

REGULAR BOARD MEETING AGENDA
June 20th, 2017 2:00 PM
Saddle Creek Lodge
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA
5. **PUBLIC COMMENT** (Each speaker is limited to two (2) minutes)
Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.
6. **CONSENT CALENDAR**
Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.
 - a. Review of monthly financial report and approval of bills and claims for the month of May 2017
 - b. Approval of the minutes of the Regular Board Meeting of May 16th, 2017 and Special Meeting of May 30, 2017.
7. **DISCUSSION AND ACTION ITEMS**
The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.
 - a. Status update regarding resolution of the reported storm drain odor at Rockridge Lane
 - b. Status update report on the turf restoration project
 - c. Adoption of a resolution approving the Preliminary Draft 2017-18 Fiscal Year budget and setting a public hearing for August 22, 2017 for adoption of the final budget.
 - d. Management report and discussion related to the District organizational chart, staffing and job responsibilities for the position of District Clerk
 - e. Adoption of a resolution declaring the results of a special all mail ballot conducted on May 2, 2017 on Measure "A".
8. **STAFF AND DIRECTOR REPORTS:**
Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future meeting agenda.
9. **ADJOURNMENT**

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

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

Saddle Creek Community Services District

Treasurer's Report

May 31, 2017

Saddle Creek Comm Srvs District
Statement of Cash Flows

For the 5 Months Ending May 31, 2017

	Umpqua Bank Checking	Calaveras Co Fund 2188	Umpqua Bank CD #7405	Umpqua Bank CD #46165	Umpqua Bank CD #46207	Umpqua Bank CD #46249	Umpqua Bank CD #46124	YTD Total
OPERATING ACTIVITIES								
Net Income	(300,760)	235,228	77	12	12	6	6	(65,419)
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable	-							-
2000 Accounts Payable	10,318							10,318
2040 CSDA Bank of the West MC	4,334							4,334
2100 Payroll Taxes Payable	(351)							(351)
2150 Accrued Payroll	442							442
Other Current Payables	348							348
Net cash provided by operating activities	(285,669)	235,228	77	12	12	6	6	(50,328)
Net cash increase for period	(285,669)	235,228	77	12	12	6	6	(50,328)
Cash at beginning of period (1/1/2017)	552,257	-	26,068	25,176	25,176	25,129	25,129	678,935
Cash at end of period	266,588	235,228	26,145	25,188	25,188	25,135	25,135	628,607

15-Jun-17

Prepared by: Dolores Baker

Saddle Creek Comm Srvs District

BALANCE SHEET

As of May 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	266,588
1020 Cash - Fund 2188	235,228
1080 Umpqua Bank CD Accounts	126,793
Total Bank Accounts	\$628,609
Total Current Assets	\$628,609
Fixed Assets	
1500 Capital Assets	13,127,405
1600 Accumulated Depreciation	(851,858)
Total Fixed Assets	\$12,275,547
TOTAL ASSETS	\$12,904,156
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	43,111
Total Accounts Payable	\$43,111
Credit Cards	
2040 CSDA Bank of the West MC	6,232
Total Credit Cards	\$6,232
Other Current Liabilities	
2100 Payroll Taxes Payable	275
2110 Wage Garnishments Payable	179
2150 Accrued Payroll	9,297
2201 Sales Tax Adjustment	131
Board of Equalization Payable	29
No Tax Agency Payable	3
Total Other Current Liabilities	\$9,915
Total Current Liabilities	\$59,258
Long-Term Liabilities	
2500 Lease Payable - John Deere	63,334
Total Long-Term Liabilities	\$63,334
Total Liabilities	\$122,592
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Retained Earnings	648,187
Net Income	(65,419)
Total Equity	\$12,781,564
TOTAL LIABILITIES AND EQUITY	\$12,904,156

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2017 MONTHLY BUDGET REPORT
May 2017

