

REGULAR BOARD MEETING AGENDA
February 17, 2015 2:00 PM
Saddle Creek Lodge, Members Lounge
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 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 January 2015.
- b. Approval of the minutes of the Regular Board Meeting of January 21, 2015.

7. OLD BUSINESS

- a. Update report on the 2014 drought as it relates to Saddle Creek water supply.
- b. Adoption of a Resolution approving an amended to the District's Conflict of Interest Code.

8. NEW BUSINESS

- a. Discussion regarding the process required for CCWD rescission of the NPDES permit which allows discharge of treated wastewater effluent into the wetlands ponds.
- b. Approval of 2104 budget amendment to include the purchase of capital equipment.
- c. Resolution adopting the final 2015 budget as presented January 21, 2015.

9. STAFF REPORTS:

Brief reports will be provided by District staff to inform the Board and public on the status of general operational and administrative matters. 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.

- a. Site Manager
- b. General Manager

10. DIRECTORS REPORTS:

Brief reports will be provided by District Board members to inform 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.

11. 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.

BALANCE SHEET

As of January 31, 2015

ASSETS	TOTAL
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	162,679.02
1020 Cash - Fund 2188	311,981.51
1080 Umpqua Bank CD Accounts	
1081 CD #7405	25,788.57
1082 CD #46165	25,128.56
1083 CD #46207	25,128.56
1084 CD #46249	25,094.04
1085 CD #46124	25,094.04
Total 1080 Umpqua Bank CD Accounts	\$ 126,233.77
Total Bank Accounts	\$ 600,894.30
Total Current Assets	\$ 600,894.30
Fixed Assets	
1500 Capital Assets	
1501 Equipment	267,138.76
1503 Roads	2,360,462.00
1504 Easements	10,344,000.00
1505 Buildings	79,000.00
Total 1500 Capital Assets	\$ 13,050,600.76
1600 Accumulated Depreciation	
1601 Equipment	(184,679.03)
1603 Roads	(616,865.62)
1605 Buildings	(16,590.00)
Total 1600 Accumulated Depreciation	\$ (818,134.65)
Total Fixed Assets	\$ 12,232,466.11
TOTAL ASSETS	\$ 12,833,360.41
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	12,206.36
Total Accounts Payable	\$ 12,206.36
Credit Cards	
2060 CSD Visa - MLB	4,421.18
Total Credit Cards	\$ 4,421.18
Other Current Liabilities	
2100 Payroll Liabilities	122.89
2150 Accrued Payroll	10,509.43
Board of Equalization Payable	25.12
Total Other Current Liabilities	\$ 10,657.44
Total Current Liabilities	\$ 27,284.98
Total Liabilities	\$ 27,284.98
Equity	
3800 Developer Capital Contributions	12,198,795.62
3900 Retained Earnings	661,587.32
Net Income	(54,307.51)
Total Equity	\$ 12,806,075.43
TOTAL LIABILITIES AND EQUITY	\$ 12,833,360.41

Saddle Creek Community Services District
Check Detail - JANUARY 2015
1000 Umpqua Bank Checking

Date	Num	Name	Memo/Description	Amount
01/01/2015	1672	Kampa Community Solutions, LLC	Monthly Management Fee	\$ (4,750.00)
01/01/2015	1671	MLB Visa	4707-1237-4370-0021	\$ (2,063.04)
01/02/2015	P/R	Intuit Full Service Payroll	Monthly Fee	\$ (115.00)
01/05/2015	1670	California State Disbursement Unit	Remittance ID: CV33768	\$ (103.00)
01/05/2015	DD	Mark A. Dunlop	Pay Period: 12/16/2014-12/31/2014 Wages(Regular Pay) 1,361.28 Employer Taxes 165.40 Vehicle Registration CA SUI / ETT 53.09 CA PIT / SDI 40.85 Federal Unemployment (940) 8.17 Federal Taxes (941/944) 354.82	\$ (1,069.75)
01/05/2015	DD	Gregory Hebard	Pay Period: 12/16/2014-12/31/2014 Wages(Salary) 3,215.63 Employer Taxes 390.70 CA SUI / ETT 125.41 CA PIT / SDI 229.93 Federal Unemployment (940) 19.29 Federal Taxes (941/944) 1,099.81	\$ (2,131.89)
01/05/2015	DD	HERNAN HERNANDEZ	Pay Period: 12/16/2014-12/31/2014 Wages(Regular Pay) 483.20 Employer Taxes 58.71 CA SUI / ETT 18.84 CA PIT / SDI 4.83 Federal Unemployment (940) 2.90 Federal Taxes (941/944) 96.43	\$ (418.91)
01/05/2015	DD	Ralph M. McGeorge	Pay Period: 12/16/2014-12/31/2014 Wages(Salary) 1,872.67 Employer Taxes 227.53 EWO 103.00 CA SUI / ETT 73.03 CA PIT / SDI 35.81 Federal Unemployment (940) 11.24 Federal Taxes (941/944) 427.42	\$ (1,449.70)
01/05/2015	DD	MICHELE L MENZIES	Pay Period: 12/16/2014-12/31/2014 Wages(Regular Pay) 90.00 Employer Taxes 10.94 CA SUI / ETT 3.51 CA PIT / SDI 10.90 Federal Unemployment (940) 0.54 Federal Taxes (941/944) 23.78	\$ (62.21)

Saddle Creek Community Services District
Check Detail - JANUARY 2015
1000 Umpqua Bank Checking

Date	Num	Name	Memo/Description	Amount
01/05/2015	DD	DOLORES C BAKER	Pay Period: 12/16/2014-12/31/2014	\$ (267.19)
			Wages(Regular Pay)	292.50
			Employer Taxes	35.55
			CA SUI / ETT	11.41
			CA PIT / SDI	2.93
			Federal Unemployment (940)	1.76
			Federal Taxes (941/944)	44.76
01/05/2015	DD	BRADLEY D NICKELL	Pay Period: 12/16/2014-12/31/2014	\$ (911.46)
			Wages(Regular Pay)	1,058.88
			Employer Taxes	128.65
			CA SUI / ETT	41.30
			CA PIT / SDI	14.62
			Federal Unemployment (940)	6.35
			Federal Taxes (941/944)	213.80
01/05/2015	DD	PHYLLIS J RICHARDS	Pay Period: 12/16/2014-12/31/2014	\$ (49.33)
			Wages(Regular Pay)	54.00
			Employer Taxes	6.55
			CA SUI / ETT	2.10
			CA PIT / SDI	0.54
			Federal Unemployment (940)	0.32
			Federal Taxes (941/944)	8.26
01/05/2015	1699	HERNAN HERNANDEZ	Pay Period: 12/16/2014-12/31/2014	\$ (262.88)
			Wages(Regular Pay)	289.92
			Employer Taxes	35.22
			CA SUI / ETT	11.31
			CA PIT / SDI	2.13
			Federal Unemployment (940)	1.74
			Federal Taxes (941/944)	47.08
01/09/2015		IRS USA TAXPMT	For period ending 1/31/15	\$ (2,316.16)
01/09/2015		CA EDD	For period ending 1/31/15 CA PIT / SDI	\$ (342.54)
01/15/2015	1721	Capital Bank & Trust Co.	2014 IRA Contribution - Gregory 2015 IRA Contribution Gregory Hebard SSN 554-88-8110 Acct. #74721984	\$ (2,500.00)
01/15/2015	1720	Edward Jones	2014 IRA Contribution - Ralph 2014 IRA Contribution Ralph McGeorge SSN 545-99-0385 Acct #891-98882-1-7	\$ (2,500.00)
01/20/2015	1719	Cal Waste Recovery Systems	05-0007117-0	\$ (30.45)

