



SADDLE CREEK COMMUNITY SERVICES DISTRICT

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

DIRECTORS

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

BOARD OF DIRECTORS REGULAR MEETING AGENDA

September 17, 2019
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 August 2019.
- b) Approval of the minutes from the Regular Board Meeting held August 20, 2019.

7. DISCUSSION AND ACTION ITEMS

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

- a) Approval of an encroachment permit process for the Saddle Creek Roads
- b) Adoption of a resolution approving a proposal from Willdan Engineering for the preparation of standard details and specifications for the District, which establish the criteria for design and construction of roads to be dedicated to the District in the future
- c) Report on the process and cost for changing the name of the District from Saddle Creek CSD to Copper Valley CSD
- d) Report on outcome of research into Saddle Creek CSD adoption and enforcement of parking restrictions
- e) Adoption of a Resolution approving agreement with Larry Bain for 2018/2019 annual audit
- f) Approving the form of and authorizing the execution of a memorandum of understanding and authorizing participation in the Special Districts Risk Management Authority Health Benefits program.

8. STAFF AND DIRECTOR REPORTS

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

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

9. CLOSED SESSION

Conference with Real Property Negotiator - California Government Code Section 54956.8

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

10. ADJOURNMENT

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

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



Saddle Creek Community Services District

Treasurer's Report

August 31, 2019

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

Statement of Cash Flows

For the 2 Months Ending August 31, 2019

	Umpqua Bank Checking	2018 Road Improvement Project	Calaveras Co Fund 2188	LAIF	YTD Total
Net Income	(79,097)	-	-	653	(78,444)
OPERATING ACTIVITIES					
Adjustments to reconcile Net Income to Net Cash used in Operations:					
1200 Accounts Receivable	662				662
2000 Accounts Payable	(6,731)				(6,731)
2050 Umpqua CSDA Visa	8,219				8,219
2100 Payroll Taxes Payable	(118)				(118)
2110 Garnishments Payable	-				-
2150 Accrued Payroll	1,275				1,275
2200 Sales Tax Payable	-				-
Net cash used in operating activities	(75,790)	-	-	653	(75,137)
FINANCING ACTIVITIES					
2500 Lease Payable - John Deere	-				-
Net cash decrease for period	(75,790)	-	-	653	(75,137)
Cash at beginning of period (7/1/2019)	635,836	-	26	102,149	738,011
Cash at end of period	560,046	-	26	102,802	662,874

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

Cash Flow Projection

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

REGULAR CHECKING

Beginning Checking Account Balance	\$	570,550	\$	560,046	\$	495,783	\$	432,431	\$	369,080	\$	305,729	\$	242,377	\$	179,026	\$	115,675			
Deposits																					
Assessments	\$	51,560																			
Other Income	\$	1,049																			
Disbursements																					
Paychecks	\$	18,924	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	\$	21,000	
Payroll Taxes	\$	7,417	(9)	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200	\$	8,200
Checks Written																					
Other Operating & Admin Costs	\$	13,361	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000	
Bonuses - IRA payments																					
Property Liability Insurance	\$	-																			
Worker's Comp Insurance	\$	-		248																	
New Lease payments	\$	1,051	(2)	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051	\$	1,051
Capital Outlay	\$	-																			
Projects Costs																					
Univar	\$	4,247																			
Willdan	\$	410		164																	
NBS	\$	-																			
SDFA (Road Construction Loan)	\$	-																			
Human Resource Pracitioners	\$	1,000		500																	
Credit Card Payments	\$	14,561		\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000	\$	17,000
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$	2,141		\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100	\$	2,100
Total Disbursements	\$	63,112		\$	64,263	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351	\$	63,351
Ending Checking Account Balance	\$	560,046		\$	495,783	\$	432,431	\$	369,080	\$	305,729	\$	242,377	\$	179,026	\$	115,675	\$	52,323		
check	\$	0																			
Check	\$	-																			

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

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

Saddle Creek Comm Srvs District

BALANCE SHEET

As of August 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	560,046
1020 Cash - Fund 2188	26
1040 Local Agency Investment Fund (LAIF)	102,802
Total Bank Accounts	\$662,874
Accounts Receivable	
1200 Accounts Receivable	2,525
Total Accounts Receivable	\$2,525
Total Current Assets	\$665,399
Fixed Assets	
1500 Capital Assets	
1501 Equipment	397,708
1503 Roads	2,360,462
1504 Easements	10,344,000
1505 Buildings	79,000
Total 1500 Capital Assets	13,181,170
1550 Construction in Progress	39,718
1600 Accumulated Depreciation	
1601 Equipment	-265,516
1603 Roads	-782,098
1605 Buildings	-22,120
Total 1600 Accumulated Depreciation	-1,069,734
Total Fixed Assets	\$12,151,155
TOTAL ASSETS	\$12,816,554
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	8,199
Total Accounts Payable	\$8,199
Credit Cards	
2050 Umpqua CSDA Visa	15,948
Total Credit Cards	\$15,948
Other Current Liabilities	
2100 Payroll Taxes Payable	1,020
2150 Accrued Payroll	14,302
2200 Sales Tax Payable	-1
Total Other Current Liabilities	\$15,321
Total Current Liabilities	\$39,468
Long-Term Liabilities	

	TOTAL
2500 Lease Payable - John Deere	97,387
2600 Series 2018 Installment Sale	700,000
Total Long-Term Liabilities	\$797,387
Total Liabilities	\$836,855
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	-140,651
Net Income	-78,444
Total Equity	\$11,979,700
TOTAL LIABILITIES AND EQUITY	\$12,816,554

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

		ACTUALS			BUDGET		
		Last Year July-Aug	This Year July-Aug	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
ADMINISTRATION							
OE01	Audit Expense	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	100%
OE02	Finance Expenses	\$ 93	\$ 62	\$ (31)	\$ 500	\$ 438	88%
OE02-1	Parcel Tax Implementation	\$ 1,089	\$ -	\$ (1,089)	\$ 5,500	\$ 5,500	100%
OE03	Advertising	\$ -	\$ -	\$ -	\$ 500	\$ 500	100%
OE04	Legal Expenses	\$ 975	\$ -	\$ (975)	\$ 1,900	\$ 1,900	100%
OE05	Management Fees	\$ 17,035	\$ 11,924	\$ (5,110)	\$ 77,000	\$ 65,076	85%
OE06	Insurance (Property Loss/Liability)	\$ -	\$ -	\$ -	\$ 10,700	\$ 10,700	100%
OE07	Miscellaneous/Contingency	\$ 160	\$ -	\$ (160)	\$ 4,000	\$ 4,000	100%
OE08	Professional Development (Travel/Training)	\$ 2,353	\$ 901	\$ (1,452)	\$ 12,300	\$ 11,399	93%
OE09	Dues, Certifications & Subscriptions	\$ 144	\$ 986	\$ 842	\$ 5,400	\$ 4,414	82%
OE10	Uniform Expenses	\$ -	\$ -	\$ -	\$ 3,800	\$ 3,800	100%
OE11	Electric Power/Water/Sewer	\$ 3,390	\$ 856	\$ (2,534)	\$ 13,100	\$ 12,244	93%
OE12	Telephone/Internet Service	\$ 1,859	\$ 905	\$ (954)	\$ 7,100	\$ 6,195	87%
OE14	Office Supplies/Postage	\$ 2,327	\$ 748	\$ (1,578)	\$ 5,800	\$ 5,052	87%
OE15	Office Equipment Repair/Replacement	\$ -	\$ 848	\$ 848	\$ 7,900	\$ 7,052	89%
OE21	Office Equipment Lease	\$ 664	\$ 433	\$ (231)	\$ 2,700	\$ 2,267	84%
OE26	County Fees/LAFCO	\$ -	\$ -	\$ -	\$ 7,100	\$ 7,100	100%
OE29	Accounting Services	\$ -	\$ 3,600	\$ -	\$ 21,600	\$ 18,000	83%
OE30	Reimbursable Maint/Repair Expense	\$ -	\$ -	\$ -	\$ 900	\$ 900	100%
OE41	HR Consultant	\$ 800	\$ 1,000	\$ 200	\$ 6,000	\$ 5,000	83%
PE03-1	Payroll Taxes - Administration	\$ 4,733	\$ 802	\$ (3,931)	\$ -	\$ -	
PE06-1	Employee Wages - Administration	\$ 29,503	\$ 10,478	\$ (19,025)	\$ -	\$ -	
	Total Administration	\$ 65,124	\$ 33,543	\$ (31,581)	\$ 201,800	\$ 179,537	89%
COMMON AREAS							
OE16	Gate Maintenance & Opener Purchase	\$ 2,181	\$ 3,862	\$ 1,681	\$ 23,000	\$ 19,138	83%
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 10,233	\$ 1,469	\$ (8,764)	\$ 24,800	\$ 23,331	94%
OE17-2	Storm Drains	\$ 2,182	\$ -	\$ (2,182)	\$ -	\$ -	
PE03-5	Payroll Taxes - Streets	\$ 740	\$ -	\$ (740)	\$ -	\$ -	
PE06 -5	Employee Wages - Streets	\$ 9,426	\$ -	\$ (9,426)	\$ -	\$ -	
OE18-1	Landscape Supplies & Repairs	\$ 6,898	\$ 10,088	\$ 3,190	\$ 37,400	\$ 27,312	73%
OE18-3	Landscape Equipment Gas & Oil	\$ 275	\$ 2,241	\$ 1,967	\$ 12,500	\$ 10,259	82%
OE18-4	Landscape Equipment Repair/Replacement	\$ 5,890	\$ 4,927	\$ (963)	\$ 28,400	\$ 23,473	83%
PE03-2	Payroll Taxes - Common Areas	\$ 1,922	\$ 3,033	\$ 1,112	\$ -	\$ -	
PE06 -2	Employee Wages - Common Areas	\$ 23,143	\$ 39,651	\$ 16,508	\$ -	\$ -	
	Total Common Areas	\$ 62,889	\$ 65,272	\$ 2,383	\$ 126,100	\$ 103,512	82%

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

		ACTUALS			BUDGET		
		Last Year July-Aug	This Year July-Aug	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
MOSQUITO ABATEMENT				\$ -			
OE22-1	Mosquito Control Products	\$ 4,266	\$ 5,686	\$ 1,420	\$ 19,000	\$ 13,314	70%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 278	\$ 729	\$ 451	\$ 4,000	\$ 3,271	82%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 3,440	\$ 1,854	\$ (1,586)	\$ 18,600	\$ 16,746	90%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 343	\$ 465	\$ 122	\$ 8,000	\$ 7,535	94%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 136	\$ 247	\$ 111			
PE06-4	Employee Wages - Mosquito Abatement	\$ 1,698	\$ 3,225	\$ 1,527			
	Total Mosquito Abatement	\$ 10,161	\$ 12,206	\$ 2,045	\$ 49,600	\$ 40,866	82%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (71,300)	\$ (57,436)	\$ 13,864			
	TOTAL SERVICES & SUPPLIES	\$ 66,875	\$ 53,585	\$ (13,290)	\$ 377,500	\$ 323,915	86%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 561	\$ 248	\$ (313)	\$ 17,600	\$ 17,352	99%
PE02	Health Insurance	\$ 7,801	\$ 14,052	\$ 6,251	\$ 75,900	\$ 61,848	81%
PE03	Payroll Taxes	\$ 7,530	\$ 4,082	\$ (3,448)	\$ 27,600	\$ 23,518	85%
PE04	Processing Fees	\$ 282	\$ 288	\$ 6	\$ 1,800	\$ 1,512	84%
PE05	Directors Stipend	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100%
PE06	Employee Wages	\$ 63,770	\$ 53,355	\$ (10,415)	\$ 344,800	\$ 291,445	85%
	TOTAL PERSONNEL COSTS	\$ 79,944	\$ 72,024	\$ (7,921)	\$ 473,700	\$ 401,676	85%
EQUIPMENT OUTLAY				\$ -			
	(1) Cart & (1) Fogger	\$ -		\$ -			
CO04	Trailer/Spray Rig/Tractor		\$ -		\$ -	\$ -	#DIV/0!
CO09	Carport		\$ -			\$ -	#DIV/0!
CO10	Depreciation	\$ -					
CO04	Radar Unit			\$ -		\$ -	#DIV/0!
	TOTAL EQUIPMENT OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CAPITAL OUTLAY/STUDIES/ASSESEMENTS				\$ -			
OE53-2	Landscape Design	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OE53-1	Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	
OE51-4	Road Improvement (1)	\$ 682,931	\$ -	\$ (682,931)	\$ 198,531	\$ 198,531	100%
OE51-1	Road Project Design/Mgmt (Willdan)	\$ 17,612	\$ 574	\$ (17,038)	\$ 35,035	\$ 34,461	98%
TBD	Office Building Paint				\$ 10,437		
TBD	Office Building Siding and Trim				\$ 12,000		
	TOTAL STUDIES & ASSESSMENTS	\$ 700,543	\$ 574	\$ (699,969)	\$ 256,003	\$ 232,992	91%
DEBT SERVICE				\$ -			
OE20	John Deere Financing	\$ 2,671	\$ 4,774	\$ 2,103	\$ 16,029	\$ 11,255	70%

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

August 2019

	ACTUALS			BUDGET		
	Last Year July-Aug	This Year July-Aug	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES						
OE21 John Deere Financing				\$ 12,616		
OE20-01 Interest Expense	\$ -					
Series 2018 Installment Sale		\$ -		\$ 83,745		
TOTAL DEBT SERVICE	\$ 2,671	\$ 4,774	\$ 2,103	\$ 112,389	\$ 11,255	10%
TOTAL EXPENSES	\$ 850,033	\$ 130,957	\$ (719,076)	\$ 1,219,592	\$ 969,837	80%

PAYMENTS AND ASSESSMENTS RECEIVED

<u>Assessment Income</u>						
Pymt No. 3: (5%) Aug 2019 (FY19)	\$ -	\$ 51,560	\$ 51,560	\$ 62,222	\$ 10,662	
Pymt No. 1: (55%) Feb 2020 (FY20)	\$ -	\$ -	\$ -	\$ 684,443	\$ 684,443	
Pymt No. 2: (40%) May 2020 (FY20)	\$ -	\$ -	\$ -	\$ 497,777	\$ 497,777	
Total Assessment Income	\$ -	\$ 51,560	\$ 51,560	\$ 1,244,442	\$ 1,192,882	
<u>Reimbursement Income</u>						
Total Reimbursement Income			\$ -	\$ 1,000	\$ 1,000	
<u>Other Income</u>						
IN03 Weed Abatement	\$ 13,425	\$ 50				
IN05 Investment Interest	\$ 393	\$ 653		\$ 2,900		
IN30 Exp Reimbursement Income	\$ 84	\$ -				
IN41 Gate Opener Income	\$ 200	\$ 250		\$ 700		
IN59 Rebates	\$ -			\$ 1,300		
Total Other Income	\$ 14,102	\$ 953	\$ (13,149)	\$ 15,800	\$ 14,847	
TOTAL PAYMENTS & ASSESSMENTS	\$ 14,102	\$ 52,512	\$ 38,411	\$ 1,266,142	\$ 1,208,730	
Net Income	\$ (835,931)	\$ (78,444)	\$ 757,487	\$ 46,550	\$ 124,994	
<u>Other Financing Sources & Uses</u>						
Budget Balance		\$ -		\$ -		
		\$ (78,444)		\$ -		

