

**REGULAR BOARD MEETING AGENDA**  
May 16<sup>th</sup>, 2017 2:00 PM  
Saddle Creek Lodge  
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA
5. **PUBLIC COMMENT** (Each speaker is limited to two (2) minutes)  
Members of the public are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.
6. **CONSENT CALENDAR**  
Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.
  - a. Review of monthly financial report and approval of bills and claims for the month of April 2017
  - b. Approval of the minutes of the Regular Board Meeting of April 14 and April 18, 2017.
  - c. Call a Special Meeting for 2:00pm on Tuesday, May 30th to discuss the implementation of Measure A funding.
7. **DISCUSSION AND ACTION ITEMS**  
The Board of Directors intends to consider each of the following items and may take action at this meeting. Public comment is allowed on each individual agenda item listed below, and such comment will be considered in advance of each Board action.
  - a. Status update regarding resolution of the reported storm drain odor at Rockridge Lane
  - b. Status update on the restoration of turf damaged by drought water restrictions
  - c. Preliminary discussion of a budget amendment for the completion of turf replacement and planning, design and construction for the first phase of road improvements
  - d. Adoption of a Resolution approving agreement with NBS Government Financial Solutions for administration, reporting and customer service related to the (Measure A) special tax
8. **STAFF AND DIRECTOR REPORTS:**  
Brief reports may be provided by District staff and/or Board members as information on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future meeting agenda.
9. **ADJOURNMENT**

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

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



*Saddle Creek Community Services District*

# ***Treasurer's Report***

*April 30, 2017*

# Saddle Creek Comm Srvs District

## BALANCE SHEET

As of April 30, 2017

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	312,284
1080 Umpqua Bank CD Accounts	126,755
<b>Total Bank Accounts</b>	<b>\$439,039</b>
Accounts Receivable	
1200 Accounts Receivable	866
<b>Total Accounts Receivable</b>	<b>\$866</b>
<b>Total Current Assets</b>	<b>\$439,904</b>
Fixed Assets	
1500 Capital Assets	13,127,405
1600 Accumulated Depreciation	(851,858)
<b>Total Fixed Assets</b>	<b>\$12,275,547</b>
<b>TOTAL ASSETS</b>	<b>\$12,715,452</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	19,482
<b>Total Accounts Payable</b>	<b>\$19,482</b>
Credit Cards	
2040 CSDA Bank of the West MC	2,731
<b>Total Credit Cards</b>	<b>\$2,731</b>
Other Current Liabilities	
2100 Payroll Taxes Payable	283
2150 Accrued Payroll	9,505
2201 Sales Tax Adjustment	131
Board of Equalization Payable	27
<b>Total Other Current Liabilities</b>	<b>\$9,946</b>
<b>Total Current Liabilities</b>	<b>\$32,159</b>
Long-Term Liabilities	
2500 Lease Payable - John Deere	63,334
<b>Total Long-Term Liabilities</b>	<b>\$63,334</b>
<b>Total Liabilities</b>	<b>\$95,493</b>
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Retained Earnings	648,187
Net Income	(227,024)
<b>Total Equity</b>	<b>\$12,619,959</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,715,452</b>

# Saddle Creek Comm Srvs District

## CHECK DETAIL

April 2017

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
04/01/2017	2099	Kampa Community Solutions, LLC	Management Fees	-5,407.88
04/01/2017	April pymt	John Deere Financial	Tractor Lease Payment	-1,335.71
04/05/2017	DD	HERNAN M HERNANDEZ	Pay Period: 03/16/2017-03/31/2017	-1,156.23
04/05/2017	DD	Ralph M. McGeorge	Pay Period: 03/16/2017-03/31/2017	-1,496.62
04/05/2017	DD	BRADLEY D NICKELL	Pay Period: 03/16/2017-03/31/2017	-1,164.22
04/05/2017	DD	CODY L PONDER	Pay Period: 03/16/2017-03/31/2017	-991.67
04/05/2017	P/R Fee	Intuit Full Service Payroll	Payroll Processing Fee	-111.00
04/05/2017	DD	Gregory Hebard	Direct Deposit 2	-50.00
04/05/2017		DOLORES C BAKER	Pay Period: 03/16/2017-03/31/2017	0.00
04/05/2017	DD	Gregory Hebard	Pay Period: 03/16/2017-03/31/2017	-2,205.14
04/05/2017	2100	California State Disbursement Unit	Garnishments Payable	-118.50
04/10/2017	2103	Vector Borne Disease Account	Certification Exams	-75.00
04/12/2017		IRS	Tax Payment for Period: 04/05/2017-04/07/2017	-2,714.00
04/12/2017		CA EDD	Tax Payment for Period: 04/05/2017-04/07/2017	-446.54
04/18/2017	2109	Don Cowper	Landscape Plants	-64.01
04/18/2017	2105	Saddle Creek II HOA	Water Expense Reimbursement 1/1-3/15/17	-79.49
04/18/2017	2107	VALLEY ENTRY SYSTEMS, INC.	Gate Maintenance & Repair	-5,965.00
04/18/2017	2113	Ewing	Landscape Irrigation Supplies	-12,654.18
04/18/2017	2104	Ewing	Landscape Supplies	-124.13
04/18/2017	2106	SDRMA-Health Ins.	Monthly Empl Health Ins Premium	-4,670.00
04/18/2017	2108	Bank of the West	March Statement	-24,682.94
04/19/2017		CA EDD	Tax Payment for Period: 01/01/2017-03/31/2017	-945.01
04/20/2017	DD	CODY L PONDER	Pay Period: 04/01/2017-04/15/2017	-945.57
04/20/2017	DD	BRADLEY D NICKELL	Pay Period: 04/01/2017-04/15/2017	-995.78
04/20/2017	DD	Ralph M. McGeorge	Pay Period: 04/01/2017-04/15/2017	-1,496.63
04/20/2017	DD	HERNAN M HERNANDEZ	Pay Period: 04/01/2017-04/15/2017	-1,100.19
04/20/2017	DD	Gregory Hebard	Direct Deposit 2	-50.00
04/20/2017	DD	DOLORES C BAKER	Pay Period: 04/01/2017-04/15/2017	-173.45
04/20/2017	DD	Gregory Hebard	Pay Period: 04/01/2017-04/15/2017	-2,205.13
04/20/2017	2110	California State Disbursement Unit	Garnishments Payable	-118.50
04/26/2017		CA EDD	Tax Payment for Period: 04/19/2017-04/21/2017	-443.15
04/26/2017		IRS	Tax Payment for Period: 04/19/2017-04/21/2017	-2,632.13
04/27/2017	April Stmt	PG&E - 7193	Electricity	-270.56