Saddle Creek Community Services District
Check Detail - JANUARY 2015
1000 Umpqua Bank Checking

Date	Num	Name	Memo/Description	Amount
01/20/2015	1718	Calaveras Telephone - Internet	Account #10102-02	\$ (89.95)
01/20/2015	1717	Calaveras Telephone Co.	Account #10102-01	\$ (264.57)
01/20/2015	1716	California State Disbursement Unit	Remittance ID: CV33768	\$ (103.00)
01/20/2015	1715	DOLORES BAKER	Expense Reimbursement	\$ (270.88)
01/20/2015	1714	Ewing		\$ (2,716.10)
01/20/2015	1713	Golden State Cellular	Acct #360393	\$ (87.40)
01/20/2015	1712	Lake Tulloch True Value Hardware		\$ (157.28)
01/20/2015	1711	MVCAC		\$ (355.00)
01/20/2015	1710	PG&E - 7193		\$ (173.51)
01/20/2015	1709	Public Health Foundation	Account: SCCSD	\$ (72.00)
01/20/2015	1708	SDRMA-Health Ins.	Cust. #0007174	\$ (3,284.40)
01/20/2015	1707	Stockton Honda Yamaha	Cust Acct ID - SC -	\$ (286.44)
01/20/2015	1706	The Union Democrat	Acct 953876	\$ (312.00)
01/20/2015	1705	Turf Star, Inc.		\$ (718.54)
01/20/2015	1704	Tweedy Tire, Inc.	Cust #13575	\$ (27.45)
01/20/2015	1703	Valley Entry Systems, Inc.		\$ (125.00)
01/20/2015	DD	DOLORES C BAKER	Pay Period: 01/01/2015-01/15/2015	\$ (233.48)
			Wages(Regular Pay)	254.98
			Employer Taxes	30.96
			CA SUI / ETT	9.94
			CA PIT / SDI	2.00
			Federal Unemployment (940)	1.52
			Federal Taxes (941/944)	39.00
01/20/2015	DD	Mark A. Dunlop	Pay Period: 01/01/2015-01/15/2015	\$ (913.69)
			Wages(Regular Pay)	993.48
			Wages(VACATION_635)	29.22
			Wages(SICK PAY_26)	116.88
			Employer Taxes	138.45
			Vehicle Registration	0.00
			CA SUI / ETT	44.44
			CA PIT / SDI	26.38
			Federal Unemployment (940)	6.84
			Federal Taxes (941/944)	286.68

Saddle Creek Community Services District
Check Detail - JANUARY 2015
1000 Umpqua Bank Checking

Date	Num	Name	Memo/Description	Amount
01/20/2015	DD	Gregory Hebard	Pay Period: 01/01/2015-01/15/2015	\$ (2,195.69)
			Wages(Salary)	3,312.08
			Employer Taxes	402.42
			CA SUI / ETT	129.17
			CA PIT / SDI	234.22
			Federal Unemployment (940)	19.88
			Federal Taxes (941/944)	1,135.54
01/20/2015	DD	HERNAN M HERNANDEZ	Pay Period: 01/01/2015-01/15/2015	\$ (1,017.58)
			Wages(VACATION_635)	58.44
			Wages(Regular Pay)	1,227.24
			Employer Taxes	156.21
			CA SUI / ETT	50.14
			CA PIT / SDI	35.48
			Federal Unemployment (940)	7.71
			Federal Taxes (941/944)	330.98
01/20/2015	DD	Ralph M. McGeorge	Pay Period: 01/01/2015-01/15/2015	\$ (1,496.15)
			Wages(Salary)	1,928.88
			Employer Taxes	234.36
			EWO	103.00
			CA SUI / ETT	75.23
			CA PIT / SDI	35.03
			Federal Unemployment (940)	11.57
			Federal Taxes (941/944)	442.26
01/20/2015	DD	MICHELE L MENZIES	Pay Period: 01/01/2015-01/15/2015	\$ (47.91)
			Wages(Regular Pay)	74.16
			Employer Taxes	9.00
			CA SUI / ETT	2.89
			CA PIT / SDI	10.58
			Federal Unemployment (940)	0.44
			Federal Taxes (941/944)	21.34
01/20/2015	DD	BRADLEY D NICKELL	Pay Period: 01/01/2015-01/15/2015	\$ (1,078.54)
			Wages(Regular Pay)	1,285.68
			Employer Taxes	156.21
			CA SUI / ETT	50.13
			CA PIT / SDI	24.52
			Federal Unemployment (940)	7.72
			Federal Taxes (941/944)	280.98
01/20/2015		CA EDD	Tax Payment for Period: 01/21/2015- CA PIT / SDI	\$ (457.66)
01/21/2015		Gregory Hebard	Pay Period: 01/21/2015-01/21/2015	\$ (2,500.00)
			Wages(Employee Taxes Paid by	233.73
			Wages(Salary)	0.00
			Wages(Bonus)	2,500.00
			Employer Taxes	230.38
			CA SUI / ETT	18.42
			CA PIT / SDI	24.60
			Federal Unemployment (940)	2.83

Saddle Creek Community Services District
Check Detail - JANUARY 2015
1000 Umpqua Bank Checking

Date	Num	Name	Memo/Description	Amount
			Federal Taxes (941/944)	418.26
01/21/2015		Ralph M. McGeorge	Pay Period: 01/21/2015-01/21/2015	\$ (2,500.00)
			Wages(Salary)	0.00
			Wages(Employee Taxes Paid by	233.74
			Wages(Bonus)	2,500.00
			Employer Taxes	332.15
			EWO	0.00
			CA SUI / ETT	106.62
			CA PIT / SDI	24.61
			Federal Unemployment (940)	16.40
			Federal Taxes (941/944)	418.26
01/21/2015		IRS USA TAXPMT	For period ending 1/31/15	\$ (1,246.96)
01/23/2015		CA EDD	For period ending 1/31/15	\$ (368.21)
			CA PIT / SDI	
01/23/2015		IRS	Tax Payment for Period: 01/17/2015- 01/20/2015	\$ (2,536.78)
			Federal Taxes (941/944)	
01/28/2015		IRS	Tax Payment for Period: 01/21/2015- 01/23/2015	\$ (836.52)
			Federal Taxes (941/944)	
01/28/2015		CA EDD	Tax Payment for Period: 01/21/2015- 01/23/2015	\$ (49.21)
			CA PIT / SDI	
			TOTAL CHECKS	<u><u>\$ (47,865.41)</u></u>

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2014 MONTHLY BUDGET REPORT
January 2015

