

**REGULAR BOARD MEETING AGENDA**

April 19, 2016 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 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 February and March 2016.
  - b. Approval of the minutes of the Special Meeting of March 1, 2016 and Regular Board Meeting of March 15, 2016.
7. **OLD BUSINESS –**
  - a. Status update on development of the 2016 Road Report and pavement condition assessment.
8. **NEW BUSINESS**
  - a. Adoption of a Resolution of appreciation for past director Kent Lazarus.
  - b. Adoption of a Resolution approving an agreement containing the terms, conditions and financial arrangements for the staffing and operation of the community entrance gates (Castle & Cooke California, Inc).
  - c. Adoption of a Resolution approving various non-substantive updates and definition changes to the District Administrative Regulations 2003-1, Privacy Gate Rules for Owners, Residents and Castle & Cooke, Inc.
  - d. Adoption of a Resolution approving investment in LAIF and designating account signatories.
  - e. Adoption of a Resolution calling a District General election of directors to be combined with general statewide election in Calaveras County.
  - f. Review of new legislation affecting the District and approval of related compliance action plans.

## **9. 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.

## **10. 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***

*February 29, 2016*

SADDLE CREEK COMMUNITY SERVICES DISTRICT

**BALANCE SHEET**

February 29, 2016

**ASSETS**

**Current Assets**

1000 Umpqua Bank Checking	\$	437,873.14
1080 Umpqua Bank CD Accounts		
1081 CD #7405	\$	25,950.73
1082 CD #46165		25,156.80
1083 CD #46207		25,156.79
1084 CD #46249		25,119.74
1085 CD #46124		25,119.73
<b>Total 1080 Umpqua Bank CD Accounts</b>	<b>\$</b>	<b>126,503.79</b>

**Total Current Assets**

**\$ 564,376.93**

**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
<b>Total 1500 Capital Assets</b>	<b>\$</b>	<b>13,050,600.76</b>

**1600 Accumulated Depreciation**

1601 Equipment		-184,679.03
1603 Roads		-616,865.62
1605 Buildings		-16,590.00
<b>Total 1600 Accumulated Depreciation</b>	<b>-\$</b>	<b>818,134.65</b>

**Total Fixed Assets**

**\$ 12,232,466.11**

**TOTAL ASSETS \$ 12,796,843.04**

**LIABILITIES AND EQUITY**

**Liabilities**

2000 Accounts Payable	\$	19,164.19
2040 CSDA Bank of the West MC	\$	1,515.81
<b>Other Current Liabilities</b>		
2100 Payroll Taxes Payable	\$	1,491.85
2110 Wage Garnishments Payable		-0.50
2150 Accrued Payroll		10,491.37
2201 Sales Tax Adjustment		17.06
Board of Equalization Payable		18.14
<b>Total Other Current Liabilities</b>	<b>\$</b>	<b>12,017.92</b>

**Total Liabilities**

**\$ 32,697.92**

**Equity**

3800 Developer Capital Contributions		12,198,795.62
3900 Retained Earnings		676,645.81
Net Income		-111,296.31
<b>Total Equity</b>	<b>\$</b>	<b>12,764,145.12</b>

**TOTAL LIABILITIES AND EQUITY \$ 12,796,843.04**

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

For the 2 Months Ending February 29, 2016

	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>206,792.37</b>	<b>(318,146.88)</b>	<b>39.19</b>	<b>6.34</b>	<b>6.34</b>	<b>3.17</b>	<b>3.16</b>	<b>(111,296.31)</b>
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
Re-issue PR check from 2014	225.00							<b>225.00</b>
2000 Accounts Payable	11,516.77							<b>11,516.77</b>
2040 CSDA Bank of the West MC	-11,160.75							<b>(11,160.75)</b>
2100 Payroll Taxes Payable	748.93							<b>748.93</b>
2110 Garnishments Payable	-0.50							<b>(0.50)</b>
2150 Accrued Payroll	-745.94							<b>(745.94)</b>
2201 Sales Tax Adjustment	16.84							<b>16.84</b>
<b>Net cash provided by operating activities</b>	<b>207,392.72</b>	<b>(318,146.88)</b>	<b>39.19</b>	<b>6.34</b>	<b>6.34</b>	<b>3.17</b>	<b>3.16</b>	<b>(110,695.96)</b>
Net cash increase for period	207,392.72	(318,146.88)	39.19	6.34	6.34	3.17	3.16	(110,695.96)
<b>Cash at beginning of period</b>	<b>230,480.42</b>	<b>318,146.88</b>	<b>25,911.54</b>	<b>25,150.46</b>	<b>25,150.45</b>	<b>25,116.57</b>	<b>25,116.57</b>	<b>675,072.89</b>
<b>Cash at end of period</b>	<b>437,873.14</b>	<b>-</b>	<b>25,950.73</b>	<b>25,156.80</b>	<b>25,156.79</b>	<b>25,119.74</b>	<b>25,119.73</b>	<b>564,376.93</b>

Prepared by: Dolores Baker  
5-Mar-16

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2016 MONTHLY BUDGET REPORT  
**February 2016**

Code	Current Year - 2016			Prior Year - 2015		
	(Approved)	(Expenditures)	(Expenditures)	(Adjusted)	(Expenditures)	(Expenditures)
	<u>FY 2016</u>	<u>Month of February</u>	<u>Year to Date</u>	<u>FY 2015</u>	<u>Month of February</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	\$ 62	\$ 500	\$ -
OE03	On-line Back-up/Notary Fees/Bonds	\$ 361	\$ -	\$ 327	\$ 351	\$ -
OE04	Legal Expenses	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -
OE05	Management Fees	\$ 62,700	\$ 5,225	\$ 10,450	\$ 57,000	\$ 4,750
OE06	Insurance (Property Loss/Liability)	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -
OE07	Miscellaneous/Contingency	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 165
OE08	Professional Development (Travel/Training)	\$ 6,000	\$ 1,987	\$ 3,830	\$ 6,000	\$ 1,362
OE09	Dues, Certifications & Subscriptions	\$ 4,000	\$ -	\$ 1,599	\$ 4,000	\$ 1,785
OE10	Uniform Expenses	\$ 2,200	\$ 1,148	\$ 1,148	\$ 2,200	\$ 320
OE11	Electric Power/Water/Sewer	\$ 5,200	\$ 268	\$ 809	\$ 6,000	\$ 181
OE12	Telephone/Pager Service	\$ 4,000	\$ 424	\$ 424	\$ 5,000	\$ 360
OE13	Internet Service	\$ 1,200	\$ -	\$ -	\$ 1,200	\$ 90
OE14	Office Supplies/Postage	\$ 5,000	\$ 15	\$ 365	\$ 5,000	\$ 259
OE15	Office Equipment Repair/Replacement	\$ 3,000	\$ -	\$ 549	\$ 3,000	\$ -
OE31	Records Management Services	\$ 2,400	\$ -	\$ -	\$ 2,400	\$ -
OE26	County Fees/LAFCO (2)	\$ 6,500	\$ 96	\$ 96	\$ 6,000	\$ -
OE30	Reimbursable Maint/Repair Expense (1)	\$ 19,500	\$ -	\$ -	\$ 10,000	\$ 703
PE03-1	Payroll Taxes - Administration	\$ -	\$ 561	\$ 2,130	\$ -	\$ -
PE06-1	Employee Wages - Administration	\$ -	\$ 6,651	\$ 23,006	\$ -	\$ -
	<b>Total Administration</b>	\$ 141,561	\$ 16,404	\$ 44,794	\$ 127,651	\$ 9,976
<u>COMMON AREAS</u>						
OE16	Gate Maintenance & Opener Purchase	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ 7,275
OE18	Landscape Supplies & Repairs	\$ 21,000	\$ 4,004	\$ 12,050	\$ 21,000	\$ 775
OE19	Landscape Equipment Repair/Replacement	\$ 16,500	\$ 2,961	\$ 8,146	\$ 10,000	\$ 2,778
OE21	Landscape Equipment Gas & Oil	\$ 5,000	\$ 437	\$ 1,376	\$ 7,000	\$ -
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 1,181	\$ 2,281	\$ -	\$ -
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 12,169	\$ 23,336	\$ -	\$ -
	<b>Total Common Areas</b>	\$ 46,500	\$ 20,752	\$ 47,190	\$ 42,000	\$ 10,829
<u>FIRE PROTECTION</u>						
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ -	\$ 115	\$ -	\$ -
PE06-3	Employee Wages - Fire Protection	\$ -	\$ -	\$ 1,084	\$ -	\$ -
	<b>Total Fire Protection</b>	\$ -	\$ -	\$ 1,199	\$ -	\$ -

