

**Saddle Creek Community Services District**  
**Regular Meeting of December 19, 2017**

**AGENDA SUPPORTING DATA**

- 6. CONSENT AGENDA**
- a. Review of monthly financial report, approval of bills and claims for the month of November 2017.
  - b. Approval of the minutes from the Regular Board Meeting held November 21, 2017.
  - c. Approval for the retirement of Certificates of Deposit as necessary to ensure cash flow pending Measure A tax payment from Calaveras County
  - d. Adoption of a Resolution approving workers compensation coverage for directors and volunteers.

**Recommended Motion**

I move to approve the Consent Agenda as presented.

Approval of the Consent Agenda will:

1. Approve the bills and claims paid for November 2017 and authorize the filing of the finance report as presented
2. Approve the minutes of the meeting of November 21, 2017 as presented
3. Authorize the General Manager to retire existing certificates of deposits in the amount necessary ensure adequate cashflow in advance of Measure A tax payment from Calaveras County
4. Approve the resolution regarding workers compensation for directors and volunteers

**Background**

The 2017/18 fiscal year budget and prior Board project approvals have authorized expenditures for road design engineering, landscape design and landscape renovation work. The expense of these projects was planned to occur prior to the receipt of any Measure A tax funds, and use of reserve funds was previously authorized by the Board.

Based on a cashflow projection completed by our Accountant, we could be in a cash negative position of approximately \$37,000 by the January Board meeting, and \$98,500 by the end of February 2018. We are expecting approximately 55% of the Measure A tax levy; \$508,446 to be paid by the first week of March 2018.

This item is being placed on the consent agenda for approval with other non-controversial items, for action to ensure that adequate documentation is in place for the purpose of our annual audit.



*Saddle Creek Community Services District*

# ***Treasurer's Report***

*November 30, 2017*

# Saddle Creek Comm Srvs District

## BALANCE SHEET

As of November 30, 2017

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	93,689
1020 Cash - Fund 2188	(89)
1080 Umpqua Bank CD Accounts	126,961
<b>Total Bank Accounts</b>	<b>\$220,561</b>
<b>Total Current Assets</b>	<b>\$220,561</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>\$12,496,108</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	18,709
<b>Total Accounts Payable</b>	<b>\$18,709</b>
Credit Cards	
2040 CSDA Bank of the West MC	1,265
<b>Total Credit Cards</b>	<b>\$1,265</b>
Other Current Liabilities	
2100 Payroll Taxes Payable	291
2110 Wage Garnishments Payable	179
2150 Accrued Payroll	10,454
2200 Sales Tax Payable	361
2201 Sales Tax Adjustment	68
Board of Equalization Payable	43
<b>Total Other Current Liabilities</b>	<b>\$11,396</b>
<b>Total Current Liabilities</b>	<b>\$31,370</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>\$94,705</b>
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Retained Earnings	455,415
Net Income	(252,808)
<b>Total Equity</b>	<b>\$12,401,403</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,496,108</b>

**Saddle Creek Comm Srvs District**  
**Statement of Cash Flows**  
For the 5 Months Ending November 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>(252,890)</b>	<b>(89)</b>	<b>80</b>	<b>13</b>	<b>13</b>	<b>32</b>	<b>33</b>	<b>(252,808)</b>
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable	-							-
2000 Accounts Payable	(15,600)							(15,600)
2040 CSDA Bank of the West MC	(22,100)							(22,100)
2070 John Deere Open Account	(184)							(184)
2100 Payroll Taxes Payable	63							63
2150 Accrued Payroll	1,989							1,989
Other Current Payables	311							311
<b>Net cash provided by operating activities</b>	<b>(288,411)</b>	<b>(89)</b>	<b>80</b>	<b>13</b>	<b>13</b>	<b>32</b>	<b>33</b>	<b>(288,329)</b>
<b>Net cash increase for period</b>	<b>(288,411)</b>	<b>(89)</b>	<b>80</b>	<b>13</b>	<b>13</b>	<b>32</b>	<b>33</b>	<b>(288,329)</b>
<b>Cash at beginning of period (7/1/2017)</b>	<b>382,100</b>	<b>-</b>	<b>26,145</b>	<b>25,188</b>	<b>25,188</b>	<b>25,135</b>	<b>25,135</b>	<b>508,891</b>
<b>Cash at end of period</b>	<b>93,689</b>	<b>(89)</b>	<b>26,225</b>	<b>25,201</b>	<b>25,201</b>	<b>25,167</b>	<b>25,168</b>	<b>220,562</b>

