	(50.00)
06/20/2018	DD	BRADLEY S KURTZER	Pay Period: 06/01/2018-06/15/2018	(544.44)
06/20/2018	DD	NICOLE D MC CUTCHEN	Pay Period: 06/01/2018-06/15/2018	(1,582.09)
06/20/2018	DD	MICHAEL S STROMBERG	Pay Period: 06/01/2018-06/15/2018	(1,038.57)
06/20/2018	DD	BRADLEY D NICKELL	Pay Period: 06/01/2018-06/15/2018	(743.97)
06/20/2018	DD	DOLORES C BAKER	Pay Period: 06/01/2018-06/15/2018	(647.05)
06/25/2018	6042018	PG&E - 7193		(353.09)
06/25/2018		Umpqua Bank	May Credit Card Stmt	(4,412.39)
06/27/2018		IRS	Tax Payment for Period: 06/20/2018-06/22/2018	(3,034.96)
06/27/2018		CA EDD	Tax Payment for Period: 06/20/2018-06/22/2018	(583.07)
06/30/2018	359205846	USBank Equipment Finance	Copier Lease	(144.79)
Total for 1000 Umpqua Bank Checking				\$ (66,398.36)

Saddle Creek Comm Svcs District

2050 Umpqua CSDA Visa, Period Ending 06/30/2018

RECONCILIATION REPORT

Reconciled on: 07/08/2018

Reconciled by: Dolores Baker

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

Summary

USD

Statement beginning balance	4,412.39
Charges and cash advances cleared (44)	14,388.11
Payments and credits cleared (2)	-4,520.46
Statement ending balance	14,280.04

Uncleared transactions as of 06/30/2018	223.32
Register balance as of 06/30/2018	14,503.36
Cleared transactions after 06/30/2018	0.00
Uncleared transactions after 06/30/2018	1,900.31
Register balance as of 07/08/2018	16,403.67

Details

Charges and cash advances cleared (44)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/16/2018	Expense	835551	Hunt & Sons, Inc.	341.10
05/29/2018	Expense	1889750 6 001 32983	Staples	215.03
05/30/2018	Expense	842727	Hunt & Sons, Inc.	241.63
05/30/2018	Expense	927072	Sonora Airco Gas & Gear	500.32
05/31/2018	Expense	2201354641	Staples	196.36
05/31/2018	Expense	5126	Griff's BBQ & Grill	64.15
06/01/2018	Expense	29245	Stockton Honda Yamaha	850.15
06/01/2018	Expense	460786	Belkorp Ag, LLC	412.68
06/01/2018	Expense	E33553	Safe-T-Lite of Modesto Inc.	1,048.56
06/01/2018	Expense	19102	Cal Traffic	565.71
06/01/2018	Expense	9047430	Copper Station	25.03
06/01/2018	Expense	C0020 9007	Rinaldi's	12.87
06/01/2018	Expense		Intuit - QBO Online	30.99
06/03/2018	Expense	4/13-5/12/2018	Verizon Wireless	126.36
06/05/2018	Expense	2721-342692	O'Reilly Auto Parts	16.25
06/06/2018	Expense	June 2018	Cal Waste Recovery Systems	69.63
06/06/2018	Expense	848346	Hunt & Sons, Inc.	168.51
06/06/2018	Expense	264755	McDillard's Feed & Supply	87.00
06/06/2018	Expense	117688	Copper Auto & Marine	65.69
06/08/2018	Expense	191	Far East Chinese Restaurant	58.75
06/08/2018	Expense	38143	O'Reilly Auto Parts	181.46
06/11/2018	Expense	463350	Belkorp Ag, LLC	108.07
06/11/2018	Expense	463349	Belkorp Ag, LLC	108.07
06/11/2018	Expense	2807	Lewis Port USA Racing	1,091.23
06/13/2018	Expense	0435 7832 0	Wal-Mart	239.52
06/13/2018	Expense	8914 9094	Wal-Mart	46.06
06/13/2018	Expense	95094	Tractor Supply Co.	1,072.49
06/14/2018	Expense	01166411	Saddle Creek Country Club	67.66
06/14/2018	Expense	382 9052	Orchard Supply Hardware	49.75
06/14/2018	Expense	2813-468463	O'Reilly Auto Parts	310.50
06/14/2018	Expense	95144	Tractor Supply Co.	119.57
06/15/2018	Expense	464840	Belkorp Ag, LLC	146.33
06/15/2018	Expense	5009854	Stockton Honda Yamaha	1,000.00
06/15/2018	Expense	12376779633	ZOOM Car Wash	110.08
06/15/2018	Expense	500984 -2	Stockton Honda Yamaha	3,308.92
06/17/2018	Expense	128509	Staples	10.24
06/18/2018	Expense	3/16-5/15-18	CCWD	285.88
06/19/2018	Expense	01166694	Saddle Creek Country Club	32.50
06/20/2018	Expense	59.38	Staples	59.38
06/20/2018	Expense	2814	Lewis Port USA Racing	48.26
06/20/2018	Expense	311102	Staples	13.72
06/20/2018	Expense	12953	Staples	0.12
06/21/2018	Expense	503555	Copper Auto & Marine	196.55
06/26/2018	Expense	B366141	Young's Copper Ace Hardware	684.98