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2016 MONTHLY BUDGET REPORT  
**February 2016**

Code	Current Year - 2016			Prior Year - 2015			
	(Approved)	(Expenditures)	(Expenditures)	(Adjusted)	(Expenditures)	(Expenditures)	
	<u>FY 2016</u>	<u>Month of February</u>	<u>Year to Date</u>	<u>FY 2015</u>	<u>Month of February</u>	<u>Year to Date - Prior Year</u>	
<b>MOSQUITO ABATEMENT</b>							
OE22	Mosquito Control Products (4)	\$ 14,500	\$ -	\$ -	\$ 14,513	\$ 350	\$ 350
OE23	Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ 945	\$ 1,046	\$ 3,000	\$ 882	\$ 945
OE24	Mosquito Abatement Vehicles Gas & Oil	\$ 11,000	\$ 361	\$ 361	\$ 13,000	\$ -	\$ 474
OE25	Mosquito Abatement Equipment Maintenance	\$ 5,000	\$ 1,334	\$ 3,481	\$ 5,890	\$ -	\$ -
PE03-4	Payroll Taxes - Mosquito Abatement	\$ -	\$ 158	\$ 158			
PE06-4	Employee Wages - Mosquito Abatement	\$ -	\$ 2,064	\$ 2,064			
	<b>Total Mosquito Abatement</b>	<b>\$ 33,500</b>	<b>\$ 4,861</b>	<b>\$ 7,109</b>	<b>\$ 36,403</b>	<b>\$ 1,232</b>	<b>\$ 1,769</b>
<b>STREETS</b>							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 13,500	\$ -	\$ -	\$ 13,500	\$ 4,800	\$ 4,800
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ 12			
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ 153			
	<b>Total Streets</b>	<b>\$ 13,500</b>	<b>\$ -</b>	<b>\$ 165</b>	<b>\$ 13,500</b>	<b>\$ 4,800</b>	<b>\$ 4,800</b>
<b>WETLANDS</b>							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -			
PE06-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -			
	<b>Total Wetlands</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 235,061</b>	<b>\$ 42,017</b>	<b>\$ 100,457</b>	<b>\$ 219,554</b>	<b>\$ 26,837</b>	<b>\$ 39,728</b>
<b>PERSONNEL EXPENDITURES</b>							
PE01	Worker Compensation Insurance	\$ 16,035	\$ -	\$ -	\$ 16,000	\$ -	\$ -
PE02	Health Insurance	\$ 60,145	\$ 5,410	\$ 10,820	\$ 58,780	\$ 4,106	\$ 7,390
PE03	Payroll Taxes	\$ 22,311	\$ 1,899	\$ 4,672	\$ 28,000	\$ 1,484	\$ 4,121
PE04	Processing Fees	\$ 1,400	\$ 115	\$ 230	\$ 1,400	\$ 115	\$ 230
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages****	\$ 255,712	\$ 21,036	\$ 49,908	\$ 253,000	\$ 18,016	\$ 42,327
			\$ 28,460	\$ 65,629			
	<i>Distributed to Service Areas</i>		\$ (22,935)	\$ (54,339)			
	<b>TOTAL PERSONNEL</b>	<b>\$ 361,603</b>	<b>\$ 5,525</b>	<b>\$ 11,290</b>	<b>\$ 363,180</b>	<b>\$ 23,721</b>	<b>\$ 54,068</b>
*** Change in Acctg- No Accrual to better tie to Tax Returns							
<b>CAPITAL OUTLAY</b>							
CO04	Vrisimo Flail Mower (2015)				\$ 8,000		
CO04	John Deere Tractor w/loader & Bucket (2016)	\$ 72,157			\$ -		
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 72,157</b>			<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
FY 2016 MONTHLY BUDGET REPORT  
**February 2016**

<u>Code</u>	<u>Current Year - 2016</u>			<u>Prior Year - 2015</u>		
	<u>(Approved)</u>	<u>(Expenditures)</u>	<u>(Expenditures)</u>	<u>(Adjusted)</u>	<u>(Expenditures)</u>	<u>(Expenditures)</u>
	<u>FY 2016</u>	<u>Month of</u> <u>February</u>	<u>Year to Date</u>	<u>FY 2015</u>	<u>Month of</u> <u>February</u>	<u>Year to Date -</u> <u>Prior Year</u>
<b>STUDIES AND ASSESSMENTS</b>						
Landscape Design	\$	12,000				
Pavement Assessment	\$	15,000				
Financial Assessment	\$	4,300				
<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	\$	31,300				
<b>DEBT SERVICE</b>						
John Deere Financing	\$	14,440				
<b>TOTAL DEBT SERVICE</b>	\$	14,440				
<b>TOTAL EXPENSES</b>	\$	714,561	\$ 47,542	\$ 111,747	\$ 590,734	\$ 50,557 \$ 93,797
<b>PAYMENTS AND ASSESSMENTS RECEIVED</b>						
<u>Assessment Income</u>						
Payment No. 1:				<i>Note Only</i>	<u>Date Rec'd:</u> <i>FY 2013-14</i>	<u>Amount:</u> \$ 311,982
Payment No. 2:						
Payment No. 3:						
<b>Total Assessment Income</b>	\$	590,142		\$ 572,275		\$ 311,982
<u>Reimbursement Income</u>						
From: For:					<u>Date Rec'd:</u>	<u>Amount:</u>
Castle & Various						
Toro Equ Gate Repairs						
Castle & Tractor/Equipment Repairs						
<b>Total Reimbursement Income</b>	\$	19,500		\$ 10,000		\$ -
<u>Other Income</u>						
From: For:					<u>Date Rec'd:</u>	<u>Amount:</u>
Castle & Weed Abatement						
Lot Ownr Weed Abatement			\$ 50			
Lot Ownr Gate Openers/Cards						
Umpqua CD Interest		\$ 39	\$ 58		23	\$ 57
Calavera Interest Received						
Various Other Miscellaneous					28	\$ 28
SDRMA Purch Card Program Rebate		\$ 343	\$ 343			
<b>Total Other Income</b>	\$	1,634	\$ 382	\$ 451	\$ 8,000	\$ 51 \$ 85
<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>	\$	611,276	\$ 382	\$ 451	\$ 590,275	\$ 51 \$ 85
<b>Net Income</b>	\$	(103,285)	\$ (47,160)	\$ (111,296)	\$ (459)	\$ (50,506) \$ (93,712)
<u>Other Financing Sources/Uses</u>						
John Deere Financing	\$	72,157				
<b>REVENUE (OVER) EXPENDITURES</b>	\$	(31,128)				



