

BOARD OF DIRECTORS MEETING AGENDA

January 15, 2019 2:00 PM

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA
5. **PUBLIC COMMENT** (Each speaker is limited to two (2) minutes)

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

6. **CONSENT CALENDAR**

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

- a. Review of monthly financial report, approval of bills and claims for the month of December 2018.
- b. Approval of the minutes from the Regular Board Meeting held December 18, 2018.

7. **DISCUSSION AND ACTION ITEMS**

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

- a. Consideration of a Facilities Development Policy Establishing Requirements for Expansion of District Services to New Land Development Projects
- b. Consideration of an Encroachment Permit Code Establishing Requirements Related to Excavations, and for the Placing, Constructing, Repairing, Changing or Removing of Encroachments in any District Real Property Easement or Roadway
- c. Consideration of Approving Restated Board Bylaws to Remove Board Member Compensation for Attendance at Special Meetings

8. **STAFF AND DIRECTOR REPORTS:**

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

- a. General Manager's Report
- b. Site Manager's verbal report.

9. **ADJOURNMENT**

Agenda Materials: May be viewed on the bulletin boards outside the Saddle Creek Pro Shop, on the Sports Club Bulletin Board, 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

December 31, 2018

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2018-19 MONTHLY BUDGET REPORT ANALYSIS
December 2018

		ACTUALS			BUDGET		
		Last Year Jul-Nov	This Year Jul-Nov	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
<u>ADMINISTRATION</u>							
OE01	Audit Expense			\$ -	\$ 11,700	\$ 11,700	100%
OE02	Finance Expenses	\$ 186	\$ 221	\$ 35	\$ 600	\$ 379	63%
OE02-1	Parcel Tax Implementation	\$ 2,298	\$ 1,088	\$ (1,210)	\$ 5,500	\$ 4,412	80%
OE03	Advertising	\$ 580	\$ 152	\$ (428)	\$ 500	\$ 348	70%
OE04	Legal Expenses		\$ 525	\$ 525	\$ 1,700	\$ 1,175	69%
OE05	Management Fees	\$ 33,258	\$ 34,070	\$ 811	\$ 69,400	\$ 35,330	51%
OE06	Insurance (Property Loss/Liability)			\$ -	\$ 9,500	\$ 9,500	100%
OE07	Miscellaneous/Contingency	\$ 3,378	\$ 3,116	\$ (263)	\$ 8,000	\$ 4,884	61%
OE08	Professional Development (Travel/Training)	\$ 6,400	\$ 4,007	\$ (2,393)	\$ 11,000	\$ 6,993	64%
OE09	Dues, Certifications & Subscriptions	\$ 6,627	\$ 3,768	\$ (2,859)	\$ 7,300	\$ 3,532	48%
OE10	Uniform Expenses	\$ 2,467	\$ 2,632	\$ 165	\$ 3,000	\$ 368	12%
OE11	Electric Power/Water/Sewer	\$ 2,875	\$ 6,825	\$ 3,951	\$ 5,800	\$ (1,025)	-18%
OE12	Telephone/Internet Service	\$ 2,984	\$ 2,991	\$ 7	\$ 6,000	\$ 3,009	50%
OE14	Office Supplies/Postage	\$ 4,678	\$ 3,212	\$ (1,466)	\$ 5,700	\$ 2,488	44%
OE15	Office Equipment Repair/Replacement	\$ 5,916	\$ 3,088	\$ (2,828)	\$ 8,000	\$ 4,912	61%
OE21	Office Equipment Lease	\$ 881	\$ 1,386	\$ 505	\$ 2,700	\$ 1,314	49%
OE26	County Fees/LAFCO	\$ 397	\$ 5,068	\$ 4,671	\$ 10,500	\$ 5,432	52%
OE30	Reimbursable Maint/Repair Expense	\$ 4,268		\$ (4,268)	\$ 3,000	\$ 3,000	100%
OE41	HR Consultant		\$ 4,100	\$ 4,100	\$ 6,000	\$ 1,900	32%
PE03-1	Payroll Taxes - Administration	\$ 4,445	\$ 6,131	\$ 1,685	\$ -		
PE06-1	Employee Wages - Administration	\$ 45,362	\$ 72,063	\$ 26,700	\$ -		
	Total Administration	\$ 127,001	\$ 154,442	\$ 27,441	\$ 175,900	\$ 99,651	57%
<u>COMMON AREAS</u>				\$ -		\$ -	
OE16	Gate Maintenance & Opener Purchase	\$ 7,218	\$ 8,052	\$ 834	\$ 18,400	\$ 10,348	56%
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 5,615	\$ 9,875	\$ 4,260	\$ 11,100	\$ 1,225	11%
PE03-5	Payroll Taxes - Streets	\$ 6	\$ 405	\$ 399	\$ -		
PE06 -5	Employee Wages - Streets	\$ 80	\$ 5,227	\$ 5,146	\$ -		
OE18-1	Landscape Supplies & Repairs	\$ 16,551	\$ 23,997	\$ 7,446	\$ 29,900	\$ 5,903	20%
OE18-3	Landscape Equipment Gas & Oil	\$ 1,725	\$ 3,213	\$ 1,488	\$ 5,500	\$ 2,287	42%
OE18-4	Landscape Equipment Repair/Replacement	\$ 10,636	\$ 8,702	\$ (1,933)	\$ 17,500	\$ 8,798	50%
	Payroll Taxes - Common Areas	\$ 6,606	\$ 6,745	\$ 139	\$ -		
PE06 -2	Employee Wages - Common Areas	\$ 82,760	\$ 81,057	\$ (1,703)	\$ -		
	Total Common Areas	\$ 131,196	\$ 147,273	\$ 16,077	\$ 82,400	\$ 28,561	35%

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2018-19 MONTHLY BUDGET REPORT ANALYSIS
December 2018