# Saddle Creek Comm Srvs District

## Reconciliation Report

**CSDA Bank of the West MC, Period Ending 04/28/2017**

Reconciled on: 05/06/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Dolores Baker

### Summary

Statement Beginning Balance	24,682.94
Payments and Credits cleared	-24,743.30
Charges and Cash Advances cleared	+13,169.27
Statement Ending Balance	13,108.91
Uncleared transactions as of 04/28/2017	2,730.95
Register Balance as of 04/28/2017	15,839.86
Uncleared transactions after 04/28/2017	1,240.40
Register Balance as of 05/06/2017	17,080.26

### Details

#### Payments and Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/28/2017	Bill		Mrch Stmt Bank of the West	-24,682.94
04/17/2017	CC-Credit	823092	Copper Auto & Marine	-20.37
04/26/2017	CC-Credit	18559373	Northern Tool & Equipment	-39.99
Total				-24,743.30

#### Charges and Cash Advances cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/24/2017	Expense	39128	California Special Districts Association	175.00
03/26/2017	Expense	B1357312	Avis	640.10
03/28/2017	Expense	Travel Meal	The Landing Grille	15.34
03/28/2017	Expense	TID 99444337	Point Loma Seafoods	27.75
03/29/2017	Expense	Travel Meal	JRDN	36.17
03/29/2017	Expense	TO06904153- 001	Crown Point VO & Auto	29.00
03/30/2017	Expense	Parking	City of San Diego	50.00
03/30/2017	Expense	696950	Hyatt Regency	732.19
04/01/2017	Expense		Intuit - QBO Online	30.99
04/01/2017	Expense	April Stmt	Cal Waste Recovery Systems	67.63
04/02/2017	Expense	9061331	Shell	70.00
04/02/2017	Expense	83198	Columbia Communications, Inc.	1,455.26
04/02/2017	Expense	83154	Columbia Communications, Inc.	172.65
04/02/2017	Expense	March Stmt	Verizon Wireless LLC	158.79
04/03/2017	Expense	5152687-A-!	Ewing	293.28
04/03/2017	Expense	WW #8705	California Custom Trailers & Powersports	363.47
04/04/2017	Expense	342999	Belcorp Ag, LLC	865.60
04/04/2017	Expense	SO/721940	BrightView Tree Company	527.98
04/05/2017	Expense	343300	Belcorp Ag, LLC	531.03
04/05/2017	Expense	TID 6671147	Hunt & Sons, Inc.	381.43
04/06/2017	Expense	1704-249886	Calaveras Lumber	255.15

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/06/2017	Expense	77803578	Copperopolis Cruisers 25	64.43
04/12/2017	Expense	07010329	Saddle Creek Country Club	91.00
04/15/2017	Expense	March Stmt	Calaveras Telephone Co.	359.64
04/15/2017	Expense	3132578	Ewing	445.19
04/18/2017	Expense	0022039581	Intuit Supplies	177.77
04/18/2017	Expense	6-36	McDillard's Feed & Supply	58.00
04/18/2017	Expense	March Stmt	Lake Tulloch True Value Hardware	1,336.56
04/19/2017	Expense	1/16- 3/15/2017	CCWD	285.88
04/25/2017	Expense	0114825	Saddle Creek Country Club	41.43
04/25/2017	Expense	549184	Payless IGA	34.73
04/25/2017	Expense	2176280	Lowe's	1,561.00
04/26/2017	Expense	633963	Hunt & Sons, Inc.	336.19
04/26/2017	Expense	0426	Stockton Honda Yamaha	283.99
04/26/2017	Expense	5312117-A	Ewing	528.36
04/26/2017	Expense	95583793	Stockton Honda Yamaha	85.00
04/26/2017	Expense	April Stmt	Lake Tulloch True Value Hardware	156.78
04/26/2017	Expense	008551	Sonsray Machinery	279.34
04/26/2017	Expense	14246380	Lowe's	165.17
Total				13,169.27