		<u>Current Year - 2017</u>			<u>Prior Year - 2016</u>		
		<u>(Approved)</u>	<u>(Expenditures)</u>	<u>(Expenditures)</u>	<u>(Adjusted)</u>	<u>(Expenditures)</u>	<u>(Expenditures)</u>
		<u>FY 2017</u>	<u>Month of May</u>	<u>Year to Date</u>	<u>FY 2016</u>	<u>Month of May</u>	<u>Year to Date - Prior Year</u>
EXPENDITURES							
SERVICES AND SUPPLIES							
<u>ADMINISTRATION</u>							
OE01	Audit Expense	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -
OE02	Accounting & Bookkeeping	\$ 500	\$ 31	\$ 155	\$ 500	\$ 31	\$ 155
OE03	On-line Back-up/Notary Fees/Bonds	\$ 360	\$ -	\$ 326	\$ 361	\$ -	\$ 326
OE04	Legal Expenses	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ -
OE05	Management Fees	\$ 65,500	\$ 5,408	\$ 27,039	\$ 62,700	\$ 5,225	\$ 26,125
OE06	Insurance (Property Loss/Liability)	\$ 8,500	\$ 8,141	\$ 8,141	\$ 8,000	\$ 8,154	\$ 8,154
OE07	Miscellaneous/Contingency	\$ 2,000	\$ 225	\$ 225	\$ 2,000	\$ -	\$ 109
OE08	Professional Development (Travel/Training)	\$ 8,500	\$ 1,388	\$ 6,178	\$ 6,000	\$ 702	\$ 5,748
OE09	Dues, Certifications & Subscriptions	\$ 4,500	\$ 52	\$ 1,836	\$ 4,000	\$ -	\$ 1,914
OE10	Uniform Expenses	\$ 2,200	\$ 365	\$ 1,729	\$ 2,200	\$ -	\$ 1,548
OE11	Electric Power/Water/Sewer	\$ 9,000	\$ 286	\$ 1,870	\$ 5,200	\$ 266	\$ 1,852
OE12	Telephone/Internet Service	\$ 6,100	\$ 429	\$ 1,787	\$ 5,200	\$ 429	\$ 1,822
OE14	Office Supplies/Postage	\$ 5,000	\$ -	\$ 2,199	\$ 5,000	\$ 273	\$ 2,082
OE15	Office Equipment Repair/Replacement	\$ 5,000	\$ -	\$ 1,017	\$ 3,000	\$ 54	\$ 601
OE31	Records Management Services	\$ 2,400	\$ -	\$ -	\$ 2,400	\$ -	\$ -
OE26	County Fees/LAFCO	\$ 6,500	\$ 2,977	\$ 2,977	\$ 6,500	\$ 2,919	\$ 2,919
OE30	Reimbursable Maint/Repair Expense	\$ 10,500	\$ -	\$ 6,753	\$ 19,500	\$ -	\$ 7,806
PE03-1	Payroll Taxes - Administration	\$ -	\$ 233	\$ 2,944	\$ -	\$ 242	\$ 3,412
PE06-1	Employee Wages - Administration	\$ -	\$ 2,945	\$ 34,766	\$ -	\$ 2,881	\$ 39,237
Total Administration		\$ 145,560	\$ 22,481	\$ 99,943	\$ 141,561	\$ 21,175	\$ 103,810
<u>COMMON AREAS</u>							
OE16	Gate Maintenance & Opener Purchase	\$ 4,000	\$ 577	\$ 7,177	\$ 4,000	\$ 150	\$ 1,118
OE18	Landscape Supplies & Repairs	\$ 22,110	\$ 1,809	\$ 16,912	\$ 21,000	\$ 30	\$ 22,112
OE18-3	Landscape Equipment Gas & Oil	\$ 5,000	\$ 740	\$ 1,857	\$ 5,000	\$ 654	\$ 2,661
OE18-4	Landscape Equipment Repair/Replacement	\$ 16,500	\$ 1,353	\$ 11,677	\$ 16,500	\$ 464	\$ 14,862
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 820	\$ 4,336	\$ -	\$ 258	\$ 4,276
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 10,725	\$ 50,419	\$ -	\$ 3,374	\$ 48,465
Total Common Areas		\$ 47,610	\$ 16,023	\$ 92,378	\$ 46,500	\$ 4,931	\$ 93,494
<u>FIRE PROTECTION</u>							
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 697	\$ 941
PE06-3	Employee Wages - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 9,108	\$ 11,851
Total Fire Protection		\$ -	\$ -	\$ -	\$ -	\$ 9,805	\$ 12,792

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2017 MONTHLY BUDGET REPORT
May 2017