	Current Year - 2015				Prior Year - 2014		
	(Approved) FY 2015	(Expenditures) Month of January	(Expenditures) Year to Date	% of Budget	(Adjusted) FY 2014	(Expenditures) Month of January	(Expenditures) Year to Date - Prior Year
EXPENSES							
OPERATIONAL EXPENSES							
Audit Expense	\$ 7,500	\$ -	\$ -	0%	\$ 7,500	\$ -	
Accounting & Bookkeeping	\$ 500	\$ -	\$ -	0%	\$ 6,000	\$ 913	\$ 913
On-line Back-up/Notary Fees/Bonds	\$ 351	\$ -	\$ -	0%	\$ 1,000	\$ 326	\$ 326
Legal Expenses	\$ 1,500	\$ -	\$ -	0%	\$ 1,500	\$ -	
Management Fees	\$ 57,000	\$ 4,750	\$ 4,750	8%	\$ 28,500	\$ -	
Insurance (Property Loss/Liability)	\$ 8,000	\$ -	\$ -	0%	\$ 8,000	\$ -	
Miscellaneous/Contingency	\$ 2,000	\$ -	\$ -	0%	\$ 5,000	\$ -	
Professional Development (Travel/Training)	\$ 6,000	\$ 355	\$ 355	6%	\$ 5,000	\$ 687	\$ 687
Dues, Certifications & Subscriptions	\$ 4,000	\$ 531	\$ 531	13%	\$ 4,000	\$ -	
Uniform Expenses	\$ 2,200	\$ 25	\$ 25	1%	\$ 1,600	\$ 556	\$ 556
Electric Power/Water/Sewer	\$ 6,000	\$ 328	\$ 328	5%	\$ 5,000	\$ 552	\$ 552
Telephone/Pager Service	\$ 5,000	\$ 353	\$ 353	7%	\$ 5,000	\$ 353	\$ 353
Internet Service	\$ 1,200	\$ 90	\$ 90	8%	\$ 1,200	\$ 75	\$ 75
Office Supplies/Postage	\$ 5,000	\$ 1,642	\$ 1,642	33%	\$ 4,500	\$ 653	\$ 653
Office Equipment Repair/Replacement	\$ 3,000	\$ -	\$ -	0%	\$ 2,300	\$ 259	\$ 259
Gate Maintenance & Opener Purchase	\$ 4,000	\$ -	\$ -	0%	\$ 4,000	\$ -	
Street & Main Gate Lighting Maint/Repair	\$ 13,500	\$ -	\$ -	0%	\$ 13,500	\$ 4,800	\$ 4,800
Landscape Supplies & Repairs	\$ 21,000	\$ 3,471	\$ 3,471	17%	\$ 21,000	\$ 6,491	\$ 6,491
Landscape Equipment Repair/Replacement	\$ 14,000	\$ 756	\$ 756	5%	\$ 16,500	\$ 795	\$ 795
Landscape Equipment Gas & Oil	\$ 7,000	\$ 1,379	\$ 1,379	20%	\$ 7,000	\$ 934	\$ 934
Mosquito Control Products (4)	\$ 14,513	\$ -	\$ -	0%	\$ 13,500		
Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ 63	\$ 63	2%	\$ 3,000	\$ -	
Mosquito Abatement Vehicles Gas & Oil	\$ 13,000	\$ 474	\$ 474	4%	\$ 13,000	\$ -	
Mosquito Abatement Equipment Maintenance	\$ 5,890	\$ -	\$ -	0%	\$ 5,000	\$ -	
County Fees/LAFCO (2)	\$ 6,000	\$ -	\$ -	0%	\$ 6,500	\$ -	
Reimbursable Maint/Repair Expense (1)	\$ 10,000	\$ -	\$ -		\$ -	\$ 2,038	\$ 2,038
Records Management Services	\$ 2,400						
Total Operational Expenses:	\$ 223,554	\$ 14,217	\$ 14,217	6%	\$ 189,100	\$ 19,432	\$ 19,432
PERSONNEL EXPENSES							
Worker Compensation Insurance	\$ 14,241	\$ -	\$ -	0%	\$ 16,000	\$ -	\$ -
Health Insurance	\$ 60,000	\$ 3,284	\$ 3,284	5%	\$ 58,780	\$ 4,614	\$ 4,614
Payroll Taxes	\$ 24,182	\$ 3,696	\$ 3,696	15%	\$ 28,000	\$ 2,446	\$ 2,446
Processing Fees	\$ 1,400	\$ 115	\$ 115	8%	\$ 1,400	\$ 125	\$ 125
Directors Stipend	\$ 6,000	\$ -	\$ -	0%	\$ 6,000	\$ -	\$ -
Employee Wages	\$ 267,304	\$ 33,029	\$ 33,029	12%	\$ 281,500	\$ 22,533	\$ 22,533
Total Personnel Expenses:	\$ 373,127	\$ 40,124	\$ 40,124	11%	\$ 391,680	\$ 29,718	\$ 29,718

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2014 MONTHLY BUDGET REPORT
January 2015

	Current Year - 2015				Prior Year - 2014		
	(Approved) FY 2015	(Expenditures) Month of January	(Expenditures) Year to Date	% of Budget	(Adjusted) FY 2014	(Expenditures) Month of January	(Expenditures) Year to Date - Prior Year
CAPITAL OUTLAY							
2015 Chevrolet Silverado (2014)					\$ 30,799	\$ -	
(2) Workman MDX Cart (2014)					\$ 22,768	\$ -	
Workman HD w/Bed (2014)					\$ 17,499		
	\$ -				\$ -		
	\$ -				\$ -		
	\$ -				\$ -		
Total Capital Outlay:	\$ -	\$ -	\$ -		\$ 71,066	\$ -	\$ -
TOTAL EXPENSES	\$ 596,681	\$ 54,341	\$ 54,341	9%	\$ 651,846	\$ 49,150	\$ 49,150

PAYMENTS AND ASSESSMENTS RECEIVED

Assessment Income		Date Rec'd:	Amount:		Date Rec'd:	Amount:
Payment No. 1:	FY 2013-14	(3)	\$ 311,982	FY 2012-13	Feb 7, 2014	\$ 305,793
Payment No. 2:				FY 2013-14	May 30, 2014	\$ 224,421
Payment No. 3:				FY 2013-14	Aug 29, 2014	\$ 28,096
Adjustment to Income (3)						
Total Assessment Income			<u>\$ 311,982</u>			<u>\$ 558,310</u>

Reimbursement Income

From:	For:	Date Rec'd:	Amount:	Date Rec'd:	Amount:
Castle & Cooke	Various				
Toro Equipment	Gate Repairs				
Castle & Cooke	Tractor/Equipment Repairs			Mar-Aug, 2014	\$ 4,204
Total Reimbursement Income			<u>\$ -</u>		<u>\$ 4,204</u>

Other Income

From:	For:	Date Rec'd:	Amount:	Date Rec'd:	Amount:
Castle & Cooke	Weed Abatement			Oct, 2014	\$ 2,500
Lot Owners	Weed Abatement			Aug-Nov 2014	\$ 1,700
Lot Owners	Gate Openers/Cards			Jan-Dec 2014	\$ 549
Umpqua Bank	CD Interest	Jan 2015	\$ 34	Jan-Nov 2014	\$ 238
Calaveras County	Interest Received			Jan-Sept 2014	\$ 314
Various	Other Miscellaneous			Jan-Oct, 2014	\$ 264
Central Life Sciences	Adapco Rebate (4)			Aug 15, 2014	\$ 1,724
Total Other Income			<u>\$ 34</u>		<u>\$ 7,288</u>

Notes

- (1) Equip Maint/Repair expenses billed to Castle & Cooke - Payment shown in Reimbursement Income
- (2) County Admin/LAFCO Fees recorded from County Auditor's Statement
- (3) Called Auditors office - Ck will arrive early the week of 2-15-15

Draft Minutes
SADDLE CREEK COMMUNITY SERVICES DISTRICT
MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS

January 21, 2015

CALL TO ORDER:

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Wednesday January 21, 2015. President Lazarus called the meeting to order at 3:02 PM in the Members Lounge and led Directors and staff in the Pledge of Allegiance.