## Additional Information

### Uncleared Payments and Credits as of 04/28/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/26/2017	CC-Credit	14246380	Lowe's	-165.91
Total				-165.91

### Uncleared Charges and Cash Advances as of 04/28/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/05/2017	Expense	03000283	K.A.R. Service	1,528.31
04/26/2017	Expense	640791	Hunt & Sons, Inc.	463.00
04/28/2017	Expense	3203262 & 3	Ewing	905.55
Total				2,896.86

### Uncleared Charges and Cash Advances after 04/28/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/01/2017	Expense		Intuit - QBO Online	30.99
05/01/2017	Expense	1705- 273762	Calaveras Lumber	217.06
05/01/2017	Expense	9665166	Lowe's	267.13
05/01/2017	Expense	9664408	Lowe's	136.58
05/01/2017	Expense	111393	Copper Auto & Marine	499.61
05/01/2017	Expense	April Stmt	Verizon Wireless	89.03
Total				1,240.40

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2017 MONTHLY BUDGET REPORT  
**April 2017**

		<u>Current Year - 2017</u>			<u>Prior Year - 2016</u>		
		<u>(Approved)</u>	<u>(Expenditures)</u>	<u>(Expenditures)</u>	<u>(Adjusted)</u>	<u>(Expenditures)</u>	<u>(Expenditures)</u>
		<u>FY 2017</u>	<u>Month of April</u>	<u>Year to Date</u>	<u>FY 2016</u>	<u>Month of April</u>	<u>Year to Date - Prior Year</u>
<b>EXPENDITURES</b>							
<b>SERVICES AND SUPPLIES</b>							
<u>ADMINISTRATION</u>							
OE01	Audit Expense	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -
OE02	Accounting & Bookkeeping	\$ 500	\$ 31	\$ 124	\$ 500	\$ 31	\$ 124
OE03	On-line Back-up/Notary Fees/Bonds	\$ 360	\$ -	\$ 326	\$ 361	\$ -	\$ 326
OE04	Legal Expenses	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ 5,225	\$ 20,900
OE05	Management Fees	\$ 65,500	\$ 5,408	\$ 21,632	\$ 62,700	\$ -	\$ -
OE06	Insurance (Property Loss/Liability)	\$ 8,500	\$ -	\$ -	\$ 8,000	\$ -	\$ -
OE07	Miscellaneous/Contingency	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 109	\$ 109
OE08	Professional Development (Travel/Training)	\$ 8,500	\$ 272	\$ 4,790	\$ 6,000	\$ 316	\$ 5,046
OE09	Dues, Certifications & Subscriptions	\$ 4,500	\$ (40)	\$ 1,784	\$ 4,000	\$ 316	\$ 1,914
OE10	Uniform Expenses	\$ 2,200	\$ -	\$ 1,364	\$ 2,200	\$ -	\$ 1,548
OE11	Electric Power/Water/Sewer	\$ 9,000	\$ 636	\$ 1,584	\$ 5,200	\$ 535	\$ 1,585
OE12	Telephone/Internet Service	\$ 6,100	\$ 518	\$ 1,358	\$ 5,200	\$ 541	\$ 1,392
OE14	Office Supplies/Postage	\$ 5,000	\$ 178	\$ 2,199	\$ 5,000	\$ 694	\$ 1,809
OE15	Office Equipment Repair/Replacement	\$ 5,000	\$ -	\$ 1,017	\$ 3,000	\$ -	\$ 548
OE31	Records Management Services	\$ 2,400	\$ -	\$ -	\$ 2,400	\$ -	\$ -
OE26	County Fees/LAFCO	\$ 6,500	\$ -	\$ -	\$ 6,500	\$ -	\$ -
OE30	Reimbursable Maint/Repair Expense	\$ 10,500	\$ 866	\$ 6,753	\$ 19,500	\$ 7,710	\$ 7,806
PE03-1	Payroll Taxes - Administration	\$ -	\$ 460	\$ 2,710	\$ -	\$ 356	\$ 3,170
PE06-1	Employee Wages - Administration	\$ -	\$ 5,761	\$ 31,820	\$ -	\$ 4,339	\$ 36,356
<b>Total Administration</b>		\$ 145,560	\$ 14,089	\$ 77,462	\$ 141,561	\$ 20,172	\$ 82,634
<u>COMMON AREAS</u>							
OE16	Gate Maintenance & Opener Purchase	\$ 4,000	\$ 1,290	\$ 6,600	\$ 4,000	\$ 968	\$ 968
OE18	Landscape Supplies & Repairs	\$ 22,110	\$ 2,642	\$ 15,103	\$ 21,000	\$ 64	\$ 22,082
OE18-4	Landscape Equipment Repair/Replacement	\$ 16,500	\$ 1,169	\$ 10,325	\$ 16,500	\$ 1,471	\$ 14,398
OE18-3	Landscape Equipment Gas & Oil	\$ 5,000	\$ 381	\$ 1,118	\$ 5,000	\$ -	\$ 2,007
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 848	\$ 3,516	\$ -	\$ 828	\$ 4,018
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 10,905	\$ 39,693	\$ -	\$ 10,818	\$ 45,091
<b>Total Common Areas</b>		\$ 47,610	\$ 17,236	\$ 76,355	\$ 46,500	\$ 14,148	\$ 88,564
<u>FIRE PROTECTION</u>							
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 62	\$ 244
PE06-3	Employee Wages - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 815	\$ 2,743
<b>Total Fire Protection</b>		\$ -	\$ -	\$ -	\$ -	\$ 877	\$ 2,988