		Current Year - 2017			Prior Year - 2016		
		(Approved)	(Expenditures)	(Expenditures)	(Adjusted)	(Expenditures)	(Expenditures)
		<u>FY 2017</u>	<u>Month of May</u>	<u>Year to Date</u>	<u>FY 2016</u>	<u>Month of May</u>	<u>Year to Date - Prior Year</u>
MOSQUITO ABATEMENT							
OE22-1	Mosquito Control Products	\$ 14,500	\$ 1,006	\$ 7,456	\$ 14,500	\$ 6,381	\$ 7,822
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ 278	\$ 1,876	\$ 3,000	\$ 946	\$ 2,620
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,000	\$ 541	\$ 2,835	\$ 11,000	\$ 1,105	\$ 2,265
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,000	\$ 586	\$ 1,580	\$ 5,000	\$ -	\$ 4,160
PE03-4	Payroll Taxes - Mosquito Abatement	\$ -	\$ 282	\$ 906	\$ -	\$ 233	\$ 684
PE06-4	Employee Wages - Mosquito Abatement	\$ -	\$ 3,691	\$ 11,642	\$ -	\$ 3,044	\$ 8,913
	Total Mosquito Abatement	\$ 33,500	\$ 6,384	\$ 26,296	\$ 33,500	\$ 11,710	\$ 26,464
STREETS							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 13,500	\$ -	\$ 2,015	\$ 13,500	\$ -	\$ 2,585
OE17-2	Drainage - Rock Ridge (NEW)		\$ 621	\$ 6,869			
PE03-5	Payroll Taxes - Streets	\$ -	\$ 102	\$ 203	\$ -	\$ -	\$ 64
PE06 -5	Employee Wages - Streets	\$ -	\$ 1,337	\$ 2,506	\$ -	\$ -	\$ 823
	Total Streets	\$ 13,500	\$ 2,060	\$ 11,593	\$ 13,500	\$ -	\$ 3,472
WETLANDS							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490.58
	Total Wetlands	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 528
TOTAL SERVICES & SUPPLIES		\$ 240,170	\$ 46,948	\$ 230,210	\$ 235,061	\$ 47,621	\$ 240,560
PERSONNEL COSTS							
PE01	Worker Compensation Insurance	\$ 20,300	\$ 18,631	\$ 18,631	\$ 16,035	\$ 20,382	\$ 20,382
PE02	Health Insurance**	\$ 57,550	\$ 4,670	\$ 28,020	\$ 60,145	\$ -	\$ 25,247
PE03	Payroll Taxes	\$ 21,410	\$ 1,439	\$ 8,390	\$ 22,311	\$ 1,429	\$ 9,415
PE04	Processing Fees	\$ 1,400	\$ 111	\$ 561	\$ 1,400	\$ 113	\$ 573
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages	\$ 250,400	\$ 18,698	\$ 99,332	\$ 255,712	\$ 18,407	\$ 109,780
			\$ 43,549	\$ 154,934		\$ 40,332	\$ 165,397
	Distributed to Service Areas		\$ (20,137)	\$ (107,722)		\$ (19,836)	\$ (119,195)
	TOTAL UNDISTRIBUTED PERSONNEL COSTS	\$ 357,060	\$ 23,412	\$ 47,212	\$ 361,603	\$ 20,495	\$ 46,202
CAPITAL OUTLAY							
CO01	Radios & Charges		\$ -	\$ 1,628			
CO04	John Deer Roto Tiller (2017)	\$ 5,200	\$ -	\$ 5,239			
CO04	Cart - Mosquito Abatement (2016)				\$ 17,107		
CO04	Vrisimo Flail Mower (2015)				\$ 2,150	\$ -	\$ 2,146
CO04	John Deere Tractor w/loader & Bucket (2016)				\$ 72,400	\$ 72,341	\$ 72,341
	TOTAL CAPITAL OUTLAY	\$ 5,200	\$ -	\$ 6,867	\$ 91,657	\$ 72,341	\$ 74,487

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2017 MONTHLY BUDGET REPORT
May 2017

	Current Year - 2017			Prior Year - 2016		
	(Approved) FY 2017	(Expenditures) Month of May	(Expenditures) Year to Date	(Adjusted) FY 2016	(Expenditures) Month of May	(Expenditures) Year to Date - Prior Year
STUDIES AND ASSESSMENTS						
Landscpe Design	\$ 20,000			\$ 12,000		
OE18-1 Re-seeding and Irrigation Renovation	\$ 60,000	\$ 5,753	\$ 22,468			
Pavement Assessment	\$ -			\$ 15,000		
Financial Assessment	\$ 17,500			\$ 4,300		
TOTAL STUDIES & ASSESSMENTS	\$ 97,500	\$ 5,753	\$ 22,468	\$ 31,300		
DEBT SERVICE						
John Deere Financing	\$ 16,100	\$ 1,336	\$ 6,680	\$ 14,440	\$ 1,336	\$ 1,336
TOTAL DEBT SERVICE	\$ 16,100	\$ 1,336	\$ 6,680	\$ 14,440	\$ 1,336	\$ 1,336
TOTAL EXPENSES	\$ 716,030	\$ 77,449	\$ 313,437	\$ 734,061	\$ 141,792	\$ 362,585
PAYMENTS AND ASSESSMENTS RECEIVED						
<u>Assessment Income</u>						
Payment No. 1: (40%) May 2017		\$ 237,949	\$ 237,949		\$ 233,489	\$ 233,489
Payment No. 2: (5%) Aug 2017						
Payment No. 3: (55%) Feb 2018						
Total Assessment Income	\$ 601,900	\$ 237,949	\$ 237,949	\$ 590,142	\$ 233,489	\$ 233,489
<u>Reimbursement Income</u>						
From: For:						
C&C Water Truck/Tractor Repairs			\$ 6,098		\$ 7,364	
C&C Construction Gate Repairs/'16-Signs			\$ 655		\$ 346	
Various Other			\$ 941		\$ 96	
Total Reimbursement Income	\$ 10,500	\$ -	\$ 7,694	\$ 19,500	\$ -	\$ 7,806
<u>Other Income</u>						
From: For:						
C&C Weed Abatement					\$ 100	
Lot Ownr Weed Abatement					\$ 763	
Lot Ownr Gate Openers/Cards		\$ 37	\$ 177	\$ 9	\$ 1,850	
Various Miscellaneous				\$ 1,750	\$ 363	
CC/Umpx Interest Received		\$ 294	\$ 371	\$ 304	\$ 342	
CSDA Credit Card Rebate			\$ 761		\$ 342	
SDRMA 16-17 PL Pro-rated/Loss Prev Allow			\$ 1,066			
Total Other Income	\$ 6,400	\$ 331	\$ 2,376	\$ 1,634	\$ 2,063	\$ 3,418
TOTAL PAYMENTS & ASSESSMENTS	\$ 618,800	\$ 238,280	\$ 248,018	\$ 611,276	\$ 235,552	\$ 244,712
Excess of Expenditures of Income				\$ (122,785)	\$ 93,760	\$ (117,874)
<u>Other Financing Sources and Uses</u>						
John Deere Financing				\$ 72,157		
Net Income	\$ (97,230)	\$ 160,831	\$ (65,419)	\$ (50,628)	\$ 93,760	\$ (117,874)