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

President:	Kent Lazarus
Director	Kenneth Alberson
Director	Sue Russ
Director	Lawrence Hoffman

Staff: The following staff members were present:

General Manager	Peter Kampa
Site Manager:	Greg Hebard
Clerk:	Michele Menzies

Public: Scott Baker
Darlene De Baldo
Castle & Cooke

PLEDGE OF ALLEGIANCE:

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

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

- a. Review of monthly financial report and approval of bills and claims for the month of December 2014.
- b. Approval of the minutes of the Regular Board Meeting of December

16, 2014

- a. M/ by Director Russ and S/ by Director Alberson to move approval of expenditures incurred by the district during the month of November, and approval of the minutes.
M/ passed unanimously.

OLD BUSINESS:

- a. Update report on the 2014 drought as it relates to Saddle Creek water supply.
 - Drought will remain the same or intensify. It could change the way water is used on golf course. We will use grant money to be more efficient.
- b. Update on final balanced 2015 Budget and review of final capital expenditures for 2014.
 - We purchased equipment, we would have purchased this year in advance. Minor changes were made to balance it out.
 - There was an increase in entry level salaries totaling \$20,000.
 - Equipment was \$5,000.
 - Carts will be here at end of the month. Building shed for them.

NEW BUSINESS:

- a. Approval of a Resolution of Appreciation for Scott Baker for his service on the Board of Directors.

M/ by Director Russ and S/ by Director Hoffman to move approval of Resolution of Appreciation for Scott Baker for his service on the Board of Directors M/ passed unanimously.

- b. Approval of a Resolution of Appreciation for Darlene DeBaldo for her service on the Board of Directors.

M/ by Director Russ and S/ by Director Hoffman to move approval of Resolution of Appreciation for Darlene DeBaldo for his service on the Board of Directors M/ passed unanimously.

- c. Resolution approving an agreement for grant of easement – Bob and Darlene Grant.

M/ by Director Alberson and S/ by Director Hoffman to move approval of Resolution of approving an agreement for grant of easement – Bob and Darlene Grant. Board of Directors M/ passed unanimously.

- d. Appointment of Board Officers for 2015.

Board President-Charlie Robinson

V/President- Sue Russ

Secretary-Kenneth Alberson

M/ by Director Hoffman and S/ by Director Alberson to move approval of Appointment of Board Officers for 2015 Board of Directors M/ passed unanimously.

- e. Review of First Quarter Report on the accomplishment of approved Management Objectives.

GM Kampa to provide a written report to the Board.

STAFF REPORTS:

Brief reports will be provided by District staff to inform the Board and public on the status of general operational and administrative matters. 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.

Greg Hebard-Gates

- A lot more damage than you think.
- We are 5th in line for repairs.
- Motors could be damaged but we don't know yet.
- There's no finish date-going as fast possible.

Ponds

- Improvements are being made on pond #14. .

DIRECTORS REPORTS:

President Lazarus – None

Director Alberson – None

Director Russ – None

Director Hoffman - None

Newly elected Board members Ken Albertson and Lawrence Hoffman were welcomed by the board and are recognized as authorized signatories on the District Bank Accounts. Darleen DeBaldo and Scott Baker will be removed as signatories.

ADJOURNMENT – Having no further business, President Lazarus adjourned the meeting at 4:46PM. CSD's next board meeting date is February 17, 2015.

Michele Menzies, CSD Clerk

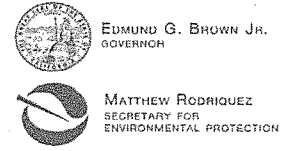
Peter Kampa, General Manager

APPROVED BY:

Kent Lazarus, Board President

Charlie Robinson, Secretary

SEAL



Central Valley Regional Water Quality Control Board

23 January 2015

Teresa Tanaka, Utility Department Administrator
Calaveras County Water District
P.O. Box 846
San Andreas, CA 95249

REQUEST FOR REPORT OF WASTE DISCHARGE, CALAVERAS COUNTY WATER DISTRICT COPPER COVE WASTEWATER TREATMENT PLANT, CALAVERAS COUNTY

The Copper Cove Wastewater Treatment Plant (WWTP) is currently regulated under Waste Discharge Requirements (WDRs) Order R5-2010-0070 and National Pollutant Discharge Elimination System (NPDES) Order R5-2006-0081. The WDRs Order prescribes requirements for the collection, secondary treatment and storage facilities, and the land application area. The NPDES Order prescribes requirements for the tertiary wastewater treatment and use of recycled water for the Saddle Creek Golf Course. The disinfected tertiary recycled water is used for golf course irrigation or to provide makeup water for the jurisdictional wetland system.

We understand that Calaveras County Water District (CCWD) has made modifications to the WWTP regulated under Order R5-2010-0070: the wastewater discharged to the wastewater storage pond and the land application area is now UV disinfected tertiary wastewater instead of chlorine disinfected secondary wastewater, and the chlorine disinfection system was disconnected from the wastewater treatment system. In addition, CCWD made changes to the recycled water use regulated under the Order R5-2006-0081: tertiary effluent is only used for irrigation at the golf course and raw water is used as makeup water instead of the tertiary effluent for the wetlands during the summer months.

Because the treated wastewater is no longer discharged to the wetlands, CCWD requested that the NPDES permit be rescinded. Before the Board can rescind the NPDES permit, Order R5-2010-0070 must be revised to include requirements for the tertiary treatment system and the golf course recycled water use area. After the revised WDRs Order is adopted by the Board, the NPDES permit will be rescinded.

The permit revision process begins with submittal of a Report of Waste Discharge (RWD). Once the RWD is determined to be complete, we will schedule permit development. The permitting process includes a 30-day public review of draft (tentative) WDRs and a public hearing by the Central Valley Water Board. Due to limited resources, you should allow at least twelve months from submittal of a complete RWD to adoption of WDRs. We will plan to include the WDRs revision in our schedule for the fiscal year that begins on 1 July 2015.

KARL E. LONGLEY ScD, P.E., CHAIR | PAMELA C. CREEDON P.E., BCEE, EXECUTIVE OFFICER

11020 Sun Center Drive #200, Rancho Cordova, CA 95670 | www.waterboards.ca.gov/centralvalley

By 30 June 2015, please submit the enclosed application form (Form 200), and a CEQA document for the WWTP modifications (a Notice of Exemption or other environmental review document prepared by the lead agency). The owner of Saddle Creek Golf Course will be a co-discharger and must submit the Form 200. In your response to Sections VI and VII of Form 200, include a technical report containing the information specified in the enclosed Additional Information Requirements. The technical report must be signed by a registered Professional Geologist or Civil Engineer. In addition, please include an updated Title 22 Engineering Report in the RWD and submit a copy to the State Water Resources Control Board Division of Drinking Water by **30 June 2015**.

If you have any questions about wastewater treatment system selection, the Report of Waste Discharge, or other matters, please contact me at (916) 464-4689 or lfu@waterboards.ca.gov.



LIXIN FU, P.E.
Water Resource Control Engineer
Waste Discharge to Land Unit

Enclosures: Form 200
Additional Information Requirements

cc w/o enc.: Brian Moss, Calaveras County Environmental Health Department, San Andreas
Jim Marshall, Central Valley Water Board, Rancho Cordova
Wendy Wyels, Central Valley Water Board, Rancho Cordova

INTRODUCTION

This application package constitutes a Report of Waste Discharge (ROWD) pursuant to California Water Code Section 13260. Section 13260 states that persons discharging or proposing to discharge waste that could affect the quality of the waters of the State, other than into a community sewer system, shall file a ROWD containing information which may be required by the appropriate Regional Water Quality Control Board (RWQCB).