## SADDLE CREEK COMMUNITY SERVICES DISTRICT

**CHECK DETAIL**

February 2016

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/01/2016	1885	Kampa Community Solutions, LLC	(5,225.00)
02/02/2016	Feb P/R	Intuit Full Service Payroll	(115.00)
02/05/2016	1887	California State Disbursement Unit	(118.50)
02/05/2016	1888	COURT-ORDERED DEBT COLLECTIONS	(50.00)
02/05/2016	DD	DOLORES C BAKER	(275.36)
02/05/2016	DD	Mark A. Dunlop	(933.88)
02/05/2016	DD	Gregory Hebard	(2,194.60)
02/05/2016	DD	HERNAN M HERNANDEZ	(1,052.53)
02/05/2016	DD	Ralph M. McGeorge	(1,495.60)
02/05/2016	DD	BRADLEY D NICKELL	(899.78)
02/05/2016	DD	CODY L PONDER	(963.76)
02/05/2016	DD	MICHELE L MENZIES	(36.52)
02/10/2016	CA EDD		(437.99)
02/10/2016	IRS		(2,932.72)
02/17/2016	1890	American Gutter Solutions, Inc.	(547.50)
02/17/2016	1891	Jim Wilson Excavation	(1,710.00)
02/17/2016	1892	SDRMA-Health Ins.	(5,410.08)
02/17/2016	1893	Steve Marks	(920.00)
02/17/2016	1894	Turf Star, Inc.	(278.25)
02/17/2016	1896	CNA Surety	(326.03)
02/17/2016	1897	Bank of the West	(13,285.91)
02/19/2016	DD	DOLORES C BAKER	(126.99)
02/19/2016	DD	Mark A. Dunlop	(1,018.11)
02/19/2016	DD	Gregory Hebard	(2,194.58)
02/19/2016	DD	HERNAN M HERNANDEZ	(1,148.75)
02/19/2016	DD	Ralph M. McGeorge	(1,495.60)
02/19/2016	DD	MICHELE L MENZIES	(45.21)
02/19/2016	DD	BRADLEY D NICKELL	(631.19)
02/19/2016	DD	CODY L PONDER	(1,055.60)
02/20/2016	1898	California State Disbursement Unit	(126.74)
02/20/2016	1899	COURT-ORDERED DEBT COLLECTIONS	(50.00)
02/24/2016	CA EDD		(427.42)
02/24/2016	IRS		(2,871.20)
02/25/2016	PG&E - 7193		(268.09)
			<u>(50,668.49)</u>

3/5/16 DCB

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

February 17, 2016

**CALL TO ORDER:**

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday February 17, 2016. President Russ called the meeting to order at 2:00 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	Sue Russ
Director	Lawrence Hoffman
Director	Ken Albertson
Director	Charlie Robinson
Director	Owen Bramlett

Staff: The following staff members were present:

General Manager/ Treasurer	Peter Kampa Acting Site
Manager:	Ralph McGeorge
Clerk:	Michele Menzies

Members of the public were in attendance NONE

**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 January 2016.**
- b. **Approval of the minutes of the Regular Board Meeting of December 15, 2015 and January 19, 2016.**

Motion by Director Robinson and Second by Director Albertson for approval of expenditures incurred by the district during the months of January and approval of the January and December 2015 minutes. 1 Abstain of Owen Bramlett, Motion passed unanimously.

**OLD BUSINESS: None**

**NEW BUSINESS:**

- a. Review and discussion of the Saddle Creek Roads Assessment Report planned to include a pavement condition evaluation, entrance gate management options, road construction standards and projected road budgets.**

GM Kampa reviewed and discussed in great detail the Table of Contents presented in the Board Packet for The Saddle Creek CSD Road Assessment Report requesting input and further direction from the Board.

GM Kampa will be presenting report based on input from Board in prior meetings and will be contracting out, only one report to an engineering firm that will be able to perform a Condition Assessment Report. The final report will be reviewed in April 2016.

**STAFF REPORTS:**

Site Manager McGeorge-We are getting a new camera system at gate house, it should be lower costs. Work should start tomorrow. Sent out email saying rocks are being replaced in cul-de-sacs.

GM Kampa-Participated in a LAFCO and CSDA project where they put together a Process Description for the creation of new special districts.

**DIRECTORS REPORTS:**

President Russ-None  
Director Robinson-None  
Director Hoffman-None  
Director Albertson-None

**ADJOURNMENT** – Having no further business, President Russ adjourned the meeting at 3:33 PM. CSD’s next board meeting date is a special meeting to be held March 15, 2016.

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Michele Menzies, CSD Clerk

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Peter Kampa, General Manager

APPROVED BY:

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Sue Russ, Board President

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V/President

SEAL

# Saddle Creek Community Services District

## Regular Meeting of April 19, 2016

### AGENDA SUPPORTING DATA

7. OLD BUSINESS
  - a. Status of Road Report

#### Staff Recommendation

This is an information only item.

#### Discussion

The District's existing Pavement Condition Report was completed by a local retired City Engineer who completed the report for the District in 2006. Ten years later, this same engineer is not available to perform an update of the report. Due to the fact that the report is over 10 years old, did not include the newest streets in its evaluation at that time, and no major improvements have been completed over the 10 year period; it is of critical importance that we have the report updated as quickly as possible. Our 2016 budget contained an allocation of \$15,000 for completion of the pavement condition report update.

For two months, I have made phone calls, searched online databases, requested references, and in every way I knew, tried to find an engineering firm to perform the report update; with little luck receiving any response with interest. I contacted the engineering firms on both the Tuolumne and Calaveras County Public Works consultant lists with no success. Last week I contacted an old personal friend, Peter Rei who served for many years as the Director of Public Works for Tuolumne County and is a Registered Civil Engineer. Mr. Rei has agreed to perform the update of the pavement condition report at a cost of \$4500, and to deliver the report for review at our May 2016 Board meeting.

The pavement condition report is at the heart of the overall Road Report being prepared, and is the last item needed for completion and public presentation of the report. The ongoing maintenance costs and road repair costs identified in the pavement condition report will serve as the basis for the financial analysis contained in the road report. A recommended total annual revenue for the road department will be identified from the pavement report, and recommendations made regarding the amount of a tax or assessment needed per parcel to meet the annual revenue requirements.

The final road report will be on the Board's May 2016 agenda, along with consideration of Resolutions directing the preparation of the ballot measure or assessment report necessary to fund long term road improvements and maintenance.

**RESOLUTION #16-\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT EXTENDING APPRECIATION TO KENT LAZARUS FOR HIS SERVICE ON THE BOARD OF DIRECTORS**

**WHEREAS**, Director Kent Lazarus was appointed to the Board of Directors of the Saddle Creek Community Services District on \_\_\_\_\_, where he diligently served until December 2015; and

**WHEREAS**, Director Lazarus (AKA Kent) spent significant time learning and researching the needs of the community and reflecting those in his actions on the Board; and

**WHEREAS**, Kent’s expertise and background in the realities of business was a significant benefit to the policy direction and management of the District; and

**WHEREAS**, Kent’s concern for the District was deep and he was diligent and constantly questioning to determine what surprises or unknown issues may be hiding around the corner; and

**WHEREAS**, Kent was respected for his cool demeanor and thoughtful discussions with the public and within the Board; and

**WHEREAS**, Kent served as a barometer for management during meetings, as you could always read the concern and question on Kent’s face to mean “can you please just give me the summary of that”.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Saddle Creek Community Services District does hereby extend its appreciation on behalf of the community to Director Kent Lazarus for his service on the Board of Directors.

**THE FOREGOING RESOLUTION** was introduced at a regular meeting of the Saddle Creek Community Services District held on March 15, 2016 and was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

Sue Russ, President  
Board of Directors

---

Michele Menzies, Board Secretary

ATTEST:

**CERTIFICATE OF SECRETARY**

I, Michele Menzies, 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 April 19, 2016.