Total 14,388.11

Payments and credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/31/2018	Bill	May 2018 Stmt	Umpqua Bank	-4,412.39
06/11/2018	Credit Card Credit	463354C	Belkorp Ag, LLC	-108.07

Total -4,520.46

Additional Information

Uncleared charges and cash advances as of 06/30/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/15/2018	Expense		Adobe.com	23.88
06/15/2018	Expense		Adobe.com	23.88
06/28/2018	Expense	01166967	Saddle Creek Country Club	104.86
06/28/2018	Expense	01166988	Saddle Creek Country Club	70.70

Total 223.32

Uncleared charges and cash advances after 06/30/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2018	Expense		Intuit - QBO Online	30.99
07/03/2018	Expense	852232	Hunt & Sons, Inc.	813.85
07/03/2018	Expense	1 001 39472 0946	Staples	440.46
07/04/2018	Expense	0513-06122018	Verizon Wireless	126.36
07/05/2018	Expense	118179	Copper Auto & Marine	140.80
07/15/2018	Expense	06302018	Calaveras Telephone Co.	347.85

Total 1,900.31

REGULAR BOARD MEETING MINUTES
June 19, 2018 2:00 PM
Saddle Creek Lodge
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER **2:01pm**
2. ROLL CALL **Vice President DeBaldo, Director Hoffman, Director Russ, Director Golden, General Manager Kampa, Site Manager Hebard, Board Clerk McCutchen, Accountant Baker, President Albertson-ABSENT**
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA **None.**
5. **PUBLIC COMMENT None 5 people from the public present.**
6. **CONSENT CALENDAR**
 - a. Review of monthly financial report, approval of bills and claims for the month of May 2018.
 - b. Approval of the minutes from the Board Meeting held May 15, 2018.
 - c. Approval of the minutes from the Special Board Meeting held May 31, 2018. **Vice President DeBaldo requested this item be on July agenda due to item not being in packet for review.**
7. **DISCUSSION AND ACTION ITEMS**

PUBLIC HEARING – The Board will conduct a hearing to receive public input regarding adoption of the Final 2018/19 Fiscal Year Budget.

 - a. Adoption of a Resolution approving the 2018/19 Fiscal Year Budget and Appropriations Limit effective July1, 2018 through June 30, 2018. **Director Hoffman makes a motion to adopt a Resolution approving the 2018/19 Fiscal Year Budget. Director Russ seconds motion. Motion passes unanimously.**
 - b. Discussion and Action Related to a Proposed Policy on Wildlife Habitat Easement Encroachment Enforcement. **Vice President DeBaldo directs staff to revise and resubmit on a future agenda for approval.**
 - c. Adoption of a Resolution Amending the Districts Policy Regarding Waiting Period for Health Benefits. **Director Hoffman makes a motion to adopt the Resolution amending the Districts Policy Regarding waiting period for Health Benefits. Director Golden seconds the motion. Motion passes unanimously.**
8. **STAFF AND DIRECTOR REPORTS:**
 - a. General Manager’s Report
 - b. Site Manager’s verbal report
9. **ADJOURNMENT 3:27pm**

I CERTIFY THE June19, 2018 MEETING MINUTES HAVE BEEN BOARD APPROVED IN THE REGULAR BOARD MEETING HELD July 17, 2018.