This package is to be used to start the application process for all waste discharge requirements (WDRs) and National Pollutant Discharge Elimination System (NPDES) permits* issued by a RWQCB except:

- a) Those landfill facilities that must use a joint Solid Waste Facility Permit Application Form, California Integrated Waste Management Board Form E-1-77; and
- b) General WDRs or general NPDES permits that use a Notice of Intent to comply or specify the use of an alternative application form designed for that permit.

This application package contains:

1. Application/General Information Form for WDRs and NPDES Permits [Form 200 (10/97)].
2. Application/General Information Instructions.

Instructions

Instructions are provided to assist you with completion of the application. If you are unable to find the answers to your questions or need assistance with the completion of the application package, please contact your RWQCB representative. *The RWQCBs strongly recommend that you make initial telephone or personal contact with RWQCB regulatory staff to discuss a proposed new discharge before submitting your application.* The RWQCB representative will be able to answer procedural and annual fee related questions that you may have. (See map and telephone numbers inside of application cover.)

All dischargers regulated under WDRs and NPDES permits must pay an annual fee, except dairies, which pay a filing fee only. The RWQCB will notify you of your annual fee based on an evaluation of your proposed discharge. Please do NOT submit a check for your first annual fee or filing fee until requested to do so by a RWQCB representative. Dischargers applying for reissuance (renewal) of an existing NPDES permit or update of an existing WDR will be billed through the annual fee billing system and are therefore requested NOT to submit a check with their application. Checks should be made payable to the State Water Resources Control Board.

Additional Information Requirements

A RWQCB representative will notify you within 30 days of receipt of the application form and any supplemental documents whether your application is complete. If your application is incomplete, the RWQCB representative will send you a detailed list of discharge specific information necessary to complete the application process. The completion date of your application is normally the date when all required information, including the correct fee, is received by the RWQCB.

*** NPDES PERMITS:** If you are applying for a permit to discharge to surface water, you will need an NPDES permit which is issued under both State and Federal law and may be required to complete one or more of the following Federal NPDES permit application forms: Short Form A, Standard Form A, Forms 1, 2B, 2C, 2D, 2E, and 2F. These forms may be obtained at a RWQCB office or can be ordered from the National Center for Environmental Publications and Information at (513) 891-6561.



APPLICATION/REPORT OF WASTE DISCHARGE GENERAL INFORMATION FORM FOR WASTE DISCHARGE REQUIREMENTS OR NPDES PERMIT



II. TYPE OF DISCHARGE

Check the appropriate box to describe whether the waste will be discharged to: A. Land, or B. Surface Water.

Check the appropriate box(es) which best describe the activities at your facility.

Hazardous Waste - If you check the Hazardous Waste box, STOP and contact a representative of the RWQCB for further instructions.

Landfills - A separate form, APPLICATION FOR SOLID WASTE FACILITY PERMIT/WASTE DISCHARGE REQUIREMENTS, California Integrated Waste Management Board Form E-1-77, may be required. Contact a RWQCB representative to help determine the appropriate form for your discharge.

III. LOCATION OF THE FACILITY

- 1. Enter the Assessor's Parcel Number(s) (APN), which is located on the property tax bill. The number can also be obtained from the County Assessor's Office. Indicate the APN for both the facility and the discharge point.
2. Enter the Latitude of the entrance to the proposed/existing facility and of the discharge point. Latitude and longitude information can be obtained from a U.S. Geological Survey quadrangle topographic map. Other maps may also contain this information.
3. Enter the Longitude of the entrance to the proposed/existing facility and of the discharge point.

IV. REASON FOR FILING

NEW DISCHARGE OR FACILITY:

A discharge or facility that is proposed but does not now exist, or that does not yet have WDRs or an NPDES permit.

CHANGE IN DESIGN OR OPERATION:

A material change in design or operation from existing discharge requirements. Final determination of whether the reported change is material will be made by the RWQCB.

CHANGE IN QUANTITY/TYPE OF DISCHARGE:

A material change in characteristics of the waste from existing discharge requirements. Final determination of whether the reported change would have a significant effect will be made by the RWQCB.

CHANGE IN OWNERSHIP/OPERATOR:

Change of legal owner of the facility. Complete Parts I, III, and IV only and contact the RWQCB to determine if additional information is required.

WASTE DISCHARGE REQUIREMENTS UPDATE OR NPDES PERMIT REISSUANCE:

WDRs must be updated periodically to reflect changing technology standards and conditions. A new application is required to reissue an NPDES permit which has expired.

OTHER:

If there is a reason other than the ones listed, please describe the reason on the space provided. (If more space is needed, attach a separate sheet.)



State of California
Regional Water Quality Control Board
**APPLICATION/REPORT OF WASTE DISCHARGE
GENERAL INFORMATION FORM FOR
WASTE DISCHARGE REQUIREMENTS OR NPDES PERMIT**



I. FACILITY INFORMATION

A. Facility:

Name:			
Address:			
City:	County:	State:	Zip Code:
Contact Person:		Telephone Number:	

B. Facility Owner:

Name:		Owner Type (Check One)	
Address:		1. <input type="checkbox"/> Individual	2. <input type="checkbox"/> Corporation
City:	State:	3. <input type="checkbox"/> Governmental Agency	4. <input type="checkbox"/> Partnership Agency
Contact Person:		5. <input type="checkbox"/> Other: _____	
		Telephone Number:	Federal Tax ID:

C. Facility Operator (The agency or business, not the person):

Name:		Operator Type (Check One)	
Address:		1. <input type="checkbox"/> Individual	2. <input type="checkbox"/> Corporation
City:	State:	3. <input type="checkbox"/> Governmental Agency	4. <input type="checkbox"/> Partnership Agency
Contact Person:		5. <input type="checkbox"/> Other: _____	
		Telephone Number:	

D. Owner of the Land:

Name:		Owner Type (Check One)	
Address:		1. <input type="checkbox"/> Individual	2. <input type="checkbox"/> Corporation
City:	State:	3. <input type="checkbox"/> Governmental Agency	4. <input type="checkbox"/> Partnership Agency
Contact Person:		5. <input type="checkbox"/> Other: _____	
		Telephone Number:	

E. Address Where Legal Notice May Be Served:

Address:		
City:	State:	Zip Code:
Contact Person:		Telephone Number:

F. Billing Address:

Address:		
City:	State:	Zip Code:
Contact Person:		Telephone Number:



APPLICATION/REPORT OF WASTE DISCHARGE GENERAL INFORMATION FORM FOR WASTE DISCHARGE REQUIREMENTS OR NPDES PERMIT



VI. OTHER REQUIRED INFORMATION

Please provide a COMPLETE characterization of your discharge. A complete characterization includes, but is not limited to, design and actual flows, a list of constituents and the discharge concentration of each constituent, a list of other appropriate waste discharge characteristics, a description and schematic drawing of all treatment processes, a description of any Best Management Practices (BMPs) used, and a description of disposal methods. Also include a site map showing the location of the facility and, if you are submitting this application for an NPDES permit, identify the surface water to which you propose to discharge. Please try to limit your maps to a scale of 1:24,000 (7.5' USGS Quadrangle) or a street map, if more appropriate.

VII. OTHER

Attach additional sheets to explain any responses which need clarification. List attachments with titles and dates below:

Three horizontal lines for listing attachments.

You will be notified by a representative of the RWQCB within 30 days of receipt of your application. The notice will state if your application is complete or if there is additional information you must submit to complete your Application/Report of Waste Discharge, pursuant to Division 7, Section 13260 of the California Water Code.