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

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# Saddle Creek Community Services District

## Regular Meeting of April 19, 2016

### AGENDA SUPPORTING DATA

#### 8. NEW BUSINESS

- b. Adoption of a Resolution approving an agreement containing the terms, conditions and financial arrangements for the staffing and operation of the community entrance gates (Castle & Cooke California, Inc).

#### **Background**

At the March 1, 2016 special Board meeting, staff was directed to work with Castle & Cooke to iron out the conditions for operation of the privacy gate, maintaining the same schedule as previously approved and paid by Castle & Cooke. Since the March 1 meeting, well over 50 written letters and emails have been received by the District unanimously requesting that the gates be left closed 24 hours per day, seven days per week.

Considering the Board's direction and public comments received, a draft agreement between the District and Castle & Cooke was developed by District management to address:

- The short term agreement between the parties to allow for District Privacy Officer staffing of the gate during the approved schedule (shown on the attached Agreement, Exhibit A).
- The longer term permanent solution to the Golf Course needs for general public access to their facilities, by installing new gates in two locations at the entrances to the residential community.

The draft agreement requires that Castle & Cooke address the gate relocation, with the requirement for the parties to develop a schedule and enter into a Development Agreement which outlines all of the schedules, terms and conditions of the gate relocation project.

Since the last Board meeting, Castle & Cooke has provided consistent staffing for the gate through a temporary staffing firm. This arrangement and the current operation of the gate are working very well for the District, and is consistent with recently approved operations.

In consideration of this Agreement, the Board has the ability to accept or modify any of the terms and conditions of the draft agreement at this meeting. The agreement can be approved at this meeting or delayed for a future meeting.

#### **Recommended Motion**

I move to adopt Resolution 2016-\_\_\_, approving an agreement with Castle & Cooke for the operation of the privacy gate.



**SADDLE CREEK ENTRANCE (PRIVACY) GATE OPERATING AGREEMENT  
BETWEEN  
SADDLE CREEK COMMUNITY SERVICES DISTRICT  
AND  
CASTLE & COOKE**

This Saddle Creek Privacy Gate Operating Agreement (“Agreement”) is entered into on the 19<sup>th</sup> day of April, 2016 by and between Saddle Creek Community Services District, a political subdivision of the State of California and a community services district formed pursuant to the provisions of California Government Code section 61000 et seq., hereinafter referred to as “District” and Castle & Cooke California, Inc, DBA Saddle Creek Golf Course, a California Corporation, hereinafter referred to collectively as “Castle & Cooke”.

**RECITALS**

1. Castle & Cooke is the owner of certain real property situated in the County of Calaveras, State of California, commonly known as Saddle Creek Golf Course which includes an 18-hole golf course, lodge, retail shops, restaurant, rental lodging units and other commercial enterprises, herein referred to as “Golf Course”, and all of which are open to the general public.
2. District is community services district formed and operating pursuant to California Government Code Section 61000 et seq and authorized to provide certain public services to the Saddle Creek community within its boundaries. The authorized services include mosquito abatement and road system maintenance including storm drains, street lights, asphalt surfacing, common landscape area maintenance and operation of a community entrance control gate.
3. The Saddle Creek Community was developed and sold by Castle & Cooke California, Inc. as a gated (entrance) community, with privacy access gates installed to be controlled by personnel located in the gate operations building (gatehouse).
4. The Final Map for the development of the Saddle Creek community, as approved by the County of Calaveras, requires that Castle & Cooke construct two separate means for road ingress and egress to the community. The properties within the Saddle Creek community were allowed to be

sold and built upon with only a single road entrance completed initially, under agreement with the County that as more homes were built; the required second entrance, which serves as a second means of access to communities for public safety purposes. would be completed. Castle & Cooke has submitted a potential redesign of the second access gate configuration.

5. District is authorized by California Government Code Section 61110 within its boundaries to acquire, construct, improve, and maintain streets, roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks, and any incidental works.
6. District is further specifically authorized by California Government Code 61105(g) to, for roads owned by the district and that are not formally dedicated to or kept open for use by the public for the purpose of vehicular travel, by ordinance, limit access to and the use of those roads to the landowners and residents of the District.
7. District has adopted Ordinance 03-002 and Administrative Rules and Regulations Section 2003-1 describing the conditions for entrance into the Saddle Creek community and prescribing the conditions for operation of the Privacy Entrance Gate applicable to residents, owners and Castle & Cooke. The District has installed automated controls and security monitoring systems to provide for continuous remote monitoring and control of the gate system, which is located at the primary entrance to the community in a configuration that regulates all traffic into the community for all purposes including to residences and the golf course facilities.
8. District has the responsibility and obligation under California law to adopt standard specifications and standard details for the construction of works of public improvements such as those regulating road design and construction. The purpose of District standards are to ensure public road longevity, operating cost efficiency and associated public safety. Accordingly, the District enters into agreements with land developers such as Castle & Cooke to ensure the timeliness and quality of construction of road improvements associated with development projects.
9. Castle & Cooke desires that the entrance gates be operated in a manner to allow convenient access by the general public to its commercial operations associated with the Golf Course and Lodge.
10. District and Castle & Cooke agree that the long term solution to the entrance gate operation is to relocate the main entrance gates to allow general public access to the Golf Course facilities while

providing the District with gates in locations that maximize the privacy and tranquility of the residential portions of the community under the authority of the District.

11. District wishes to facilitate the needs and interests of Golf Course in an agreement that details the roles, responsibilities and obligations of all parties as they relate to the current and future operation of Saddle Creek community access gates.

NOW, THEREFORE, in consideration of the authorities and responsibilities of the District as detailed above, the promises, mutual obligations and agreements herein contained, the parties hereby agree as follows:

1. Short Term Gate Operating Agreement. The community entrance gate will be operated in accordance with the operating schedule in place between the parties as of February 22, 2013, as detailed in Exhibit A to this agreement.

During those times and dates when the gate is closed and staffed as detailed above, Castle & Cooke will provide personnel designated and trained by the District as a Privacy Officer. In the event that Castle & Cooke requests that the entrance gates be operated to allow public access to Castle & Cooke facilities, but refuses to provide consistent, trained personnel meeting the requirements of the District, the District may provide the Privacy Officer on behalf of Castle & Cooke and at their expense as described herein. The entrance gates will at all times be operated in accordance with Ordinance 03 – 002 which regulates entrance onto roads under the exclusive control of the District, and District Administrative Regulations 2003-1, which establishes privacy gate rules for residents, owners and Castle & Cooke.

2. Necessary Changes in Gate Operating Conditions. Based on conditions existing within the community, the District retains the authority and responsibility to modify the days, hours and method of operation of the entrance gates, and to prescribe such rules and regulations for its operation as it deems necessary. Any changes in staffed days or hours of gate operation must be approved by Resolution of the District Board of Directors, and shall replace and update Exhibit A to this agreement upon its adoption.

3. Cost for Short Term Gate Operation. Castle & Cooke shall provide and pay the cost of Privacy Officer staffing, or may delegate the staffing responsibilities to the District. If the District provides the staffing, Castle & Cooke shall on a monthly basis and within 30 days of billing reimburse all District's costs of privacy gate operation associated with Privacy Officer staffing, including:
- a. Employee or contractor expenses - All direct and indirect employment expenses, direct cost of contracting with temporary staffing or security firms or other staffing contractors, as determined by the District.
  - b. Building costs - Costs associated with operating the gate entrance building including office and restroom supplies and equipment, any utility costs such as water, sewer, electricity and gas not already paid directly by Castle & Cooke.
  - c. Administrative costs – An administrative fee in the amount of 20% will be charged to cover the District's cost of providing and managing the gate staffing services. The Administrative Fee is calculated based on the total monthly bill for employee and building operating costs as described above.

Based on the circumstances resulting in changes of gate hours or days staffed, the party responsible for the change will pay their proportional share of any associated operating cost increase.