		ACTUALS			BUDGET		
		Last Year Jul-Nov	This Year Jul-Nov	Variance Incl/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
MOSQUITO ABATEMENT				\$ -			
OE22-1	Mosquito Control Products	\$ 4,901	\$ 3,041	\$ (1,860)	\$ 16,000	\$ 12,959	81%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 698	\$ 755	\$ 57	\$ 3,800	\$ 3,045	80%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 3,879	\$ 5,587	\$ 1,709	\$ 11,600	\$ 6,013	52%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 1,844	\$ 3,419	\$ 1,575	\$ 9,200	\$ 5,781	63%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 181	\$ 247	\$ 66			
PE06-4	Employee Wages - Mosquito Abatement	\$ 2,365	\$ 3,081	\$ 716			
	Total Mosquito Abatement	\$ 13,867	\$ 16,131	\$ 2,264	\$ 40,600	\$ 27,798	68%
	<i>Less: Distributed Payroll to Service Areas</i>	\$ (141,806)	\$ (174,956)	\$ (33,151)			
	TOTAL SERVICES & SUPPLIES	\$ 130,259	\$ 142,890	\$ 12,631	\$ 298,900	\$ 156,010	52%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ (320)	\$ 561	\$ 881	\$ 14,700	\$ 14,139	96%
PE02	Health Insurance	\$ 24,448	\$ 23,517	\$ (931)	\$ 73,800	\$ 50,283	68%
PE03	Payroll Taxes	\$ 11,238	\$ 13,629	\$ 2,390	\$ 28,600	\$ 14,971	52%
PE04	Processing Fees	\$ 680	\$ 858	\$ 178	\$ 1,900	\$ 1,042	55%
PE05	Directors Stipend	\$ 5,600	\$ 6,500	\$ 900	\$ 6,000	\$ (500)	-8%
PE06	Employee Wages	\$ 130,567	\$ 161,428	\$ 30,860	\$ 351,400	\$ 189,972	54%
	TOTAL PERSONNEL COSTS	\$ 172,214	\$ 206,493	\$ 34,279	\$ 476,400	\$ 269,907	57%
EQUIPMENT OUTLAY				\$ -			
	(1) Cart & (1) Fogger	\$ 17,806		\$ (17,806)			
	Trailer/Spray Rig/Tractor				\$ 67,700	\$ 67,700	100%
	Carport		\$ 11,644		\$ 12,000	\$ 356	3%
	Radar Unit				\$ 6,800	\$ 6,800	100%
	TOTAL EQUIPMENT OUTLAY	\$ 17,806	\$ 11,644	\$ (6,162)	\$ 86,500	\$ 74,856	87%
CAPITAL OUTLAY/STUDIES/ASSESEMENTS				\$ -			
OE53-2	Landscape Design			\$ -	\$ 25,875	\$ 25,875	100%
OE53-1	Landscape Improvements	\$ 35,927		\$ (35,927)	\$ -	\$ -	
OE17-2	Road Improvement (1)		\$ 718,875	\$ 718,875	\$ 724,063	\$ 5,188	1%
OE17-1	Road Project Design/Mgmt (Willdan)	\$ 5,959	\$ 47,719	\$ 41,760	\$ 56,762	\$ 9,043	16%
OE17-2	Storm Drains		\$ 2,134	\$ 2,134			
	TOTAL STUDIES & ASSESSMENTS	\$ 41,886	\$ 768,728	\$ 726,842	\$ 806,700	\$ 40,106	5%

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2018-19 MONTHLY BUDGET REPORT ANALYSIS
December 2018

		ACTUALS			BUDGET		
		Last Year Jul-Nov	This Year Jul-Nov	Variance Inc/ (Decr)	This year's BUDGET	\$ Budget Remaining	% Budget Remaining
EXPENDITURES							
DEBT SERVICE							
OE20	John Deere Financing	\$ 8,014	\$ 8,014	\$ -	\$ 16,100	\$ 8,086	50%
OE21	John Deere Financing				\$ 12,300		
	Series 2018 Installment Sale				\$ 83,800		
TOTAL DEBT SERVICE		\$ 8,014	\$ 8,014	\$ -	\$ 112,200	\$ 8,086	7%
TOTAL EXPENSES		\$ 370,179	\$ 1,137,769	\$ 767,590	\$ 1,780,700	\$ 548,965	31%
PAYMENTS AND ASSESSMENTS RECEIVED							
<u>Assessment Income</u>							
	Pymt No. 3: (5%) Aug 2017 (FY17)	\$ 29,983	\$ 50,555	\$ 20,572	\$ 51,275	\$ 720	
	Pymt No. 1: (55%) Feb 2018 (FY18)			\$ -	\$ 564,025	\$ 564,025	
	Pymt No. 2: (40%) May 2018 (FY18)			\$ -	\$ 410,200	\$ 410,200	
	Total Assessment Income	\$ 29,983	\$ 50,555	\$ 20,572	\$ 1,025,500	\$ 974,945	
<u>Reimbursement Income</u>							
	Total Reimbursement Income			\$ -	\$ 7,700	\$ 7,700	
<u>Other Income</u>							
IN03	Weed Abatement	\$ 3,500	\$ 5,750				
IN05	Investment Interest	\$ 531	\$ 1,415				
IN30	Exp Reimbursement Income	\$ 8,468	\$ 84				
IN41	Gate Opener Income	\$ 767	\$ 450				
IN59	Other Income						
	Total Other Income	\$ 13,266	\$ 7,699	\$ (5,567)	\$ 3,000	\$ (4,699)	
TOTAL PAYMENTS & ASSESSMENTS		\$ 43,249	\$ 58,254	\$ 15,005	\$ 1,036,200	\$ 977,946	
Net Income		\$ (326,930)	\$ (1,079,515)	\$ (752,585)	\$ (744,500)	\$ 335,015	
<u>Other Financing Sources & Uses</u>							
	Budget Balance		\$ 700,000		\$ 708,500		
			\$ (379,515)		\$ -		

(1) \$36,000 has been added to the Road Project budget per Resolution #2018-16

**Saddle Creek Comm Srvs District
Unaudited Treasurer's Report
DECEMBER 2018**

Statement of Cash Flows

For the 6 Months Ending December 31, 2018

	Umpqua Bank Checking	2018 Road Improvement Project	Calaveras Co Fund 2188	LAIF	YTD Total
Net Income	(380,112)	(700,006)	(300)	903	(1,079,515)
OPERATING ACTIVITIES					
Adjustments to reconcile Net Income to Net Cash provided by Operations:					-
1200 Accounts Receivable	6,775				6,775
2000 Accounts Payable	(5,423)				(5,423)
2050 Umpqua CSDA Visa	574				574
2100 Payroll Taxes Payable	2,770				2,770
2110 Garnishments Payable	(179)				(179)
2150 Accrued Payroll	(1,097)				(1,097)
2200 Sales Tax Payable	(390)				(390)
Net cash provided by operating activities	(377,082)	(700,006)	(300)	903	(1,076,485)
Net cash increase for period	(377,082)	(700,006)	(300)	903	(1,076,485)
Cash at beginning of period (7/1/2018) -Unaudited	543,490	700,006	316	100,000	1,343,812
Cash at end of period	166,408	-	16	100,903	267,327

**Saddle Creek Comm Srvs District
Unaudited Treasurer's Report
DECEMBER 2018**

Cash Flow Projection

FY 2018-19									
Dec-2018	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019	Jul-2019	Aug-2019	Sep-2019