Saddle Creek Comm Srvs District

CHECK DETAIL

August 2019

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1000 Umpqua Bank Checking				
08/01/2019		John Deere Financial	Tractor Payment	(1,335.71)
08/01/2019		John Deere Financial	Tractor Payment	(1,051.30)
08/01/2019	2506	Kampa Community Solutions, LLC	July 2019	(5,962.18)
08/05/2019	DD	KYLE W CEARLEY	Pay Period: 07/16/2019-07/31/2019	(1,299.78)
08/05/2019	DD	MICHAEL S STROMBERG	Pay Period: 07/16/2019-07/31/2019	(1,332.74)
08/05/2019	DD	Ralph M. McGeorge	Pay Period: 07/16/2019-07/31/2019	(1,952.89)
08/05/2019	DD	Gregory Hebard	Pay Period: 07/16/2019-07/31/2019	(2,437.40)
08/05/2019	DD	DAMON H WAITE	Pay Period: 07/16/2019-07/31/2019	(1,197.13)
08/05/2019	DD	Gregory Hebard	Direct Deposit 2	(50.00)
08/05/2019	DD	BRADLEY S KURTZER	Pay Period: 07/16/2019-07/31/2019	(649.68)
08/05/2019	DD	NICOLE D MC CUTCHEN	Pay Period: 07/16/2019-07/31/2019	(723.75)
08/06/2019		SDU Child Support	Garnishment	(103.00)
08/06/2019		Intuit Full Service Payroll	Payroll Processing Fee	(147.00)
08/09/2019		IRS	Tax Payment for Period: 08/03/2019-08/06/2019	(3,191.62)
08/09/2019		CA EDD	Tax Payment for Period: 08/03/2019-08/06/2019	(585.65)
08/20/2019	2511	SDRMA-Health Ins.	Invoice #29799	(4,014.72)
08/20/2019	2510	Univar USA Inc.	Invoice #SC696817	(4,247.10)
08/20/2019	DD	Gregory Hebard	Pay Period: 08/01/2019-08/15/2019	(2,437.40)
08/20/2019	DD	Gregory Hebard	Direct Deposit 2	(50.00)
08/20/2019	2507	Vector-borne Surveillance Account	Kyle & Michael recertification fee	(286.00)
08/20/2019	2508	Turf Star, Inc.	Invoice #'s 7079295-00 & 7073958-00 & 7076270-00	(407.70)
08/20/2019	2512	Willdan	Invoice #00329996	(410.00)
08/20/2019	DD	Ralph M. McGeorge	Pay Period: 08/01/2019-08/15/2019	(1,952.91)
08/20/2019	2513	Warmerdam CPA Group	Invoice #16379	(1,800.00)
08/20/2019	DD	MICHAEL S STROMBERG	Pay Period: 08/01/2019-08/15/2019	(1,229.24)
08/20/2019	DD	KYLE W CEARLEY	Pay Period: 08/01/2019-08/15/2019	(1,200.68)
08/20/2019	DD	DAMON H WAITE	Pay Period: 08/01/2019-08/15/2019	(1,104.39)
08/20/2019	2515	Human Resources Practitioners	Invoice #'s 117 & 119	(1,000.00)
08/20/2019	2509	VALLEY ENTRY SYSTEMS, INC.	Invoice #s 32501 & 32502	(890.18)
08/20/2019	DD	NICOLE D MC CUTCHEN	Pay Period: 08/01/2019-08/15/2019	(786.23)
08/20/2019	DD	BRADLEY S KURTZER	Pay Period: 08/01/2019-08/15/2019	(519.75)
08/21/2019		SDU Child Support	Garnishment	(103.00)
08/23/2019		CA EDD	Tax Payment for Period: 08/17/2019-08/20/2019	(559.55)
08/23/2019		IRS	Tax Payment for Period: 08/17/2019-08/20/2019	(3,080.20)
08/26/2019		Umpqua Bank Commerical CC	Umpqua CSDA Visa	(14,561.21)
08/27/2019		PG&E - 7193	Utilities	(451.83)
Total for 1000 Umpqua Bank Checking				\$ (63,111.92)

Saddle Creek Comm Srvs District
1000 Umpqua Bank Checking, Period Ending 08/31/2019

RECONCILIATION REPORT

Reconciled on: 09/10/2019

Reconciled by: Ever Ventura

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

Summary

USD

Statement beginning balance.....	564,845.37
Checks and payments cleared (33).....	-60,025.92
Deposits and other credits cleared (3).....	52,608.60
Statement ending balance.....	<u>557,428.05</u>
Uncleared transactions as of 08/31/2019.....	-3,343.97
Register balance as of 08/31/2019.....	560,046.26
Cleared transactions after 08/31/2019.....	-5,962.18
Uncleared transactions after 08/31/2019.....	-15,292.70
Register balance as of 09/10/2019.....	<u>538,791.38</u>

Details

Checks and payments cleared (33)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2019	Expense		John Deere Financial	-1,335.71
08/01/2019	Expense		John Deere Financial	-1,051.30
08/05/2019	Check	DD	KYLE W CEARLEY	-1,299.78
08/05/2019	Check	DD	DAMON H WAITE	-1,197.13
08/05/2019	Check	DD	MICHAEL S STROMBERG	-1,332.74
08/05/2019	Check	DD	Ralph M. McGeorge	-1,952.89
08/05/2019	Check	DD	NICOLE D MC CUTCHEN	-723.75
08/05/2019	Check	DD	BRADLEY S KURTZER	-649.68
08/05/2019	Check	DD	Gregory Hebard	-50.00
08/05/2019	Check	DD	Gregory Hebard	-2,437.40
08/06/2019	Expense		SDU Child Support	-103.00
08/06/2019	Expense		Intuit Full Service Payroll	-147.00
08/09/2019	Check		IRS	-3,191.62
08/09/2019	Check		CA EDD	-585.65
08/20/2019	Bill Payment	2508	Turf Star, Inc.	-407.70
08/20/2019	Check	DD	DAMON H WAITE	-1,104.39
08/20/2019	Check	DD	MICHAEL S STROMBERG	-1,229.24
08/20/2019	Check	DD	Ralph M. McGeorge	-1,952.91
08/20/2019	Check	DD	NICOLE D MC CUTCHEN	-786.23
08/20/2019	Check	DD	BRADLEY S KURTZER	-519.75
08/20/2019	Check	DD	Gregory Hebard	-2,437.40
08/20/2019	Check	DD	Gregory Hebard	-50.00
08/20/2019	Check	DD	KYLE W CEARLEY	-1,200.68
08/20/2019	Bill Payment	2512	Willdan	-410.00
08/20/2019	Bill Payment	2511	SDRMA-Health Ins.	-4,014.72
08/20/2019	Bill Payment	2510	Univar USA Inc.	-4,247.10
08/20/2019	Bill Payment	2509	VALLEY ENTRY SYSTEMS, I...	-890.18
08/21/2019	Expense		SDU Child Support	-103.00
08/23/2019	Check		CA EDD	-559.55
08/23/2019	Check		IRS	-3,080.20
08/26/2019	Expense		Umpqua Bank Commerical CC	-14,561.21
08/27/2019	Expense		PG&E - 7193	-451.83
09/01/2019	Bill Payment	2514	Kampa Community Solutions, ...	-5,962.18
Total				-60,025.92

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
------	------	---------	-------	--------------

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/06/2019	Deposit		Calaveras County Assessor's ...	51,559.74
08/06/2019	Deposit			150.00
08/20/2019	Deposit			898.86
Total				52,608.60

Additional Information

Uncleared checks and payments as of 08/31/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/01/2018	Check	2374	BRADLEY D NICKELL	-257.97
08/20/2019	Bill Payment	2507	Vector-borne Surveillance Acc...	-286.00
08/20/2019	Bill Payment	2513	Warmerdam CPA Group	-1,800.00
08/20/2019	Bill Payment	2515	Human Resources Practitioners	-1,000.00
Total				-3,343.97

Uncleared checks and payments after 08/31/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/05/2019	Check	DD	KYLE W CEARLEY	-1,339.92
09/05/2019	Check	DD	Gregory Hebard	-2,702.67
09/05/2019	Check	DD	Gregory Hebard	-50.00
09/05/2019	Check	DD	BRADLEY S KURTZER	-720.49
09/05/2019	Check	DD	NICOLE D MC CUTCHEN	-1,158.56
09/05/2019	Check	DD	Ralph M. McGeorge	-2,181.10
09/05/2019	Check	DD	MICHAEL S STROMBERG	-1,378.54
09/05/2019	Check	DD	DAMON H WAITE	-1,334.75
09/11/2019	Check		IRS	-3,702.33
09/11/2019	Check		CA EDD	-724.34
Total				-15,292.70

Saddle Creek Comm Srvs District
CREDIT CARD - TRANSACTION DETAIL BY ACCOUNT
 August 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1300 A/R CLEARING					
08/05/2019	Expense		Amazon		25.98
08/05/2019	Expense		Amazon		30.44
08/05/2019	Expense		Amazon		18.33
08/09/2019	Expense		Amazon		27.03
08/12/2019	Expense		Amazon		8.57
Total for 1300 A/R CLEARING					\$110.35
2050 Umpqua CSDA Visa					
08/01/2019	Expense		Young's Copper Ace Hardware		1,962.19
08/01/2019	Expense		Intuit - QBO Online		30.99
08/01/2019	Expense		Mid Valley Ag		568.31
08/01/2019	Expense		Home Depot		271.00
08/01/2019	Expense		Hunt & Sons, Inc.		378.59
08/04/2019	Expense		Verizon Wireless	Verizon telephone	110.58
08/04/2019	Expense		Family Dollar		72.00
08/04/2019	Expense		Drifters Marina & Grill		54.04
08/04/2019	Expense		Cal Waste Recovery Systems		75.58
08/04/2019	Expense		Copperopolis Cruisers 25		98.00
08/05/2019	Expense		Amazon		18.33
08/05/2019	Expense		Amazon		30.44
08/05/2019	Expense		Amazon		25.98
08/09/2019	Expense		Amazon		27.03
08/09/2019	Expense		Ewing		50.51
08/10/2019	Expense		Microsoft Office	Microsoft 360 Subscription	12.50
08/12/2019	Expense		Amazon		8.57
08/13/2019	Expense		Les Schwab Tires		1,293.72
08/13/2019	Expense		Aramark Uniform Service		228.55
08/14/2019	Expense		Copperopolis Cruisers 25		78.22
08/15/2019	Expense		Hunt & Sons, Inc.		853.74
08/15/2019	Expense		Calaveras Telephone Co.	Calaveras utilities	349.50
08/15/2019	Expense		Stockton Honda Yamaha		63.97
08/16/2019	Expense		Ewing		999.49
08/20/2019	Expense		Saddle Creek Golf Course		44.35
08/20/2019	Expense		Family Dollar		135.08
08/21/2019	Expense		Sonora Lumber Company		856.92
08/21/2019	Expense		Carbonite		699.81
08/21/2019	Expense		USPS		220.00
08/21/2019	Expense		Modesto Airco Gas & Gear		147.79
08/22/2019	Expense		Drifters Marina & Grill		72.84
08/22/2019	Expense		Griff's BBQ & Grill		37.10
08/23/2019	Expense		McDillard's Feed & Supply	Mosquito supplies	56.00
08/25/2019	Expense		Young's Copper Ace Hardware		1,260.95
08/26/2019	Expense		United-states-flag.com		338.42

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
08/27/2019	Expense		Capital Rubber Co		434.47
08/27/2019	Expense		Lowe's		847.53
08/27/2019	Expense		Hughson Farm Supply		532.43
08/27/2019	Expense		Safe-T-Lite of Modesto Inc.		693.02
08/27/2019	Expense		Capital Rubber Co		43.38
08/28/2019	Expense		Ewing		361.76
08/28/2019	Expense		Saddle Creek Golf Course		95.72
08/28/2019	Expense		Calaveras Lumber	Landscape supplies	207.95
08/29/2019	Expense		ZOOM Car Wash		126.90
08/29/2019	Expense		Drifters Marina & Grill		75.99
08/29/2019	Expense		Ewing		997.74
Total for 2050 Umpqua CSDA Visa					\$15,947.98
TE TOTAL EXPENSES					
1SS SERVICES & SUPPLIES					
AE Administrative Expenses					
OE02 Finance Expenses					
08/01/2019	Expense		Intuit - QBO Online	Monthly QuickBooks Online Fee	30.99
Total for OE02 Finance Expenses					\$30.99
OE08 Professional Development					
08/04/2019	Expense		Family Dollar		72.00
08/04/2019	Expense		Drifters Marina & Grill		54.04
08/04/2019	Expense		Copperopolis Cruisers 25	Fuel	98.00
08/14/2019	Expense		Copperopolis Cruisers 25	Fuel	78.22
08/20/2019	Expense		Family Dollar		135.08
08/20/2019	Expense		Saddle Creek Golf Course		44.35
08/28/2019	Expense		Saddle Creek Golf Course		95.72
Total for OE08 Professional Development					\$577.41
OE09 Dues, Certs, Bonds & Subscriptions					
08/21/2019	Expense		Carbonite		699.81
Total for OE09 Dues, Certs, Bonds & Subscriptions					\$699.81
OE12 Telephone					
08/04/2019	Expense		Verizon Wireless		110.58
08/15/2019	Expense		Calaveras Telephone Co.		349.50
Total for OE12 Telephone					\$460.08
OE14 Office Supplies/Postage					
08/10/2019	Expense		Microsoft Office		12.50
08/21/2019	Expense		USPS		220.00
08/26/2019	Expense		United-states-flag.com		338.42
Total for OE14 Office Supplies/Postage					\$570.92
OE15 Office Equipment Repair/Replace					
08/27/2019	Expense		Lowe's		847.53
Total for OE15 Office Equipment Repair/Replace					\$847.53
Total for AE Administrative Expenses					\$3,186.74
OE Operational Expenses					
OE18 Common Areas					
OE16 Gate Maint/Repair/Staff/Openers					
08/01/2019	Expense		Home Depot		271.00
08/27/2019	Expense		Capital Rubber Co		434.47

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Total for OE16 Gate Maint/Repair/Staff/Openers					\$705.47
OE17 Streets/Sidewalks/Lighting Maint & Repair					
08/25/2019	Expense		Young's Copper Ace Hardware		1,260.95
08/28/2019	Expense		Calaveras Lumber		207.95
Total for OE17 Streets/Sidewalks/Lighting Maint & Repair					\$1,468.90
OE18-1 Landscape Supplies					
08/09/2019	Expense		Ewing		50.51
08/16/2019	Expense		Ewing		999.49
08/27/2019	Expense		Capital Rubber Co		43.38
08/28/2019	Expense		Ewing		361.76
08/29/2019	Expense		Ewing		997.74
Total for OE18-1 Landscape Supplies					\$2,452.88
OE18-3 Landscape Equipment Gas & Oil					
08/15/2019	Expense		Hunt & Sons, Inc.		651.31
08/27/2019	Expense		Safe-T-Lite of Modesto Inc.	Tools and Supplies	693.02
Total for OE18-3 Landscape Equipment Gas & Oil					\$1,344.33
OE18-4 Landscape Equip Repair/Replace					
08/01/2019	Expense		Young's Copper Ace Hardware		1,962.19
08/13/2019	Expense		Les Schwab Tires		1,293.72
Total for OE18-4 Landscape Equip Repair/Replace					\$3,255.91
Total for OE18 Common Areas					\$9,227.49
OE22 Mosquito Abatement Expense					
OE22-1 Mosquito Control Products					
08/01/2019	Expense		Mid Valley Ag		568.31
08/21/2019	Expense		Sonora Lumber Company		856.92
Total for OE22-1 Mosquito Control Products					\$1,425.23
OE22-2 Mosquito Abatement Monitor/Test					
08/04/2019	Expense		Cal Waste Recovery Systems		75.58
08/13/2019	Expense		Aramark Uniform Service		228.55
08/22/2019	Expense		Griff's BBQ & Grill		37.10
08/22/2019	Expense		Drifters Marina & Grill		72.84
08/23/2019	Expense		McDillard's Feed & Supply		56.00
08/29/2019	Expense		Drifters Marina & Grill		75.99
Total for OE22-2 Mosquito Abatement Monitor/Test					\$546.06
OE22-3 Mosquito Abate Vehicles Gas/Oil					
08/01/2019	Expense		Hunt & Sons, Inc.		378.59
08/15/2019	Expense		Hunt & Sons, Inc.		202.43
08/27/2019	Expense		Hughson Farm Supply		532.43
Total for OE22-3 Mosquito Abate Vehicles Gas/Oil					\$1,113.45
OE22-4 Mosquito Abatement Equip Maint					
08/15/2019	Expense		Stockton Honda Yamaha		63.97
08/21/2019	Expense		Modesto Airco Gas & Gear	Mosquito supplies	147.79
08/29/2019	Expense		ZOOM Car Wash		126.90
Total for OE22-4 Mosquito Abatement Equip Maint					\$338.66
Total for OE22 Mosquito Abatement Expense					\$3,423.40
Total for OE Operational Expenses					\$12,650.89
Total for 1SS SERVICES & SUPPLIES					\$15,837.63

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
Total for TE TOTAL EXPENSES					\$15,837.63



SADDLE CREEK **BOARD MEETING AGENDA SUBMITTAL**

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 20, 2019

SUBJECT: Item 7 a) Approval of an encroachment permit process for the Saddle Creek Roads

RECOMMENDED ACTION

Staff recommends the following action:

I Move to approve the encroachment permit process as submitted

BACKGROUND

The District adopted an Encroachment Permit policy in January 2019. The purpose of the policy is to establish standards under which residents and utilities can construct connections to and in CSD road rights of way. Presented herein is a simple application process and explanation graphic used by staff in evaluating and issuing permits.