Saddle Creek Comm Srvs District

CHECK DETAIL

May 2017

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1000 Umpqua Bank Checking				
05/01/2017	2111	Kampa Community Solutions, LLC		(5,407.88)
05/01/2017	1832448	John Deere Financial		(1,335.71)
05/05/2017	DD	BRADLEY D NICKELL	Pay Period: 04/16/2017-04/30/2017	(995.79)
05/05/2017	DD	CODY L PONDER	Pay Period: 04/16/2017-04/30/2017	(743.56)
05/05/2017	DD	DOLORES C BAKER	Pay Period: 04/16/2017-04/30/2017	(263.62)
05/05/2017	P/R Fee	Intuit Full Service Payroll		(111.00)
05/05/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
05/05/2017	DD	HERNAN M HERNANDEZ	Pay Period: 04/16/2017-04/30/2017	(1,100.19)
05/05/2017	DD	Gregory Hebard	Pay Period: 04/16/2017-04/30/2017	(2,205.14)
05/05/2017	DD	Ralph M. McGeorge	Pay Period: 04/16/2017-04/30/2017	(1,496.62)
05/05/2017	2112	California State Disbursement Unit	Garnishments Payable	(118.50)
05/10/2017		IRS	Tax Payment for Period: 05/03/2017-05/05/2017	(2,637.49)
05/10/2017		CA EDD	Tax Payment for Period: 05/03/2017-05/05/2017	(442.31)
05/16/2017	2115	Don Cowper	Color Spots	(1,512.77)
05/16/2017	2118	SDRMA-Health Ins.	June Empl Health Ins Premium	(4,670.00)
05/16/2017	2117	Bank of the West	April Statement	(13,108.91)
05/16/2017	2116	VALLEY ENTRY SYSTEMS, INC.	20 Transmitters	(965.25)
05/16/2017	2114	Andy Pereira	Hose Bib - Chicken Coop	(7.37)
05/16/2017	2122	Keith Impink	Measure A Thank you Sign	(225.00)
05/19/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
05/19/2017	DD	DOLORES C BAKER	Pay Period: 05/01/2017-05/15/2017	(191.48)
05/19/2017	DD	BRADLEY D NICKELL	Pay Period: 05/01/2017-05/15/2017	(726.60)
05/19/2017	DD	CODY L PONDER	Pay Period: 05/01/2017-05/15/2017	(881.79)
05/19/2017	DD	Ralph M. McGeorge	Pay Period: 05/01/2017-05/15/2017	(1,496.62)
05/19/2017	DD	HERNAN M HERNANDEZ	Pay Period: 05/01/2017-05/15/2017	(1,199.80)
05/19/2017	DD	Gregory Hebard	Pay Period: 05/01/2017-05/15/2017	(2,205.14)
05/20/2017	2119	California State Disbursement Unit	Garnishments Payable	(297.50)
05/24/2017		IRS	Tax Payment for Period: 05/17/2017-05/19/2017	(2,626.62)
05/24/2017		CA EDD	Tax Payment for Period: 05/17/2017-05/19/2017	(445.29)
05/26/2017	4/7- 5/8/2017	PG&E - 7193	Electricity	(286.03)
Total for 1000 Umpqua Bank Checking				\$ (47,803.98)

Saddle Creek Comm Srvs District

Reconciliation Report

CSDA Bank of the West MC, Period Ending 05/28/2017

Reconciled on: 06/01/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Dolores Baker

Summary

Statement Beginning Balance	13,108.91
Payments and Credits cleared	-13,108.91
Charges and Cash Advances cleared	+9,355.48
Statement Ending Balance	9,355.48
Uncleared transactions as of 05/28/2017	1,993.42
Register Balance as of 05/28/2017	11,118.04
Cleared transactions after 05/28/2017	230.86
Uncleared transactions after 05/28/2017	2,852.40
Register Balance as of 06/01/2017	14,201.30

Details

Payments and Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/28/2017	Bill	April Stmt	Bank of the West	-13,108.91
Total				-13,108.91