Peter Kampa, Secretary

DATE

Saddle Creek Community Services District

Regular Meeting of July 17, 2018

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- a. Discussion and action related to the Drought Tolerant Landscape Project scope of work and schedule as recommended by the Landscape Advisory Committee

Recommended Action

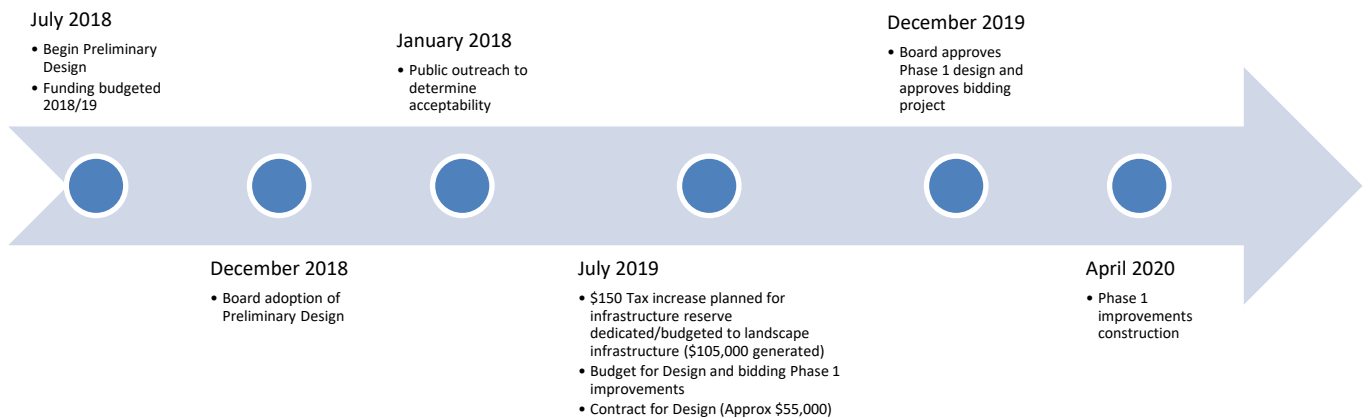
Staff recommends the following motion:

I move to accept the Drought Tolerant Landscape Project scope of work and schedule as recommended by the Landscape Advisory Committee.

Background

The District's landscape design consultant, Gary Orr, voiced a number of concerns with completing the preliminary landscape design in 2018, then waiting until 2020 to begin construction. The Landscape Advisory Committee met with Gary Orr by conference call on July 12; where it was determined that we either delay the entire preliminary design process until 2019 or 2020, or proceed with preliminary design now and find the financial means to systematically begin implementation of portions of the landscape.

Following discussion, it was determined that the majority of the first cost of the landscape improvements was going to be related to replacement and upgrade of existing landscape-supporting infrastructure such as grading and irrigation, electrical, hardscapes, fence removal and other related items. In order for any landscape conversion to take place, these infrastructure items would need to be dealt with first. Therefore, it was determined that the \$150 annual special tax increase (approx. \$105,000 generated) planned for 2019/20 to begin funding the infrastructure reserve, would be an appropriate source of revenue to design the Phase 1 improvements, and ultimately begin their implementation if the cashflow allows. The following timeline is presented for consideration, and some of the timelines can be expedited; but must consider the best times of the year to bid such projects, and cashflow. All in all, the schedule keeps us moving forward; and can be expedited if cashflow allows and with commitment for use of the planned 2019/20 special tax increase for the landscape infrastructure.



Saddle Creek Community Services District

Regular Meeting of July 17, 2018

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- b. Adoption of a resolution establishing the Measure A Special Tax rates for 2018/19 and authorizing the General Manager to certify and submit the special tax rolls to Calaveras County

Recommended Action

Staff recommends the following motion:

I move to adopt a resolution establishing the Measure A Special Tax rates for 2018/19 and authorizing the General Manager to certify and submit the special tax rolls to Calaveras County.