ATTACHMENTS:

Draft encroachment permit application process documents

FINANCIAL IMPACT:

None at this time

SADDLE CREEK Community Services District

1000 Saddle Creek Drive, Copperopolis, CA. 95228

Tel (209) 785-0100

www.saddlecreekcsd.org

APPLICATION FOR ENCROACHMENT PERMIT

PLEASE PRINT IN BLUE OR BLACK INK ONLY!

DATE: _____

COMPANY NAME: _____ APPLICANT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

PERMIT TYPE: Residential Driveway Temporary Traffic Control
(Please check) Commercial Trenching Boring
Other _____

ALL APPLICATIONS, IF APPLICABLE, MUST COME WITH SUPPORTING DOCUMENTS SUCH AS, BUT NOT LIMITED TO: PLOT PLANS, DETAILED DRAWINGS, TRAFFIC CONTROL LAYOUT, EXISTING UTILITIES LAYOUT, OR LANDSCAPING BONDS.

APN NUMBER: _____ LOT NUMBER: _____

ADDRESS/ LOCATION: _____

DESCRIPTION OF WORK: _____

START DATE: _____ END DATE: _____

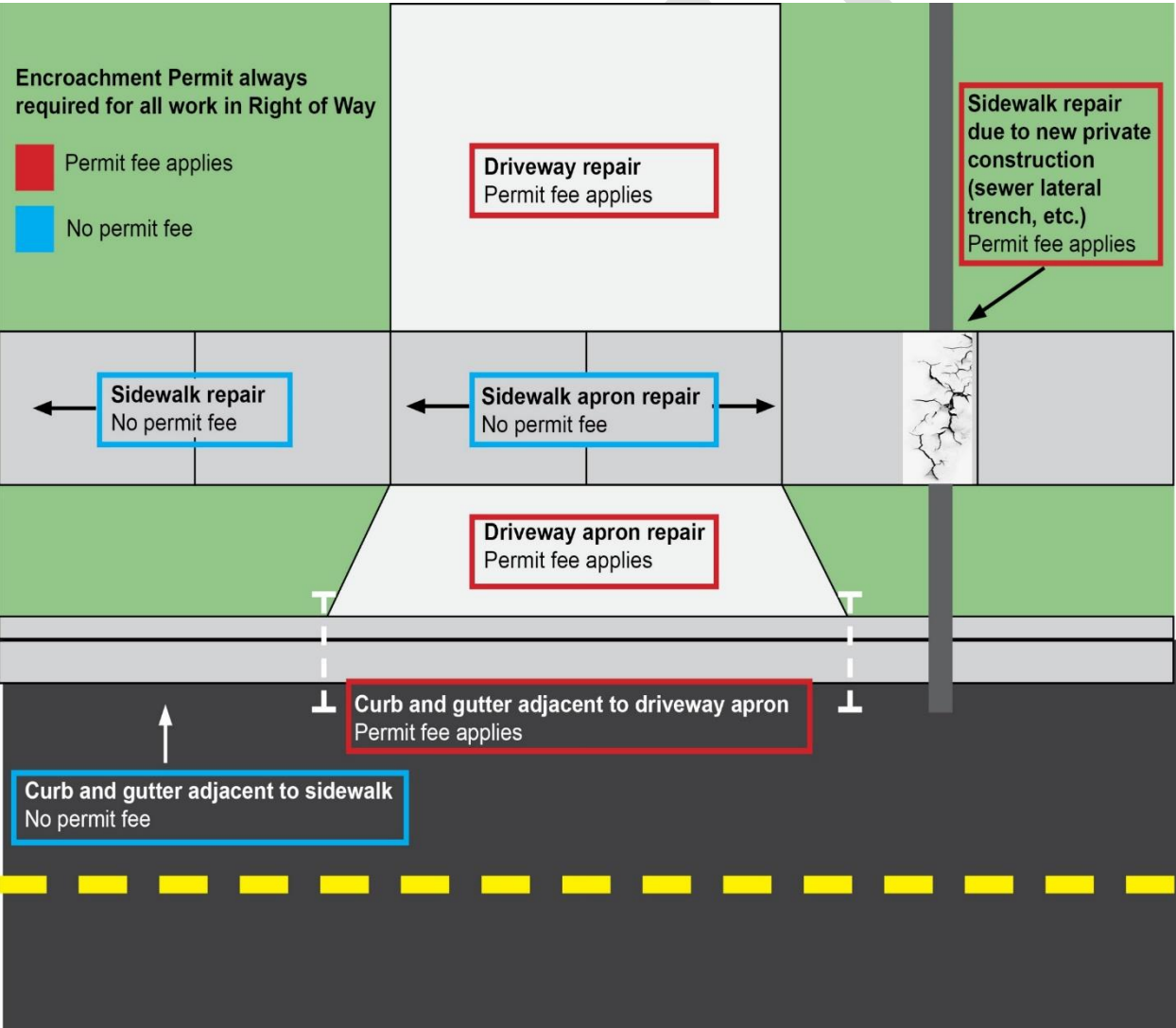
APPLICANT DECLARES TO BE THE OWNER OF RESPECTIVE PROPERTY OR IS A QUALIFIED REPRESENTATIVE OF THE OWNER. APPLICANT HEREBY CERTIFIES THAT ALL INFORMATION LISTED ABOVE IS CORRECT AND ACCURATE AND AGREES TO COMPLY WITH ALL MHCSD STANDARDS, REGULATIONS, AND ORDINANCES, AS WELL AS ALL STATE LAWS RELATING TO CONSTRUCTION. APPLICANT ALSO AGREES TO COMPLY WITH ALL CALTRANS AND OSHA STANDARDS, FOR WORK THAT IS DESCRIBED ABOVE. APPLICANT ALSO MUST COMPLY WITH THE ATTACHED SADDLE CREEK COMMUNITY SERVICES DISTRICT GENERAL PROVISIONS.

APPLICANT SIGNATURE: _____ DATE: _____

Encroachment Permits

Encroachment Permit

An encroachment permit is needed anytime you wish to perform any work in or use the public right-of-way such as a public street or sidewalk. Applying for an encroachment permit is how you get permission to do work in the right-of-way, and assures that your work will be inspected to established standards and, upon acceptance, protects you from potential liability that may otherwise come about by substandard or unauthorized work.



Encroachment Permit Requirements

Detailed Plan/ Key Map:

A **detailed plan** shows the exact location, a more precise extent of the work zone, the work proposed and details of the improvements.

A **key map** shows the general project location and approximate extent of the workzone.

Underground utilities can be shown on the detailed plan or as a separate map. We use this to generally locate where subsurface utilities exist, and to avoid conflicts with existing facilities.

Traffic Control Plan:

A **Traffic Control Plan (TCP)** is a document that shows temporary signs, cones, and flaggers to safely direct traffic around your work zone. 'Traffic' includes vehicles, bicycles, pedestrians, and mobility devices such as wheelchairs.

The following items need to be submitted with each encroachment permit submittal:

- Application with 3 sets of plans, specs, and calculations
- Application fee of **\$XXX** due at turn in. Projects requiring additional review or inspection time will be charged a balance at time of permit issuance.
- Certificate of Liability & Property Damage Insurance OR Statement of Self Insurance listing as additional insured

Minimum coverages: **\$XXX,XXX** for injury or death to any one person.

\$X,XXX,XXX for injury or death arising from any one accident

\$XXX,XXX for property damage insurance

Required for Completion of Encroachment Permit:

- Compaction Testing for subgrade, AB, and asphalt OR controlled density material submittal due at time of application.
- Inspection by Saddle Creek Community Services District Maintenance Department. Must be called in 48 hours in advance to 209-785-1000. Call to inquire what inspections are required on your specific project.

***SADDLE CREEK COMMUNITY
SERVICE DISTRICT***



**STANDARD
DRAWINGS**

STANDARD DRAWINGS

**STANDARD
DRAWING
NO.**

TITLE

R-1	Concrete Curb, Gutter & Sidewalk Construction
R-2	Notes Vertical Curb, Gutter and Sidewalk
R-3	Vertical Curb and Vertical Curb with Apron
R-4	Valley Gutter Detail
R-5	Typical Residential Driveway
R-6	Typical Trench Backfill
R-7	Adjusting Street Facilities to Grade

CONCRETE CURB, GUTTER AND SIDEWALK CONSTRUCTION NOTES :

1. Curb, gutter and sidewalk construction shall conform to Section 73, Standard Specifications, California Department of Transportation (Caltrans).
2. Subgrade for curb, gutter and sidewalk and driveways shall be compacted to a minimum relative compaction of 90% to a depth of 6".
3. All radii for rounding edges shall be 3/4" unless otherwise noted.
4. Portland cement concrete shall be Class 3, per Caltrans Section 90, Standard Specifications, California Department of Transportation (Caltrans).
5. Expansion joint spacing shall not exceed 80'.
6. Curb, gutter and sidewalk shall have a light broom finish. Curb and gutter; parallel to the flow line, Sidewalks; perpendicular to the flowline.



CONCRETE CURB, GUTTER AND SIDEWALK CONSTRUCTION STANDARDS

SADDLE CREEK COMMUNITY SERVICE DISTRICT

Page 23

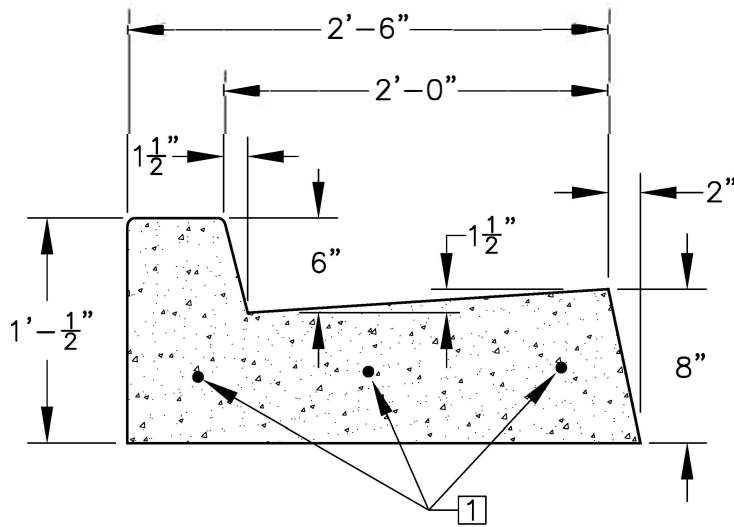
Date: JUNE 2019

Approved by:

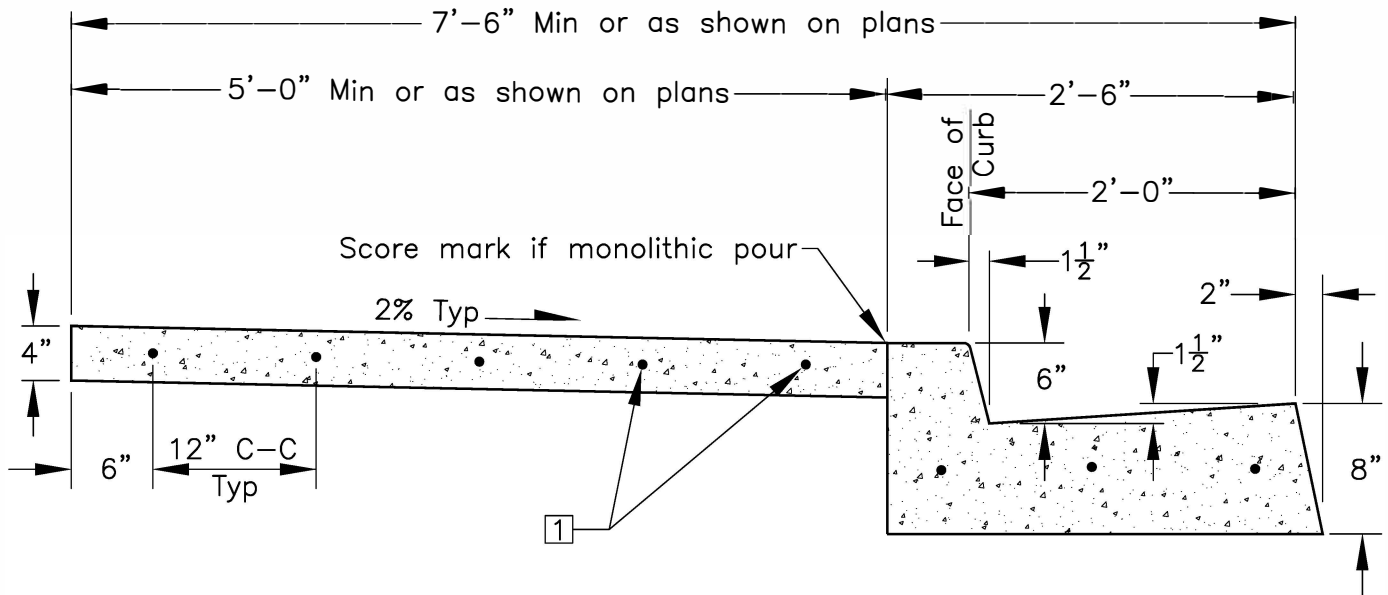
No.	Revision	Description	Date

Std. Dwg. No.

R-1



VERTICAL
CURB AND GUTTER



VERTICAL
CURB, GUTTER AND SIDEWALK

NOTES:

- 1 #4 x 24" rebar, greased and wrapped one side through all expansion and cold joints



**VERTICAL CURB,
GUTTER AND SIDEWALK**

**SADDLE CREEK COMMUNITY SERVICE
DISTRICT**

Page 24

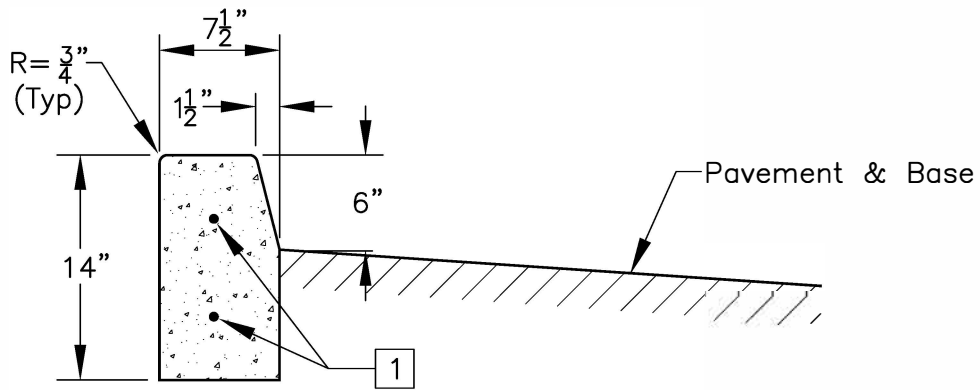
Date: JUNE 2019

Approved by:

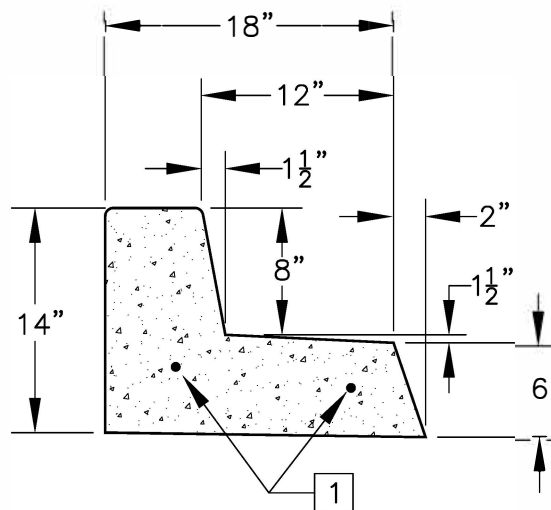
No.	Revision	Description	Date

Std. Dwg. No.