4. Relocation of Existing Entrance Gates. The parties hereto shall develop a schedule for gate installation at a future date based on the needs of the parties and availability of funding. Castel & Cooke shall fund the expense to complete the design, planning, permitting and construction of the new and relocated gates and related signage, streetlights, conduits, electrical, security cameras, road realignments, pavement striping and other work to relocate and reconstruct the primary entrance gates to new location(s) as determined necessary by the District. The new location of the entrance gates will be so configured to allow public access to Golf Course facilities while allowing full control of access to the residential community. The District and Castle & Cooke shall enter into a Development Agreement as described below to detail the respective responsibilities of the parties.
5. Construction of Second Community Access. Castle & Cooke has submitted preliminary plans to Calaveras County for construction of the second Saddle Creek community entrance as required by the

County in the final map for the Saddle Creek development. The second entrance and all related work to be dedicated to the District for ownership, operation and maintenance, shall be designed and constructed in compliance with District construction standards, specifications and details.

6. Development Agreement. Castle & Cooke and District shall enter into an agreement (Development Agreement) addressing the construction related conditions contained in this Agreement and to detail the roles and responsibilities of the parties in planning and construction of the relocated gates and second community access. The Development Agreement will document requirements including, but not limited to construction standards, inspections, contracting requirements, construction impact to existing roads and facilities, schedules, bonding/completion requirements, and associated District fees and charges.
7. Term of Agreement. This Agreement shall be effective for a period of one year from the date of its execution by both parties, and may be terminated by Castle & Cooke by providing 30 days advance written notice to the District and paying all outstanding reimbursement invoices. The District may terminate this Agreement immediately with cause due to the default or breach of Castle & Cooke as described below.

In the event the District determines that evidence exists to require a change in the operating days and hours described herein, the District may by action of the Board:

- a. Terminate the Agreement immediately to allow for the necessary changes in gate operation, or
  - b. Immediately make the necessary operational changes while continuing to provide Privacy Officers to allow access to Golf Course facilities while the parties are faithfully developing an amended Agreement to address the changes in operation and cost.
8. Default or Breach. In the event that Castle & Cooke fails to perform their obligations under this Agreement, the District will provide a thirty-day advance notice requiring that the failed condition be immediately cured, and after the thirty-first day may discontinue providing Privacy Officers for the entrance gate and return the gate to automatic control, and/or terminate this agreement.
  9. Miscellaneous Provisions

- a. Liability and Property Damage Insurance. Castle & Cooke shall provide a certificate of insurance and endorsement naming the District, its officers and agents as additionally insured under its property/liability insurance policies.
- b. Indemnification. Castle & Cooke hereby agrees to defend, indemnify, hold harmless and protect District from and against any and all claims, losses, damages, liabilities, suits, costs (including attorneys' fees) as a result of personal injury and/or property damage in connection with or arising out of operating the entrance gate in accordance with this Agreement.

10. Notices. All notices hereunder must be writing and, unless otherwise provided herein, shall be deemed valid if sent by certified mail, return receipt requested, addressed as follows (or to any other mailing address which the party to be notified may designate to the other party by such notice.).

Should Castle & Cooke or District have a change of address, the other party shall immediately be notified as provided in this paragraph of such change.

**District:** Saddle Creek Community Services District  
 Attention: General Manager  
 1000 Saddle Creek Dr  
 Copperopolis, California 95228

**Castle & Cooke:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Successors and assigns. This agreement shall inure to the benefit of future successors of Castle & Cooke; who shall have the same rights and obligations under this agreement.

IN WITNESS WHEREOF, Castle & Cooke and District have duly executed this Agreement on the day and year first above written.

SADDLE CREEK COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Sue Russ/President of the Board

ATTEST: \_\_\_\_\_  
Michele Menzies/Secretary of the Board

Castle & Cooke \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_

**EXHIBIT A**

**Entrance Gate Operating Agreement Between Saddle Creek CSD  
and  
Castle & Cooke, Inc.**

**Gate Hours as of February 22, 2013 and Reaffirmed on March 15, 2016**

**Gate Open & Unattended**

Monday-Friday: 6:45 am – 5:00 pm

**Gate Closed and Staffed**

Friday: 5:00 pm – 8:00 pm

Saturday: 6:45 am – 8:00 pm

Sunday: 6:45 am – 5:00 pm

**Gates Closed and Staffed from 6:45 am – 5:00 pm on the following holidays:**

- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day



EXHIBIT B  
 Saddle Creek CSD  
 Entrance Gate Relocation Project Budget Estimate

<b>Item</b>	<b>2013 Pricing Quotes</b>	<b>2017 Budget Estimates</b>
Planning, design, permitting	\$ 41,203	\$ 45,323
Basic Gates installed	\$ 62,748	\$ 69,023
Cameras and DVR	\$ 10,855	\$ 11,941
Underground conduit and connection to existing system	\$ 37,410	\$ 41,151
Streetlights	\$ 30,000	\$ 33,000
Turnaround or widening of road	\$ 50,000	\$ 55,000
Repair landscape	\$ 5,000	\$ 5,500
Aesthetic improvements such as rock columns	\$ 10,000	\$ 11,000
Construction Contingency (20%)	\$ 41,203	\$ 45,323
<b>Totals</b>	<b>\$ 288,418</b>	<b>\$317,260</b>

**RESOLUTION NO. 2016-\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT  
APPROVING AGREEMENT WITH CASTLE & COOKE  
REGARDING OPERATION OF THE PRIVACY GATE**

**WHEREAS**, the District is responsible for operation and maintenance of the Saddle Creek community roads and the related privacy access gate; and

**WHEREAS**, the District has adopted various regulations governing the operation of the privacy gates, which are intended to maximize the tranquility and privacy of the property owners and residents of the community; and

**WHEREAS**, Castle & Cooke operates the Saddle Creek Golf Course and related commercial businesses which require access by the general public for their success; and

**WHEREAS**, Castle & Cooke has requested that the District assist in facilitating public access to the Golf Course facilities through the privacy gate by means of an agreement that details the roles, responsibilities and costs of both parties in operation of the privacy gates.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY** approve the attached Saddle Creek Entrance (Privacy) Gate Operating Agreement.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on April 19, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

# Saddle Creek Community Services District

## Regular Meeting of April 19, 2016

### AGENDA SUPPORTING DATA

#### 8. NEW BUSINESS

- c. Adoption of a Resolution approving various non-substantive updates and definition changes to the District Administrative Regulations 2003-1, Privacy Gate Rules for Owners, Residents and Castle & Cooke, Inc.

#### **Background**

The District has adopted attached Ordinance 03-002 which establishes regulations for the control of entrance onto roadways under the control of the CSD. To implement and prescribe the conditions of this Ordinance, the District adopted Administrative Regulations 2003-1 specifically describing the rules for operation of the Privacy Gate.

Several of the provisions of Regulation 2003-1 are specific in reference to a particular person, making the regulation outdated and incorrect when staff changes or phone numbers change. Since this regulation is an approved policy of the Board, it must be amended by action of the Board. The regulation is included with this agenda and contains proposed red line deletions and wording in the comment fields, inserted.

#### **Recommended Motion**

I move to adopt Resolution 2016-\_\_\_\_, approving various non-substantive updates and definition changes to the District Administrative Regulations 2003-1, Privacy Gate Rules for Owners, Residents and Castle & Cooke, Inc.