VIII. CERTIFICATION

"I certify under penalty of law that this document, including all attachments and supplemental information, were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

Print Name: _____ Title: _____
Signature: _____ Date: _____

FOR OFFICE USE ONLY

Table with 4 columns: Date Form 200 Received, Letter to Discharger, Fee Amount Received, Check #.

TECHNICAL INFORMATION FOR A REPORT OF WASTE DISCHARGE

For Discharges to Land in the WDR (Non 15¹) Program (Individual WDRs Only)

This document provides guidance for applying for individual waste discharge requirements only. If you believe that your discharge would be appropriately regulated under general waste discharge requirements or general waiver, please see the links below and contact Central Valley Water Board staff for guidance.

General WDRs: http://www.waterboards.ca.gov/centralvalley/board_decisions/adopted_orders/#General
Waivers: http://www.waterboards.ca.gov/centralvalley/board_decisions/adopted_orders/#Waivers

What is a Report of Waste Discharge?

A Report of Waste Discharge (ROWD) is an application for waste discharge requirements. A ROWD consists of the following:

1. A completed and signed Form 200, which can be down loaded from the internet at http://www.waterboards.ca.gov/publications_forms/forms/docs/form200.pdf.
2. A technical report prepared by a California registered Civil Engineer that presents the information listed in the table below.
3. For a new or previously unpermitted discharges, a check for the first annual fee made payable to the *State Water Resources Control Board*. Consult with staff to determine the required fee. There is no fee if you are applying for revised or updated WDRs because you are already subject to an annual permit fee. The current fee schedule can be viewed at the following link: <http://www.waterboards.ca.gov/resources/fees/index.shtml#wdr>

Compliance with the California Environmental Quality Act (CEQA)

Although not required as part of the ROWD, for new, previously unpermitted, or expanding/changing discharges, you must also submit a copy of any draft and final environmental review documents prepared to comply with the California Environmental Quality Act (CEQA).

If the local planning agency (city or county, as applicable) or another public agency has determined that the project (or expansion, changes, etc.) does not require any discretionary action by that agency, the Central Valley Water Board may be the lead agency for the purposes of CEQA, and you will be required to submit an Initial Study and pay all fees and other costs associated with the CEQA process unless the Board determines that the action falls within the scope of a categorical or statutory exemption. Fees associated with the filing of an Initial Study may include a California Department of Fish and Game fee, County Clerk recording fees, and costs for publishing the CEQA Notice of Intent in a local newspaper. Consult with your local planning agency and Central Valley Water Board staff if you have any questions about CEQA. Additional information about CEQA is also available at the following link: http://opr.ca.gov/m_ceqa.php.

¹ The Non 15 Program regulates discharges to land that are exempt from Title 27 of the California Code of Regulations. See the following link for a brief explanation of Title 27 and exemptions that may be used: http://www.waterboards.ca.gov/water_issues/programs/land_disposal/waste_discharge_requirements.shtml

What is Required for the ROWD Technical Report?

Please note the following tips to expedite the ROWD review and waste discharge requirements development:

- Providing the information in the same order as the list below will help to expedite the ROWD review. Staff will use this as a checklist.
- If any of the information is missing or incomplete, the ROWD will be deemed incomplete and the process (and your project) will be delayed until all of the required information is submitted. You will be notified in writing of the ROWD status after it has been reviewed. If the ROWD is incomplete, we will specify the additional information that is required to complete the ROWD.
- All numerical data presented in tables and calculations performed using spreadsheets should be provided in digital form (MS Excel compatible spreadsheet) as well as hard copy.
- If some of the information listed below can be found in a previous technical report prepared by a registered professional, the ROWD can incorporate the report as an appendix, but the ROWD text must specify where in the report the required information can be found. However, if appended reports contain information that conflicts with the body of the ROWD, it may cause further delays.

A. General Information	
1.	Provide the following for the facility that generates the waste and the site where the waste is discharged:
a.	Street address (provide street name and distance from nearest cross street if there is no street number).
b.	The approximate latitude and longitude of the facility that generates the wastewater, wastewater treatment facilities, and wastewater land disposal areas.
c.	Township, Range, and Section (Saddle Creek Golf Course).
d.	Assessor's parcel numbers (Saddle Creek Golf Course).
B. Wastewater Facility and Discharge	
Complete this section for both new/proposed facilities and existing facilities:	
1.	A description of the sources and types of wastewater flowing into the system from:
a.	residential (population served and number of connections or equivalent dwelling units).
b.	commercial (number of connections by type).
c.	industrial (number of connections by type).
2.	Design influent flow rates (average daily, dry weather daily, peak hour, peak day, and peak month), and the design treatment capacity of the system with respect to each of these. For new/proposed facilities, provide the methods used to estimate these design parameters and copies of all calculations.
3.	For existing facilities, a summary table of monthly influent flow totals and monthly precipitation totals for the last five years. Explain any data gaps, outliers, and/or unusual

	circumstances that might affect measured flow rates. If sewer inflow and infiltration (I/I) contributes significantly to influent flow, provide an I/I analysis to project I/I as a function of total annual precipitation and/or groundwater level as appropriate.
4.	A detailed description of the facilities that generate wastewater, and all wastewater conveyance, treatment, and disposal systems. Use site plans and conceptual drawings as appropriate to illustrate locations and typical construction. Include all treatment processes. The following maps, plans, and illustrations are needed:
a.	A facility location map showing local topography, the facility location and/or boundaries, streets, and surface waters (including storm water drainage ditches, irrigation canals, and irrigation/tailwater ditches).
b.	A process flow schematic for the entire treatment and disposal system. Include existing and proposed flow monitoring devices and sampling locations proposed to determine compliance with the WDRs.
c.	A scaled treatment plant site plan.
d.	A scaled map showing the limits of all proposed wastewater treatment, storage and disposal areas.
5.	Characterization of the source water (the community or process water supply), influent wastewater quality (prior to treatment or discharge), and treated effluent quality. See Table 1 for a minimum list of constituents to be analyzed.
6.	For POTWs and domestic wastewater facilities, a description of the sewer system, sewer materials and age, and lift station details (type, location, capacity, backup systems, and alarm features). Discuss potential inflow and infiltration (I/I) rates in light of local groundwater conditions and sewer system materials/design.
7.	For each wastewater treatment, storage, or disposal pond and containment structure, provide the following information:
a.	Identification (name) and function of the pond.
b.	Surface area, depth, and volumetric capacity at two feet of freeboard.
c.	Height (relative to surrounding grade), crest width, interior slope, and exterior slope of each berm or levee.
d.	Materials used to construct each berm or levee.
e.	Description of engineered liner, if any. Include a copy of the Construction Quality Assurance (CQA) Report if one was prepared.
f.	Estimated steady state percolation rate for each unlined pond.
g.	Depth to shallow groundwater below the base and pond inverts.
h.	Overfilling/overflow prevention features.
i.	Operation and maintenance procedures.
8.	If treated domestic effluent will be recycled for beneficial reuse or if wastewater will reused or land-applied ² , provide a complete description of the following:

² Uses of recycled water that are limited to landscape irrigation (including golf courses) can be regulated under General WDRs issued by the State Water Board. See this webpage for more information:

	a. Ownership and contact information for each landowner ³ .
	b. Effluent disinfection system.
	c. Effluent conveyance systems.
	d. Water recycling/Land application areas (LAA) areas.
	e. Cropping plans.
	f. Planned operations (planting and harvest, irrigation method, irrigation frequency, irrigation amounts).
	g. Expected nutrient loadings (pounds per acre per year total nitrogen).
	h. Expected salt loadings (pounds per acre per year total dissolved solids).
	i. Tailwater management methods.
	j. Storm water runoff management methods.
	k. Setback distances from the edge of each recycling/land application area from the property boundary, public streets, occupied structures owned by others, and surface waters/surface water conveyances.
	l. Plans that illustrate items c, d, i, j, and k above
	9. If wastewater effluent will be recycled pursuant to Title 22 of the California Code of Regulations (e.g., if domestic wastewater is recycled to grow crops, irrigate landscaping, provide pasture for livestock, or for landscape or recreational impoundments, including reclamation sites owned by a POTWs, unless water is recycled solely for irrigation of landscaping at the POTW site) a Title 22 Engineering Report must be submitted to both the Central Valley Water board and State Water Resources Control Board Division of Drinking Water ⁴ .
	10. Projected monthly water balances demonstrating adequate containment capacity for both the average rainfall year and the 100-year return period total annual precipitation, including consideration of at least the following:
	a. For POTWs and private domestic wastewater facilities, initial baseline influent and I/I flows as well as baseline influent and I/I flows at full build out with an aging sewer system.
	b. A minimum of two feet of freeboard in each pond at all times (unless a registered civil engineer determines that a lower freeboard level will not cause overtopping or berm failure).
	c. Historical local evapotranspiration, pan evaporation, and lake evaporation data (monthly average values).

http://www.waterboards.ca.gov/water_issues/programs/water_recycling_policy/landscape_irrigation_general_permit.shtml.

³ Landowners are typically named in WDRs as co-dischargers, and the WDRs may include separate requirements with which co-dischargers must comply.

⁴ To the extent this information is already presented in the Title 22 Engineering Report, the RWD may incorporate that report by reference. The Title 22 Engineering Report must also be submitted to the State Water Resources Control Board Division of Drinking Water for review and approval.

	d. Local precipitation data with the 100-year return period annual total distributed monthly in accordance with mean monthly precipitation patterns.
	e. Proposed recycling area/land application area/disposal system hydraulic loading rates distributed monthly in accordance with expected seasonal variations based on crop evapotranspiration rates.
	f. Projected long-term percolation rates (including consideration of percolation from unlined ponds and the effects of solids plugging on all ponds).
	11. Proposed flow limits and basis for the limits. Consider dry weather flows vs. peak flows and seasonal variations. Include the technical basis for the proposed flow limit (e.g., design treatment capacity; hydraulic capacity of a main lift station, headworks, or other system element; and demonstrated effluent storage/disposal capacity).
	C. Planned Changes in the Facility and Discharge (for existing facilities only)
	1. Describe in detail any and all planned changes in the facility or discharge, addressing each of items listed in Section B above.
	D. Local and Site-Specific Conditions (Illustrate with maps as appropriate)
	1. Terrain and site drainage features.
	2. Nearest surface water drainage course.
	3. FEMA floodplain designation(s).
	4. A description of the types and depths of soil underlying ponds and/or effluent disposal areas (include a copy of the geotechnical report and/or NRCS soil report). Include at least the following:
	a. Depth of unsaturated soil when groundwater is closest to the surface.
	b. Soil types based on site-specific information, sampling locations (accurately measured and recorded), description and results of percolation tests or other tests used to estimate soil long-term infiltration rates. Include depth, thickness, and soil horizons. Soils must be described at a minimum of five feet below the bottom of any disposal unit.
	5. Provide the following information about hydrogeology and groundwater:
	a. Stratigraphy, groundwater elevation and gradient, transmissivity, and influence of all recharge and pumping sources (site conceptual model).
	b. Elevation and gradient of first groundwater at the facility
	c. Depth to highest anticipated groundwater based upon onsite measurements taken during wet season.
	d. Shallow groundwater quality for typical waste constituents, up/down gradient. (See Table 1)
	e. Information on monitoring well locations, construction details, and locations of any geological features (e.g. aquitards, subterranean channels, faults) and aquifer characteristics.
	f. Summary of historical groundwater monitoring results (last 5 years for existing facilities, 2 years for new/planned facilities).
	E. Antidegradation Analysis

<p>The State Water Resources Control Board Resolution No. 68-16 (the Antidegradation Policy) requires that the Central Valley Water Board maintain the high quality of waters of the state until it is demonstrated that any change in quality will be consistent with maximum benefit to the people of the state, will not unreasonably affect beneficial uses, and will not result in exceedances of one or more water quality objectives. If a discharge will degrade groundwater quality but will not cause an exceedance of one or more water quality objectives, the discharger must demonstrate that all practicable treatment or control measures have been implemented or will be implemented such that the Board can consider these measures to represent the "best practicable treatment or control" (BPTC) of the constituents of concern. Demonstrating that BPTC has been, or will be, implemented at the site can provide justification for the Board to allow the current level of degradation to continue or increase (as applicable), or for the Board to allow any degradation in the case of a new discharge. The Antidegradation Policy is incorporated into our Basin Plans, which also include implementation plans that we follow. See the following link for the Basin Plans and other important policy documents:</p> <p>http://www.waterboards.ca.gov/centralvalley/plans_policies/</p>
<p>The Antidegradation Analysis must include the following:</p>
<p>1. For existing facilities, whether the discharge has caused degradation. If so, for which constituents, to what degree, and whether the discharge has caused exceedance of a water quality objective.</p>
<p>2. The potential for the discharge to degrade groundwater quality (for new discharges) or further degrade groundwater quality (for existing discharges, whether or not the discharge is expanding).</p>
<p>The assessment must be made based on site-specific data and shall include the following items for each constituent listed in the effluent category on Table 1:</p>
<p>a. Characterization of all waste constituents to be discharged that have the potential to degrade groundwater quality;</p>
<p>b. Characterization of shallow groundwater quality (i.e., the uppermost layer of the uppermost aquifer) for typical waste constituents⁵ upgradient and downgradient of the site and comparison to established water quality objectives⁶ (include tabulated historical groundwater monitoring data and groundwater elevation contour maps for the last eight monitoring events);</p>
<p>c. A description of the geology and hydrogeologic conditions of the site including groundwater elevation and gradient, transmissivity, influence of all known recharge and pumping sources, and subsurface conditions at the facility, including any proposed new disposal site or storage ponds;</p>
<p>d. Groundwater degradation, if any, that has resulted from existing operations, other nearby discharges, or natural occurrences;</p>

⁵ Include analyses for the following: total coliform organisms, total dissolved solids, fixed dissolved solids, electrical conductivity, nitrate nitrogen, total nitrogen, and major anions and cations.

⁶ Compare to Basin Plan water quality objectives, including drinking water standards, agricultural water quality goals, etc.

	e. The areal extent that the discharge has impacted or will impact the quality of the shallow groundwater, if any;
	f. The concentration found and/or expected increase in concentration in shallow groundwater for each constituent.
	g. If degradation has occurred or is expected to occur describe the following:
	i. Any facility design features and operational practices that reduce the potential for groundwater degradation (treatment or control). Such features might include salinity source control, other pollutant source control, advanced treatment, disinfection, concrete treatment structures, and pond lining systems, etc.
	ii. Additional treatment or control measures that could be implemented and a preliminary capital and annual operations and maintenance cost estimate for each.
	iii. How current treatment and control measures are justified as BPTC (i.e., what justifies not implementing additional measures);
	iv. How no water quality objectives will be exceeded; and
	v. Why allowing existing and/or anticipated degradation is in the best interest of the people of the state.