R-2



TYPE "B" VERTICAL CURB



TYPE "F" CURB & APRON

NOTES:

① #4 x 24" rebar, greased and wrapped one side through all expansion and cold joints



**VERTICAL CURB AND
VERTICAL CURB WITH APRON**

SADDLE CREEK COMMUNITY
SERVICE DISTRICT

Page 25

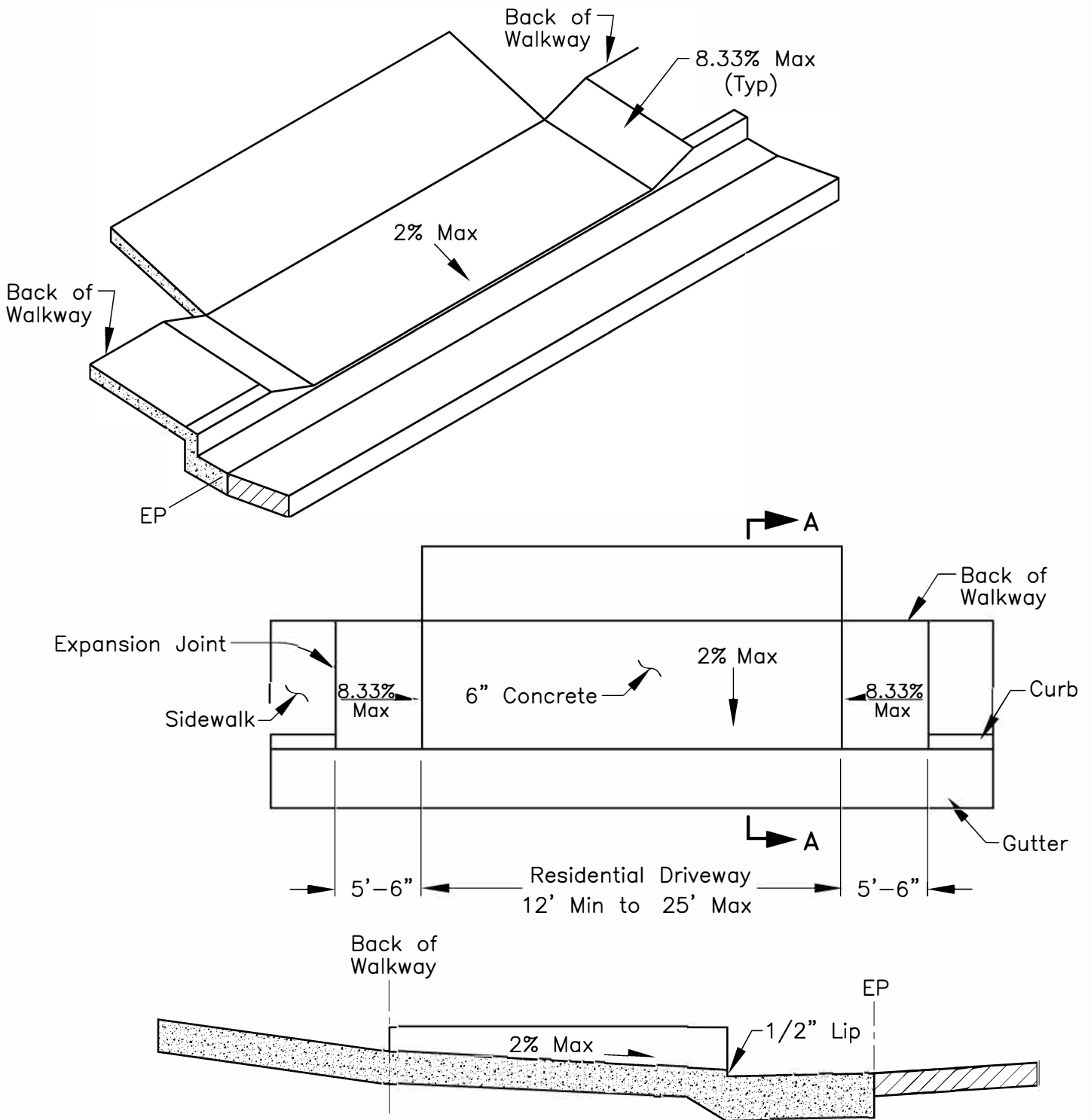
Approved by:

No.	Revision	Description	Date

Date: JUNE 2019

Std. Dwg. No.

R-3



SECTION A-A

NOTES:

1. Driveway to be located entirely within the frontage of lot served.
2. Minimum 4' of vertical curb between adjacent driveways.



**TYPICAL RESIDENTIAL
DRIVEWAY AT VERTICAL
CURB AND GUTTER**

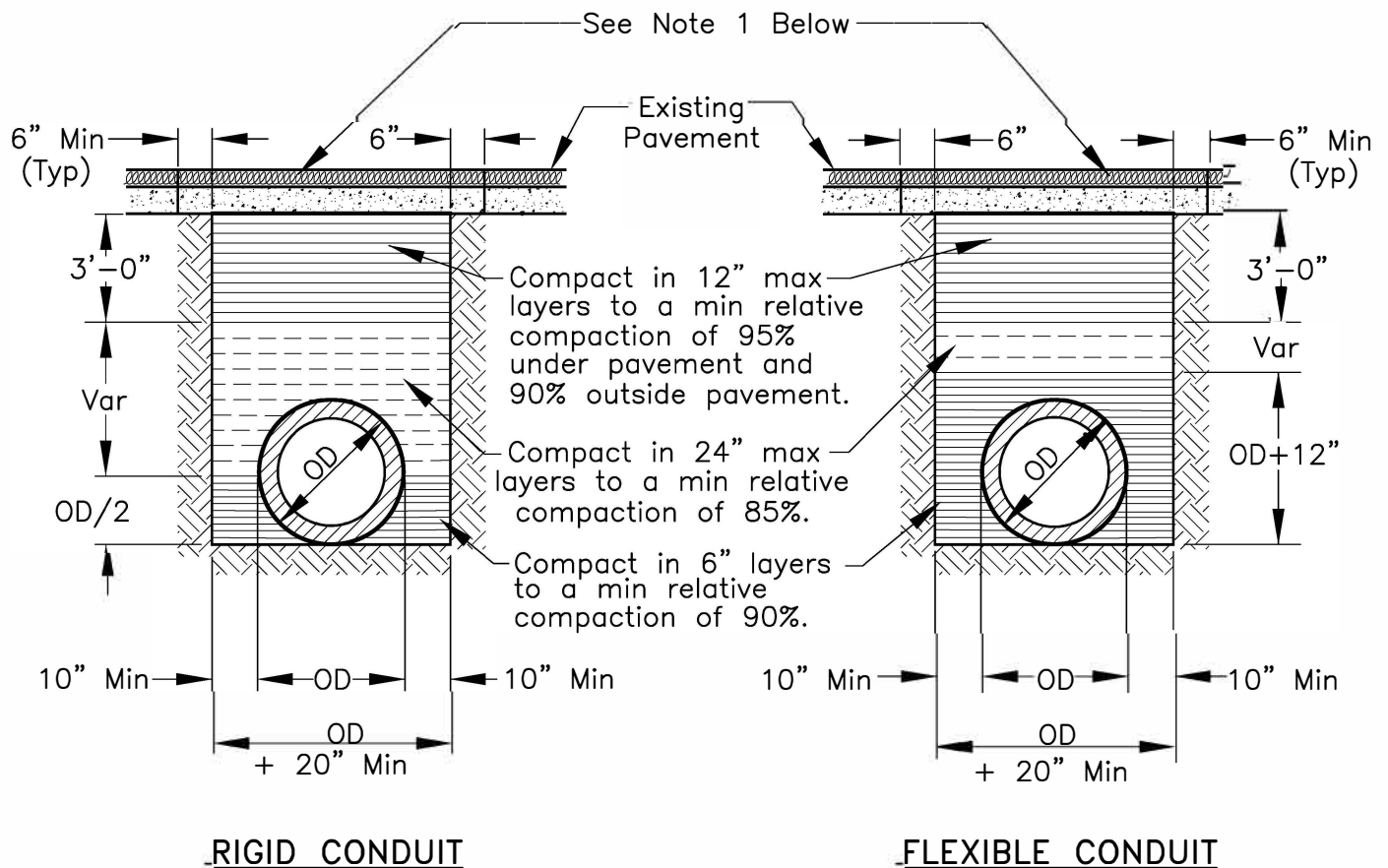
**SADDLE CREEK COMMUNITY SERVICE
DISTRICT**

Approved by:

No.	Revision	Description	Date

Std. Dwg. No.

R-4



NOTES:

1. New pavement shall be 1" thicker than existing pavement, minimum of 0.25 Ft. New base shall be 1" thicker than existing base, min of 0.50 Ft.
2. Select native material or imported granular material as approved by the CSD Maintenance Manager (209) 785-0100. Backfill with materials equal to or better than the existing pavement and base in quality.
3. Relative compaction of materials shall be tested in accordance with the State of California, Dept. of Transportation Testing Manuals, test method No. California 216 or 231.
4. All existing pavement shall be neatly cut to line prior to trench excavation.
5. Jetting or ponding will be permitted within the street right-of-way with the approved by the CSD Maintenance Manager.
6. When shown by soil composition and compactability, ninety percent (90%) compaction may be used, when approved by the CSD Maintenance Manager (209) 785-0100.
7. Special bedding and backfill requirements may be shown on the plans or specified in the special provisions.



TYPICAL TRENCH BACKFILL

SADDLE CREEK COMMUNITY SERVICE DISTRICT

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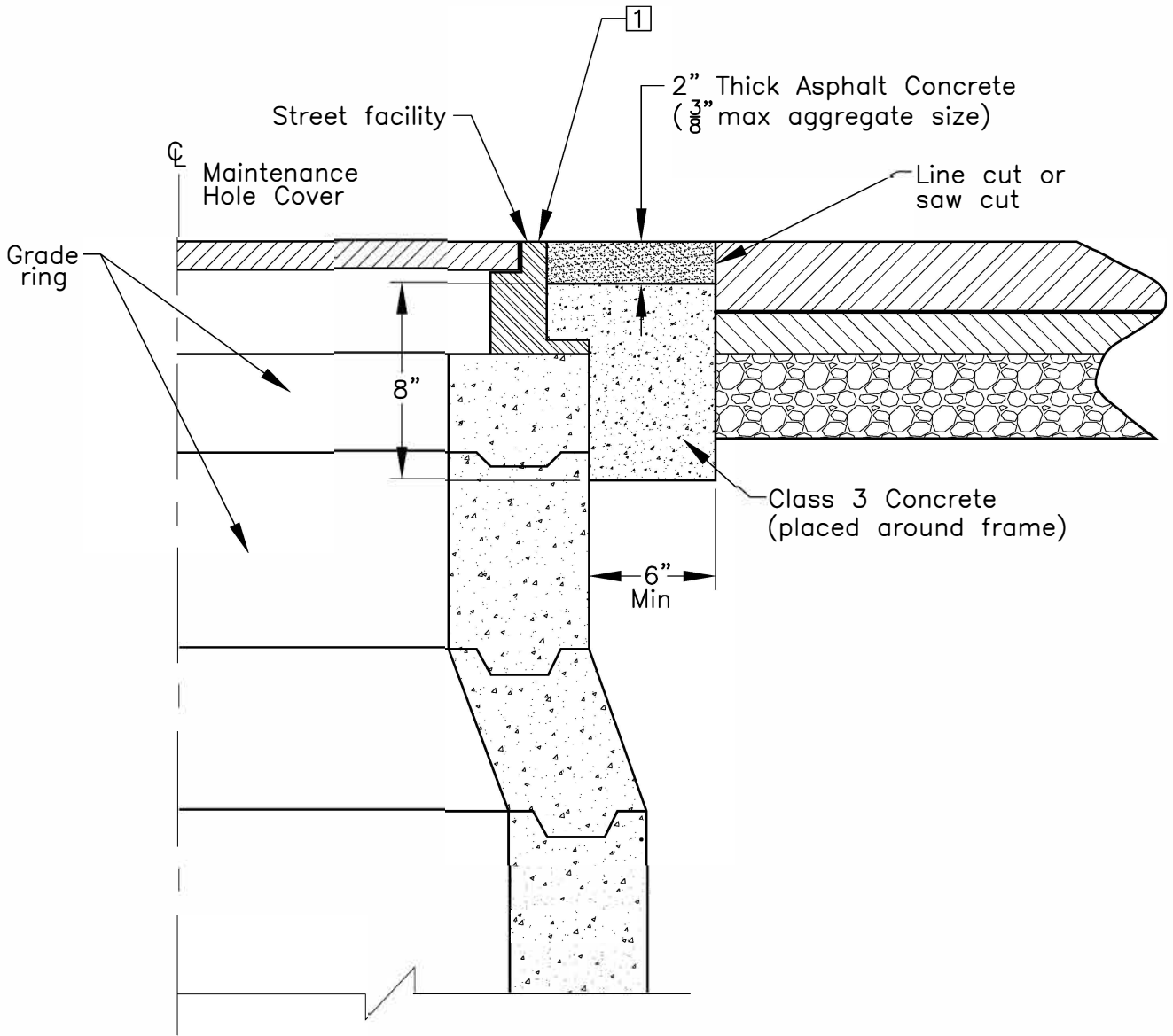
Date: JUNE 2019

Approved by:

No.	Revision	Description	Date

Std. Dwg. No.

R-5



NOTES:

1 Elevation of frame shall match finished grade of pavement $\pm 1/8"$



ADJUSTING STREET FACILITIES TO GRADE

SADDLE CREEK COMMUNITY SERVICE DISTRICT

Approved by:

No.	Revision	Description	Date

Std. Dwg. No.

R-6

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

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 20, 2019

SUBJECT: Item 7 b) Adoption of a resolution approving a proposal from Willdan Engineering for the preparation of standard details and specifications for the District, which establish the criteria for design and construction of roads to be dedicated to the District in the future

RECOMMENDED ACTION

Staff recommends the following action:

I Move to adopt a resolution approving a proposal from Willdan Engineering for the preparation of standard details and specifications for the District, which establish the criteria for design and construction of roads to be dedicated to the District in the future

BACKGROUND

The District will undoubtedly in the future be asked to accept additional roads into its maintained road system. For the District to accept new roads into its system, it must ensure that the roads are built to a standard that meets county road standards, as well as potentially higher standards as seen fit by the District to maintain the look, feel and acceptable cost for road maintenance in the future.

The acceptance of any new road involves review of the developer's road design, construction inspection, warranties, and dedication with clear title. To ensure that roads are designed and built to a standard that the District will accept, a set of road engineering standard specifications and details will be provide to the developer. The purpose of this agenda item is to consider adoption of a resolution approving agreement with Willdan Engineering for the preparation of road standards that will be adopted by the District.

ATTACHMENTS:

Willdan Proposal and draft resolution

FINANCIAL IMPACT:

A budget of not to exceed \$15,000 is proposed and included in the adopted 2019/20 budget



August 19, 2019

Peter Kampa, General Manager
Saddle Creek Community Services District
1000 Saddle Creek Drive
Copperopolis, CA 95228

Subject: Development Standards, Details and Specifications for new development for the Saddle Creek Community Services District

Dear Mr. Kampa:

Pursuant to your recent request I wish to confirm that Willdan Engineering (Willdan) is pleased to provide this proposal to prepare Development Standards/Details for the Saddle Creek Community Services District.

We are pleased to offer the services of Mr. Peter Rei, PE, PLS to serve as the Project Manager for the project. Mr. Rei has more than 38 years of engineering and management experience in municipal engineering for cities, counties and special districts. Mr. Rei will be supported by other Willdan Engineering staff, as needed, to help him to successfully complete the project.

The total not-to-exceed cost of the pavement evaluation project is proposed to be \$15,000.00. Willdan further proposes that Mr. Rei's project management services will be billed at a rate of \$164.00/hr.