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2017 MONTHLY BUDGET REPORT  
**April 2017**

		Current Year - 2017			Prior Year - 2016		
		(Approved)	(Expenditures)	(Expenditures)	(Adjusted)	(Expenditures)	(Expenditures)
		<u>FY 2017</u>	<u>Month of April</u>	<u>Year to Date</u>	<u>FY 2016</u>	<u>Month of April</u>	<u>Year to Date - Prior Year</u>
<b>MOSQUITO ABATEMENT</b>							
OE22-1	Mosquito Control Products	\$ 14,500	\$ 1,528	\$ 6,450	\$ 14,500	\$ 480	\$ 1,441
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ 93	\$ 1,598	\$ 3,000	\$ 150	\$ 1,674
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,000	\$ 869	\$ 2,293	\$ 11,000	\$ -	\$ 1,160
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,000	\$ (20)	\$ 995	\$ 5,000	\$ -	\$ 4,160
PE03-4	Payroll Taxes - Mosquito Abatement	\$ -	\$ 176	\$ 624	\$ -	\$ 245	\$ 451
PE06-4	Employee Wages - Mosquito Abatement	\$ -	\$ 2,278	\$ 7,951	\$ -	\$ 3,196	\$ 5,868
<b>Total Mosquito Abatement</b>		<b>\$ 33,500</b>	<b>\$ 4,923</b>	<b>\$ 19,911</b>	<b>\$ 33,500</b>	<b>\$ 4,071</b>	<b>\$ 14,754</b>
<b>STREETS</b>							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 13,500	\$ -	\$ 2,015	\$ 13,500	\$ -	\$ 2,585
OE17-2	Drainage - Rock Ridge (NEW)		\$ 1,560	\$ 6,082			
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ 101	\$ -	\$ 51	\$ 64
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ 1,169	\$ -	\$ 670	\$ 823
<b>Total Streets</b>		<b>\$ 13,500</b>	<b>\$ 1,560</b>	<b>\$ 9,368</b>	<b>\$ 13,500</b>	<b>\$ 721</b>	<b>\$ 3,472</b>
<b>WETLANDS</b>							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -	\$ -	\$ 38	\$ 38
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -	\$ -	\$ 490.58	\$ 490.58
<b>Total Wetlands</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 528</b>	<b>\$ 528</b>
<b>TOTAL SERVICES &amp; SUPPLIES</b>		<b>\$ 240,170</b>	<b>\$ 37,809</b>	<b>\$ 183,095</b>	<b>\$ 235,061</b>	<b>\$ 40,517</b>	<b>\$ 192,940</b>
<b>PERSONNEL COSTS</b>							
PE01	Worker Compensation Insurance	\$ 20,300	\$ -	\$ -	\$ 16,035	\$ -	\$ -
PE02	Health Insurance**	\$ 57,550	\$ 4,670	\$ 23,350	\$ 60,145	\$ 9,017	\$ 25,247
PE03	Payroll Taxes	\$ 21,410	\$ 1,485	\$ 6,951	\$ 22,311	\$ 1,734	\$ 6,406
PE04	Processing Fees	\$ 1,400	\$ 111	\$ 450	\$ 1,400	\$ 115	\$ 460
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages	\$ 250,400	\$ 18,944	\$ 80,634	\$ 255,712	\$ 21,137	\$ 71,045
			\$ 25,209	\$ 111,385		\$ 32,002	\$ 103,157
Distributed to Service Areas			\$ (20,428)	\$ (87,585)		\$ (22,871)	\$ (77,450)
<b>TOTAL UNDISTRIBUTED PERSONNEL COSTS</b>		<b>\$ 357,060</b>	<b>\$ 4,781</b>	<b>\$ 23,800</b>	<b>\$ 361,603</b>	<b>\$ 9,132</b>	<b>\$ 25,707</b>
** SDRMA new system delayed billing - Dbl in MAR							
<b>CAPITAL OUTLAY</b>							
CO01	Radios & Charges		\$ 1,628	\$ 1,628			
CO04	John Deer Roto Tiller (2017)	\$ 5,200	\$ -	\$ 5,239			
CO04	Cart - Mosquito Abatement (2016)				\$ 17,107		
CO04	Vrisimo Flail Mower (2015)				\$ 2,150	\$ 2,146	\$ 2,146
CO04	John Deere Tractor w/loader & Bucket (2016)				\$ 72,400		
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 5,200</b>	<b>\$ 1,628</b>	<b>\$ 6,867</b>	<b>\$ 91,657</b>	<b>\$ 2,146</b>	<b>\$ 2,146</b>



SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2017 MONTHLY BUDGET REPORT  
**April 2017**

	Current Year - 2017			Prior Year - 2016		
	(Approved) FY 2017	(Expenditures) Month of April	(Expenditures) Year to Date	(Adjusted) FY 2016	(Expenditures) Month of April	(Expenditures) Year to Date - Prior Year
<b>STUDIES AND ASSESSMENTS</b>						
Landscape Design	\$ 20,000			\$ 12,000		
OE18-1 Re-seeding and Irrigation Renovation	\$ 60,000	\$ 1,782	\$ 16,715			
Pavement Assessment	\$ -			\$ 15,000		
Financial Assessment	\$ 17,500			\$ 4,300		
<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	<b>\$ 97,500</b>	<b>\$ 1,782</b>	<b>\$ 16,715</b>	<b>\$ 31,300</b>		
<b>DEBT SERVICE</b>						
John Deere Financing	\$ 16,100	\$ 1,336	\$ 5,344	\$ 14,440		
<b>TOTAL DEBT SERVICE</b>	<b>\$ 16,100</b>	<b>\$ 1,336</b>	<b>\$ 5,344</b>	<b>\$ 14,440</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENSES</b>	<b>\$ 716,030</b>	<b>\$ 47,335</b>	<b>\$ 235,821</b>	<b>\$ 734,061</b>	<b>\$ 51,795</b>	<b>\$ 220,793</b>
<b>PAYMENTS AND ASSESSMENTS RECEIVED</b>						
<u>Assessment Income</u>						
Payment No. 1: (40%) May 2017						
Payment No. 2: (5%) Aug 2017						
Payment No. 3: (55%) Feb 2018						
<b>Total Assessment Income</b>	<b>\$ 601,900</b>			<b>\$ 590,142</b>		<b>\$ -</b>
<u>Reimbursement Income</u>						
From: For:						
C&C Water Truck/Tractor Repairs		\$ 866	\$ 6,100	\$ 7,364	\$ 7,364	
C&C Construction Gate Repairs/'16-Signs			\$ 655	\$ 346	\$ 346	
Various Other					\$ 96	
<b>Total Reimbursement Income</b>	<b>\$ 10,500</b>	<b>\$ 866</b>	<b>\$ 6,755</b>	<b>\$ 19,500</b>	<b>\$ 7,710</b>	<b>\$ 7,806</b>
<u>Other Income</u>						
From: For:						
C&C Weed Abatement						\$ 100
Lot Ownr Weed Abatement						\$ 754
Lot Ownr Gate Openers/Cards			\$ 138	\$ 735	\$ 754	
Various Miscellaneous				100	\$ 100	
CC/Ump Interest Received		\$ 19	\$ 77		\$ 58	
CSDA Credit Card Rebate			\$ 761		\$ 341	
SDRMA 16-17 PL Pro-rated/Loss Prev Allow			\$ 1,066			
<b>Total Other Income</b>	<b>\$ 6,400</b>	<b>\$ 19</b>	<b>\$ 2,042</b>	<b>\$ 1,634</b>	<b>\$ 835</b>	<b>\$ 1,353</b>
<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>	<b>\$ 618,800</b>	<b>\$ 885</b>	<b>\$ 8,797</b>	<b>\$ 611,276</b>	<b>\$ 8,545</b>	<b>\$ 9,159</b>
Excess of Expenditures of Income				\$ (122,785)	\$ (43,251)	\$ (211,634)
<u>Other Financing Sources and Uses</u>						
John Deere Financing				\$ 72,157		
<b>Net Income</b>	<b>\$ (97,230)</b>	<b>\$ (46,451)</b>	<b>\$ (227,024)</b>	<b>\$ (50,628)</b>	<b>\$ (43,251)</b>	<b>\$ (211,634)</b>