Charges and Cash Advances cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/05/2017	Expense	03000283	K.A.R. Service	1,528.31
04/26/2017	Expense	640791	Hunt & Sons, Inc.	463.00
04/28/2017	Expense	3203262 & 3	Ewing	905.55
05/01/2017	Expense		Intuit - QBO Online	30.99
05/01/2017	Expense	1705-273762	Calaveras Lumber	217.06
05/01/2017	Expense	9665166	Lowe's	267.13
05/01/2017	Expense	9664408	Lowe's	136.58
05/01/2017	Expense	111393	Copper Auto & Marine	499.61
05/01/2017	Expense	April Stmt	Verizon Wireless	89.03
05/01/2017	Expense	May 2017	Cal Waste Recovery Systems	67.63
05/03/2017	Expense	467786607	Bi-Rite Liquor	69.00
05/04/2017	Expense	028955	Redwood Sandwich	32.64
05/04/2017	Expense	3251341	Ewing	975.62
05/05/2017	Expense	481961	The Omelet House	60.28
05/05/2017	Expense	3030	In-N-Out Burger	14.45
05/05/2017	Expense	857827A	Embassy Suites	405.66
05/06/2017	Expense	51FC26	DMV Renewal	52.00
05/09/2017	Expense	77817302	Copperopolis Cruisers 25	32.03
05/09/2017	Expense	18046	Tees to Please	364.75
05/10/2017	Expense	41010	Ewing	725.46
05/10/2017	Expense	648124	Hunt & Sons, Inc.	229.60
05/11/2017	Expense	4	Mi Pueblo II	55.07
05/13/2017	Expense	9045180	Shell	57.01
05/15/2017	Expense	078065	McDillard's Feed & Supply	89.00
05/15/2017	Expense	4/30/2017	Calaveras Telephone Co.	340.07
05/16/2017	Expense	2017-18 Renewal	AMCA (American Mosquito Control Assn)	525.00
05/18/2017	Expense	646050	Hunt & Sons, Inc.	650.58
05/18/2017	Expense	7275	Griff's BBQ & Grill	78.96
05/18/2017	Expense	8073	The Omelet House	46.96
05/18/2017	Expense	175872	Bubbles Car Wash	32.99

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/25/2017	Expense	7588	Griff's BBQ & Grill	66.77
05/25/2017	Expense	10	Ewing	15.83
05/31/2017	Expense	5528689-A-1	Ewing	230.86
Total				9,355.48

Additional Information

Uncleared Charges and Cash Advances as of 05/28/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/04/2017	Expense	00013	Primos Pizzeria	62.97
05/25/2017	Expense	H218973	Hughson Farm Supply	1,530.65
05/25/2017	Expense	360876	Belkorp Ag, LLC	87.69
05/26/2017	Expense	271999	Farmington Circle K Shell	92.25
05/26/2017	Expense	266061	J.Milano Co., Inc.	219.86
Total				1,993.42

Uncleared Charges and Cash Advances after 05/28/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/30/2017	Expense	41010	Payless IGA	181.70
05/31/2017	Expense	106222	Tick Key Products	1,005.50
05/31/2017	Expense	5567949-A-1	Ewing	1,634.21
06/01/2017	Expense		Intuit - QBO Online	30.99
Total				2,852.40

REGULAR BOARD MEETING MINUTES

May 16th, 2017 2:00 PM
Saddle Creek Lodge
1001 Saddle Creek Drive, Copperopolis, CA

1. **CALL TO ORDER** – President Hoffman called the meeting to order at 2:00 pm
2. **ROLL CALL** – All Board members and management staff were confirmed in attendance.
3. **PLEDGE OF ALLEGIANCE**
4. **CHANGES TO ORDER OF AGENDA** – None requested
5. **PUBLIC COMMENT** - Comment and appreciation for the CSD was received about the apparent success of Measure A.
6. **CONSENT CALENDAR**
 - a. Review of monthly financial report and approval of bills and claims for the month of April 2017
 - b. Approval of the minutes of the Regular Board Meeting of April 14 and April 18, 2017.
 - c. Call a Special Meeting for 2:00pm on Tuesday, May 30th to discuss the implementation of Measure A funding.

President Hoffman introduced the Consent Calendar, and no items were pulled for individual discussion. **Motion** to approve the Consent Calendar by Director Russ, **Second** by Director DeBaldo and the motion was **approved** unanimously.
7. **DISCUSSION AND ACTION ITEMS**
 - a. **Status update regarding resolution of the reported storm drain odor at Rockridge Lane**

Site Manager Greg Hebard provided an update on the odor problem, stating that the flapper valves were being installed and seemed to be working to reduce odor. Mr. Hebard answered questions from the Board and public.
 - b. **Status update on the restoration of turf damaged by drought water restrictions**

CSD Site Supervisor Ralph McGeorge provided an update of the status of the turf replacement, stating that he is working with our contractor Delta Charlie to complete the old turf removal. Mr. McGeorge informed the Board that due to the delays in ensuring that all of the public contracting procedures were followed correctly, our schedule was moved out by Delta Charlie and the work should start within the next three weeks, and proceed until completed. Public and Board comments were also received on turf, weeds and workload.
 - c. **Preliminary discussion of a budget amendment for the completion of turf replacement and planning, design and construction for the first phase of road improvements**