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
**FY 2017-18 MONTHLY BUDGET REPORT**  
 November 2017

EXPENDITURES	Current Year			Prior Year		
	(Approved) FY 2017-18	(Expenditures) Month of November	(Expenditures) Year to Date	(Adjusted) FY 2016 Jan-Dec	(Expenditures) Month of November	(Expenditures) Year to Date Jul-Nov
<b>SERVICES AND SUPPLIES</b>						
<u>ADMINISTRATION</u>						
OE01	Audit Expense	\$ 7,800		\$ 7,500		
OE02	Accounting & Bookkeeping	\$ 551	\$ 31	\$ 155	\$ 500	\$ 31 \$ 155
OE02-1	Parcel Tax Implementation	\$ 4,250	\$ -	\$ 1,209	\$ 4,300	
OE03	On-line Back-up/Notary Fees/Bonds	\$ 397	\$ -	\$ 580	\$ 361	
OE04	Legal Expenses	\$ 1,575			\$ 1,500	
OE05	Management Fees	\$ 68,775	\$ 5,678	\$ 27,580	\$ 62,700	\$ 5,591 \$ 26,491
OE06	Insurance (Property Loss/Liability)	\$ 8,925			\$ 8,000	
OE07	Miscellaneous/Contingency	\$ 9,000	\$ 1,152	\$ 2,125	\$ 2,000	\$ 549 \$ 797
OE08	Professional Development (Travel/Training)	\$ 8,925	\$ 537	\$ 5,448	\$ 6,000	\$ 76 \$ 1,074
OE09	Dues, Certifications & Subscriptions	\$ 4,725	\$ 3,261	\$ 5,615	\$ 4,000	\$ 99 \$ 1,511
OE10	Uniform Expenses	\$ 2,310	\$ 798	\$ 1,821	\$ 2,200	\$ 261 \$ 461
OE11	Electric Power/Water/Sewer	\$ 9,405	\$ 268	\$ 2,259	\$ 5,200	\$ 260 \$ 1,995
OE12	Telephone/Internet Service	\$ 6,405	\$ 437	\$ 2,199	\$ 5,200	\$ 450 \$ 2,283
OE14	Office Supplies/Postage	\$ 5,250	\$ 532	\$ 3,623	\$ 5,000	\$ 184 \$ 2,147
OE15	Office Equipment Repair/Replacement	\$ 5,250	\$ 114	\$ 5,916	\$ 3,000	\$ 1,534
OE21	Office Equipment Lease	\$ 7,200	\$ 169	\$ 712		
OE31	Records Management Services				\$ 2,400	
OE26	County Fees/LAFCO	\$ 6,825	\$ -	\$ 397	\$ 6,500	\$ 90
OE30	Reimbursable Maint/Repair Expense	\$ 7,000	\$ -	\$ 3,768	\$ 19,500	\$ 493
	Castle & Cooke Subsidized Expenses	\$ 120,000				
PE03-1	Payroll Taxes - Administration	\$ -	\$ 678	\$ 3,022	\$ -	\$ 320 \$ 1,612
PE06-1	Employee Wages - Administration	\$ -	\$ 8,862	\$ 36,115	\$ -	\$ 4,104 \$ 19,645
	<b>Total Administration</b>	<b>\$ 284,568</b>	<b>\$ 22,516</b>	<b>\$ 102,546</b>	<b>\$ 145,861</b>	<b>\$ 11,924 \$ 60,288</b>
<u>COMMON AREAS</u>						
OE16	Gate Maintenance & Opener Purchase	\$ 17,500	\$ 971	\$ 5,719	\$ 4,000	\$ 175 \$ 2,343
OE18	Landscape Supplies & Repairs	\$ 25,000	\$ 278	\$ 12,846	\$ 21,000	\$ -
OE18-3	Landscape Equipment Gas & Oil	\$ 5,250	\$ 300	\$ 998	\$ 5,000	\$ - \$ 2,187
OE18-4	Landscape Equipment Repair/Replacement	\$ 17,500	\$ 378	\$ 10,636	\$ 16,500	\$ - \$ 1,525
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 945	\$ 5,073	\$ -	\$ 1,119 \$ 4,855
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 12,355	\$ 66,317	\$ -	\$ 14,627 \$ 63,469
	<b>Total Common Areas</b>	<b>\$ 65,250</b>	<b>\$ 15,228</b>	<b>\$ 101,588</b>	<b>\$ 46,500</b>	<b>\$ 15,921 \$ 74,380</b>
<u>FIRE PROTECTION</u>						
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ - \$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 355
PE06-3	Employee Wages - Fire Protection	\$ -	\$ -	\$ -	\$ -	\$ 4,636
	<b>Total Fire Protection</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ - \$ 4,990</b>