REGULAR CHECKING

Beginning Checking Account Balance	\$ 268,689	\$ 166,408	\$ 93,220	\$ 588,957	\$ 520,669	\$ 364,881	\$ 299,881	\$ 241,681	\$ 593,681	\$ 535,481
Deposits										
Assessments			\$ 564,025					\$ 410,200		
Other Income	\$ -									
	\$ -									
Disbursements										
Paychecks	\$ 23,870	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000
Payroll Taxes	\$ 8,929	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200
Checks Written										
Other Operating & Admin Costs	\$ 13,517 (1)	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Variable Costs-Repairs & Replacements	\$ 2,425						Add tractor lease payments			
Property Liability Insurance										
Worker's Comp Insurance										
Capital Outlay	\$ 4,155 (6)				\$ 12,700	\$ 6,800				
Projects Costs	\$ 18,818 (8)				(spray rig & trai	(Radar Unit)				
Human Resources Practioners	\$ -	\$ 4,900								
Willdan	\$ 14,551 (7)									
NBS	\$ 1,088	\$ 1,088	\$ 1,088	\$ 1,088	\$ 1,088					
SDFA (Road Construction Loan)						\$ 83,800				
Landscape Architect		(5) \$ 9,000	\$ 9,000	\$ 9,000						
Credit Card Payments	\$ 12,876 (1)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$ 2,052	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Total Disbursements	\$ 102,281	\$ 73,188	\$ 68,288	\$ 68,288	\$ 155,788	\$ 65,000	\$ 58,200	\$ 58,200	\$ 58,200	\$ 58,200
Ending Checking Account Balance	\$ 166,408	\$ 93,220	\$ 588,957	\$ 520,669	\$ 364,881	\$ 299,881	\$ 241,681	\$ 593,681	\$ 535,481	\$ 477,281
check \$	0									

2018 ROAD PROJECT CHECKING

Beginning Checking Account Balance	\$ 17,124
Deposits	
Interest	\$ 1
Transfer In from Regular Checking	\$ 18,818 (8)
Disbursements	\$ 35,943
Ending Checking Account Balance	\$ -

(1) Total bills in Nov equal \$17,031. \$12,876 showing is remainder after breaking out \$4,155 for Capital Outlay

(4) Loan payment due April 1, 2019

(5) Prelim Design \$25K, \$2K contingency - Budget

(6) 2018-19 Proposed Budget \$31.5K Plus \$55K for tractor on order in Sept 2018 delivery first of the year. Tractor will be leased & will not effect cash flow except payments

(7) Remainder of \$95K contract (\$61K + \$34K)

(8) Transfer needed from regular checking when final payment is made

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 December 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	166,408
1020 Cash - Fund 2188	16
1040 Local Agency Investment Fund (LAIF)	100,903
Total Bank Accounts	\$267,327
Accounts Receivable	\$1,250
Total Current Assets	\$268,577
Fixed Assets	
1500 Capital Assets	13,127,405
1600 Accumulated Depreciation	(851,858)
Total Fixed Assets	\$12,275,547
TOTAL ASSETS	\$12,544,124
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	12,922
Total Accounts Payable	\$12,922
Credit Cards	
2050 Umpqua CSDA Visa	15,030
Total Credit Cards	\$15,030
Other Current Liabilities	
2100 Payroll Taxes Payable	947
2150 Accrued Payroll	11,242
2200 Sales Tax Payable	141
Total Other Current Liabilities	\$12,330
Total Current Liabilities	\$40,282
Long-Term Liabilities	
2500 Lease Payable - John Deere	63,334
2600 Series 2018 Installment Sale	700,000
Total Long-Term Liabilities	\$763,334
Total Liabilities	\$803,617
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Fund Balance	621,227
Net Income	(1,079,515)
Total Equity	\$11,740,508
TOTAL LIABILITIES AND EQUITY	\$12,544,124

Saddle Creek Comm Srvs District

CHECK DETAIL

December 2018

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1000 Umpqua Bank Checking				
12/01/2018	2083002	John Deere Financial		(1,335.71)
12/01/2018	2387	Kampa Community Solutions, LLC	Nov Management Fees	(5,678.27)
12/03/2018	DEC 2018	Intuit Full Service Payroll	Payroll Processing Fee	(141.00)
12/04/2018	2389	Al Seider	Decorative Rock	(1,485.00)
12/05/2018	DD	Gregory Hebard	Pay Period: 11/16/2018-11/30/2018	(2,427.35)
12/05/2018	DD	Ralph M. McGeorge	Pay Period: 11/16/2018-11/30/2018	(1,945.13)
12/05/2018	DD	KYLE W CEARLEY	Pay Period: 11/16/2018-11/30/2018	(1,102.15)
12/05/2018	DD	NICOLE D MC CUTCHEN	Pay Period: 11/16/2018-11/30/2018	(1,226.55)
12/05/2018	DD	Gregory Hebard	Direct Deposit 2	(50.00)
12/05/2018	2388	California State Disbursement Unit	Garnishments Payable	(103.00)
12/05/2018	DD	MICHAEL S STROMBERG	Pay Period: 11/16/2018-11/30/2018	(1,052.99)
12/05/2018	DD	JOSHUA A OCHOA	Pay Period: 11/16/2018-11/30/2018	(890.67)
12/05/2018	DD	DOLORES C BAKER	Pay Period: 11/16/2018-11/30/2018	(715.73)
12/05/2018	DD	BRADLEY S KURTZER	Pay Period: 11/16/2018-11/30/2018	(565.27)
12/12/2018		CA EDD	Tax Payment for Period: 12/05/2018-12/07/2018	(629.72)
12/12/2018		IRS	Tax Payment for Period: 12/05/2018-12/07/2018	(3,348.36)
12/13/2018	2390	JOSHUA A OCHOA	Pay Period: 12/01/2018-12/15/2018	(958.73)
12/18/2018	2403	KENNETH R ALBERTSON	Pay Period: 11/14/2018-12/13/2018	(1,085.10)
12/18/2018	2420	NBS		(1,088.40)
12/18/2018	2407	DARLENE M LONG-DE BALDO	Pay Period: 11/14/2018-12/13/2018	(1,143.38)
12/18/2018	2405	LAWRENCE D HOFFMAN	Pay Period: 11/14/2018-12/13/2018	(1,219.65)
12/18/2018	2404	ROGER K GOLDEN	Pay Period: 11/14/2018-12/13/2018	(1,278.90)
12/18/2018	2398	SDRMA-Health Ins.		(4,014.72)
12/18/2018	2395	Willdan		(14,551.05)
12/18/2018	2397	T & S Intermodel Maintenance, Inc.		(18,819.29)
12/18/2018	2408	SUE N RUSS	Pay Period: 11/14/2018-12/13/2018	(991.10)
12/18/2018	2406	DONALD P KURTZ	Pay Period: 11/14/2018-12/13/2018	(91.35)
12/18/2018	2393	Mo-Cal Office Solutions, Inc		(143.18)
12/18/2018	2396	Turf Star, Inc.		(293.50)
12/18/2018	2402	Jim Wilson Excavation		(330.00)
12/18/2018	2421	Saddle Creek II HOA		(441.02)
12/18/2018	2392	Bank of the West		(834.28)
12/18/2018	2394	Saddle Creek II HOA		(875.73)
12/19/2018		CA EDD	Tax Payment for Period: 12/12/2018-12/14/2018	(35.64)
12/19/2018		IRS	Tax Payment for Period: 12/12/2018-12/14/2018	(302.44)
12/20/2018	DD	NICOLE D MC CUTCHEN	Pay Period: 12/01/2018-12/15/2018	(1,418.02)
12/20/2018	DD	MICHAEL S STROMBERG	Pay Period: 12/01/2018-12/15/2018	(1,070.97)
12/20/2018	DD	KYLE W CEARLEY	Pay Period: 12/01/2018-12/15/2018	(986.21)
12/20/2018	DD	DOLORES C BAKER	Pay Period: 12/01/2018-12/15/2018	(863.14)
12/20/2018	DD	Ralph M. McGeorge	Pay Period: 12/01/2018-12/15/2018	(1,945.06)
12/20/2018	DD	Gregory Hebard	Pay Period: 12/01/2018-12/15/2018	(2,427.29)
12/20/2018	DD	BRADLEY S KURTZER	Pay Period: 12/01/2018-12/15/2018	(494.90)