We sincerely appreciate the opportunity to offer our professional engineering services to the Saddle Creek Community Services District and look forward to assisting you with your engineering needs. If you have any questions, or need additional information, please contact me at (209) 743-4469 or at prei@willdan.com.

Please indicate the District's approval and authorization to proceed by scanning one signed original and returning it by e-mail.

Respectfully submitted,
WILLDAN ENGINEERING

Approval and Authorization to Proceed By:
SADDLE CREEK COMMUNITY SERVICES DISTRICT

Peter Rei, PE, PLS
Project Manager

Signature

Exhibit A – Scope of Work

August 19, 2019

Saddle Creek Community Services District Development Standards, Details and Specifications for New Development

Proposed cost not-to-exceed \$15,000

1. Meetings (maximum of 4)

- Attend Project Kick-Off meeting with District staff to review project prior to Willdan Engineering beginning work.
- Attend Meeting with District staff to present 35% plans, specifications and engineers estimate, and answer any questions that District staff may have.
- Attend Meeting with District staff to present 95% plans, specifications and engineers estimate, and answer any questions that District staff may have.
- Attend District Board Meeting to assist staff with their request for permission to approve the project.

2. Existing information

- Review all available development standards, details and specifications from other similar agencies

3. (35%) Preliminary Analysis

- Prepare 35% Development Standards, Details and Specifications for review by District staff.
- Incorporate any requested changes to the 35% Development Standards, Details and Specifications as requested by District staff.

4. (95%) Development Standards, Details and Specifications

- Prepare 95% Development Standards, Details and Specifications for review by District staff.
- Incorporate any requested changes to the 95% Development Standards, Details and Specifications as requested by District staff.

5. Final Project Plans, Specifications and Estimate

- Present Final Development Standards, Details and Specifications to the District Board for approval.



RESOLUTION __, 2019

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH WILLDAN
ENGINEERING FOR THE PREPARATION OF DISTRICT ROAD STANDARDS AND
SPECIFICATIONS**

WHEREAS, the Saddle Creek Community Services District (District) desires to prepare road design standards and specifications to ensure consistently high quality road construction; and

WHEREAS, Willdan Engineering is a qualified and experienced engineering firm, and has submitted a proposal for the preparation of District road standards and specifications.

NOW, THEREFORE, BE IT RESOLVED that the agreement with Willdan Engineering is approved and effective September 17, 2019.

PASSED AND ADOPTED by the Board of Directors of the Saddle Creek Community Services District on September 17, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Darlene DeBaldo, President

Peter Kampa, Board Secretary

Board of Directors

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

TO: SCCSD Board of Directors
FROM: Peter Kampa, General Manager
DATE: August 20, 2019
SUBJECT: **Item 7 c) Report on the process and cost for changing the name of the District from Saddle Creek CSD to Copper Valley CSD**

RECOMMENDED ACTION

This is a report item only, with additional Board recommendations expected.

BACKGROUND

The current owner of the golf resort and land holdings in the CSD boundaries has recently changed its name from Saddle Creek to Copper Valley. The District Board has asked that staff determine the process and cost for changing the name of the District to Copper Valley CSD to provide consistency with the name of the community.

The District is allowed to change its name by application to the local agency formation commission (LAFCO) and filing the name change with the State Department of Real Estate. There are no fees associated with this process according to LAFCO. The cost associated with a name change comes in the form of changes in letterhead, envelopes, logos, uniforms, website and similar items, at a cost of less than \$2000. Should the Board choose to proceed with name change, the required application resolution will be placed on the appropriate board meeting agenda.

ATTACHMENTS:

None

FINANCIAL IMPACT:

Should the board proceed with name change, the cost should not exceed \$2000.



SADDLE CREEK BOARD MEETING AGENDA SUBMITTAL

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 20, 2019

SUBJECT: Item 7 d) Report on outcome of research into Saddle Creek CSD adoption and enforcement of parking restrictions

RECOMMENDED ACTION

This is an informational item only, no action required.

BACKGROUND

The Board requested that staff seek counsel to determine if:

1. The CSD could adopt or enforce parking restrictions on private property (driveways)
2. The District could adopt parking restrictions on its public roads, and if those requirements could be enforced by others
3. The HOA can enforce parking restrictions on CSD property or road easements

The District General Manager met with attorney David McMurchie who represents CSDA and has many CSD clients, as well as HOA clients. McMurchie stated that HOAs are not typically allowed to restrict parking on CSD roads; doing so would undoubtedly create conflict.

The District is allowed to adopt and enforce parking restrictions on its roads, but not on private property, unless the private property parking violates some form of District ordinance related to access to roads by the public (parking to block the road) or some other action that interferes with the public purposes of the roads.

The CSD can adopt parking restrictions (ordinance) for its public roads, and enforce those with fines, fees and vehicle removal. Parking restrictions cannot regulate parking for the purpose of aesthetics, rather they must be adopted to address infractions that affect the use and enjoyment of the public roads; by the public. All other CSDs with parking enforcement have a trained police force or security service that issue citations and conduct the associated administrative process. The cost to employ a security or police force will be in the hundreds of thousands of dollars annually.

ATTACHMENTS:

None

FINANCIAL IMPACT:

None at this time



SADDLE CREEK BOARD MEETING AGENDA SUBMITTAL

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 20, 2019

SUBJECT: Item 7 e) Adoption of a Resolution approving agreement with Larry Bain for 2018/2019 annual audit

RECOMMENDED ACTION

Staff recommends the following action:

I Move to adopt a resolution approving agreement with Larry Bain for 2018/2019 annual audit

BACKGROUND

The District is required by state law to hire an independent CPA firm to conduct an audit of our financial statements. For many years, the District has used CPA Larry Bain for completion of the audit; whose agreement expired last fiscal year. The District can contract with any qualified consultant to conduct the audit, and staff is recommending an agreement with Larry Bain. Due to the time required to select a different consultant, there may not be adequate time this year to seek proposals from others.

ATTACHMENTS:

Proposal from Larry Bain

FINANCIAL IMPACT:

The proposed audit is estimated to cost \$7800 plus out of pocket costs.

August 20, 2019

Board of Directors
Saddle Creek Community Services District
Copperopolis, CA

We are pleased to confirm our understanding of the services we are to provide Saddle Creek Community Services District for the fiscal year ended June 30, 2019. We will audit the primary government financial statements, which comprises the basic financial statements of Saddle Creek Community Services District as of and for the fiscal year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Saddle Creek Community Services District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Saddle Creek Community Services District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) General Fund Budget to Actual Schedules

We will also assist the District with preparing the State Controller Annual Financial Transaction report.

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Saddle Creek Community Services financial statements. Our report will be addressed to the Board of Directors of Saddle Creek Community Services. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors. We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets). We have offered to perform, as a separate engagement, extended procedures specifically designed to detect fraud and you have declined to engage us to do so at this time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Saddle Creek Community Services compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of Saddle Creek Community Services District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will assist with preparing cash or other confirmations we request and will locate any documents selected by us for testing.

The workpapers for this engagement are the property of Larry Bain, CPA and constitute confidential information. However, we may be requested to make certain workpapers available to regulatory agencies pursuant to authority given to it by law or regulations. If requested, access to such workpapers will be provided under the supervision of Larry Bain, CPA. Furthermore, upon request, we may provide photocopies of selected workpapers to the regulatory agency. The regulatory agency may intend, or decide; to distribute photocopies or information contained therein to others, including to governmental agencies.

We expect to begin our audits in October, 2019 and to issue our reports no later than December 2019. Larry Bain is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$7,800. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket

costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Saddle Creek Community Services District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Larry Bain, CPA
An Accounting Corporation

RESPONSE:

This letter correctly sets forth the understanding of Saddle Creek Community Services District.

By: _____

Title: _____

Date: _____

RESOLUTION __, 2019

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT APPROVING AGREEMENT WITH LARRY BAIN
FOR COMPLETION OF THE 2018/19 AUDIT**

WHEREAS, the Saddle Creek Community Services District (District) is required to complete an annual audit; and

WHEREAS, CPA Larry Bain is experienced and qualified to conduct the audit.

NOW, THEREFORE, BE IT RESOLVED that the agreement with Larry Bain is approved and effective September 17, 2019.

PASSED AND ADOPTED by the Board of Directors of the Saddle Creek Community Services District on September 17, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Darlene DeBaldo, President

Board of Directors

Peter Kampa, Board Secretary

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

TO: SCCSD Board of Directors

FROM: Peter Kampa, General Manager

DATE: August 20, 2019

SUBJECT: 7f) Approving the form of and authorizing the execution of a memorandum of understanding and authorizing participation in the Special Districts Risk Management Authority Health Benefits program.

RECOMMENDED ACTION

Staff recommends the following action:

I Move to adopt a resolution Approving the form of and authorizing the execution of a memorandum of understanding and authorizing participation in the Special Districts Risk Management Authority Health Benefits program

BACKGROUND

Please see the attached letter from SDRMA which thoroughly describes the need for approval of the revised MOU, through adoption of the attached resolution.

ATTACHMENTS:

Revised SDRMA MOU and approving resolution

FINANCIAL IMPACT:

None at this time

August 1, 2019

Mr. Greg Hebard
Site Manager
Saddle Creek Community Services District
1000 Saddle Creek Drive
Copperopolis, California 95228

Amended Memorandum of Understanding

Dear Mr. Hebard,

At the June 26, 2019 SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the Memorandum of Understanding (MOU) between your agency and SDRMA. The amendments were made to align the MOU with IRS guidelines, the Affordable Care Act and the CSAC-EIA pool guidelines. CSAC-EIA is the organization that provides coverage for the Health Benefits program.

Your entity participates in SDRMA's Health Benefits program and has previously executed the Memorandum of Understanding (MOU) and Resolution when your entity joined SDRMA's Health Benefits program. Included in the MOU is the following section: AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

To follow the above MOU guideline your governing body must execute the enclosed MOU and Resolution and return the original MOU and Resolution to SDRMA by **November 1, 2019**. If your entity does not return the MOU and Resolution to SDRMA by **November 1, 2019** your entity will be deemed as withdrawn and benefits will be terminated effective **January 1, 2020**.

If SDRMA has not received your entity's MOU and Resolution by October 1, 2019 we will send an email to your attention inquiring when the MOU and Resolution will be sent to SDRMA.

In the MOU under section 4 it refers to SDRMA Program Administrative Guidelines. The Administrative Guidelines can be found on the SDRMA MemberPlus Portal at www.sdrma.org. If you are already registered on the MemberPlus Portal you do not need to re-register. If you are not already registered on the MemberPlus Portal, please find enclosed instructions of how to register. Once you are registered and login, the Administrative Guidelines can be found under the following pathway: Document Library>Health Benefits>Administrative Guidelines.

Please contact us at 800.537.7790 or at healthbenefits@sdrma.org if you have any questions regarding the MOU and/or Resolution. Thank you for your continued participation in the Health Benefits Program!

Sincerely,
Special District Risk Management Authority



Alana Little
Health Benefits Manager

Enclosures: Memorandum of Understanding
Resolution
MemberPlus Registration instructions
Return Address Envelope

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants

be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.

- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. **WITHDRAWAL.** ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
 10. **LIAISON WITH SDRMA.** Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
 11. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
 12. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.
 13. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
 14. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
 15. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
 16. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
 17. **EFFECTIVE DATE.** This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.

**A RESOLUTION OF THE OF THE (GOVERNING BODY) OF Saddle Creek
Community Services District APPROVING THE FORM OF AND AUTHORIZING
THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND
AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY'S HEALTH BENEFITS PROGRAM**

WHEREAS, Saddle Creek Community Services District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

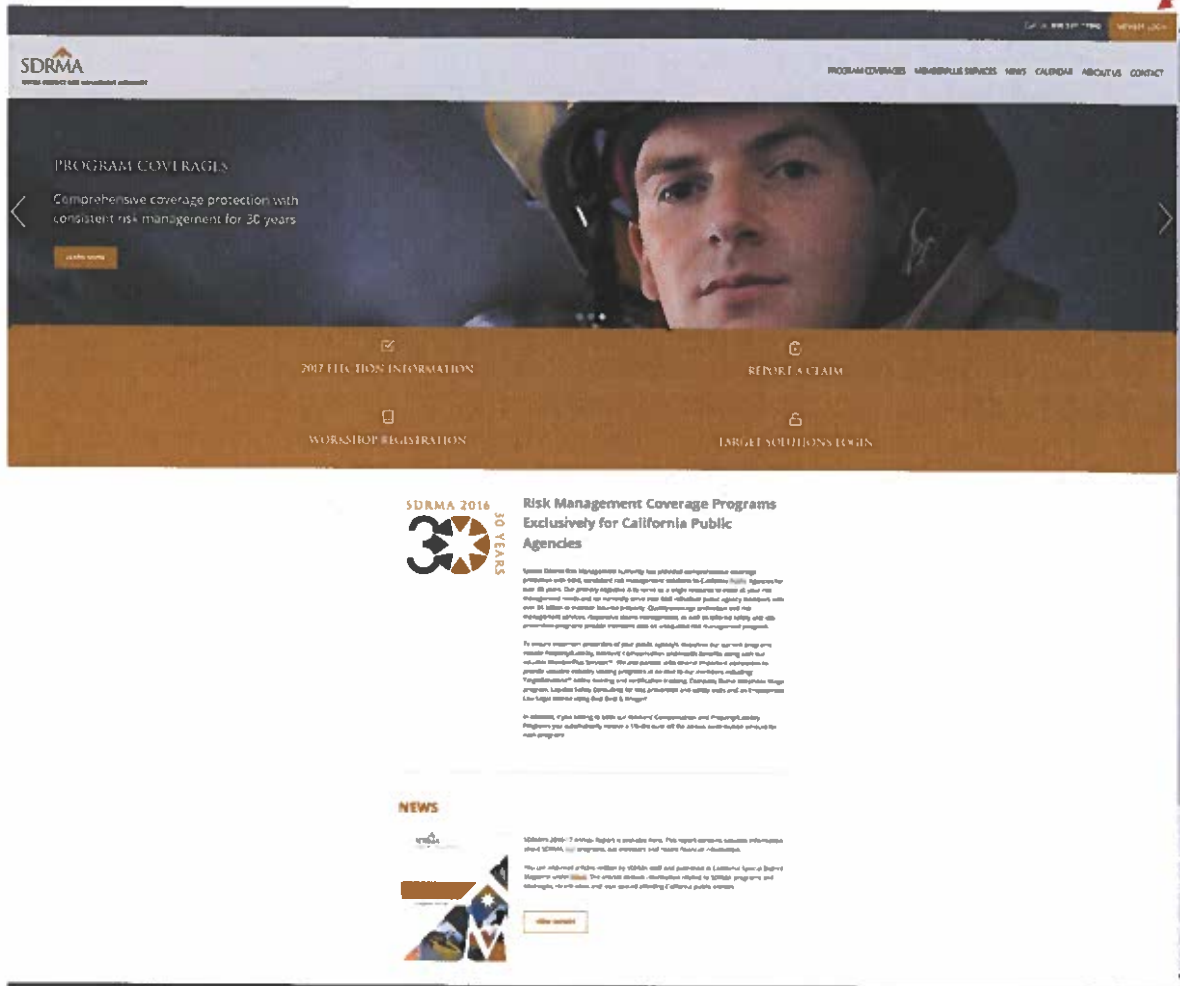
Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Detail Steps

- Step 1 - Access Thru SDRMA Website
Using your web browser, go to www.sdrma.org

Click on *Member Login* in the top right corner of the page



- Step 2 - First Time Registration - Click on *Register New User*

MemberPlus Online Login

Please log in with your SDRMA registered email address and password.

Email

Password

Remember me

LOG IN

[Register as a new user](#)

[Forgot password?](#)

- Step 4 - Read the *Terms of Use* - If you agree, check the box shown and click on Register

Terms

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE USING THIS SITE

By using this site, you signify your assent to these conditions of use.

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Please note: Once you click on *Register* the registration request is submitted. You will receive an email which will include instructions for completing your online registration. Once the registration process is complete and your account is approved and activated by SDRMA, you will receive an email notification. Typically, you will receive approval by the next business day. You will then be able to access SDRMA MemberPlus Online. If you don't receive the automated email, please check your quarantined or spam mailboxes.