**SADDLE CREEK COMMUNITY SERVICES DISTRICT  
PRIVACY GATE RULES FOR RESIDENTS, OWNERS AND  
CASTLE & COOKE, INC.**

ADMINISTRATIVE REGULATIONS SECTION 2003-1  
EFFECTIVE DATE: OCTOBER 11, 2003

**A. DESCRIPTION OF FACILITY**

SADDLE CREEK is an upscale planned development of single-family homes and rental bungalows located on the western side of Calaveras County. A primary focal point of the community is the semi-private championship golf course that can be viewed throughout the development. Other privately owned on-site facilities include a golf club house, fitness center and restaurant facility.

Established August 19, 1995, by LAFCO Resolution No. 95-03, SADDLE CREEK COMMUNITY SERVICES DISTRICT (SCCSD) is the agency responsible for local governance of SADDLE CREEK. The District is served by a five member Board of Directors elected for four (4) year terms by majority vote of the registered voters within the District.

The Board of Directors are vested with the authority to enact Ordinances (Laws), policies and procedures considered necessary to insure the safety and welfare of District residents and guests and to provide for the operational concerns of the District. Ordinances, policies and practices established by the District are subject to the same considerations and have the same force and effect as laws, policies and procedures enacted by other governmental agencies; cities, counties, state or federal.

**B. PURPOSE OF REGULATIONS**

The purpose of these regulations are to minimize problems and confusion through the establishment of specific written guidelines governing access into SCCSD. Residents, property owners and other interested parties are encouraged to contact the SCCSD's General Manager (Charlie Martin - phone no. 209-295-3414 or e-mail "~~modoninc@volcano.net~~") or a Board Member if they have questions or comments on any or all parts of the regulations.

**C. EMERGENCY SERVICE PROVIDER(S)**

Privacy Officers are contract employees who serve under the exclusive direction of SCCSD. Their purpose is to insure the privacy of SADDLE CREEK residents and visitors through the monitoring/control of access through the Main Gate. Additionally they provide information, directions and assistance to residents and visitors when appropriate.

Privacy Officers are not permitted to leave their post at the Main Gate unless specifically instructed to do so by the SCCSD General Manager or his/her designated representative.

Privacy Officers do not have Police Authority nor are they Security Officers. In the event they observe or are advised of an emergency situation their response will be to contact the responsible Emergency Provider; Sheriff, Fire Department, Ambulance, etc.

The following agencies are responsible for providing emergency services to SADDLE CREEK and should be contacted directly when an emergency situation arises:

- |                    |                                       |                                     |
|--------------------|---------------------------------------|-------------------------------------|
| 1. Police Services | Calaveras County Sheriff              | Non-Emergency No.<br>(209) 754-6500 |
| 2. Fire Services   | Copperopolis Fire Protection District | Non-Emergency No.<br>(209) 785-2393 |


*Note:* FOR ALL POLICE, FIRE AND MEDICAL EMERGENCIES CALL 911

**D. ESTABLISHMENT OF ADMINISTRATIVE REGULATIONS FOR ACCESS TO ROADWAYS UNDER THE CONTROL OF SADDLE CREEK COMMUNITY SERVICES DISTRICT**

As permitted under authority of Government Code § 6121.8 and SCCSD Ordinance 2003-02, the following Administrative Regulations for control of vehicle access onto roadways under the exclusive control of SCCSD.

The purpose of this restricted/controlled access is to provide residents, owners and visitors with the highest degree of privacy and tranquility possible.

**E. ESTABLISHMENT OF ENTRY AND EXIT LOCATIONS**

Main Access: The established access point for residents, property owners, visitors, and on-site business employees is the Main Gate located just off Little John Road on Saddle Creek Drive. As authorized by the SCCSD Board of Directors, access through the Main Gate is controlled by computer activated gates and/or Privacy Officers. 

Construction Access: A temporary access for construction vehicles has been established approximately 100 yards south of the main entrance at Saddle Creek Drive. This unimproved roadway is accessed from Little John Road. The purpose of this temporary access is to minimize the amount of construction traffic on improved street such as Saddle Creek Drive. Whenever possible construction vehicles/employees shall enter and exit through this temporary access. Additional temporary access points may be authorized by the District should future need arise.

**F. ACCESS BY RESIDENTS, PROPERTY OWNERS AND DESIGNATED EMPLOYEES OF CASTLE AND COOKE, INC. (C&C)**

Residents, property owners and designated C&C employees are to enter and exit SCCSD through the Main Gate. When possible the right gate entry should be used. Entry is considered as being authorized by your use of the gate opener on the right (Resident) entry gate. Gate openers will be provided in accordance with the following guidelines:

1. Gate Opener Policy:

a) SCCSD will provide, without charge, two (2) programmed, hand held gate opener (transmitter) for each improved residential parcel located within the District. Additional hand-held gate openers may be purchased from SCCSD at the Districts cost plus a programming fee of ~~\$10~~. Please note, only those openers obtained from SCCSD will activate the gate software.

b) SCCSD will program, without charge, two (2) properly equipped vehicles (if compatible with gate software) for each improved residential parcel. A ~~\$10~~ fee will be required to program additional vehicles.

c) SCCSD will provide programmed, hand held gate openers and program vehicles owned by C&C in accordance with agreements reached between SCCSD and C&C. The C&C Development Manager or Golf Operations Manager must initiate all requests for hand held gate openers or vehicle programming.

2. Obtaining/Programming Gate Openers:

Contact the ~~SCCSD On-Site Maintenance Manager Greg Hebard - cell number 209-768-5678~~ to obtain/purchase a hand held Gate Opener or to program a vehicle. The providing/programming of gate openers/vehicles will be done by appointment only.

3. Resident, Owner, Designated C&C Employee - Entry Procedure Without Gate Opener:

In the event a resident, property owner or designated C&C employee has forgotten his/her gate opener or the opener is not working properly, entry should be made in the left lane when Privacy Officers are on duty. If the Privacy Officer does not know the person, the individual(s) will be asked to produce identification (driver license, etc.) in order to confirm that entry into SADDLE CREEK is authorized.

**G. ACCESS BY PERSONS OTHER THEN A RESIDENT, PROPERTY OWNER OR DESIGNATED CASTLE & COOKE, INC. EMPLOYEES**

1. Persons Visiting a Resident:


Visitors are permitted to enter SCCSD at any time, day or night, provided that one of the following conditions is met:

a) The visitor(s) is listed on the residents' Permanent Guest List. Please note that it is the responsibility of the resident to insure that his/her Permanent Guest List is kept up to date. Failure to do so may result in entry being allowed to persons no longer welcome by the resident.

b) The resident to be visited verbally notifies the Privacy Officer (in person, by telephone – 209-785-8700 or by means of the entry call box) that he/she

approves the visitor(s) entry. Please note that when more than five (5) guests are expected for a party or other special occasion Written Notification is required.

c) The Privacy Officer has received specific written and signed instructions from a resident to admit a visitor or visitors during a specified time period. In order to prevent delays in admitting, residents should include the full name of all expected visitors.

Permanent and Temporary Guest Lists are available at the Main Gate, on the District's website (SaddleCreekCSD.org) or can be obtained from the On-Site Maintenance Manager (~~Greg Hebard~~) by calling (209) ~~768-5678~~. 

Privacy Officers will always attempt to contact a resident whenever an unexpected visitor(s) arrives, but if the resident does not respond, entry will not be permitted.

2. Access by Service Persons (Includes Package and Parcel Deliveries):

Service Persons such as house cleaners, pool cleaners, plumbers, etc, will be permitted access by Privacy Officers only under the following conditions:

a) The resident using the service verbally notifies the Privacy Officer (in person, by telephone – 209-785-8700 or by means of the entry call box) that he/she approves entry.

b) The Privacy Officer has written and signed instructions from the resident to admit the service person.

Privacy Officers will always attempt to contact the resident when an unexpected Service Person or Delivery Person request entry, but if the resident does not respond, entry will not be permitted.