Table 1

The Report of Waste Discharge must characterize the groundwater (G), source water (S), treatment system influent (I), and effluent discharge (E) for, at minimum, the constituents indicated in the list below. The characterization must be based on a statistically significant number of representative samples as determined by an appropriately registered and/or licensed professional. All media must also be characterized for all additional waste constituents that may be in the discharge based on the facility processes employed but not listed below.

Constituent ¹	Units	Minimum Recommended Characterization Data			
		POTW/ Domestic	Food Processor	Sand and Gravel	Other Industry
Biochemical Oxygen Demand	mg/L	I, E	I, E		E
Chemical Oxygen Demand	mg/L	G, E	I, E		E
Total Dissolved Solids	mg/L	G, S, I, E	G, S, E	G	G, S, E
Fixed Dissolved Solids	mg/L		E		G, S, E
Electrical Conductivity	umhos/cm	G, S, I, E	G, S, I, E	G, S, I, E	G, S, I, E
Total Kjeldahl Nitrogen as N	mg/L	G, S, E	G, S, E		G, S, E
Ammonia Nitrogen as N	mg/L	G, S, E	G, S, E		G, S, E
Nitrate Nitrogen as N	mg/L	G, S, E	G, S, E		G, S, E
pH	pH Units	G, S, I, E	G, S, E	G, S, I, E	G, S, I, E
General Minerals ²					
Chloride	mg/L	G, S, E	G, S, E	G, S, E	G, S, E
Sodium	mg/L	G, S, E	G, S, E	G, S, E	G, S, E
Sulfate	mg/L	G, S, E	G, S, E	G, S, E	G, S, E
Metals ³					
Boron	ug/L	G	G	G, S, E	G
Iron	ug/L	G, S, E	G, S, E	G, S, E	G, S, E
Manganese	ug/L	G, S, E	G, S, E	G, S, E	G, S, E

¹ With the exception of wastewater samples, samples for metals analysis must first be filtered using a 0.45-micron filter. If filtering in the field is not feasible, samples shall be collected in unpreserved containers and submitted to the laboratory within 24 hours with a request (on the chain of custody form) to immediately filter then preserve the sample.

² General minerals analyses shall be accompanied by a cation/anion balance demonstrating complete analyses.

³ Where constituents are analyzed as part of other suites of constituents, the results may be substituted to avoid redundant analyses (i.e., arsenic results collected to fulfill the metals suite requirements may also be used to fill the Priority Pollutant suite requirements provided appropriate detection limits are used.)

**Property/Liability
2014-15 Credit Incentive Program Criteria**

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability coverage through the Credit Incentive Program.

Credit incentives of up to 15 points can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Property/Liability Program for the Auto and General Liability net contributions invoice only. Participating members may choose among various options to complete during the CIP period (April 1 – March 31) to reach the maximum points allowable within each track.

Please note the maximum total a member can receive is 15 points, and points earned before March 31, 2015 will be applied to the 2015-16 program year. Options allowing a member to earn points for both Property/Liability and Workers' Compensation are designated with **(Credit will be applied to Both Programs)**. Points are currently awarded as follows:

ADMINISTRATION TRACK (8 POINTS MAXIMUM)

For staff accredited with the SDRMA General Safety Specialist Certificate or Supervisor Safety Specialist Certificate. This certificate program is a way for the Agency's staff to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires the Agency employee complete and pass four OSHA certified general training courses and to receive the Supervisor Safety Specialist certificate, complete and pass two supervisory safety courses in addition to the four OSHA certified general training courses.

2 points

No Documentation Required - Will be confirmed by SDRMA.

(Credit will be applied to Both Programs)

For management staff accredited with the Special District Administrator designation by the Special District Leadership Foundation (SDLF). This certification program is a way for special district administrators to affirm – to their customers, to their board of directors, and to themselves – that they are competent and experienced in their profession. Requirements for this certification include management experience, continuing education, community service, and ultimately an exam.

2 points

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to Both Programs)

For each full-day attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Safety/Claims Education Day (Each attendee earns 1 point).

2 Points maximum

No Documentation Required - Will be confirmed by SDRMA workshop attendance sheet.

(Credit will be applied to Both Programs)

For each full-session attendance by the Agency's management staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops and/or the Special District Leadership Academy (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

(Credit will be applied to Both Programs)

For attending an approved Legal Seminar relating to Employment Practices or Human Resource issues (Each attendee earns 1 point).

2 Points maximum

Documentation Required – Course syllabus and certificate of completion must be submitted to SDRMA for credit.

Credit Incentive Program

For utilizing SDRMA's Safety DVD/Video Library. Participating members must review a minimum of 4 Safety DVD/Videos.

2 points

No Documentation Required - Will be confirmed by SDRMA.

For staff participation in SDRMA's online safety training program – TargetSolutions/FleetSmart Motor Vehicle Safety Programs. 25% of member employees (FT, PT and volunteer firefighters) must each successfully complete a minimum of four individual e-training modules.

3 points

No Documentation Required - Will be confirmed by SDRMA.

GOVERNANCE TRACK – GOVERNING BODY RELATED (5 POINTS MAXIMUM)

For Agency accredited with District of Distinction designation by the Special District Leadership Foundation (SDLF). This accreditation program enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply to SDLF for designation as a “District of Distinction” by submitting financial audits, policies and procedures and proof of Governance and Ethics training received by directors and executive staff.

4 points

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to Both Programs)

For completing a financial audit for the most recent year legally required and presenting the audit and auditor's findings/recommendations at a public board meeting.

2 Points

Documentation Required – A copy of the governing body's approved minutes where the audit was presented at a public board meeting by the auditor must be submitted to SDRMA for credit (do not submit the full audit report).

For each full-day attendance by a member of the Agency's governing body at an SDRMA Safety/Claims Education Day (Each attendee earns 1 point).

2 Points maximum

No Documentation Required - Will be confirmed by SDRMA workshop attendance sheet.

(Credit will be applied to Both Programs)

For each full-session attendance by a member of the Agency's governing body in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops (SDRMA approved), Board Leadership Training, Special District Leadership Academy and/or Special District Leadership Foundation (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

(Credit will be applied to Both Programs)

For completion by a member of the Agency's governing body of a minimum of two (2) CSDA Education / Webinar training session(s).

3 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

CLAIMS TRACK (2 POINTS MAXIMUM)

For a participating member agency not having any “paid” claims (excluding first party property claims).

2 points

No Documentation Required - Will be confirmed by SDRMA.

The following bonus points are in addition to the 15 CIP point limit:

CLAIMS BONUS (3 POINTS)

For a member agency not having any “paid” claims as outlined under the Claims Track for the prior 5 consecutive years.

Credit Incentive Program

CONTACT INFORMATION

For questions regarding point credits or the Credit Incentive Program, please contact SDRMA Chief Risk Officer Dennis Timoney at dtimoney@sdrma.org or call the SDRMA office at 800.537.7790. Also, visit our website at www.sdrma.org, click on MemberPlus Services and then click on TargetSolutions Program to view information about the program or take an online demonstration course of several of our Online Certified Safety Training Program Courses available to all members including:

Over 160 member safety-training courses in English and Spanish

- Courses that meet State and Federal government regulations for required contact hours for certified water and wastewater operators
- Courses endorsed by the National Fire Protection Association (NFPA)
- Courses that are recognized and accepted by the California Water Environmental Association (CWEA) and the California Department of Health Services (DHS)