Firm Description

⇒ Willdan's Expertise

- *Pavement rehabilitation design, street widening, median, and drainage improvements for hundreds of projects*
- *Design professionals highly experienced in pavement overlay and street improvement engineering*
- *Extensive experience selecting cost-effective methodologies that withstand the test of time*

Willdan has served local cities and districts for over 53 years providing a wide range of municipal engineering services including pavement rehabilitation design, street widening, medians, and drainage improvements along with full construction management services for hundreds of projects. The professionals selected for this project are highly experienced in civil design, traffic design, pavement engineering, encroachment permits, roadway construction standards, and construction engineering. Our experience in selecting and applying pavement rehabilitation methods

in the most cost-effective manner is extensive. In addition, as the consultant city engineer for many cities, we have monitored the long-term performance of street pavements using a full range of treatment options and have utilized this information to continually update and improve our approach and strategy. In summary:

- Willdan has provided engineering design and construction management services for hundreds of roadway improvement, rehabilitation, and resurfacing projects throughout California. The resurfacing of streets with nonstandard design is a special challenge that Willdan deals with on a regular basis, usually with a few projects underway at any given time. Our experience with asphalt-rubber hot mix (ARHM) is unsurpassed, dating back to the first asphalt rubber project bid in Southern California in 1989. We understand the strong points and the weak points of ARHM, and therefore will only recommend implementing this material where the benefit outweighs the added cost.
- Willdan has been a contract city engineer for many cities over the last 50 years and has continuously been involved in multiple major arterial rehabilitation projects at any given time. Many such projects were also engineered by Willdan for a multitude of cities.
- Willdan has been at the forefront for many years in developing new and more cost-effective approaches to upgrading pavement structures of deteriorated streets. During this time, design specifications have been tested and refined for various processes using methods and materials proven to be economical and effective in their application.
- Our role as city engineer provides our staff with design and construction management experience that includes the full range of construction methods for nearly every possible site condition. Willdan obtains direct and important feedback, such as:
 - ✓ The most efficient construction methods and materials to implement on each type of project
 - ✓ The actual performance of the different rehabilitation methods over extended periods
 - ✓ Special field conditions to circumvent during construction through special contract provisions
- It is our policy to maximize the resources within our organization to provide the highest quality product. In the area of design, one very effective technique is that the final review of plans and specifications is performed independently by our Construction Management Group. A highly-experienced construction engineer performs an independent review of the contract documents to ensure full constructability without ambiguities or conflicts between the plans, specs and contract documents.
- In addition to our extensive design engineering experience, Willdan has the construction experience to match every type of street condition. Our construction and design professionals have worked together closely over the years to develop the highest quality time-tested construction procedures and specifications. Close attention to details such as crack treatments, interlayer placement, and removal area selections are crucial to a durable finished pavement.

Proposed Firm Staff

A successful partnership for this type of project requires expertise in pavement rehabilitation, storm drainage design engineering, and effective coordination with District staff, community members of Saddle Creek Community Services District, and other project stakeholders to ensure the project reflects the expectations of its stakeholders.

Although overall firm credentials and experience are important, the key to a successful project is the caliber and depth of experience of the individuals assigned to the team. Willdan offers the Saddle Creek Community Services District a highly-qualified team of in-house professionals with the technical qualifications and diverse capabilities necessary to undertake the services requested for the District's public infrastructure projects.

Project Management Team

Mr. Peter Rei, PE, PLS, will serve as Project Manager and main point of contact for the project. Mr. Rei has over 36 years of experience in both the public and private sectors administering roadway pavement and storm drainage improvements similar to those desired by the District. Mr. Rei has served as the Public Works Director/Road Commissioner in three Northern California counties where he was responsible for design and maintenance of all roadways and storm drainage improvements within those Counties. Mr. Rei has served as the City Engineer for the City of Hughson since 2015. In this role, he assists the City on an ongoing basis with evaluation, design, and construction of all pavement and storm drain improvement projects. As Project Manager, Mr. Rei will:

- Work with District's staff and lead key team members to jointly prepare a strategy for pursuing the assigned projects
- Establish appropriate internal coordination activities to best provide the services needed
- Monitor, review and report on the project's status to the District at regular intervals
- Solicit information from and coordinate reviews by the District
- Be the primary contact and focus of project correspondence to maximize communications between the District, other agencies, and Willdan's team members
- Monitor the general progress of the project and thoroughly review all major documents prior to submittal to the District

Ms. Roxanne Hughes, PE, will serve as our Quality Assurance Manager. In this role, Ms. Hughes will administer the contract-specific quality assurance program and will work closely with Mr. Rei to ensure our services are top quality. She will meet periodically with Mr. Rei to review progress and performance and address any performance issues. With 21 years of experience in the engineering field, her extensive expertise in Pavement Management System updates and street improvements design will be an invaluable asset during the evaluation of existing pavement conditions and throughout the project. Ms. Hughes possesses a wide breadth of knowledge in street improvements design and ADA compliance and has been highly involved in street projects similar to this project.

Technical Support Team

Mr. Tyrone Peter, PE, will serve as Civil Design Task Leader. His 11 years of experience managing and designing all types of public works projects provide a solid foundation to understand what is needed to deliver a successful project. Mr. Peter possesses comprehensive experience with design of state highway, new street, street widening, street realignment, pavement rehabilitation, ADA compliance, light rail and railroad, grade separation, flood control facility, water, and sewer projects. He has supervised feasibility study, project study report, project report, construction document preparation as well as grade certification issuance, construction administration, and construction inspection. He is proficient at managing large project teams with sub-consultants and multiple technical disciplines. During his career, Mr. Peter has served as project manager, civil engineering task leader, supervising engineer, senior engineer, design engineer, and designer for over 200 street improvement projects.

Mr. Nick Weis, EIT, will serve as Design Engineer and will assist Mr. Peter with preparing plans and specifications for construction of the proposed improvements. He is the designer for various similarly scoped roadway rehabilita-

tion projects and will bring this working knowledge to prepare cost-effective street design PS&E. Mr. Weis is proficient in AutoCAD, EPA Storm Water Management Model (SWMM), Civil 3D, SAP 2000, EPANET, ArcGIS, MATLAB, and Sketch Up.

Mr. Ross Khiabani, PE, GE, will serve as Geotechnical Engineer. Mr. Ross Khiabani oversees and performs diversified geotechnical assignments involving soil mechanics and foundation engineering, soil stabilization, landslide analysis and stabilization, settlement evaluations, liquefaction studies, slope stability analyses, laboratory testing, and inspection services during construction operations. His vast experience includes providing engineering services for commercial, industrial, institutional, ports and harbors, public works, transportation (including major bridges, local roads, freeways and toll roads) and water and wastewater facilities projects.

Mr. Edward Cox will serve as Utility Coordinator and will be responsible for coordination with local utility agencies whose facilities may be affected by the proposed construction projects. Utility coordination will play a critical role in minimizing construction delays, change orders, and preventing damage to existing utilities within the project areas. Mr. Cox possesses over 33 years of public works experience involving utility coordination, public works inspection, and labor compliance. His utility coordination expertise encompasses roadway and bridge rehabilitation/reconstruction projects of varying sizes. Mr. Cox is highly skilled in the utility coordination process from preliminary design through construction. His expertise includes identifying and resolving utility conflicts; coordinating and working with multiple utility agencies with utilities impacted by project construction; reviewing and documenting the progress of the utility relocation effort; identifying permitting requirements for both aerial and underground utility construction; and recommending construction methods that best suit the project as well as the utility being relocated. Mr. Cox collaborates with the design team to prepare utility relocation plans that are constructible and adhere to applicable federal, state, and local requirements.

Mr. Jeffrey Lau, PE, will serve as Traffic Engineer. He possesses expertise with various facets of traffic engineering, including field investigations, traffic data collection and analysis, traffic design, and project management. Mr. Lau has been involved in fieldwork, design, and drafting on a variety of traffic engineering projects such as traffic signals, signing and striping, street lighting, and construction traffic control. Mr. Lau has also assisted with traffic impact studies and analyses, plan checking, and engineering and traffic survey updates. He is highly proficient in AutoCAD, MicroStation, Synchro, HCS+, PC-Warrants, AGI32, and Crossroads Collision Database.

Mr. Raj Gupta will serve as Construction Manager and Inspector. He has over 31 years of extensive experience in the construction industry - specializing in infrastructure, highway, bridges, water-main, storm drain, sewer, community development, and utilities relocation. He is well-versed in project planning; constructability review; investigation, documentation, and evaluation; construction management; and construction supervision for projects utilizing state and federal funds. Mr. Gupta has served as a team leader, chief inspector, senior field engineer, and field engineer. In these roles, he supervised, inspected, and monitored construction, reconstruction and maintenance for various infrastructure and highway projects.

Team Availability

Willdan is committed to providing the staffing and resources required to complete the District's project on schedule and within the allotted and agreed upon budget. Willdan's internal project management procedures call for preparing labor requirements for each active project and integrating that data into a labor projections and resource allocations database for all projects. The projections for each project are aggregated by technical disciplines to produce company-wide labor needs and to identify shortages or surpluses. Willdan's workload is reviewed on a weekly, monthly, and quarterly basis.

A breakdown of our team's availability is provided herein.

Project Team Member	Project Role	Availability Percentage
Peter Rei, PE, PLS	Project Manager	40
Roxanne Hughes, PE	Quality Assurance Manager	10
Tyrone Peter, PE	Civil Design Task Leader	35

Project Team Member	Project Role	Availability Percentage
Nick Weiss, EIT	Design Engineer	35
Ross Khiabani, PE, GE	Geotechnical Engineer	15
Edward Cox	Utility Coordinator	10
Jeffrey Lau, PE	Traffic Engineer	15
Raj Gupta	Construction Manager/Inspector	80

Subconsultant Team

Condor Earth (Condor) has been providing materials testing services for almost three decades on projects throughout California. These projects include a myriad of wide-ranging project types and include all public infrastructure involving roadway, bridges, underground utilities, and water and wastewater distribution and treatment facilities. Condor maintains an excellent reputation for working closely with design professionals, permitting agencies, and other project team members to verify that construction materials conform to design plans and specifications.

Condor’s testing laboratories are certified through the National Bureau of Standards and are recognized and approved by the California Department of Transportation, California Office of Statewide Health Planning and Development, and Division of the State Architect. Their procedures, equipment, and personnel qualifications conform to requirements outlined in ASTM E-329. The Nuclear Regulatory Commission licenses storage and use of Condor’s nuclear density testing gauges and certifies their technicians. All field and laboratory testing equipment is calibrated on an annual or more frequent basis by an outside agency as part of their internal quality assurance.

Resumes

As directed in the District’s Request for Proposals, Willdan has provided resumes for our project team on the following pages.

Peter Rei, PE, PLS

Project Manager

Profile Summary

Education:	BA, Geography/Cartography, Humboldt State University BS, Civil Engineering, Chico State University
Registration:	Land Surveyor, California No. 5963 Civil Engineer, California No. 49623
Experience:	36 Years

Mr. Peter Rei has extensive experience in civil engineering and land surveying with 23 years serving as a senior management level administrator for California counties. In these roles, he was the one primarily responsible for planning, grant application, planning, grant application, design, and construction of infrastructure projects predominantly for local roads and bridges. Mr. Rei currently assists the City of Hayward with management of their development projects – processing, review, and approval of final maps, parcel maps, improvement plans, and a myriad of development-related applications and projects. Based upon Mr. Rei's recommendations, the City has streamlined their processes and significantly reduced the number of backlogged projects.

Relevant Project Experience

Engineering & Traffic Survey, City of Hughson, California. Client Manager responsible for client contact and ensuring client satisfaction for project such as the engineering and traffic survey to re-certify 13-segments. The report included radar survey study, 24-hour counts, accident data analysis, review of existing and none-readily-apparent conditions and report documenting 85th, 50th percentile speeds and average speeds as well as 10th mile per hour pace. The study was compiled in compliance with current California Manual of Uniform Traffic Control Devices (CA MUTCD) Section 2B.13 guidelines and as required by the California Vehicle Code Section 627 and 40802.

Contract Staff Augmentation, County of Mariposa, California. Interim Director of Public Works responsible for all department services and staff during County recruitment efforts to find a full-time director.

County of Mariposa, California. Director of Public Works/Local Transportation Commission Executive Director responsible for supervising final design and construction of four fire stations which had been poorly managed prior to my arrival. He restructured a previously very unsuccessful department and lifted morale of employees. He applied for and received over \$12 million in new transportation grants and completed over \$8 million in construction.

County of Tuolumne, California. Director of Public Works/Tuolumne County Transportation Council Executive Director responsible for over \$30 million in transportation grants; completing construction of infrastructure for new law and justice center, and completing construction of over 20 miles of new road construction on major roadways. Other responsibilities involved coordination with Caltrans on completion of East Sonora Bypass – Stage 1 and on funding and design for East Sonora Bypass – Stage 2.

County of Humboldt, California. Deputy Director of Public Works (Engineering) responsible for managing a \$24 million Humboldt County Jail construction project and for an \$11.5-million retrofit of Humboldt County Courthouse damaged in the 1996 earthquake.

Contract City Engineering Services, City of Hughson, California. Contract City Engineer responsible for managing engineering services and acting as an extension of City staff. The services include providing municipal services for residents, businesses, governmental agencies, and other uses within and around the City of Hughson. One project involves a management of a state Active Transportation Program Grant to construct 1,300 feet of new sidewalk along the south side of Fox Road from Charles Street to Tully Road. The project improvements include new curb, gutter and sidewalk, street widening, ADA-compliant ramps at street intersections, storm drain inlets, resetting sewer and water boxes to grade and coordinating relocation of existing overhead telecommunications lines. Additional services include overseeing the process to obtain new right of way from 13 of the 14 affected property owners fronting on the work.

Deputy Director of Public Works, County of Humboldt, California. Project Manager responsible for the \$24 million Humboldt County Jail construction and for \$11.5 million retrofit of Humboldt County Courthouse damaged in 1996 earthquake and seven federally-declared disasters.

Stonebrae Golf Course Community, City of Hayward, California. Plan Review Coordinator responsible for all infrastructure review and approvals for two villages within the golf course community development. Responsibilities included regular meetings with the developer, review of all civil engineering and utility submittals, negotiation of conditions of approval for upcoming village phases, negotiation for release of bonds for completed villages, and regular weekly meetings to coordinate planning and engineering issues.

La Vista Development, City of Hayward, California. Plan Review Coordinator responsible for serving as the primary contact during review and approval of a 179-unit housing and parkland development. Responsibilities include determining required infrastructure and negotiating with the developer, creating a new zone of benefit in the City's Landscaping and Lighting District, coordinating all stormwater management reviews, creating a new Geologic Hazard Abatement District and annexing the La Vista project into the new district, reviewing and approving the final tract map, and presenting the project to City Council for approval. The effort requires regular meetings with the developer and his representatives and a wide range of resource agency representatives.

Baumberg Subdivision/FedEx Regional Distribution Center, City of Hayward, California. Plan Reviewer responsible for assisting the Development Services and Public Works Departments with ongoing reviews and serving as the City's liaison with the developer and their consultants during review and approval of all infrastructure – particularly drainage infrastructure, tentative map review, final tract map review, and approval on this challenging, changing project. This project began as a 13-lot industrial subdivision and transformed into a five-lot industrial subdivision when FedEx Corporation expressed interest in locating a new regional distribution center on the property. The project is located immediately adjacent to San Francisco Bay and thus involves significant oversight by both the City, County, and a host of state and federal regulatory agencies.

Mountain Springs Golf Course Community, County of Sonora, California. Lead Staff responsible for review of various infrastructure issues and – as part of the County's management team – assisting with regular meetings with the developer and at public hearings with the Planning Commission and Board of Supervisors. The project involved 2,076 lots in the original configuration and included extending water and sewer infrastructure over 2 miles from the nearest facilities, major improvements to local roads and bridges, creation of new utility and road infrastructure to serve the proposed neighborhoods, and a variety of other regulatory issues.

Development Engineering, City of Hayward, California. Development Review Engineer responsible for serving at the City's offices three days a week until the position is filled (anticipated to occur in September 2016). Services include processing an average 10 to 15 subdivision tract maps, five to eight parcel maps, five to 10 certificates of compliance, and over a dozen other applications – often occurring simultaneously with Planning applications. Additional services include performing other related engineering functions and providing support at the Permit Center counter.