3. Access by Moving Vans:

Moving Vans will not be permitted without a specific verbal or written request of the resident who is moving into or from SCCSD. When the Privacy Officer does not know the resident, a legally acceptable form of picture identification (driver license, California I.D. Card, etc.) will be required. Additionally, the Privacy Officer shall review and record the license plate number(s) (and state) of the moving van(s) and the operator's driver license number(s) (and state).

4. Access by News Media:

News services (radio, television, news paper reporters, etc.) will not be admitted unless authorized by a resident, owner, C&C On-Site Development Manager or Golf Operations Manager, the SCCSD General Manager, or the SCCSD Board of Directors.

5. Access by Solicitors-Prohibited:

Access for the purpose of soliciting (including by residents) is not permitted.

6. Access by Process Servers:

The SCCSD is legally required to admit process servers, whether they are peace officers or private persons. After a process server has properly identified his/her purpose, entry will be permitted. In the case of a private process server, the Privacy Officer will attempt to notify the resident a process server has been admitted. In the event the process server is a Peace Officer engaging in his/her official duties, the Privacy Officer shall not attempt to notify the resident of his/her entry.

7. Access to Golf Course, Rental Bungalows, Restaurant, Sales Office and All Other C&C Owned/Controlled Facilities:

Access to the golf course and all other C&C owned/controlled facilities shall be handled in accordance with written procedures developed with the input of the C&C On-Site Development Manager and/or Golf Operations Manager. These procedures will be set forth in Administrative Regulation Section 2003-02.

8. Access by Utility Companies

While engaged in official business, employees of utility companies such as Calaveras County Water District, Pacific Gas and Electric, Calaveras Telephone, etc. will be permitted.

9. Access by Police, Fire and Other Governmental Agencies

While engaging in official business, sheriff department employees, fire and all other governmental employees have the right to enter the District.

**H. ACCEPTANCE OF PACKAGES OR OTHER DELIVERIES BY PRIVACY OFFICERS IS PROHIBITED**

Privacy Officers are strictly prohibited from accepting packages or other types of deliveries being sent to or received by a resident.



**RESOLUTION NO. 2016-\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT  
AMENDING ADMINISTRATIVE REGULATIONS 2003-1  
PRIVACY GATE RULES FOR OWNERS, RESIDENTS AND CASTLE  
& COOKE**

**WHEREAS**, the District adopts policies for the orderly regulation of the day to day affairs of the District; and

**WHEREAS**, regular amendments to District policies are required to reflect current needs and operating conditions; and

**WHEREAS**, current Administrative Regulations 2003-1 contains personal email addresses and phone numbers for past employees, which requires policy modification with all changes in staff; and

**WHEREAS**, the current regulation also contains outdated fee amounts which are more efficiently contained by reference to an annually updated fee schedule.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY approve the attached revisions to the Administrative Regulations 2003-1.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on April 19, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

---

**CERTIFICATE OF SECRETARY**

I, Michele Menzies, 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 April 19, 2016.

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

---

RESOLUTION 2016 - \_\_\_\_

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT, CONSENTING AND AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND IN THE CUSTODY OF THE STATE TREASURER FOR PURPOSES OF INVESTMENT, AND AUTHORIZING CERTAIN FINANCE OFFICERS IN CONNECTION THEREWITH

WHEREAS , the Saddle Creek Community Services District (District) is a California Community Services District duly organized and existing under and pursuant to the provisions of the Government Code of the State of California; and,

WHEREAS , the California Government Code delegates the responsibility of the District finances to the General manager on a day to day basis and to the District appointed Treasurer for the investment of the district funds; and

WHEREAS, by California Government Code Section 16429.1 ("State law"), the State legislature created a fund, which the State Treasurer holds in trust, and which is known as the Local Agency Investment Fund (the "LAIF"); and

WHEREAS, a local governmental official, with the consent of the governing body of that agency, having money in its treasury not required for immediate needs, may remit the money to the State Treasurer for deposit in the LAIF for the purpose of investment; and

WHEREAS, the Investment Policy of the District authorizes the District Treasurer to invest funds in the LAIF; and

WHEREAS, designating and authorizing certain responsible District positions to execute transactions with the LAIF, including deposits and withdrawals , all in accordance with and as permitted under State law, for investment purposes; and,

NOW THEREFORE , IT IS RESOLVED by the Board of Directors of the Saddle Creek Community Services District as follows:

1. The deposit into and withdrawal of District monies from LAIF in accordance with State law is the best interests of the District.
2. The Board authorizes and consents to the deposit into and withdrawal of District monies from LAIF in accordance with State law.

3. The Bookkeeper and General Manager, whose names and signatures are shown below, are designated as Officials of the District for purposes of completing transactions with LAIF.

4. The following specimen signatures shall be officially recognized until this authority is rescinded by a subsequent resolution of the Board.

---

Peter J. Kampa, General Manager

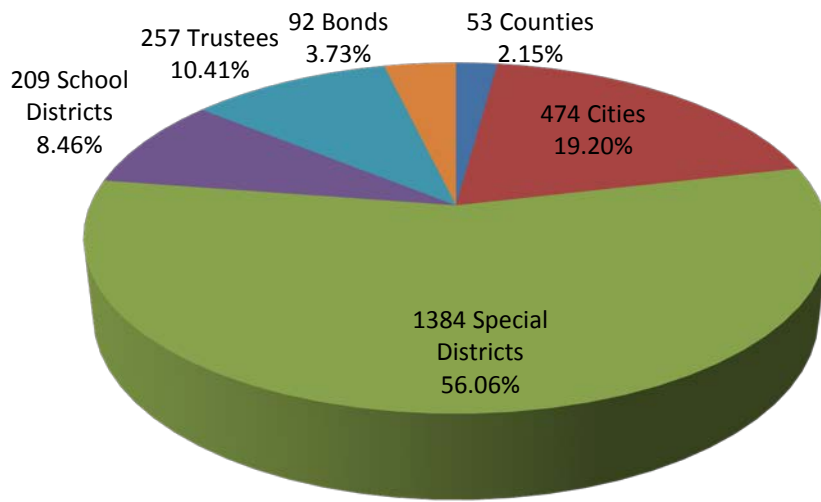
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Dolores Baker, Bookkeeper

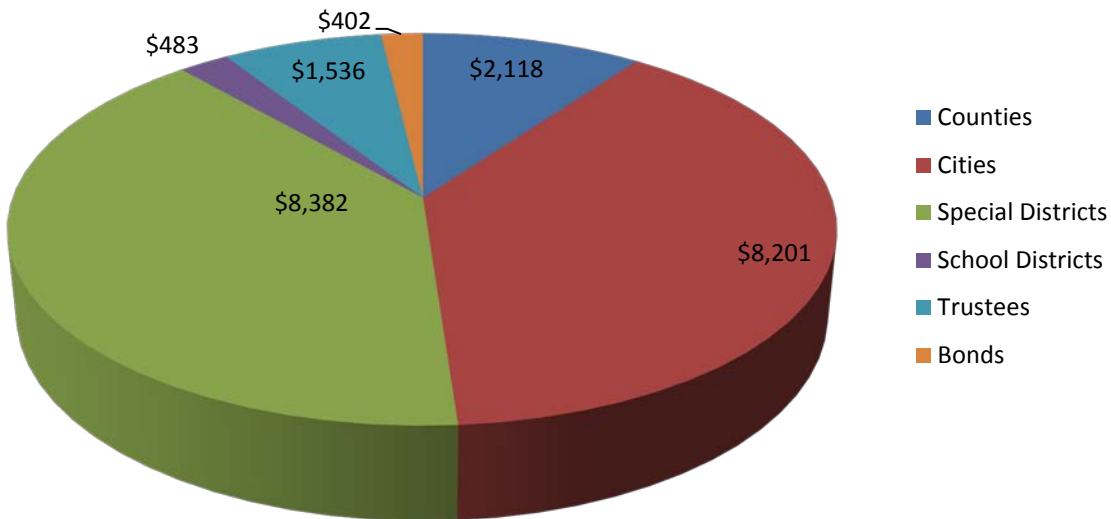
## LAIF STATISTICS AS OF MARCH 31, 2016

	Balance By Type	Participation	% of Fund
53 COUNTIES	2,117,733,368.52	2.15%	10.03%
474 CITIES	8,200,805,183.78	19.20%	38.83%
1384 SPECIAL DISTRICTS	8,381,591,463.36	56.06%	39.68%
209 SCHOOL DISTRICTS	483,110,433.07	8.46%	2.29%
257 TRUSTEES	1,536,423,784.49	10.41%	7.27%
92 BONDS	401,833,868.51	3.73%	1.90%
<b>2469 Fund Balance:</b>	<b>\$21,121,498,101.73</b>	<b>100.00%</b>	<b>100.00%</b>