Manager Kampa introduced the item as recommended for discussion by President Hoffman; who in turn explained that it was his intention to propose that the district move forward with planning and implementation of the first road improvements, as well as complete the turf restoration project. The Board concurred and staff was directed to budget to draw money from reserves as needed in the 2017/18 fiscal year to accomplish this objective, with the understanding that Measure A funds would be received in full one year behind these expenses. Discussion continued about budget timing, procedure, construction procedure and priorities, as well as the process for hiring engineering consultants to perform project design. Engineering consultant can give us the breakpoint cost on bidding and development of bid package for all work
 - d. **Adoption of a Resolution approving agreement with NBS Government Financial Solutions**

for administration, reporting and customer service related to the (Measure A) special tax

Manager Kampa summarized the staff report and proposal submitted by NBS Government Financial Solutions for administrative services related to implementation of Measure A. Following Board questions, staff clarification and public comment, the following action was taken:

Motion: Director Russ made the motion to adopt a Resolution approving an agreement with NBS Government Financial Solutions for administration, reporting and customer service related to the (Measure A) special tax. **Second** by Director Golden and the motion **passed** unanimously.

8. **STAFF AND DIRECTOR REPORTS:**

President Hoffman provided a brief report regarding his selection of community members for an ad-hoc committee to assist the District with the evaluation of the drought tolerant landscaping as detailed in previous meetings. Vice President Albertson will be the Board liaison with the committee.

Greg Hebard reported on the status of mowing and mosquito control.

9. **ADJOURNMENT** – President Hoffman adjourned the meeting at 4:06 pm

SPECIAL BOARD MEETING MINUTES
May 30, 2017 2:00 PM
Saddle Creek Lodge
1001 Saddle Creek Drive, Copperopolis, CA

1. **CALL TO ORDER** – President Larry Hoffman called the meeting to order at 2:02 PM.
2. **ROLL CALL** – Kampa confirmed all directors in attendance
3. **PLEDGE OF ALLEGIANCE**
4. **DISCUSSION AND ACTION ITEMS**

- a. Adoption of a Resolution directing the transition in financial statements and budget from a calendar year cycle to a July 1 through June 30 fiscal year cycle.

General Manager Kampa presented the resolution and supporting documentation related to proposed transition in fiscal years. Following questions from the Board and comment from the public, the following action was taken:

Motion: Director Golden made a motion to adopt a Resolution directing the transition in financial statements and budget from a calendar year cycle to a July 1 through June 30 fiscal year cycle

Second: Vice President Albertson

Approved by unanimous vote.

- b. Discussion and action related to the development of the 2017/18 fiscal year budget and establishment of a public hearing to be held during the Regular Board meeting of June 20, 2017, for adoption of the budget

General Manager Kampa provided a presentation on the draft 2017/18 fiscal year budget to be effective July 1, 2017. The presentation covered the amount of revenue to be generated with the new levy of the Measure A Special Tax at \$1300 per equivalent residential unit, assumptions and criteria for budget preparation and the schedule. Following questions from the Board and comment from the public, the following action was taken:

Motion: Director Russ made a motion to move forward with budget preparation and call a public hearing for budget adoption.

Second: Secretary DeBaldo

Approved by unanimous vote

- c. Approve a Request for Proposals for road improvement engineering consulting services

General Manager Kampa presented a draft request for proposals (RFP) for engineering consulting services for road improvements. Kampa explained that he had received constructive input from community member Jon Lynch regarding the RFP content, and that he recommends the draft RFP be modified to separate the consultant's work proposal from the cost proposal as well as adding a lineal footage of storm drain to be evaluated. The consensus of the Board was that the RFP should be distributed broadly.

Motion: Director Albertson made a motion to approve the Request for Proposals for road improvement engineering consulting services, with amendments as discussed.

Second: Director Golden

Approved by unanimous vote

5. **ADJOURNMENT** – President Hoffman adjourned the special meeting at 3:45 PM.

Agenda Materials: May be viewed on the bulletin boards outside the Saddle Creek Pro Shop, on the Sports Club Bulletin Board and at the CSD Website on the Saturday proceeding each meeting date, or by requesting an emailed or mailed agenda and supporting materials. 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

Regular Meeting of June 20, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- c. Adoption of a resolution approving the Preliminary Draft 2017-18 Fiscal Year budget and setting a public hearing for August 15, 2017 for adoption of the final budget.

Recommended Action

I move to approve adoption of a resolution approving the Preliminary Draft 2017-18 Fiscal Year budget and setting a public hearing for August 15, 2017 for adoption of the final budget.

Background

The 2017/18 fiscal year budget assumptions were discussed at the May 16 and May 30, 2017 Board meetings, but the Board has not yet reviewed the actual final budget figures and supporting data. As previously discussed, we have proposed the adoption of a Preliminary budget in advance of July 1, 2017, and plan the adoption of a final budget during our August 2017 regular meeting, following a budget public hearing.

Attached you will find a draft Notice of Public Hearing which is required to be published in a newspaper of general circulation in the area as required by law. If changes to the Notice are required, please make note of this in the meeting. We will also post notices on the information boards and on our website.