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
**FY 2017-18 MONTHLY BUDGET REPORT**  
 November 2017

		Current Year			Prior Year		
		(Approved) FY 2017-18	(Expenditures) Month of November	(Expenditures) Year to Date	(Adjusted) FY 2016 Jan-Dec	(Expenditures) Month of November	(Expenditures) Year to Date Jul-Nov
<b>MOSQUITO ABATEMENT</b>							
OE22-1	Mosquito Control Products	\$ 15,225	\$ 946	\$ 4,279	\$ 14,500	\$ 858	\$ 2,468
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,150	\$ -	\$ 698	\$ 3,000	\$ 93	\$ 853
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,550	\$ 143	\$ 3,804	\$ 11,000	\$ 1,045	\$ 4,568
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,250	\$ 596	\$ 1,803	\$ 5,000		\$ 1,401
PE03-4	Payroll Taxes - Mosquito Abatement		\$ -	\$ 170			\$ 339
PE06-4	Employee Wages - Mosquito Abatement		\$ -	\$ 2,227			\$ 4,437
	<b>Total Mosquito Abatement</b>	<b>\$ 35,175</b>	<b>\$ 1,684</b>	<b>\$ 12,982</b>	<b>\$ 33,500</b>	<b>\$ 1,997</b>	<b>\$ 14,067</b>
<b>STREETS</b>							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 14,175	\$ -	\$ 4,570	\$ 13,500		\$ 10,359
	Contract Storm Water Maint Service	\$ 5,000	\$ -	\$ -			
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ 6	\$ -	\$ -	\$ -
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -
	<b>Total Streets</b>	<b>\$ 19,175</b>	<b>\$ -</b>	<b>\$ 4,657</b>	<b>\$ 13,500</b>	<b>\$ -</b>	<b>\$ 10,359</b>
<b>WETLANDS</b>							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Payroll Taxes - Wetlands	\$ -	\$ -	\$ -	\$ -		\$ 77
PE06-6	Employee Wages - Wetlands	\$ -	\$ -	\$ -	\$ -		\$ 1,012
	<b>Total Wetlands</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,089</b>
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 404,168</b>	<b>\$ 39,428</b>	<b>\$ 221,772</b>	<b>\$ 239,361</b>	<b>\$ 29,842</b>	<b>\$ 165,173</b>
<b>PERSONNEL COSTS</b>							
PE01	Worker Compensation Insurance	\$ 22,237	\$ -	\$ (320)	\$ 16,035		\$ 489
PE02	Health Insurance	\$ 66,101	\$ 3,736	\$ 20,548	\$ 60,145	\$ 4,508	\$ 22,542
PE03	Payroll Taxes	\$ 28,517	\$ 1,623	\$ 8,272	\$ 22,311	\$ 1,438	\$ 7,238
PE04	Processing Fees	\$ 1,400	\$ 111	\$ 557	\$ 1,400	\$ 113	\$ 565
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages	\$ 326,653	\$ 21,218	\$ 104,741	\$ 255,712	\$ 18,731	\$ 93,200
			\$ 26,688	\$ 133,798		\$ 24,791	\$ 124,034
	Distributed to Service Areas		\$ (22,841)	\$ (113,013)		\$ (20,170)	\$ (100,438)
	<b>TOTAL UNDISTRIBUTED PERSONNEL COSTS</b>	<b>\$ 450,908</b>	<b>\$ 3,847</b>	<b>\$ 20,785</b>	<b>\$ 361,603</b>	<b>\$ 4,621</b>	<b>\$ 23,596</b>
<b>EQUIPMENT OUTLAY</b>							
CO01	(1) Cart & (1) Fogger	\$ 29,000	\$ -	\$ 17,786			
CO04	John Deer Roto Tiller (2017)		\$ -	\$ -			
CO04	Cart - Mosquito Abatement (2016)				\$ 17,107		
CO04	Vrisimo Flail Mower (2015)				\$ 2,150		
CO04	John Deere Tractor w/loader & Bucket (2016)				\$ 72,400		
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 29,000</b>	<b>\$ -</b>	<b>\$ 17,786</b>	<b>\$ 91,657</b>	<b>\$ -</b>	<b>\$ -</b>