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
12/20/2018	DD	Gregory Hebard	Direct Deposit 2	(50.00)
12/20/2018	2399	California State Disbursement Unit		(103.00)
12/21/2018		CA EDD	Tax Payment for Period: 12/15/2018-12/18/2018	(102.02)
12/21/2018		IRS	Tax Payment for Period: 12/15/2018-12/18/2018	(1,085.75)
12/24/2018	Nov Billing	PG&E - 7193	Utilities	(430.66)
12/26/2018	372763060	USBank Equipment Finance		(144.79)
12/26/2018	Dec Stmt	Umpqua Bank Commerical CC	Umpqua CSDA Visa	(16,196.82)
12/27/2018		IRS	Tax Payment for Period: 12/19/2018-12/21/2018	(3,143.10)
12/27/2018		CA EDD	Tax Payment for Period: 12/19/2018-12/21/2018	(620.36)
Total for 1000 Umpqua Bank Checking				\$ (102,276.45)

Saddle Creek Comm Srvs District

2040 CSDA Bank of the West MC, Period Ending 12/28/2018

RECONCILIATION REPORT

Reconciled on: 01/09/2019

Reconciled by: Dolores Baker

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

Summary

USD

Statement beginning balance.....	834.28
Charges and cash advances cleared (3).....	2,277.58
Payments and credits cleared (1).....	-834.28
Statement ending balance.....	<u>2,277.58</u>
Register balance as of 12/28/2018.....	2,277.58

Details

Charges and cash advances cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/28/2018	Expense	Nov STMT	Young's Copper Ace Hardware	1,905.70
12/10/2018	Expense	109276	LogMein, Inc.	348.00
12/17/2018	Expense	5989280	Adobe.com	23.88
Total				2,277.58

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/26/2018	Bill	Oct 2018	Bank of the West	-834.28
Total				-834.28

Saddle Creek Comm Srvs District

2050 Umpqua CSDA Visa, Period Ending 12/31/2018

RECONCILIATION REPORT

Reconciled on: 01/09/2019

Reconciled by: Dolores Baker

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

Summary

USD

Statement beginning balance.....	16,196.82
Charges and cash advances cleared (50).....	12,991.50
Payments and credits cleared (1).....	-16,196.82
Statement ending balance.....	<u>12,991.50</u>
Uncleared transactions as of 12/31/2018.....	2,038.27
Register balance as of 12/31/2018.....	15,029.77
Cleared transactions after 12/31/2018.....	0.00
Uncleared transactions after 12/31/2018.....	737.29
Register balance as of 01/09/2019.....	<u>15,767.06</u>

Details

Charges and cash advances cleared (50)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/29/2018	Expense	57548	Staples	89.95
11/30/2018	Expense	115777	Stockton Honda Yamaha	620.89
11/30/2018	Expense	563314414	Chevron Station	91.02
12/01/2018	Expense	316701	Twain Harte Pharmacy	24.10
12/01/2018	Expense		Intuit - QBO Online	30.99
12/01/2018	Expense	Dec Billing	Cal Waste Recovery Systems	72.58
12/03/2018	Expense	111-0275516-2829826	Amazon.com	93.51
12/04/2018	Expense	10-11/2018	Verizon Wireless	126.34
12/04/2018	Expense	941787	Modesto Welding Products	371.74
12/04/2018	Expense	201551	Ceres Pipe & Metal	658.04
12/04/2018	Expense	201554	Ceres Pipe & Metal	84.95
12/04/2018	Expense	5/50032	The Fruit Yard	22.53
12/05/2018	Expense	1812-262496	Calaveras Lumber	75.67
12/05/2018	Expense	724424499	MC Henry Cruisers	33.95
12/05/2018	Expense	5817	Columbia Candy Kitchen	10.18
12/07/2018	Expense	101328	Gold Dust Pizza Copperopolis	57.92
12/10/2018	Expense	E0206W0QA	Microsoft Office	12.50
12/11/2018	Expense	1386	Kathy's Miracle Cleaners	65.50
12/11/2018	Expense	95985	House of Clocks	161.57
12/11/2018	Expense	41404	Carson Hill Rock	2,964.21
12/11/2018	Expense	962405	Hunt & Sons, Inc.	121.21
12/12/2018	Expense	6177	Columbia Candy Kitchen	555.07
12/12/2018	Expense	73665746741	ZOOM Car Wash	41.99
12/12/2018	Expense	AR8412998	Aramark Uniform Service	175.00
12/13/2018	Expense	8730496	Lowe's	184.14
12/14/2018	Expense	NM-9411548	Amazon.com	17.92
12/14/2018	Expense	350298	Farmington Circle K Shell	78.51
12/15/2018	Expense	Nov Billing	Calaveras Telephone Co.	349.78
12/15/2018	Expense	5816	Columbia Candy Kitchen	72.37
12/17/2018	Expense	9-11/2018	CCWD	293.13
12/17/2018	Expense	18952	Tees to Please	40.00
12/17/2018	Expense	45660	The Warden's Office	150.00
12/18/2018	Expense	121417	CalTel Communications	20.00
12/18/2018	Expense	01174574	Saddle Creek Country Club	26.58
12/18/2018	Expense	1812-276702	Calaveras Lumber	47.18
12/18/2018	Expense	7360173	MVCAC	500.00
12/18/2018	Expense	955612	Hunt & Sons, Inc.	355.82
12/19/2018	Expense	511027	Belkorp Ag, LLC	696.24
12/20/2018	Expense	022227	Columbia Candy Kitchen	167.40