**Saddle Creek Comm Srvs District  
Statement of Cash Flows**

For the 4 Months Ending April 30, 2017

	Umpqua Bank Checking	Calaveras Co Fund 2188	Umpqua Bank CD #7405	Umpqua Bank CD #46165	Umpqua Bank CD #46207	Umpqua Bank CD #46249	Umpqua Bank CD #46124	YTD Total
<b>OPERATING ACTIVITIES</b>								
<b>Net Income</b>	<b>(227,099)</b>	-	<b>39</b>	<b>12</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>(227,024)</b>
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable	(866)							(866)
2000 Accounts Payable	(13,311)							(13,311)
2040 CSDA Bank of the West MC	833							833
2100 Payroll Taxes Payable	(343)							(343)
2150 Accrued Payroll	650							650
Other Current Payables	163							163
<b>Net cash provided by operating activities</b>	<b>(239,973)</b>	-	<b>39</b>	<b>12</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>(239,898)</b>
<b>Net cash increase for period</b>	<b>(239,973)</b>	-	<b>39</b>	<b>12</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>(239,898)</b>
<b>Cash at beginning of period (1/1/2017)</b>	<b>552,257</b>	-	<b>26,068</b>	<b>25,176</b>	<b>25,176</b>	<b>25,129</b>	<b>25,129</b>	<b>678,935</b>
<b>Cash at end of period</b>	<b>312,284</b>	-	<b>26,107</b>	<b>25,188</b>	<b>25,188</b>	<b>25,135</b>	<b>25,135</b>	<b>439,037</b>

6-May-17

Prepared by: Dolores Baker

**MINUTES OF THE SPECIAL BOARD MEETING**

**(AMENDED AGENDA)**

April 14<sup>th</sup>, 2017 1:00 PM

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. **CALL TO ORDER**

The Saddle Creek Community Services District (CSD) Board of Directors held a Special Town Hall Meeting on Friday, April 14<sup>th</sup>, 2017. President Hoffman called the meeting to order at 1:00pm in the Grandview Room and led the Directors and staff in the Pledge of Allegiance.

2. **ROLL CALL**

**Roll Call indicated the following Directors were present:**

- President Larry Hoffman
- Vice President Ken Albertson
- Director Darlene DeBaldo
- Director Roger Golden
- Director Sue Russ

3. **PLEDGE OF ALLEGIANCE**

4. **CHANGES TO ORDER OF AGENDA:** None

5. **PUBLIC COMMENT:**

Many members of the public provided their input on the turf.

6. **DISCUSSION AND ACTION ITEMS**

- a. Adoption of a Resolution establishing a limitation on expenditures of Measure A funds, if approved by the voters on May 2, 2017, for the installation of drought tolerant landscaping until such time as a specified public process is followed to determine the favorability of the project by Saddle Creek Property owners.

**Motion by Director Russ to adopt the resolution, second by Director Albertson, passed unanimously.**

- b. Adoption of a Resolution establishing a Measure A Accountability Advisory Task Force comprised of Saddle Creek property owners to advise the District in review and interpreting of annual special tax expenditure reports, special tax increases during annual budget development, major project planning and other related activities.

**Motion to table discussion by Director Golden, second by Director DeBaldo, passed unanimously.**

- c. Adoption of a Resolution establishing a phase in schedule for road expenditures and reserve deposits to allow the Measure A special tax to be implemented at a lower level of \$1,300 per year in 2018 if approved by the voters on May 2, 2017, increasing incrementally as determined necessary through a public process to the amount detailed in the Measure.

**Motion to Adopt Resolution by Director Russ, second by Director Golden, passed unanimously.**

7. **ADJOURNMENT**

**President Larry Hoffman adjourned the meeting at 3:05PM**

**MEETING MINUTES OF THE REGULAR BOARD MEETING**

April 18<sup>th</sup>, 2017 2:00 PM

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER

2. ROLL CALL

**Roll Call indicated the following Directors were present:**

- President Larry Hoffman
- Director Darlene DeBaldo
- Director Roger Golden
- Director Sue Russ

3. PLEDGE OF ALLEGIANCE

4. CHANGES TO ORDER OF AGENDA: None

5. **PUBLIC COMMENT**

6. **CONSENT CALENDAR**

- a. Review of monthly financial report and approval of bills and claims for the month of March 2017
- b. Approval of the minutes of the Regular Board Meeting of March 21st, 2017 and Special Town Hall Meetings of March 14<sup>th</sup>, 2017 and March 25<sup>th</sup>, 2017.

**Motion to Approve by Director DeBaldo, second by Director Golden, approved 4-0, Director Albertson absent**

7. **DISCUSSION AND ACTION ITEMS**

- a. Discussion regarding resolution to the reported storm drain odor on Rockridge Lane.

**Greg reported that the check valves have been ordered and work in preparation for installation will start next week.**

- b. Adoption of a Resolution approving a Debt Management Policy

**Motion to Approve by Director DeBaldo, second by Director Russ, approved 4-0, Director Albertson absent.**

- c. Discussion and Action regarding approval of proceeding with the contracted replacement of drought damaged turf in non-median areas.