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
**FY 2017-18 MONTHLY BUDGET REPORT**  
 November 2017

	Current Year			Prior Year		
	(Approved) FY 2017-18	(Expenditures) Month of November	(Expenditures) Year to Date	(Adjusted) FY 2016 Jan-Dec	(Expenditures) Month of November	(Expenditures) Year to Date Jul-Nov
<b>CAPITAL OUTLAY/STUDIES/ASSESEMENTS</b>						
Landscape Design	\$ 20,000	\$ -				
OE18-1 Landscape Improvements	\$ 80,000	\$ 15,000	\$ 22,421	\$ 12,000		\$ 8,085
Road Improvement (Incl. \$15K Contingency)	\$ 115,000	\$ -	\$ -	\$ 15,000		\$ -
OE17-1 Road Project Management (Willan)	\$ 43,000	\$ 4,893	\$ 5,959			
<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	<b>\$ 258,000</b>	<b>\$ 19,893</b>	<b>\$ 28,380</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ 8,085</b>
<b>DEBT SERVICE</b>						
John Deere Financing	\$ 16,100	\$ 1,336	\$ 6,680	\$ 14,440	\$ 1,336	\$ 6,679
<b>TOTAL DEBT SERVICE</b>	<b>\$ 16,100</b>	<b>\$ 1,336</b>	<b>\$ 6,680</b>	<b>\$ 14,440</b>	<b>\$ 1,336</b>	<b>\$ 6,679</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,158,176</b>	<b>\$ 64,504</b>	<b>\$ 295,402</b>	<b>\$ 734,061</b>	<b>\$ 35,799</b>	<b>\$ 203,533</b>
<b>PAYMENTS AND ASSESSMENTS RECEIVED</b>						
<u>Assessment Income</u>						
Payment No. 1: (40%) May 2018						
Payment No. 2: (5%) Aug 2017			\$ 29,983	\$ (90)		\$ 29,186
Payment No. 3: (55%) Feb 2018						
<b>Total Assessment Income</b>	<b>\$ 924,447</b>	<b>\$ -</b>	<b>\$ 29,983</b>	<b>\$ 590,142</b>	<b>\$ (90)</b>	<b>\$ 29,186</b>
<u>Reimbursement Income</u>						
From: For:						
C&C Water Truck/Tractor Repairs			\$ 3,690		\$	493
C&C Construction Gate Repairs/'16-Signs						
Various Other (Nov: SDRMA Ins-Gate Repair)		\$ 4,200	\$ 4,277			
<b>Total Reimbursement Income</b>	<b>\$ 7,000</b>	<b>\$ 4,200</b>	<b>\$ 7,967</b>	<b>\$ 19,500</b>	<b>\$ -</b>	<b>\$ 493</b>
<u>Other Income</u>						
From: For:						
C&C Weed Abatement			\$ 3,500			
Lot Ownr Weed Abatement					\$	300
Lot Ownr Gate Openers/Cards		\$ 100	\$ 668		\$	214
Various Miscellaneous						
CC/Umpir Interest Received		\$ 75	\$ 477	\$ 81	\$	314
CSDA Credit Card Rebate						
SDRMA 16-17 PL Pro-rated/Loss Prev Allow						
<b>Total Other Income</b>	<b>\$ 6,400</b>	<b>\$ 175</b>	<b>\$ 4,645</b>	<b>\$ 1,634</b>	<b>\$ 81</b>	<b>\$ 828</b>
<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>	<b>\$ 937,847</b>	<b>\$ 4,375</b>	<b>\$ 42,595</b>	<b>\$ 611,276</b>	<b>\$ (9)</b>	<b>\$ 30,508</b>
Excess of Expenditures of Income				\$ (122,785)	\$ (35,808)	\$ (173,025)
<u>Other Financing Sources and Uses</u>						
John Deere Financing				\$ 72,157		
<b>Net Income</b>	<b>\$ (220,329)</b>	<b>\$ (60,129)</b>	<b>\$ (252,808)</b>	<b>\$ (50,628)</b>	<b>\$ (35,808)</b>	<b>\$ (173,025)</b>