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/20/2018	Expense	1812-279003	Calaveras Lumber	793.39
12/20/2018	Expense	1812-279032	Calaveras Lumber	53.96
12/21/2018	Expense	1812-280515	Calaveras Lumber	56.29
12/21/2018	Expense	Cr. Coming	Baskin	26.21
12/21/2018	Expense	00030158	Swingle Meat Co.	585.88
12/22/2018	Expense	33906385	Amazon.com	13.93
12/26/2018	Expense	1812-284196	Calaveras Lumber	75.97
12/26/2018	Expense	Dec Stmt	Young's Copper Ace Hardware	1,535.89
12/28/2018	Expense	22650083-00	New Pig Corp.	131.24
12/28/2018	Expense	9017630	Chevron Station	74.50
12/29/2018	Expense	231802676	Chevron Station	83.76

Total 12,991.50

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/26/2018	Expense	Dec Stmt	Umpqua Bank Commerical CC	-16,196.82

Total -16,196.82

Additional Information

Uncleared charges and cash advances as of 12/31/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/28/2018	Expense	95619825	Stockton Honda Yamaha	136.91
12/12/2018	Expense	95620829	Stockton Honda Yamaha	1,234.71
12/17/2018	Expense	965165	Hunt & Sons, Inc.	213.90
12/20/2018	Expense	11274156	California Chamber of Comm...	182.75
12/30/2018	Expense	Nov Stmt	Aramark Uniform Service	175.00
12/31/2018	Expense	19658361	Indeed for Employers	95.00

Total 2,038.27

Uncleared charges and cash advances after 12/31/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/01/2019	Expense		Intuit - QBO Online	30.99
01/02/2019	Expense	9153015956	Verizon Wireless	126.34
01/02/2019	Expense	9170951-A-1	Ewing	479.25
01/03/2019	Expense	643255	Payless IGA	10.75
01/04/2019	Expense	549184	Payless IGA	77.46
01/09/2019	Expense	E0200731Q6	Microsoft Office	12.50

Total 737.29

BOARD OF DIRECTORS MEETING MINUTES

December 18, 2018 2:00 PM

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER 2:06pm
2. ROLL CALL **President Albertson, Director Hoffman, Director Golden, Director Kurtz, General Manager Kampa, Board Clerk McCutchen, Site Manager Hebard. Vice President DeBaldo was absent.**
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA **None**
5. **PUBLIC COMMENT Review of a few emails Director Kurtz has received from Residents.**
6. **CONSENT CALENDAR**
 - a. Review of monthly financial report, approval of bills and claims for the month of October and November 2018.
 - b. Approval of the minutes from the Regular Board Meeting held November 20, 2018.
 - c. Receive and File the Measure A Special Tax Report for the 2017/18 Fiscal Year in Accordance with SB 165.

Director Hoffman makes a motion to accept consent calendar, Director Albertson seconds. Motion passes unanimously.
7. **DISCUSSION AND ACTION ITEMS**
 - a. Administer Oath of Office to Newly Appointed as if Elected Board Members. **Hoffman, Albertson and Kurtz have been appointed as if they were elected.**
 - b. Appointment of the Board President and Vice President for 2019. **Director Hoffman makes a motion to nominate DeBaldo as President and Golden as Vice President, Albertson seconds. Motion passes unanimously.**
 - c. Adoption of a Resolution Approving a Policy for Records Retention and Destruction. **Director Hoffman makes a motion adopting the resolution approving the Records Retention and Destruction, Director Golden seconds. Motion passes unanimously.**
 - d. Consideration of Expansion of the CSD Services to Include Administration of Responsibilities Currently Delegated to the Various Saddle Creek Homeowners' Associations (Director Kurtz) **Discussions took place and no specific action was given at this time.**
8. **STAFF AND DIRECTOR REPORTS:**
 - a. General Manager's Report
 - b. Site Manager's verbal report.

Thank you to the ad-hoc committee for the wonderful Christmas decorations in the community.
9. **ADJOURNMENT 4:01pm**

Saddle Creek Community Services District
Regular Meeting of January 15, 2019

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- a. Consideration of a Facilities Development Policy Establishing Requirements for Expansion of District Services to New Land Development Projects

Recommended Motion

Staff seeks the following motion:

I move to approve the Facilities Development Policy language as presented.

Background

The Board has directed the development of permits, policies, standards and fees to ensure that the District roads are constructed and maintained correctly, and the impact to our existing roads and infrastructure caused by new development projects is appropriately evaluated and mitigated.

Facility development policies can be relatively lengthy and complex, primarily due to the large body of law associated with land development projects, potential for litigation and political pressure. The District currently does not have facility development policies, and our current facilities were constructed by the community developer to the standards imposed by the county, and the developers own project standards. Adoption of a policy by the District will allow for an orderly and predictable land development process in terms of infrastructure impacts and standards.

Attached hereto is the introductory statement from a series of facilities development policies in place at other special districts. This section of the policy is important as it sets the District's "intent" and the remaining sections of the policy will be crafted in support. The remaining sections of the policy, to be introduced at future Board meetings, will cover the process of development review and approval by the District, environmental review, development agreements, improvement standards and annexation procedures.

601 DISTRICT'S INTENT OF DEVELOPMENT POLICY

601.1 Introduction

Residential and occasionally commercial development are an on-going process in the District. The intent of this section is to establish the policies that the Board of Directors deems appropriate to assure that development proceeds in a consistent manner under rules that are both fair to the developer and protective of the District's existing customers, both in the short term and long term. The following are the intents of the District Board of Directors ("Board") when considering developments:

1. Developers shall maintain money on account with the District that will be used to pay District staff time and expenses during the review and inspection of the proposed development.
2. When the District is weighing the short-term cost of infrastructure against the long-term cost of operating and maintaining that infrastructure, reducing the long-term infrastructure costs will be deemed more important than saving up-front capital costs by the developer. Important long-term costs to be considered during development planning shall include labor intensity of operating and maintaining the infrastructure, technology and the water/energy cost of operating the infrastructure.
3. All improvements to the District's existing infrastructure required by the development shall be compatible with the District's existing infrastructure and in accordance with the District Standard Specifications/Details, or that which the District knows will be required by regulatory agencies in the future.
4. All infrastructures shall meet existing design criteria, codes and regulations at the time of construction.
5. The developer shall mitigate any negative impacts on District infrastructure or services caused by the addition of the proposed project into the existing infrastructure.
6. For commercial and residential developments, an instrument of insurance shall be provided to the District to assure that once the development is under construction, the District infrastructure associated with the project will be completed as planned.
7. Open/common area and green belts in the proposed development that may be irrigated shall be plumbed to receive recycled water if possible. The District reserves the right to apply water conservation measures to conserve potable water to the development at the developer's expense if recycled water is not available.
8. The proposed development shall conform with all aspects of the Calaveras County General Plan and any applicable Area Plan Amendments to the General Plan.
9. If the proposed project must be annexed into the service area of the District, and LAFCO requires the developer to modify his project in a way that changes the design of District-related infrastructure, then the District will require the developer to suspend the annexation proceedings until the District infrastructure issues have been resolved to the District's satisfaction.