Private Engineering Consulting Firm, Eureka, California. Manager of Land Development Division/Project Manager responsible for design and construction of a 74-lot subdivision in Hydesville and Project Manager for over 20 sewer and water projects for rural water and sewer districts. As professional civil engineer/ professional land surveyor, was responsible for roadway design for four Caltrans Highway projects; Survey Party Chief for bathymetric mapping of nine harbors in California for USGS; Survey Party Chief for construction of the Eureka Mall; and Survey Party Chief for over 50 civil engineering construction projects in nine states. Also recorded parcel maps and records-of-survey in 12 California counties for projects, served as Staff Surveyor for five years, and performed surveys for construction projects in nine states.

Roxanne Hughes, PE

Quality Assurance Manager

Profile Summary

Education:	BS, Civil Engineering (magna cum laude); California Polytechnic State University, San Luis Obispo
Registration:	Civil Engineer, California No. 62381
Experience:	21 Years

Ms. Roxanne Hughes has worked in varying aspects of civil engineering for 21 years. Her primary responsibilities include land development plan checking, city engineering, project management, and pavement engineering. Ms. Hughes specializes in project management, city engineering, pavement engineering, construction management, administration of federally-funded projects, and coordination and oversight of various public works plan checking.

Relevant Project Experience

Downs Street Roadway Improvements, City of Ridgecrest, California. Pavement Engineering Task Leader responsible for pavement design for improvements to Downs Street between Upjohn Avenue and Ridgecrest Boulevard. Improvements involved widening the street and installing curb, gutter, curb ramps, and sidewalk. Preliminary engineering involved utility research, right-of-way research, field investigations, soils testing, and ground survey. The preliminary design report identified and evaluated the various factors that would affect project delivery.

San Pablo Resurfacing, City of Pinole, California. Project Manager responsible for overall project oversight for preparing specifications using the City's boilerplate template modifying them to be project specific. Willdan will prepare and submit complete Request to Initiate Federal Funds to include PES forms, right-of-way certification, and Request for Authorization package to secure the E-76. Willdan will also assist with environmental compliance needed in order to obtain an authorization to proceed.

Pavement Management and Design Services, Morongo Band of Mission Indians. Project Manager responsible for overall project oversight for pavement engineering services for reservation-wide roadway pavement management system, projection of alternative roadway rehabilitation strategies, selection of an optimal strategy, and preparation of plans, complete specifications and engineer's cost estimate for implementation of a reservation-wide ARHM overlay project.

Pavement Management Services, City of Ridgecrest, California. Project Manager responsible for overall project oversight to convert the City's database to MicroPaver from Street Saver. Services provided included creation of a citywide database describing all roadway segments with current pavement condition and historical treatment data for upload to MicroPaver, GIS linkage for use in the City's GIS and generating a full pavement management report with a five-year maintenance and rehabilitation strategy using assigned budgets.

Pavement Design and Construction Engineering Services, City of Westlake Village, California. Project Manager responsible for overall project oversight for ongoing pavement evaluation and maintenance program management. Services provided include an annual review of the City street network, corresponding update of Capital Improvements Projects and implementation of the CIP street projects from design through construction. Implementation includes provision of complete Plans, Specifications and Cost Estimate, advertisement of bid, award of contract, construction management and project close out through notice of completion and release of retention. In years that STPL funds are programmed, the scope of work also includes full administration of the federal funding process to secure the funds, ensure federal compliance during construction and invoice Caltrans for reimbursement.

Tyrone Peter, PE

Civil Design Task Leader

Profile Summary

Education:	BS, Engineering and Civil Engineering, Tamil Nadu College of Engineering Civil Engineering, Murugappa Polytechnic
Registration:	Civil Engineer, California No. 81888
Experience:	11 Years

Mr. Tyrone Peter is an accomplished civil engineer for multi-discipline and multi-agency infrastructure projects and is known for providing innovative, quality engineering services to ensure project delivery within budget and schedule. As the project manager for the Prairie Avenue Improvement project, with qualified staff and resources, he will be responsible for successful project delivery. Mr. Peter's 11 plus years of experience managing and designing all types of public works projects provide a solid foundation to understand what is needed to deliver a successful project and make him the perfect fit for overseeing the entire project as well as specific civil engineering tasks.

Mr. Peter's comprehensive experience includes design of state highway, new street, street widening, street realignment, pavement rehabilitation, light rail and railroad, grade separation, flood control facility, water, and sewer projects. He has supervised feasibility study, project study report, project report, construction document preparation as well as grade certification issuance, construction administration, and construction inspection. He is proficient at managing large project teams with subconsultants and multiple technical disciplines. During his career, Mr. Peter has served as project manager, civil engineering task leader, supervising engineer, senior engineer, design engineer, and designer for over 200 street improvement projects with design contracts ranging from \$5,000 to \$2.9 million.

Mr. Peter possesses a strong work ethic and leadership skills that enable him to provide clear priorities and direction in project delivery. Using his ability to assess his staff's strengths, Mr. Peter positions his team members where they can be most successful. He uses his collaborative nature to build and maintain consensus among a variety of stakeholders to the benefit of project delivery.

Relevant Project Experience

Bus Route Street Improvements, Bear Valley Springs Community Services District, Tehachapi, California. Project Manager responsible for overall project management and oversight required to rehabilitate 10 miles of street improvements. The project involves AC pavement removal and reconstruction for localized repairs; cold in-place recycling; cold milling of existing pavement; application of tack coat; placement of asphalt concrete; asphalt-rubber hot-mix overlay; cap pavement with high tensile fiber; adjustment of manhole frames and covers and water valve stack covers; replacement of water blow-off service line and connection and air and vacuum system; installation of monument covers to grade; application of traffic striping and legends; other miscellaneous asphaltic work; and all appurtenant improvements. Willdan evaluated existing storm drain culverts and local drainage problems and proposed upgrades.

Firestone Boulevard Capacity Enhancement, City of South Gate, California. Project Manager responsible for overall project management and oversight required for the corridor improvements from Alameda Street to Hunt Avenue. The improvements involved increasing traffic capacity by reconfiguring the roadway from four to six lanes; pavement rehabilitation; landscape and hardscape medians; median lighting; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant ramps; parkway trees; artistic elements, corridor entrance monument; bus shelter and bus turnouts; and traffic signal modifications. Services provided included civil, traffic, pavement, and drainage engineering; landscape architecture, survey and right-of-way engineering; and utility relocation.

Los Alamitos Boulevard Median Improvements, City of Los Alamitos, California. Project Manager responsible for overall project management and oversight required for the improvements between Cerritos Avenue and Katella Avenue. Improvements involved raised median, pavement delineation, landscape and irrigation improvements,

street lighting and traffic signal improvements at intersections with Florista Street and Sausalito Street. There was minor traffic signal modification at intersections with Katella Avenue and Cerritos Avenue. The improvements were based upon City's desired four-lane with median design alternative.

Downs Street Widening, City of Ridgecrest, California. Civil Engineering Task Leader responsible for providing and overseeing all civil improvement design required for the widening improvements. The project includes environmental compliance, right-of-way research, and design. The project limits are Upjohn Avenue and Ridgecrest Boulevard. Improvements include street widening and new curb, gutter, curb ramps, and sidewalks. The preliminary engineering services include utility research, right-of-way research, field investigations, soils testing, and ground survey.

Street Improvements Phase II, City of Los Alamitos, California. Project Manager responsible for overall project management and oversight required for resurfacing of the following projects in the Phase II city-wide program:

- Via El Mercado Street Improvements
- Old Town West Improvements (Chestnut Street, Walnut Street, Florista Street)
- Commercial Street Improvements (Cerritos Avenue, Ball Road, Reagan Street, Humboldt Street, Portal Drive, Winners Circle, Los Alamitos Boulevard, Los Vaqueros Circle)

Willdan conducted site reconnaissance to observe the pavement condition, conducted coring, testing and engineering analysis and summarized the findings in a geotechnical report. Per the recommendation, the City streets within the project limits were ground and resurfaced with 2-inch thick asphalt-rubber hot mix or removed and replaced with asphalt concrete over aggregate base or with joint plain cement concrete. Visible cracks were filled with rubberized crack filling material. All manhole, water valve, anode, and monitoring well covers within the project limits were adjusted to grade. Existing curbs and driveways were protected in place within the limits of the project. Sidewalks were improved and ADA-compliant ramps were brought up to current standards.

Woodleigh Lane Improvements, City of La Cañada Flintridge, California. Senior Civil Designer responsible for coordinating and preparing the contract documents for the residential street improvements between Foothill Boulevard and Berkshire Avenue. The length of the street is approximately 2,855 linear feet. The comprehensive engineering design services included environmental engineering; civil, drainage, traffic and geotechnical engineering, survey; right-of-way mapping and engineering; utility and neighborhood coordination; landscaping, hardscaping, and tree preservation and/or restoration; SWPPP; and NPDES compliance with MS4 permit. The project involved total reconstruction of the asphalt concrete roadway with asphalt-rubberized hot mix; reconstruction of PCC curb, gutter, drive approach, and access ramps; reconstruction of catch basins; installation of Trash TMDL BMP; restoration of landscaping, hardscaping, and irrigation; preservation of treescaping; re-installation of traffic striping, house number on curb, pavement legend, and signage; preparation and implementation of SWPPP; and other appurtenant work.

Nicholas Weis, EIT

Design Engineer

Profile Summary

Education:	BS, Civil Engineering (structural engineering specialization), University of California, Irvine
Registration:	Engineer-in-Training, California No. 153822
Experience:	3 Years

Mr. Nicholas Weis is knowledgeable in technical standards and is skilled in AutoCAD drafting. Mr. Weis is proficient in AutoCAD, EPA Storm Water Management Model, MS: Word, PowerPoint, Excel and is experienced in Civil 3D, SAP 2000, EPANET, Microsoft Project, ArcGIS, MATLAB, Sketch Up.

Relevant Project Experience

Bus Route Street Improvements, Bear Valley Springs Community Services District, Tehachapi, California. Design Engineer responsible for assisting with design required to rehabilitate 10 miles of street improvements. The project involves AC pavement removal and reconstruction for localized repairs; cold in-place recycling; cold milling of existing pavement; application of tack coat; placement of asphalt concrete; asphalt-rubber hot-mix overlay; cap pavement with high tensile fiber; adjustment of manhole frames and covers and water valve stack covers; replacement of water blow-off service line and connection and air and vacuum system; installation of monument covers to grade; application of traffic striping and legends; other miscellaneous asphaltic work; and all appurtenant improvements. Willdan evaluated existing storm drain culverts and local drainage problems and proposed upgrades.

Los Alamitos Boulevard Median Improvements, City of Los Alamitos, California. Design Engineer responsible for assisting with design of street improvements between Cerritos Avenue and Katella Avenue. Project improvements involved raised median, pavement delineation, landscape and irrigation improvements, street lighting, and traffic signal improvements. Minor traffic signal modifications were designed. The improvements were based upon the City's desired layout of a four-lane alternative with median.

Firestone Boulevard Capacity Enhancement, City of South Gate, California. Design Engineer responsible for assisting with design of corridor improvements from Alameda Street to Hunt Avenue. The improvements involved increasing traffic capacity by reconfiguring the roadway from four to six lanes; pavement rehabilitation; landscape and hardscape medians; median lighting; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant ramps; parkway trees; artistic elements, corridor entrance monument; bus shelter and bus turnouts; and traffic signal modifications. Services provided included civil, traffic, pavement, and drainage engineering; landscape architecture, survey and right-of-way engineering; and utility relocation.

California High Speed Rail AT&T Infrastructure Relocation, Parsons/California High Speed Rail Authority, Madera and Fresno Counties, California. Design Engineer/Plan Reviewer responsible for reviewing as-builts to relocate AT&T facilities associated with the California High Speed Rail project. Assisted in revising horizontal alignments to avoid existing structures and right-of-way limits and added existing facilities to profile views of the proposed alignment in preparation of vertical alignment design. The work involved both horizontal and vertical relocation for replacement telephone ducts and vaults within utility corridor right-of-way crossing the railroad alignment and within associated local roadway where overcrossings are constructed.

Downs Street Widening, City of Ridgecrest, California. Design Engineer responsible for assisting with design of widening improvements. The project includes environmental compliance, right-of-way research, and design. The project limits are Upjohn Avenue and Ridgecrest Boulevard. Improvements include street widening and new curb, gutter, curb ramps, and sidewalks. The preliminary engineering services include utility research, right-of-way research, field investigations, soils testing, and ground survey.

Ross Khiabani, PE, GE

Geotechnical Engineer

Profile Summary

Education:	MS, Geotechnical Engineering, California State University, Long Beach Geology, Pahlavi University, Iran
Registration:	Geotechnical Engineer, California No. 2202 Civil Engineer, California No. 37156
Experience:	34 Years

Mr. Ross Khiabani performs diversified geotechnical assignments involving soil mechanics and foundation engineering, soil stabilization, landslide analysis and stabilization, settlement evaluations, liquefaction studies, slope stability analyses, laboratory testing, and inspection services during construction operations. His vast experience includes providing engineering services for commercial, industrial, institutional, ports and harbors, public works, transportation (including major bridges, local roads, freeways and toll roads) and water and wastewater facilities projects. This broad experience has given him a unique insight into local geotechnical and seismic conditions, and construction processes. Mr. Khiabani keeps in close communication with local, city, county, and state reviewers and is familiar with governing codes and requirements.

During his career, Mr. Khiabani has served as Project Manager or Geotechnical Engineering Task Leader for over 35 street improvement projects with design contracts ranging from \$50,000 to \$500,000

Relevant Project Experience

Florence Avenue Corridor Improvements, City of Inglewood, California. Geotechnical Engineering Task Leader responsible for geotechnical engineering and testing necessary for the corridor improvements along the Crenshaw/LAX Transit Corridor. Improvements included street resurfacing; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant curb ramps; raised median island modifications; pedestrian pathways with decomposed granite treatments; Class II and II bike lanes; traffic signal modifications; signing and striping; and bus stop improvements and new installations.

Downs Street Widening, City of Ridgecrest, California. Geotechnical Engineering Task Leader responsible for geotechnical engineering and testing necessary for the widening improvements. The project includes environmental compliance, right-of-way research, and design. The project limits are Upjohn Avenue and Ridgecrest Boulevard. Improvements include street widening and new curb, gutter, curb ramps, and sidewalks. The preliminary engineering services include utility research, right-of-way research, field investigations, soils testing, and ground survey.

Firestone Boulevard Capacity Enhancement, City of South Gate, California. Geotechnical Engineering Task Leader responsible for geotechnical engineering and testing necessary for the corridor improvements from Alameda Street to Hunt Avenue. The improvements involve roadway widening from four to six lanes; pavement rehabilitation; landscape and hardscape medians; median lighting; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant ramps; parkway trees; artistic elements, corridor entrance monument; bus shelter and bus turnouts; and traffic signal modifications. Services provided included civil, traffic, pavement, and drainage engineering; landscape architecture, survey and right-of-way engineering; and utility relocation.

Lakewood Boulevard Regional Corridor Capacity Enhancement, City of Lakewood. Geotechnical Engineering Task Leader responsible for geotechnical engineering and testing necessary for complete street/green street improvements between the north city limits and Del Amo Boulevard. Improvements involve street widening and median improvements; Class II bike lanes in both directions; turn lanes; landscape planting and irrigation; overhead distribution and transmission power undergrounding; sidewalk, curb and gutter, and driveway approach reconstruction; street resurfacing; catch basin construction; storm water quality improvements to comply with Green Streets policy; bike lockers, bus shelter, and traffic signal modifications. Services provided include civil, traffic, pavement, drainage, and geotechnical engineering; landscape architecture, survey and right-of-way engineering, and utility relocation.