Saddle Creek Comm Svcs District

2040 CSDA Bank of the West MC, Period Ending 11/28/2017

RECONCILIATION REPORT

Reconciled on: 12/10/2017

Reconciled by: Dolores Baker

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

Summary

USD

Statement beginning balance	13,534.84
Finance charge	145.61
Charges and cash advances cleared (45)	7,916.16
Payments and credits cleared (3)	-13,744.97
Statement ending balance	<u>7,851.64</u>

Uncleared transactions as of 11/28/2017	1,265.18
Register balance as of 11/28/2017	9,116.82
Cleared transactions after 11/28/2017	0.00
Uncleared transactions after 11/28/2017	5,358.89
Register balance as of 12/10/2017	<u>14,475.71</u>

Details

Charges and cash advances cleared (45)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/18/2017	Expense	716896	Hunt & Sons, Inc.	212.05
10/18/2017	Expense	728067	Hunt & Sons, Inc.	158.59
10/27/2017	Expense	003314	Marriot Hotels	152.29
10/28/2017	Expense	9031037	Copper Station	91.22
10/29/2017	Expense	056923	Payless IGA	33.33
10/30/2017	Expense	1048582	Fat City Bar & Cafe	22.44
10/30/2017	Expense	757202	Valley Truck & Tractor Company	614.33
10/31/2017	Expense	733169	Hunt & Sons, Inc.	659.06
11/01/2017	Expense	Nov Stmt	Cal Waste Recovery Systems	67.63
11/01/2017	Expense	11410940	Indeed for Employers	350.78
11/01/2017	Expense	478017-00	New Pig Corp.	264.69
11/01/2017	Expense	0913-10122017	Verizon Wireless	121.28
11/01/2017	Expense		Intuit - QBO Online	30.99
11/02/2017	Expense	01157005	Saddle Creek Country Club	30.82
11/03/2017	Expense	18366	Tees to Please	463.66
11/03/2017	Expense	85-26284	Griff's BBQ & Grill	43.65
11/04/2017	Expense	77897872	Copperopolis Cruisers 25	50.59
11/04/2017	Expense	5848	Orchard Supply Hardware	477.06
11/06/2017	Expense	114814	Copper Auto & Marine	378.42
11/06/2017	Expense	208674	Lewis Port USA Racing	32.18
11/07/2017	Expense	P6828782	Duluth Trading Company	333.90
11/07/2017	Expense	Frames	Amazon.com	22.99
11/07/2017	Expense	208680	Lewis Port USA Racing	75.08
11/07/2017	Expense	23114920	Lowe's	76.03
11/07/2017	Expense	01157243	Saddle Creek Country Club	34.35
11/07/2017	Expense	95595666	Stockton Honda Yamaha	339.93
11/08/2017	Expense	7	Copper Auto & Marine	194.04
11/09/2017	Expense	E02004KJ98	Microsoft Office	12.50
11/11/2017	Expense	93407	Staples	57.62
11/11/2017	Expense	875026	Staples	4.22
11/13/2017	Expense	1543	Payless IGA	55.64
11/15/2017	Expense	10/31/2017	Calaveras Telephone Co.	315.56
11/16/2017	Expense	5124	Tractor Supply Co.	589.56
11/16/2017	Expense	9805576	Lowe's	60.80
11/16/2017	Expense	Board Clerk	Staples	22.79
11/18/2017	Expense	QW4MX52781	WordPress.com	99.00
11/21/2017	Expense	9745	Staples	372.72
11/21/2017	Expense	9795	Staples	32.47
11/21/2017	Expense	9747	Staples	67.27
11/21/2017	Expense	2096457455	Staples	7.24
11/21/2017	Expense	08922	Staples	10.04
11/21/2017	Expense	08923	Staples	42.02
11/21/2017	Expense	00014666	Swingle Meat Co.	629.42
11/21/2017	Expense	108159740	Myron Corporation	92.19



DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/27/2017	Expense	B353250	Lake Tulloch True Value Hardware	113.72
<b>Total</b>				<b>7,916.16</b>

Payments and credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/28/2017	Bill	Oct Stmt	Bank of the West	-13,534.84
11/16/2017	Credit Card Credit	51496	United-states-flag.com	-30.75
11/21/2017	Credit Card Credit	9746	Staples	-179.38
<b>Total</b>				<b>-13,744.97</b>

**Additional Information**

Uncleared charges and cash advances as of 11/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2017	Expense	5774795-B-1	Ewing	165.33
11/14/2017	Expense	740872	Hunt & Sons, Inc.	142.89
11/27/2017	Expense	746983	Hunt & Sons, Inc.	300.23
11/28/2017	Expense	05822	Lowe's	81.63
11/28/2017	Expense	02900	Lowe's	53.01
11/28/2017	Expense	02899	Lowe's	522.09
<b>Total</b>				<b>1,265.18</b>

Uncleared charges and cash advances after 11/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/01/2017	Expense		Intuit - QBO Online	30.99
12/01/2017	Expense	72	Gold Dust Pizza Copperopolis	88.81
12/01/2017	Expense	Dec. 2017	Cal Waste Recovery Systems	67.63
12/02/2017	Expense	1645735846	Verizon Wireless	121.28
12/02/2017	Expense	9052151	Copper Station	77.07
12/04/2017	Expense	E19643	Safe-T-Lite of Modesto Inc.	190.14
12/04/2017	Expense	289906	J.Milano Co., Inc.	495.13
12/04/2017	Expense	A21236	Conlin Supply - Modesto	260.91
12/04/2017	Expense	H239209	Hughson Farm Supply	422.20
12/04/2017	Expense	02516459	Harbor Freight Tools	43.04
12/05/2017	Expense	P10967-05	Sonray Machinery	8.72
12/05/2017	Expense	6767378-A-1	Ewing	1,108.60
12/06/2017	Expense	23334	Lowe's	213.99
12/07/2017	Expense	607304	Tractor Supply Co.	578.55
12/07/2017	Expense	98677	Staples	268.92
12/08/2017	Expense	112461145	LogMein, Inc.	348.00
12/08/2017	Expense	H104436-01	Tractor Supply Co.	208.12
12/08/2017	Expense	105456	Conlin Supply - Modesto	87.34
12/10/2017	Expense		Microsoft Office	12.50
12/15/2017	Expense	PE11302017	Calaveras Telephone Co.	546.92
12/18/2017	Expense	0916-11152017	CCWD	285.88
<b>Total</b>				<b>5,464.74</b>

Uncleared payments and credits after 11/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/06/2017	Credit Card Credit	S2279AF1	Lowe's	-105.85
<b>Total</b>				<b>-105.85</b>