10. If a proposed development is to be annexed into the service area of the District, the capacities in the District's existing infrastructures that are reserved for existing parcels within the service area shall not be used by the proposed development. The developer will be obligated to expand existing capacities in ways that do not induce additional long-term operation and maintenance expenses on existing customers beyond that which might have been expected had the development not been served by the District. In addition, the developer of a project that requires annexation may be required to expand the infrastructure capacity beyond the needs for his proposed development if the additional capacity is required for the long-term infrastructure needs of the District. The District uses Reimbursement Agreements (see Appendix 600-A—Standard Reimbursement Agreement) to reimburse developers for the additional costs associated with the extensions beyond their development needs.
11. If on-going costs of operating and maintaining the infrastructure within a development are higher than the costs associated with the existing infrastructure, then the District shall cover these additional costs by implementing a cost mitigation plan, such as forming an improvement district for the new development so that the existing District customers do not subsidize services provided to the new development.
12. The District shall require the developer to prepare a detailed financial impact analysis as part of the Sub-Area Master Plan. The analysis shall evaluate long-term financial impacts on existing District customers for providing road, stormwater management, mosquito abatement, open space/easement management, street lighting, common area maintenance and other services to the proposed development.
13. The developer shall cover the increased operation and maintenance costs resulting from the project associated with existing District roads and related infrastructure during development of the project.

601.2 Development Types and Their Associated Processes

For purposes of this policy, the District considers several types of developments and they may be treated differently. The least restrictive development type is the construction of a single residential unit. Development of up to four units (via parcel map) is treated by the District as a single residential unit development. Residential development of more than four units is considered a subdivision (via subdivision map) by the District and has special requirements by the District. Commercial development of less than or equal to 7,200 square feet in floor space is evaluated by the District as though it was a small residential unit development. Commercial development of more than 7,200 square feet of floor space is evaluated by the District as though it was a large subdivision development.

Saddle Creek Community Services District
Regular Meeting of January 15, 2019

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- b. Consideration of an Encroachment Permit Code Establishing Requirements Related to Excavations, and for the Placing, Constructing, Repairing, Changing or Removing of Encroachments in any District Real Property Easement or Roadway

Recommended Motion

Staff seeks the following motion:

I move to approve the Encroachment Permit Code as presented.

Background

The Board has directed the preparation of a permit process to regulate encroachments onto District roads. Attached hereto is draft policy language currently in place at another CSD that manages over 100 miles of public roadway. The District is currently working with our road engineer, Willdan, for the development of road standard specifications and details that identify the engineering/construction technical details expected for construction and reconstruction of roadways and encroachments.

The procedural details of the process of applying for and receiving a permit, the content of the application and permit itself, and fee schedule will be worked out in the coming months. Most of the provisions of this encroachment policy are at the discretion of the District, within the constraints of state law.

6-1-1: SHORT TITLE; APPLICATION OF PROVISIONS:

A. Short Title: This chapter shall be known as the *SADDLE CREEK COMMUNITY SERVICES DISTRICT ENCROACHMENT PERMIT CODE*.

B. Application Of Provisions: The provisions of this chapter apply to permits for the making, or causing to be made, in any district real property easement or roadway, of excavations, and for the placing, constructing, repairing, changing or removing of encroachments.

6-1-2: PERMIT REQUIRED:

Each applicant for an excavation or encroachment permit shall file with the application a plat in quadruplicate showing the location in which the proposed excavation or encroachment will be placed, together with the exact location and dimensions of the proposed excavations or the specifications and characteristics of the encroachment, together with any other details which the general manager requires. When excavations are made for service connections or for the location of trouble in conduits, cable, or pipe, or for making repairs thereto, the general manager may waive the filing of a plat. Approved plats shall become public records.

6-1-3: RESTORATION OF EXCAVATION:

A. Restoration Required: Immediately upon completion of the work necessitating the excavation or encroachment permitted by any permit issued, the permittee shall promptly and in a workmanlike manner restore the area affected by his activity to a condition satisfactory to the general manager.

B. Refilling Excavation:

1. A permittee shall refill an excavation in the manner which is satisfactory to the general manager and is most effective to accomplish through compaction and enable the area to be restored to a condition equivalent to that in which it was prior to the excavation.

2. Upon completion of the refilling of the excavation, or completion of the cut or fill, the permittee shall so notify the general manager, in writing, on a form prescribed by the general manager. Whenever a plat was required, and there were substantial deviations approved during the work from the dimensions or locations as shown on the plat, the permittee shall transmit to the general manager a concise as built plat within one week after completion of his work.

C. Relocation Of Pipes, Poles: Every application shall contain a statement, signed by the applicant, that if any tank, pole, pipe, cable, conduit, duct, obstruction or tunnel placed in the excavation or the encroachment for which a permit is issued, interferes with the future use of the area by the district, then the applicant and his successors or assigns will, at his own expense, remove or relocate to a location satisfactory to the general manager such tank, pole, pipe, cable, conduit, duct, tunnel or obstruction.

D. Time Limit For Permit Application: Nothing in this chapter prohibits any person from maintaining by virtue of any law, ordinance or permit, any pipe, cable, or conduit in any roadway, or from making such excavation as may be necessary for the preservation of life or property if the person making such excavation applies for a permit not later than the next business day.

6-1-4: WORK REQUIREMENTS AND SAFEGUARDS:

The general manager may establish such requirements as he may find necessary to apply to the work to be done by any person in order to prevent interference with users of the district property and with holders of other permits.

A. Warning Devices, Flagmen: Any person engaged in performing work regulated by this chapter which interferes with or endangers the safe movement of traffic shall have the work safeguarded by adequate warning signs, barricades, lights, devices or flagmen. He shall be responsible for placing and maintaining adequate warning signs, lights, barricades and devices during all periods of his activity in order to promote the safe movement of traffic, including, but not limited to, periods of twilight, nighttime, fog and/or rain. All warning signs, barriers, barricades, flags and other devices shall comply with (or exceed) the standards required in the California Vehicle Code.

B. Specifications: All work shall be performed in accordance with the district standard specifications or according to the plans and specifications referred to in the permit and, in addition, to any special requirements and/or specifications which are made a part of the permit. In case of conflict between two (2) specifications, the higher specification shall apply.