Background

Measure A was approved by the Saddle Creek voters on May 2, 2017, and the results of the election were certified by the Board of Directors on June 20, 2017. As approved, Measure A allows the District to levy a Special Tax in the amount of up to \$1703 per residential parcel or equivalent thereof.

On April 14, 2017, the Board of Directors adopted a resolution establishing a phase-in schedule for the special tax, starting at \$1300 per parcel in 2017/18, and increasing annually to the full amount authorized by Measure A if approved in future years by the Board. The special tax is also increased by the consumer price index each year as detailed in the Measure A language. It is proposed that for the 2018/19 fiscal year, that the tax be increase by the CPI, and the increase of \$100 be added pursuant to the April 14, 2017 Resolution.

On May 16, 2017, the Board approved an agreement with NBS Government Financial Solutions for the administration of the Measure A special tax. NBS performs the following tasks annually:

- Update property owners and verify addresses for the existing special tax rolls provided by the County
- Apply the new tax rate to residential parcels and proportionally to the golf course, sports club and Castle & Cooke (large lot) vacant parcels
- Ensure the accuracy of the tax rolls and estimate total revenue generation
- Each July, secure District Board approval of the tax rates to be submitted and authorize the certification of the tax rolls.
- Submit the special tax rolls to the county for collection by the August 10 deadline set in state law.

Attached hereto is a memorandum from the County describing the process for submitting the tax rolls, as well as a memo from NBS detailing the calculation and confirming the schedule for submitting the Measure A special tax rolls. Although not specifically required, for efficiency in recordkeeping and full public transparency, management recommends that the Board take action each July, by resolution, to fix the tax rate and authorize their certification and submittal to the county for collection. A draft resolution is also included in the agenda materials.

RESOLUTION NO. 2018-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT
ESTABLISHING THE MEASURE “A” SPECIAL TAX RATES FOR
2018/19 AND AUTHORIZING THE GENERAL MANAGER TO
CERTIFY AND SUBMIT THE SPECIAL TAX ROLLS TO
CALAVERAS COUNTY**

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 certified the May 2, 2017 election results which validate that Measure “A” was approved by the Saddle Creek Voters; and

WHEREAS, as approved by the voters, Measure “A” authorizes the levy of a special tax of not to exceed \$1,703 per residential parcel, or equivalent thereof, as adjusted by the consumer price index (CPI) annually; and

WHEREAS, the District Board of Directors has determined that the amount of the Measure “A” tax to be levied beginning in the fiscal year July 1, 2017 through June 30, 2018 shall be \$1,300 per residential parcel or equivalent thereof as applied to nonresidential parcels; and

WHEREAS, the amount of Measure A Special Taxes to be levied in the Fiscal Year 2017-18 are detailed in a memorandum from NBS dated July 11, 2017 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 AS FOLLOWS:

1. The Measure A Special Tax maximum levy rate is established as detailed below, increased by 2.94% from the rates for the Fiscal Year 2017-18:

Land Use Category	Actual Fiscal Year 2017-18 Special Tax Rates	Maximum Fiscal Year 2017-18 Special Tax Rates	Maximum Fiscal Year 2018-19 Special Tax Rates	Levied Per
Residential Lot	\$1,300.00	\$1,703.00	\$1,753.12	Residential Lot
Large Lot Undeveloped Property	549.62	720.00	741.18	Acre or Portion Thereof
Sports Club Property	488.55	640.00	658.83	Acre or Portion Thereof
Golf Course Property	48,748.09	63,860.00	65,739.42	Parcel

2. The Measure A Special Tax rate to be levied for the period of July 1, 2018 through June 30, 2018 shall be \$1,450 per single family residential parcel, or equivalent thereof as detailed in the attached special tax application memorandum.

3. The application of the above rates is hereby certified by this Board
4. The General Manager is authorized to direct the submittal of the parcel listings containing the above amounts, to the County of Calaveras for the collection on the tax rolls

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on July 17, 2018, 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 2018-__ was duly passed and adopted at a Regular Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on July 17, 2018.

DATED:_____.