**Director Russ voiced concern moving forward with turf without overall landscape plan for the community. President Hoffman stated his intent to appoint an advisory committee, one person from each neighborhood to help develop the landscape plan. Feels we need to green up the dead areas, put up a sign.**

**Motion by Director Russ, seconded by director DeBaldo to engage contractor up to \$25,000 and to start with turf improvements at gate and work down the sides of the road to the traffic circle, as far as we can go and installation of Phase 1 sign.**

8. **STAFF AND DIRECTOR REPORTS:**

**Greg reported that we likely do not have to worry about Zika Virus due to bird migration patterns, but we will have a bumper crop of mosquitos. Will be spraying every week for next two months.**

**Board wants to make sure we get a Clerk on board ASAP.**

9. **ADJOURNMENT**

**President Hoffman adjourned the meeting at 3:15 pm.**

# **Saddle Creek Community Services District**

## **Regular Meeting of May 16th, 2017**

### **AGENDA SUPPORTING DATA**

#### **7. DISCUSSION AND ACTION ITEMS**

- a. Discussion regarding resolution to the reported storm drain odor on Rockridge Lane.

#### ***Recommended Action***

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

#### ***Background***

This item was requested to be on the Board's agenda until resolved. Site Manager Greg Hebard will provide a verbal update during the meeting.

# **Saddle Creek Community Services District**

## **Regular Meeting of May 16th, 2017**

### **AGENDA SUPPORTING DATA**

#### **7. DISCUSSION AND ACTION ITEMS**

- b. Status update on the restoration of turf damaged by drought water restrictions

#### ***Recommended Action***

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

#### ***Background***

This item was a significant topic raised under public comment at the most recent Board meetings, and is placed on this agenda for a status update and discussion, which will be provided verbally at this meeting.

# Saddle Creek Community Services District

## Regular Meeting of May 16th, 2017

### AGENDA SUPPORTING DATA

#### 7. DISCUSSION AND ACTION ITEMS

- c. Preliminary discussion of a budget amendment for the completion of turf replacement and planning, design and construction for the first phase of road improvements

#### *Recommended Action*

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

#### *Background*

Board President Larry Hoffman has requested that the Board begin discussion of a 2017 budget amendment to all for completion of the drought damaged turf replacement, and to begin the process of immediately moving forward with initial planning for road improvements.

Also on this agenda is the scheduling of a special Board meeting to discuss and take action related to implementation of the voter approved Measure A funding, and related budget and policy amendments.

# Saddle Creek Community Services District

## Regular Meeting of May 16th, 2017

### AGENDA SUPPORTING DATA

#### 7. DISCUSSION AND ACTION ITEMS

- d. Adoption of a Resolution approving agreement with NBS Government Financial Solutions for administration, reporting and customer service related to the (Measure A) special tax

#### *Recommended Action*

Staff recommends the following motion:

*I move to adopt the Resolution approving agreement with NBS Government Financial Solutions for administration, reporting and customer service related to the (Measure A) special tax.*

#### *Background*

With apparent voter approval of Measure A, the District will have to work very quickly to apply the new tax rate to all parcels and to include the appropriate rate billed to Castle & Cooke, in accordance with the Measure A resolution and approved tax application methodology. In addition, it is very important that we have accurate records on property owners, and to ensure that we are appropriately setting up the records and documenting the tax application rate as required from year to year.

New state accountability laws also require that an annual special tax report be completed and filed with the state/distributed to property owners detailing the amount of tax received by the CSD, and where this funding was spent. The administration of this new tax will be much more important and involve more work in the first year or two, with less work required annually until additional lots are created requiring a significant new tax application; if this ever occurs.

We have the option of performing this work in-house between the manager, Bookkeeper and Clerk, contracting with NBS or seeking proposals from other financial firms to perform the work. To ensure that the special tax is accurately implemented into the future, regardless of changes in staffing, board members, management and county staff, we recommend that the Board contract with an outside firm to ensure continuity for such administration. NBS Government Financial Solutions has submitted a proposal for annual administration of the tax. We have reviewed the scope of work and cost, and feel that the proposal is reasonable, at least for the first few years.



**RESOLUTION NO. 2017-**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING  
AGREEMENT WITH NBS GOVERNMENT FINANCIAL SOLUTIONS FOR  
ADMINISTRATION, REPORTING AND CUSTOMER SERVICE RELATED TO MEASURE A  
IMPLEMENTATION**

**WHEREAS**, the Saddle Creek Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, the District desires to contract with a professional consultant for the administration of the Measure A special tax submitted to the Saddle Creek voters on May 2, 2017; and

**WHEREAS**, NBS Government Financial Solutions prepared the Special Tax application report and methodology that resulted in Measure A being placed on the ballot, and is therefore experienced and aware of the administration needs of implementation of this new tax; and

**WHEREAS**, NBS has submitted a consulting proposal meeting the needs of the District, which is attached hereto as Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve the attached proposal from NBS and authorize the General Manager to enter into contract for said work for the 2017/18 and 2018/19 fiscal years; which shall be effective immediately.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on May 16, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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ATTEST:

**CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on May 16, 2017.

DATED: \_\_\_\_\_.