C. Failure To Obtain Permit; Work Stopped: Except in the case of an emergency any person who shall commence any work for which a permit is required by this chapter without first having obtained a permit therefor shall stop work and apply for such permit.

6-1-5: INSPECTIONS:

A. Authorization: A person shall not obstruct the general manager, or his duly authorized representative, in making any inspection authorized by this chapter or in taking any sample or in making any test.

B. Permit Inspection: The permittee shall make the permit available for inspection by the general manager or by any peace officer. (Ord. 09-230, 1-8-2009)

6-1-6: PERMIT ISSUANCE:

A. Application Of Provisions: Whenever this chapter requires a permittee to perform any work, take any action, or be liable for any fees and costs, such requirement also applies to any person who commences any work for which a permit is required by this chapter whether such person obtains such a permit or not.

B. Right To Use Of Roadway: Every permit issued under this chapter for activity or work in, along, on, over, across or under a roadway shall be granted subject to the right of the district or of any other person entitled thereto, to use that part of such roadway for any purpose for which such roadway may lawfully be used. Proof of the applicant's right to use the roadway for the purposes set forth in the application shall be filed with the general manager.

6-1-7: COMPLETION OF WORK AND COMPLIANCE WITH CHAPTER:

A. Work Completion: Every person who commences any activity or work regulated by this chapter shall safeguard and complete the activity or work within a reasonable time. Any part of a roadway facility of any nature removed or disturbed shall be repaired, restored and replaced in a condition satisfactory to the general manager. All material of any kind shall be removed from the roadway. Any surplus materials shall be hauled off site.

B. Compliance: Every person who commences any activity or work regulated by this chapter shall comply with the provisions of this chapter, the provisions made part of any permit, and the provisions of the specifications referred to by this chapter.

6-1-8: RESTORATION OF AREA OF ACTIVITY:

A. Restoration: Upon completion of the permittee's activity, the general manager, at his option, may require the permittee to restore that portion of the district facilities damaged by the permittee's activity, or the general manager may elect to do such restoration himself, at permittee's cost.

B. Pavement: Where the pavement or surface has been removed, the permittee shall replace it to a thickness one inch (1") greater than that of the surrounding pavement or surface, but, in no event, to a thickness less than three inches (3").

C. Base Course: The base course removed shall be replaced to the same thickness as that of the surrounding base course.

D. Seal; Slurry: When the street surface has been treated with a seal or slurry prior to the work under permit, the seal and/or slurry shall be replaced upon the portion repaired.

E. Replacement Of Sections: When the structural section removed varies from (or exceeds) the average existing section, the general manager may elect to require the replacement of an equivalent section which would meet the average structural section requirements.

6-1-9: PERMIT CANCELLATION:

The general manager may cancel a permit unless the activity therein permitted is commenced within the time specified and is diligently prosecuted to completion.

6-1-10: INVESTIGATION OF FACILITIES:

The permittee shall investigate and be aware of all existing facilities lawfully within the roadways which are within the limits of his activity. The permittee shall not interfere with any existing public or private facility without the consent of its owner. If it becomes necessary to relocate an existing facility, this shall be completed by its owner or to the satisfaction of its owner. The cost of moving publicly and/or privately owned facilities shall be borne by the permittee unless he makes other arrangements with the owner of the facility.

6-1-11: PROTECTION OF UNDERGROUND APPARATUS:

The permittee shall support and protect all wires, cables, pipes, conduits, poles, and other apparatus by a method satisfactory to the general manager. The district has the right to support or protect any of its facilities at the sole expense of the permittee. In case any of said wires, cables, pipes, conduits, poles or other apparatus should be damaged (and for this purpose, pipe coating or other encasement of devices

should be considered as part of a structure), they may be repaired by the general manager at the expense of the permittee under the supervision of the general manager. The expense of repairs to any damaged facilities shall be borne by the permittee.

6-1-12: LIABILITY INSURANCE:

The permittee shall save harmless, indemnify and defend the district, its officers, agents, and employees of and from any and all liability or responsibility for any property damage or loss, or injury, or death to any person arising out of or occurring as the proximate result of any of the work undertaken. The general manager may, in his discretion, require the permittee to furnish a policy of liability insurance naming the district as an additional insured to cover the cost of the permittee's duty to hold harmless, indemnify and defend the district.

6-1-13: FAILURE TO COMPLETE ACTIVITY:

When paving, excavated material, barricades, lights, or other devices are not properly placed or maintained; when the work started is not completed; when the work does not comply with the specifications or any special requirement; when the person fails or refuses to remove any obstruction; when any roadway facility has been damaged and the person fails or refuses to repair or restore; the general manager with his own forces or otherwise may cause such to be placed, erected, completed, repaired, restored, removed, and/or maintained. The permittee shall pay for any and all costs.

6-1-14: DRIVEWAYS:

All work performed on private driveway approaches across district property or right of way shall be performed in strict accordance with the plans and specifications set out in the district standard specifications and drawings.

6-1-15: APPLICATION FOR AND ISSUANCE OF PERMITS:

A. Form; Contents:

1. Application for a permit shall be made in writing to the general manager, on the forms provided by the general manager.
2. An applicant for a permit shall state in his application: name and address, such other information as is required by this chapter and such other information as the general manager may require.
3. The general manager may make such changes or additions in any application for a permit as in his opinion are necessary for the protection of the district property, for the prevention of undue interference with traffic, for the safety of persons using such district property, as to the route over which to move any over height, over width, over length, or overweight load; as to the location, depth, dimension, character, and number of excavations; as to encroachments made or placed; and, as to other permits issued pursuant to this chapter.
4. Each permit shall specify the time the permit shall become null and void and the permit shall become null and void on the date so specified unless the general manager extends the time. The general manager may extend the time if, in his opinion, the work for which the permit was issued was delayed in completion because of inclement weather, strikes, an act of God, or other causes not within the control of the permittee.

5. The general manager may require that evidence be submitted with the application to satisfy him that a proposed overhead structure or encroachment shall not, insofar as he can foresee, create a hazard of any kind.

B. Additional Requirement: The general manager may establish additional requirements for the work to be done under the permit, including equipment to be used, type of backfill, compaction, paving, traffic regulations, hours of work, flagmen, lights, inspection, and other similar requirements and conditions by attachments to the permits, and they shall be an integral part thereof. If any of the requirements of the permit are violated, the general manager may revoke the permit and require that a new permit be secured before further work is done.

C. Blanket Permits: Blanket permits, renewable annually, may be issued subject to compliance with all applicable provisions of this chapter. The general manager may revoke any such blanket permit if the permittee fails to comply with any of the provisions of this chapter. The issuance of a blanket permit does not relieve the permittee from making such reports of activity under the blanket permit as may be required by the general manager and for paying for inspection, repairs and other costs incurred by the district due to the permittee's activity.