Edward Cox Utility Coordinator

Profile Summary

Education: United Association Local 250 Apprentice Program
Experience: 33 Years

Mr. Edward Cox possesses over 33 years of public works experience involving utility coordination, public works inspection, and labor compliance. His utility coordination expertise encompasses roadway and bridge rehabilitation/reconstruction projects of varying sizes. Mr. Cox is highly skilled in the utility coordination process from preliminary design through construction. His expertise includes identifying and resolving utility conflicts; coordinating and working with multiple utility agencies with utilities impacted by project construction; reviewing and documenting the progress of the utility relocation effort; identifying permitting requirements for both aerial and underground utility construction; and recommending construction methods that best suit the project as well as the utility being relocated. Mr. Cox collaborates with the design team to prepare utility relocation plans that are constructible and adhere to applicable federal, state, and local requirements.

Relevant Project Experience

Ninth Street Pavement Rehabilitation, City of Highland, California. Utility Coordinator responsible for providing utility coordination for pavement rehabilitation between Del Rosa Drive to Palm Avenue. Services involved pavement engineering; utility coordination; plans, specifications, and estimate; and engineering during construction.

Ninth Street Safety Improvements, City of Highland, California. Utility Coordinator responsible for providing utility coordination for street widening at specific locations; slurry sealing the project limits; restriping the project limits to incorporate two 13-foot through lanes, one 12-foot two-way left-turn lane, 5-foot Class II bicycle lanes; and 8-foot parking lanes; installing pedestrian count-down heads at five signalized intersections; and installing an in-pavement roadway lighting system with advance flashing beacons. Willdan provided civil and traffic engineering design, utility coordination, and E-76 Authorization for Construction submittal assistance.

Base Line Safety Improvements, City of Highland, California. Utility Coordinator responsible for providing utility coordination for a 0.25-mile segment along Base Line. Willdan's scope of work involved street, traffic signal, street lighting, landscaping and irrigation, and signing and striping plans, specifications, and estimate; CEQA/NEPA documentation; topographic surveys; legal descriptions; plat mapping for right-of-way takes and street vacations; and utility coordination.

Drummond Avenue Widening, City of Ridgecrest, California. Utility Coordinator responsible for providing utility coordination for design of new curb, gutter, sidewalks, crosswalks, ADA curb ramps, asphalt concrete paving, signing and striping along Drummond Avenue between Downs Street and Inyo Street. The improvements were funded by the Highway Safety Improvement federal programs and required a consultant with expertise in managing federally-funded projects. The Drummond Avenue widening involves improvements for two lanes of travel in each direction to align with an existing cross section at Downs Street and Inyo Street. Willdan prepared the CEQA/NEPA documents. The services provided included preliminary engineering, field review, right-of-way certifications, geotechnical study, and utility coordination.

Palos Verdes Drive North Bicycle Lane, City of Rolling Hills Estates, California. Utility Coordinator responsible for providing utility coordination for design and construction of bicycle lanes between Crenshaw Boulevard and the west city limits. Willdan provided design and construction engineering services for 1.26 miles of roadway widening to add 5-foot bicycle lanes within a 200-foot right-of-way and a second through lane at major intersections to increase capacity. The improvements included raised medians, street resurfacing, and traffic signal modifications.

Jeffrey Lau, PE

Traffic Engineer

Profile Summary

Education:	BS, Civil Engineering, Civil Engineering, California Polytechnic State University, Pomona
Registration:	Civil Engineer, California, No. 83887
Experience:	13 Years

Mr. Jeffrey Lau possesses expertise with various facets of traffic engineering, including field investigations, traffic data collection and analysis, traffic design, and project management. He is experienced with field work and design for a variety of projects such as traffic signals, signing and striping, street lighting, and construction traffic control. Mr. Lau has assisted with traffic impact studies and analyses, plan reviews, and engineering and traffic survey updates. He is highly proficient in traffic software programs such as AutoCAD, MicroStation, Synchro, HCS+, PC-War-rants, AGI32, and Crossroads Collision Database.

Relevant Project Experience

Firestone Boulevard Capacity Enhancement, City of South Gate, California. Traffic Designer responsible for traffic engineering improvements required for the corridor improvements from Alameda Street to Hunt Avenue. The im-provements involved increasing traffic capacity by reconfiguring the roadway from four to six lanes; pavement re-habilitation; landscape and hardscape medians; median lighting; sidewalk, curb and gutter, and driveway approach reconstruction; ADA-compliant ramps; parkway trees; artistic elements, corridor entrance monument; bus shelter and bus turnouts; and traffic signal modifications. Services provided included civil, traffic, pavement, and drainage engineering; landscape architecture, survey and right-of-way engineering; and utility relocation.

Drummond Avenue Widening, City of Ridgecrest, California. Traffic Design Task Leader responsible for traffic en-gineering improvements for design of new curb, gutter, sidewalks, crosswalks, ADA curb ramps, asphalt concrete paving, signing and striping along Drummond Avenue between Downs Street and Inyo Street. The improvements were funded by the Highway Safety Improvement federal programs and required a consultant with expertise in managing federally-funded projects. The Drummond Avenue widening involves improvements for two lanes of travel in each direction to align with an existing cross section at Downs Street and Inyo Street.

Ninth Street Improvements, City of Highland, California. Traffic Designer responsible for traffic engineering im-provements for street widening at specific locations; slurry sealing the project limits; restriping the project limits to incorporate two 13-foot through lanes, one 12-foot two-way left-turn lane, 5-foot Class II bicycle lanes; and 8-foot parking lanes; installing pedestrian count-down heads at five signalized intersections; and installing an in-pave-ment roadway lighting system with advance flashing beacons. Services provided include civil, traffic, pavement, and drainage engineering, survey and right-of-way engineering, utility coordination and relocation, landscape ar-chitecture, and E-76 Authorization for Construction submittal assistance.

Garfield Avenue Corridor Improvements, City of Paramount, California. Traffic Designer responsible for traffic engineering improvements required for street improvements between the north City and the south city limits. The design involved street widening to accommodate a third lane in each direction; street resurfacing; two concrete intersections; concrete sidewalk, curb and gutter, and driveway approach reconstruction; catch basin construction; streetscape improvements for raised landscaped medians and modifications to existing medians; two entry monu-ment signs; and traffic signal modifications at nine locations along the Garfield Avenue corridor. Services included civil, traffic, and drainage engineering; survey and mapping; utility relocation; landscape architecture; and pave-ment management.

Raj Gupta

Construction Manager/Inspector

Profile Summary

Education:	BS, Civil Engineering, Civil Engineering
Registration:	NICET- IV, Transportation Engineering-Senior Technician, Certificate No. 79683 SWPPP Certified/Water Pollution Control for Construction Sites (24-hour training) Safety Excellence, PB Corporation CPR (8-hour training class) Nuclear Gauge Operator Training, Certificate No. 13454 Safety and Health Construction Hazardous Waste Sites. (40-hour training), OSHA Safety Trained – General Industry, OSHA Aerial Lead Safety Training, Caltrans Just-in-Time Training for Jointed Plain Concrete Pavement Placement, Caltrans
Experience:	31 Years

Mr. Raj Gupta has over 31 years of extensive experience in the construction industry - specializing in infrastructure, highway, bridges, water-main, storm drain, sewer, community development, and utilities relocation. He is well-versed in project planning; constructability review; investigation, documentation, and evaluation; construction management; and construction supervision for projects utilizing state and federal funds. Mr. Gupta has served as a team leader, chief inspector, senior field engineer, and field engineer. In these roles, he supervised, inspected, and monitored construction, reconstruction and maintenance for various infrastructure and highway projects. He possesses considerable experience in construction quality assurance and control; scheduling quality assurance and control testing and monitoring; site instructions; contract management, evaluating and approving extra work, change-order, payment estimate requests; resolving claims and disputes; and implementing Cal-Osha and SWPPP programs along with various other assigned construction management and inspection responsibilities.

Relevant Project Experience

Bus Route Street Improvements, Bear Valley Springs Community Services District, Tehachapi, California. Construction Manager/Inspector responsible for construction management and inspection required to rehabilitate 10 miles of street improvements. The project involves AC pavement removal and reconstruction for localized repairs; cold in-place recycling; cold milling of existing pavement; application of tack coat; placement of asphalt concrete; asphalt-rubber hot-mix overlay; cap pavement with high tensile fiber; adjustment of manhole frames and covers and water valve stack covers; replacement of water blow-off service line and connection and air and vacuum system; installation of monument covers to grade; application of traffic striping and legends; other miscellaneous asphaltic work; and all appurtenant improvements. Willdan evaluated existing storm drain culverts and local drainage problems and proposed upgrades.

Maple Avenue Improvements, City of Rialto, California. Construction Inspector responsible for inspection of street improvements involving concrete repairs. The project involved removing and replacing damaged sidewalk, curb, gutter, cross gutter, driveways, and other PCC improvements. Willdan provided construction management and inspection services.

Base Line Avenue/Interstate 15 Interchange, SANBAG/Caltrans, Fontana, California. Lead Field Engineer/Chief Inspector responsible for all construction inspection and supervision for widening improvements for the north and south-bound interchange with Interstate 15. The construction involved an underpass bridge structure; widening Base Line and East Avenues; relocating utilities, sewers, and storm drains; sound, anchor, and retaining walls. Responsibilities included construction management; coordinating with various contractors and agencies; implementing traffic safety conforming to MUTCAD and City ordinances; implementing SWPPP and BMP as needed and directed; monitoring night closures; ensuring all contractor work complies with contract documents and specifications; issuing NCRs; coordinating with various utility agencies to relocate affected utilities; resolving claims and conflicts; and reviewing and approving contract changes orders, quantity estimates, requests for payment, etc.

Ron Skaggs, PE, GE

Materials Testing Engineer, Condor Earth Experience

Profile Summary

Education:	MS, Geotechnical Engineering, University of California, Davis BS, Civil Engineering, Civil Engineering, California State University, Fresno
Registration:	Geotechnical Engineer, California No. 2295 Civil Engineer, California, No. 44588
Experience:	32 Years

Mr. Ron Skaggs possesses experience in a broad range of geotechnical design and construction projects. He specializes in pavement rehabilitation using full-depth reclamation; pavement recycling; cold-foam asphalt-mix and pavement design; lime-, cement-, and flyash-base stabilization; storm water BMP systems; and design and construction of pavement systems. Mr. Skaggs is also the engineer-of-record for Condor’s Caltrans-approved materials testing laboratory.

Relevant Project Experience

Pavement Recycling. Principal Engineer for over 50 pavement recycling projects using CFA, CIR, and FDR methodologies; services include design and construction quality control.

Construction Materials Testing. Completion of construction material QC testing programs on over 1,000 projects throughout California.

Geotechnical Engineering Studies. Completion of over 500 geotechnical studies for institutional, commercial, and industrial projects throughout California.

Mountain House New Town. Client Manager for geotechnical engineering, storm water master planning, environmental services, geohydrology, construction storm water permitting, and construction dewatering.

School Districts. Geotechnical engineering studies for new school sites and rehabilitation projects at over 100 sites.

Ronald Reagan Presidential Library. Geotechnical designer and geotechnical construction quality control engineer.

Port of Los Angeles, Pier 300. Geotechnical investigation and round improvement program for 122-acre hydraulic landfill.

Offshore Geotechnical. Geotechnical engineering for offshore California drilling platforms and jack-up rigs for petroleum exploration and production.

Mine Facilities. Geotechnical engineering for tailings ponds, heap leap pads, and production facilities.

Burlington Northern Santa Fe Intermodal Facility. Project Manager – Storm water permitting services, local CEQA permitting assistance.

Description of Firm's Relevant Work Experience

Bus Route Street Improvements

Bear Valley Community Service District
28999 South Lower Valley Road
Tehachapi, CA 93561

Client Representative:

David Edmonds
General Manager
(661) 821-4428
dedmonds@bvcsd.org

Scope of Work Summary:

Willdan provided design, bidding assistance, construction management, inspection, and materials testing services required to rehabilitate 10 miles of street improvements. The project involves AC pavement removal and reconstruction for localized repairs; cold in-place recycling; cold milling of existing pavement; application of tack coat; placement of asphalt concrete; asphalt-rubber hot-mix overlay; cap pavement with high tensile fiber; adjustment of manhole frames and covers and water valve stack covers; replacement of pipe culverts, water blow-off service line and connection, and air and vacuum system; installation of monument covers to grade; application of traffic striping and legends; other miscellaneous asphaltic work; and all appurtenant improvements.

Project Dates:

2017 to 2017

Project Location:

Tehachapi, CA

Project Size:

\$2 million

2016-2017 Pavement Rehabilitation

City of Ridgecrest
100 West California Avenue
Ridgecrest, CA 93555

Client Representative:

Loren Culp
City Engineer
(760) 499-5082
lculp@ridgecrest-ca.gov

Scope of Work Summary:

Willdan provided design, bidding assistance, contract administration, construction observation, engineering support, material testing, and labor compliance services for the City's annual street resurfacing project. This year's project included PCC improvements, cold milling, dig outs, leveling course, GlasGrid interlayer, AC overlay with high tensile fiber, and other appurtenant work on seven street segments throughout the City.

Project Dates:

2016 to 2017

Project Location:

Ridgecrest, CA

Project Size:

\$1.6 million

Various Street Slurry Seal

City of Rolling Hills Estates
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274

Client Representative:

Greg Grammer
Assistant City Manager
(310) 377-1577 extension 107
GregG@ci.rolling-hills-estates.ca.us

Scope of Work Summary:

Willdan provided services for design, construction administration, and construction observation for the citywide slurry seal. The design included preparation of plans, specification and estimate for street improvements and utility coordination.

Project Dates:

2016 to 2017

Project Location:

Rolling Hills Estates, CA

Project Size:

\$227,000

As part of our services Willdan advertised the project for the City, reviewed bids, and prepared a bid analysis. Once the project was awarded, Willdan provided construction management/construction observation services. This year's project included 2,000 square feet of dig outs, 635 extra-long ton of tire-rubber-modified slurry seal and pavement delineation.

Joint City Pavement Rehabilitation

City of Westlake Village
31200 Oak Crest Drive
Westlake Village, CA 91361

and

City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301

Scope of Work Summary:

Willdan provided design, bidding assistance, construction management, inspection, and materials testing services for the joint pavement rehabilitation project in the Cities of Westlake Village and Agoura Hills. The cities combined annual street resurfacing projects to take advantage of cost savings realized by the economy of scale of bidding out one large project that encompasses work within both cities. The project is being administered by the City of Westlake Village and managed through a joint agreement between the two cities. Willdan was responsible for management of the portion of work within the City of Westlake Village. The projects included dig outs, crack treatment, cold milling, AC overlay, ARHM overlay, RAP slurry seal, speed humps, utility adjustments, and pavement delineation.

Client Representative: Ray Taylor
City Manager (Westlake Village)
(818) 706-1613
Ray@wlv.org

and/or

Ramiro Adeva
City Engineer (Agoura Hills)
(818)-597-7300
radeva@ci.agoura-hills.ca.us

Project Dates: 2016 to 2016

Project Location: Westlake Village/Agoura Hills, CA

Project Size: \$1.8 million

Commercial Street Improvements Phase II

City of Los Alamitos
3191 Katella Avenue
Los Alamitos, CA 90720

Scope of Work Summary:

Willdan provided design, bidding assistance, construction management, inspection, and materials testing services required for resurfacing of the following projects in the Phase II city-wide program:

- Via El Mercado Street Improvements
- Old Town West Improvements (Chestnut Street, Walnut Street, Florista Street)
- Commercial Street Improvements (Cerritos Avenue, Ball Road, Reagan Street, Humboldt Street, Portal Drive, Winners Circle, Los Alamitos Boulevard, Los Vaqueros Circle)

Willdan conducted site reconnaissance to observe the pavement condition, conducted coring, testing and engineering analysis and summarized the findings in a geotechnical report. Per the recommendation, the City streets within the project limits were ground and resurfaced with 2-inch thick asphalt-rubber hot mix or removed and replaced with asphalt concrete over aggregate base or with joint plain cement concrete. Visible cracks were filled with rubberized crack filling material. All manhole, water valve, anode, and monitoring well covers within the project limits were adjusted to grade. Existing curbs and driveways were protected in place within the limits of the project. Sidewalks were improved and ADA-compliant ramps were brought up to current standards.

Client Representative: Stephen Mendoza
Public Works Director
(562) 431-3538
SMendoza@cityoflosalamitos.org

Project Dates: 2014 to 2014

Project Location: Los Alamitos, CA

Project Size: \$400,000