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32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.676.7516 (P) 951.296.1997

[nbsgov.com](http://nbsgov.com)

May 8, 2017

Mr. Peter Kampa  
General Manager  
Saddle Creek CSD  
1000 Saddle Creek Drive  
Copperopolis, CA 95228

**RE: Parcel Tax Administration**

Dear Peter and Saddle Creek friends,

Congratulations on the parcel tax! As mentioned, NBS can now support the parcel tax to ensure the \$1MM in annual revenues are efficiently and effectively collected on the tax roll, or for any manual/direct bills which may need to be issued. I have detailed our scope of services below. With your approval, this letter can serve as an exhibit for official approval or contract to provide these services.

**Scope of Services**

---

Parcel Tax Administration

**EXPERT RESOURCE:** First and foremost, NBS will act as Saddle Creek's (Client's) "expert resource," and is available to answer questions and offer advice on particular issues involving the parcel tax levy.

**KICK-OFF MEETING:** Meet with Client staff to discuss:

- Tax roll billing steps and appropriate timeline
- Method of application of the charge and the data required to establish the proper procedure for levying the charge
- Process for any appeals or disputes

**DATA GATHERING:** Gather and review data pertinent to the calculation and billing of the levy. Data will be obtained from various sources such as the County Assessor's Secured Roll, assessor's parcel maps and agency's database as determined to be necessary based on the requirements of the formula.

**QUALITY CONTROL:** Perform cross-reference tests looking at the various data sources, land use codes, and other pertinent information to ensure the best and most accurate levy application.

**DATABASE MAINTENANCE:** Maintain and periodically update a database of all parcels within the service area and relevant parcel information.

**LEVY CALCULATION:** Calculate the annual levy for each parcel within the service area following the

guidelines established in the formula.

**COUNTY SUBMITTAL:** Submit the levy to the County Auditor Controller in the required electronic format. Levies rejected by the County Auditor Controller will be researched and resubmitted for collection on the County Tax Roll. Any parcels that are not submitted to the County for collection will be invoiced with payment to be directed to the Client.

**REPORTING:** Provide a simple annual Levy Report that can be used to satisfy SB 165 reporting requirements. Parcel and levy data can be provided via a CD ROM, diskette or emailed electronic file, if desired.

**TOLL-FREE PHONE NUMBER:** NBS will provide a toll-free phone number for placement on the County tax bills and for use by the Client, other interested parties and all property owners. Our staff will be available to answer questions regarding the levy. Bilingual staff is available for Spanish-speaking property owners.

**Fees**

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**Parcel Tax Administration**

Annual fee.....\$4,250

The following table shows our current hourly rates, as needed for any out of scope tasks which you may approve at your discretion.

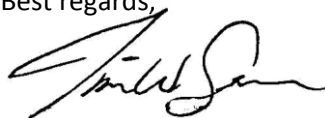
Title	Hourly Rate
Director	\$ 205
Senior Consultant/Engineer	160
Consultant	140
Analyst	120
Clerical/Support	95

**Expenses**

Customary out-of-pocket expenses (nominal expenses) will be billed to the CSD at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel/travel-related expenses, meals and various third-party charges for data, maps, and recording fees.

Please feel free to contact me at 800-434-8349 or via email at [tseufert@nbsgov.com](mailto:tseufert@nbsgov.com) if you have any questions or need further information.

Best regards,



Tim Seufert  
Managing Director



# Saddle Creek Community Services District

## Regular Meeting of May 16th, 2017

### AGENDA SUPPORTING DATA

#### 8. STAFF AND DIRECTOR REPORTS

##### *General Manager's Report*

**CSDA Legislative Action Days** – Scheduled for May 16 and 17, 2017, I had intended to attend both days of this event in Sacramento, but unfortunately workload and personal schedule changes with my Administrative Director, Chalyse Behm have required that I not attend this event. I will therefore be in attendance at the Board meeting.

**Special District Administrator Examination Update** – I have been asked and accepted the volunteer responsibility of assisting CSDA alongside a team of certified district managers, with the update of the Special District Administrator Examination; a voluntary accreditation program administered by the Special District Leadership Foundation.

**Adoption of bylaws** – In February 2017, the SCCSD Board was introduced to a draft set of Board Bylaws; policies that address all aspects of the Board and Board meeting conduct, among other policies. Adoption of bylaws is required by the Government Code and also significantly help staff in uniform implementation of the district administrative procedures, improve transparency and accountability. The Bylaws also contain the policies necessary for achievement of the Transparency Certification of Excellence issued by the Special District Leadership Foundation of CSDA. Please once again review these bylaws as presented in February and come to the June Board meeting prepared to make final recommended changes for adoption in July.

**Development of Personnel Policy manual** – A formal slate of District personnel policies have not yet been adopted by the District, although there are a few individual policies that have. Management is currently reviewing a draft set of personnel policies with staff to ensure consistency with our current operation. We expect the manual to be presented also to the Board in June 2017.