D. Cost Of Relocation Of Structures: The general manager may require the permittee to make proper arrangements for, and bear the cost of, the relocation of any structure, publicly owned facility, tree, or shrub, where such relocation is made necessary by the proposed work for which a permit is issued. The general manager may elect to do the necessary relocation at the permittee's expense.

E. Permit Issued: If the applicant complies with every applicable provision of this chapter and all applicable provisions of all other ordinances and statutes, the general manager may issue to the applicant a written permit to perform the work set forth in the application. The general manager may refuse to issue a permit if he finds that it is not in the best interest of the district to do so.

F. Revocation Of Permit: The general manager, for cause, may cancel the privilege granted by the permit and may remove the permit from the job location.

G. Permits Nontransferable: Permits issued under the authority of this chapter are nontransferable.

6-1-16: FEES AND COSTS CHARGEABLE:

A. Issuance Fee:

1. All persons, except as otherwise specified in this chapter, shall pay an issuance fee and all other costs and charges as established for the work covered in this chapter.
2. The issuance fee shall be established by resolution of the board of directors. The fee shall be sufficient to defray the cost of handling by the district.

B. Exemptions:

1. The following shall be exempt from paying the issuance fee: the United States, this state, all departments of this county, any municipal corporation, any school district, and any special district organized under state law.

2. The general manager may grant a permit without issuance fee if he finds that the work to be done has been requested by the board of directors of the district in connection with proposed public works.

C. Waiver Of Fees: If the general manager determines that the waiver of any part of the fees is necessary to promote the safety and public welfare, he may, in specific instances, waive all fees and deposits.

D. Establishment Of Unit Fees: By order, the board of directors of the district may establish unit fees for inspection, transportation, tests, or any other costs incurred by the general manager due to the permittee's activity.

E. Liability Of Permittee: The permittee is liable for and shall pay for all the district's costs related to the permit, including, but not restricted to, the following:

1. The permit issuance fee, if that has not otherwise been paid;
2. Engineering, which includes design, inspection, survey, and tests;
3. The cost of inspection, transportation, or test made;
4. The cost of repairing or restoring the roadways and all appurtenant facilities to the same or equal condition that they were in before being cut or damaged as a result of the permittee's activities;
5. The cost of furnishing and/or maintaining any lights, barricades or warning devices;
6. The cost of alteration, removal, replacement, and/or repair to traffic signals and devices, the removal of temporary and/or permanent traffic stripes and any other expense for traffic control;
7. The cost of removing or remedying any hazardous condition;
8. The cost of tree trimming;
9. Any other cost to the district caused by the permittee's activity.

F. Actual Costs: Whenever in the provisions of this chapter, any costs are to be charged to any permittee and no other method for the calculation of such costs is specified, such costs are the actual costs including overhead and depreciation in accordance with current practice in charging for work performed for the public.

6-1-17: DEPOSITS, SURETIES REQUIRED:

A. Deposits:

1. Every applicant for a permit, unless exempt by law, other than the United States, this state, departments of this county, municipalities, and special districts, shall be required to provide a cash deposit or other adequate security, as determined by the general manager, to guarantee payment of charges due under this chapter. The amount of the deposit or security shall be sufficient to recover all costs of any nature which the general manager estimates he will incur if the permittee does not fulfill his permit requirements.

2. A cash deposit may be in the form of a special deposit for each permit or in the form of a general deposit to be maintained as security for all the permits issued to an applicant. If an applicant maintains a general cash deposit, it shall be with the understanding that he will pay all bills sent him by the general manager for work covered by this chapter.

B. Surety Bond: In lieu of a general cash deposit, the general manager may accept a surety bond in a sum of not less than one thousand dollars (\$1,000.00), executed by a corporation incorporated for the purpose of making, guaranteeing, or becoming a surety upon bonds. It shall guarantee the payment of all fees and other charges required by this chapter which may become due because of any permits issued during the life of the said surety bond.

6-1-18: BILLINGS AND COLLECTIONS:

A. Billing By Manager: The general manager shall bill the permittee or deduct from the deposit made or maintained by the permittee for all fees and costs chargeable under this chapter.

B. Failure To Pay Bill; Collection: If, within thirty (30) days after a bill has been sent, the permittee does not pay the same in full, such amount may be deducted from his general deposit, or the general manager may recover the amount due from any security the permittee has filed. If the deposit or security is insufficient to pay the amount due, the district may enforce collection by legal means. In addition, the district shall further be entitled to costs and reasonable attorney fees, to be paid by permittee.

C. Costs Of Additional Repairs: If, at any time subsequent to first repair of a surface of a roadway damaged or destroyed by an excavation or encroachment operation in such roadway, it becomes necessary again to repair such surface due to settlement or any other cause directly attributable to such excavation or encroachment operation, the permittee shall pay to the general manager the cost of such additional repair; provided, however, that the general manager shall have the option of either making the repair or requiring the permittee to make the repair.

D. Unpaid Bills; Withholding Further Permit Issuance: The general manager may elect not to issue further permits to the permittee and may hold any deposits, guarantees, or bonds of the permittee as long as any bill remains unpaid.

6-1-19: REFUNDS:

A. Deposits: The remainder of any deposit, if there is a remainder, shall be refunded to the person making such deposit, or to his assigns.

B. Issuance Fee: An issuance fee may be refunded when a permit has been issued as the result of an error not made by the permittee.

C. Erroneous Collection Of Fees: The fee deposited for inspection or any other unit fee established may be refunded if it was erroneously collected or if the work was not constructed by the permittee.

6-1-20: PRIVATE DRIVEWAY APPROACH:

Details regarding private driveway approaches are contained in the SCCSD standard specifications and drawings and are available in the district office.

Saddle Creek Community Services District

Regular Meeting of January 15, 2019

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

c. Consideration of Approving Restated Board Bylaws to Remove Board Member Compensation for Attendance at Special Meetings

Recommended Motion

No specific action is recommended by staff at this time. Should the Board direct the modification of its bylaws to reflect this change, an approval resolution will be placed on the February regular meeting agenda.

Background

The current Board bylaws contain provisions for payment of a \$100 stipend per regular or special Board meeting, not to exceed \$600 per month. Board President Darlene DeBaldo has recommended that the Board amend its policy to eliminate payment of the stipend for special Board meetings. The relevant bylaw section as it would be amended with this change is included below:

9. DIRECTOR COMPENSATION

9.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular, ~~adjourned or special~~ meeting of the Board of Directors attended by him/her.

9.2 In no event shall Director compensation exceed \$100 per day.

9.3 Director compensation shall not exceed six hundred dollars (\$600) in any one calendar month.