Participation:



Balance by Type (dollars in millions):





COUNTY CLERK - RECORDER


REBECCA TURNER

CALAVERAS COUNTY GOVERNMENT CENTER  
891 MOUNTAIN RANCH ROAD  
SAN ANDREAS, CALIFORNIA 95249-9709  
(209) 754-6375 Fax (209) 754-6733  
ELECTIONS DIVISION

County Website: [www.co.calaveras.ca.us](http://www.co.calaveras.ca.us)  
Department Email: [electionsweb@co.calaveras.ca.us](mailto:electionsweb@co.calaveras.ca.us)

DATE: February 19, 2016

TO: District Secretaries for: All Special Districts to be consolidated with the November 2016 Presidential General Election

FROM: Robin Glanville, Clerk-Recorder-Election Coordinator 

RE: November 8, 2016 Presidential General Election

Enclosed please find the following with reference to the November 8, 2016 Presidential General Election:

1. Notice of General District Election
2. Sample Resolution
3. List of current office holders in districts whose positions will be open for this Election. If there are discrepancies with the district's list please make changes on the list and return to me.

Candidate filing period this year is from **July 18th through August 12<sup>th</sup>** (will extend five days for everyone other than incumbents if incumbents fail to file for re-election)

Please forward the following documentation to the Elections Office prior to June 17, 2016. This deadline has been established to ensure our office has sufficient time to perform all necessary functions for this election:

- Completed Notice of General District Election – must contain the district's list of elective officers/positions to be filled for the upcoming election – be sure to complete the bottom four sections regarding whether the District or Elections Office will be responsible for publishing the Notice of Election (format requirement attached – proof of publication must be provided to Elections Office), whether or not the district will pay for printing candidate's statements in the Sample Ballot Booklet and whether or not there have been any boundary changes to your district.
- A resolution adopted by your Board requesting consolidation of the district's election (sample enclosed). **Resolution must list each Director voted.**
- Certified copy of the district's map showing current boundaries *if* changed: Elections Code §10522 requires that at least 125 days before the election a current map and boundary description be delivered to the Registrar of Voters.
- A complete listing of current office holders in your district with term expiration dates and contact information including a main district contact and e-mail address if available.

Pursuant to EC 10004 if any special district fails to call or take any other necessary steps to holding a regular election the Board of Supervisors may call a special election for the selection of the governing board members.

If you have any questions, or need further assistance, please contact the Election Office at (209) 754-6375 or e-mail [rglanville@co.calaveras.ca.us](mailto:rglanville@co.calaveras.ca.us). Thank you in advance for your prompt attention to this directive.

Enclosures

RESOLUTION 2016-\_\_\_\_\_

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK  
COMMUNITY SERVICES DISTRICT CALLING A GENERAL DISTRICT ELECTION

**WHEREAS**, an election will be held within the Saddle Creek Community Services District within Calaveras County on November 8, 2016, for the purpose of electing Governing Board Members; and

**WHEREAS**, Election Code § 10403 requires jurisdictions to file with the Board of Supervisors, and the County Clerk, a resolution requesting consolidation of the District General Election with the statewide general election conducted by the County.

**THEREFORE, BE IT RESOLVED**, that the Saddle Creek Community Services District requests the Board of Supervisors of Calaveras County to consolidate the District Election with the election to be held on November 8, 2016.

**BE IT FURTHER RESOLVED, that** the District agrees to reimburse the County Elections Department for actual costs accrued as a result of this consolidation. The District acknowledges that the consolidated election will be held and conducted in the manner prescribed in Election Code §10408.

**ON A MOTION** by Director \_\_\_\_\_ seconded by Director \_\_\_\_\_ the foregoing resolution was duly passed and adopted by the following vote on April 19, 2016.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Chair of the Board of Directors

Attest:

\_\_\_\_\_  
Secretary of the Board of Directors

# Saddle Creek Community Services District

## Regular Meeting of April 19, 2016

### AGENDA SUPPORTING DATA

#### 8. NEW BUSINESS

- f. Review of new legislation affecting the District and approval of related compliance action plans.

#### Staff Recommendation

I Move to Designate the District's Fiscal Year as the Appropriate Period for Reporting of Reimbursements Received in Excess of \$100 by District Directors, General Manager and Employees, and Require Preparation of the Report within 30 days of the Fiscal Year Close.

#### Discussion

Every year new state legislation is adopted that affects the operation of the District in one way or another. We are normally made aware of this new legislation through the California Special Districts Association (CSDA) or email notifications provided by legal firms. Much of the legislation is simply just public reporting or disclosure in nature; but occasionally some laws get through vigorous opposition by CSDA and other industry associations and are adopted.

Although compliance with all of these new laws is mandatory, there are truly no "legislation cops" or other enforcement agency actively looking for violations. However, if there was ever a problem with the Grand Jury, or some form of lawsuit to which the District was subject, noncompliance with these minor laws could become a major issue in terms of District viability, responsibility or the appearance of negligence. Individually laws such as SB 272 discussed herein are very simple with which to comply. Cumulatively with hundreds of these small requirements affecting every aspect of our operation, full compliance can be a daunting task.

Two recent pieces of legislation the subject of this agenda item are SB272; now codified in California Government Code 6270.5 effective July 1, 2016 and Government Code 53065.5 which was effective last July. 6270.5 requires disclosure of Enterprise System Information. Basically this new law requires that we compile a list of all software and other programs used by the District to gather and store information, and make this information available to the public. Our only enterprise system is the Quickbooks program to which we subscribe, and we will prepare the report and post on our website before July 1. 53065.5 requires the disclosure of all reimbursements made to employees, General Manager and directors in the amount of \$100 or more. The Board sets the annual reporting timeline, and the reimbursement reports are made publicly available and posted on the website.

District staff will prepare and post both the Enterprise System and Reimbursement Reports, and update them annually. The purpose of this agenda item is to inform the Board of the new laws, and to take any necessary policy action. The only action required is the designation of the appropriate reporting period, which we recommend to be the calendar (budget) year.



CODE TEXT

**GOVERNMENT CODE - GOV**

**TITLE 5. LOCAL AGENCIES [50001 - 57550]**

*( Title 5 added by Stats. 1949, Ch. 81. )*

**DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821]**

*( Division 2 added by Stats. 1949, Ch. 81. )*

**PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7]**

*( Part 1 added by Stats. 1949, Ch. 81. )*

**CHAPTER 1. General [53000 - 53166]**

*( Chapter 1 added by Stats. 1949, Ch. 81. )*

**ARTICLE 4. Miscellaneous [53060 - 53087.7]**

*( Article 4 added by Stats. 1951, Ch. 522. )*

[53065.5.](#)

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

*(Amended by Stats. 1995, Ch. 529, Sec. 4. Effective October 4, 1995.)*