A draft Preliminary budget summary will be distributed and reviewed at the Board meeting as it is still being finalized.

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
NOTICE REGARDING ADOPTION OF THE 2017-18 PRELIMINARY FISCAL YEAR BUDGET
AND
NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF THE FINAL 2017-18 FISCAL YEAR
BUDGET**

NOTICE IS HEREBY GIVEN that on June 20, 2017 the Board of Directors of the Saddle Creek Community Services District (SCCSD) adopted a Preliminary budget for the 2017-18 fiscal year which starts July 1, 2017. The SCCSD will hold a Public Hearing for any person to appear and be heard regarding any item in the budget or regarding the addition of other items to the proposed 2017-18 Final District budget. The Public Hearing will be held in the Saddle Creek Lodge, 1001 Saddle Creek Drive, as part of a Regular Meeting of the Board at 2:00 pm on August 15, 2017, or as soon thereafter as practicable. Upon conclusion of the Hearing, the Board will consider adoption of a resolution approving the 2017-18 Final budget.

A copy of the Preliminary 2017-18 budget and supporting data, as approved, is available for review on the District website at www.saddlecreekcsd.org. Copies of the draft Final Budget will be available on the SCCSD website a minimum of 72 hours before the August 15, 2017 hearing or are available by calling 209 785-

0100

RESOLUTION __, 2017

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT APPROVING THE DISTRICT'S FISCAL YEAR
2017-18 FISCAL YEAR PRELIMINARY BUDGET**

WHEREAS, the Saddle Creek Community Services District (District) Board of Directors reviews and accepts a monthly treasurer's report that includes statements of cash flows, account and investment balances, and budget to actual reports; and

WHEREAS, California Government Code Section 61110 (a) states that on or before July 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors may adopt a preliminary budget that conforms to generally accepted accounting and budgeting procedures for special districts; and

WHEREAS, the District discussed the goals and objectives of the 2017-18 Budget preparation during its regular, public Board meetings held on May 16, 2017 and May 30, 2017; and

WHEREAS, the District has prepared a Preliminary Draft Budget for the 2017/18 Fiscal Year in accordance with the guidance and direction of the Board in public meetings; and

WHEREAS, the Board intends to present and adopt a Final Budget for the 2017/18 Fiscal Year at its August 15, 2017 Regular Board meeting, and has caused the preparation and publication of the required Notice of Public Hearing in the newspaper of general circulation, regarding final budget adoption; and

WHEREAS, said draft Preliminary 2017/18 Budget is included herein for consideration.

NOW, THEREFORE, BE IT RESOLVED that:

SECTION 1. The Board of Directors of the District does hereby approve and adopt the 2017/18 Fiscal Year Preliminary Budget as presented.

SECTION 2. The District General Manager or his/her designee is hereby authorized to expend the funds contained within the 2017/18 Preliminary Budget in accordance with financial policies adopted by the Board.

SECTION 3. The District General Manager or his/her designee is hereby directed to publish the Notice of Public Hearing for the adoption of the 2017/18 Fiscal Year Final Budget.

SECTION 4. The District General Manager or his/her designee is directed to prepare the draft Final Budget for public distribution during the first week of August 2017 in advance of said consideration by the Board.

PASSED AND ADOPTED by the Board of Directors of the Saddle Creek Community Services District on June 20, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Larry Hoffman, President

Board of Directors

Peter Kampa, Board Secretary

Saddle Creek Community Services District

Regular Meeting of June 20, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- d. Management report and discussion related to the District organizational chart, staffing and job responsibilities for the position of District Clerk

Recommended Action

This item is for information and discussion only and does not require a motion.

Background

The California Government Code assigns specific technical, administrative responsibilities to the “Secretary” of the Board including the recordation and certification of meeting agendas and minutes, maintaining board actions such as motions and resolutions, policies and ordinances as well as recording documents and certifying Board actions. In most special districts, the Board Secretary is also responsible for the maintenance of all other district records.

The CSD has employed a very part time “Board Clerk” to fulfill many of these responsibilities. Historically, the Board Clerk has worked less than 20 hour per month, with most of their effort focused on Board meeting activities. As we are well aware, we have been without a Board Clerk since January 2017 and management has delayed in filling the position due to the management time required for the recruitment and training process, which has been almost completely dedicated to the efforts of developing and supporting Measure A.

There have also remained incomplete many general office tasks in records organization due to the lack of time availability of the previous part time staff, and limited funding available for staffing. These technical administrative efforts must be addressed and in addition, correctly implementing the road improvement (public works) projects and establishing and maintaining the reserves will take a significant ongoing staff effort into the foreseeable future. This report is provided to assure the Board that all aspects of District administrative functions will be completed going forward.

Recognizing this additional workload, Measure A contained funding to increase the part time Board Clerk position to one full time equivalent position. The Clerk position may also be assigned responsibility for administrative bookkeeping responsibilities, leaving the technical financial analysis and work to our current part time Bookkeeper. Government Code Section 61051 delegates to the General Manager the authority for managing the day to day operations of the District, under the policy direction of the Board. The development of the job description and hiring of the full time Clerk (or Secretary) position does not require any additional policy direction from the Board at this time. The position salary will be set based on data from similar districts in the region, as documented in currently published salary and benefit surveys.

RESOLUTION NO. 2017-____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT DECLARING THE RESULTS OF THE
SPECIAL ALL-MAIL BALLOT ELECTION HELD ON MAY 2, 2017 ON MEASURE A

WHEREAS, The Saddle Creek Community Services District Board of Directors (the "Board") is authorized and charged to provide ongoing services and maintenance of Saddle Creek Community Services District (the "District") owned facilities; and

WHEREAS, the Board determined that it is in the best interests of the District's citizens to ensure the ongoing and long-term fiscal integrity of the District while continuing to provide the appropriate levels of operation and maintenance services for the local community; and

WHEREAS, the Board determined that, in light of the increased demands on District operation and maintenance services, to request the support and approval by the voters to impose a new special tax on taxable real property within the District to provide revenues that can be used for the operation and maintenance services provided by the District; and

WHEREAS, the Board also determined that it is in the best interest of the community to seek voter approval, which required approval by two-thirds voters voting thereon, for the special tax in order to be able to provide the appropriate operation and maintenance services; and

WHEREAS, the Board adopted Resolution No. 2016-14 on December 20, 2016 ordering a special all-mail ballot election to be held on May 2, 2017 within the boundaries of the District, entitled "A Resolution of the board of Directors of the Saddle Creek Community Services District Adopting Intended Ballot Language, and Calling and Providing for a Special Mailed Ballot Election to be Held in Said District on May 2, 2017 for the Purpose of Submitting to the Qualified Voters the Question of the Adoption of a Special Tax for Maintaining Facilities and Providing Services, and Requesting the Board of Supervisors to Consolidate with any Other Election Conducted on said Date, and Requesting Election Services by the Calaveras County Elections Department"; and

WHEREAS, the Board placed Measure A on the May 2, 2017 special all-mail ballot election to levy a special tax on each parcel to fund the operation and maintenance Services; and

WHEREAS, the Board has received the certified results of the special all-mail ballot election on Measure A from Calaveras County, as shown in Attachment A to this resolution; and

WHEREAS, the tabulation of all votes cast on Measure A shows a total of 191 "Yes" votes and 85 "No" votes, which means that 69.20% of said votes were cast in approval of Measure A.

NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY AS FOLLOWS:

Section 1. Declaration of the Results of the May 2, 2017 Special All-Mail Ballot Election on Measure A. The District hereby declares that Measure A has been approved by more than the requisite two-thirds of all votes cast on Measure A.

Section 2. Imposition of the Special Tax and Method of Collection. Upon this declaration of the approval of Measure A by more than two-thirds of the voters voting on it, the special tax imposed by Measure A is due from each owner of record of a parcel within the District as reflected upon the rolls of the Calaveras County Assessor at the same time the ad valorem tax is due and is to be collected in the same manner. The Calaveras County Tax Collector shall collect the special tax and any penalty or interest due hereunder.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Saddle Creek Community Services District, County of Calaveras, held on the 20th day of June, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



STATE OF CALIFORNIA }
 } ss
COUNTY OF CALAVERAS }

CERTIFICATE OF FACTS

I, Rebecca Turner, Registrar of Voters of the County of Calaveras, State of California, do hereby certify that in pursuance of Section 15301 of the elections code, I did canvass the returns of votes cast at the Presidential Primary Election held on Tuesday, May 2, 2017, submitted to the vote of the voters, and the Statement of the Vote Cast to which this certificate is attached is a true and correct statement of the results of the votes at the Special All-Mail Election, held on Tuesday, May 2, 2017.

And, that the conduct of the election and canvass of the ballots was in every respect in accordance with the election laws of the State of California.

WITNESS MY HAND AND SEAL THIS 12th DAY OF MAY, 2017.



A handwritten signature in cursive script that reads "Rebecca Turner".

Rebecca Turner, Clerk-Recorder/Registrar of Voters
County of Calaveras

EXHIBIT B

STATEMENT OF VOTES CAST AT
THE SPECIAL ALL-MAIL ELECTION
HELD ON MAY 2, 2017

As a result of the canvass the following measure passed with the required two-thirds (2/3) of the votes cast.

SADDLE CREEK COMMUNITY SERVICE DISTRICT
MEASURE A

To maintain Saddle Creek Community Services District owned facilities and easements including sidewalks, storm drains, landscaping, lighting, parks, security, weed and mosquito abatement, road improvement and maintenance, reserves, and administration, shall a new tax, providing \$1.2 million annually and replacing the existing tax, be adopted without expiration at \$1,703 per residential lot; \$720 per acre for large lot undeveloped property; \$640 per acre for sports club property; and \$63,860 for the golf course property, including an annual CPI adjustment?

YES

NO

191

85



This is a true certified copy of the record if
it bears the seal of the County Recorder
reprinted in purple ink.

Rebecca Turner, Recorder
CALAVERAS COUNTY, CALIFORNIA

BY:  , DEPUTY