# Saddle Creek Comm Srvs District

## CHECK DETAIL

November 2017

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>1000 Umpqua Bank Checking</b>				
11/01/2017	1910111	John Deere Financial	John Deere Tractor Lease	(1,335.71)
11/01/2017	2196	Kampa Community Solutions, LLC	October Management Fees	(5,678.27)
11/01/2017	2201	Delta Charlie Sod Company	4 days of Landscape Work	(12,000.00)
11/02/2017	Nov Fee	Intuit Full Service Payroll	Payroll Service Fees	(111.00)
11/03/2017	DD	Gregory Hebard	Pay Period: 10/16/2017-10/31/2017	(2,243.48)
11/03/2017	DD	DOLORES C BAKER	Pay Period: 10/16/2017-10/31/2017	(309.88)
11/03/2017	2197	California State Disbursement Unit	Garnishments Payable	(297.50)
11/03/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
11/03/2017	DD	CODY L PONDER	Pay Period: 10/16/2017-10/31/2017	(702.32)
11/03/2017	DD	BRADLEY D NICKELL	Pay Period: 10/16/2017-10/31/2017	(1,184.06)
11/03/2017	DD	NICOLE C Mc CUTCHEN	Pay Period: 10/16/2017-10/31/2017	(1,506.95)
11/03/2017	DD	Ralph M. McGeorge	Pay Period: 10/16/2017-10/31/2017	(1,523.53)
11/07/2017	2202	Delta Charlie Sod Company	Landscape work	(3,000.00)
11/08/2017		IRS	Tax Payment for Period: 11/01/2017-11/03/2017	(2,927.92)
11/08/2017		CA EDD	Tax Payment for Period: 11/01/2017-11/03/2017	(521.08)
11/20/2017	DD	Gregory Hebard	Pay Period: 11/01/2017-11/15/2017	(2,243.49)
11/20/2017	DD	DOLORES C BAKER	Pay Period: 11/01/2017-11/15/2017	(628.36)
11/20/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
11/20/2017	DD	CODY L PONDER	Pay Period: 11/01/2017-11/15/2017	(878.56)
11/20/2017	DD	BRADLEY D NICKELL	Pay Period: 11/01/2017-11/15/2017	(1,055.44)
11/20/2017	DD	Ralph M. McGeorge	Pay Period: 11/01/2017-11/15/2017	(1,523.52)
11/20/2017	DD	NICOLE C Mc CUTCHEN	Pay Period: 11/01/2017-11/15/2017	(1,419.71)
11/21/2017	2203	Angels Heating & Air Conditioning	Heater Repair	(445.97)
11/21/2017	2204	Bank of the West	Credit Card Payment	(13,534.84)
11/21/2017	2205	California Special Districts Association	2018 Membership Dues	(2,633.00)
11/21/2017	2206	California State Disbursement Unit	Garnishments Payable	(297.50)
11/21/2017	2207	Gold Electric, Inc.	12 Led Retro-fits and photo cell replacements	(3,874.98)
11/21/2017	2209	San Joaquin Cnty Mosquito & Vector Ctrl	Continuing Education	(96.00)
11/21/2017	2210	SDRMA-Health Ins.	Health Insurance Monthly Premium	(3,736.00)
11/21/2017	2208	Nicole Mc Cutchen	Expense Reimb - Clerk Conf	(149.86)
11/21/2017	2212	Willdan	Sept Billing - Engineering- Prelim Tasks Per Contract	(1,066.00)
11/21/2017	2211	VALLEY ENTRY SYSTEMS, INC.	Gate Service Call	(433.29)
11/27/2017		IRS	Tax Payment for Period: 11/18/2017-11/21/2017	(2,973.75)
11/27/2017	11/7/2017	PG&E - 7193	Utilities	(267.76)
11/27/2017		CA EDD	Tax Payment for Period: 11/18/2017-11/21/2017	(517.42)
11/30/2017	20171130	USBank Equipment Finance	Copier Lease	(169.36)
<b>Total for 1000 Umpqua Bank Checking</b>				<b>\$ (71,386.51)</b>

**REGULAR BOARD MEETING MINUTES**

November 21, 2017 2:00 PM  
Saddle Creek Lodge  
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER **meeting came to order at 2:03pm.**
2. ROLL CALL **Present Hoffman, Vice President Albertson, Director DeBaldo, Director Russ, Director Golden, GM Kampa, Site Manager Hebard and Board Clerk McCutchen.**
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA **none**
5. **PUBLIC COMMENT** Two topics brought up: Second gate and sports center wood rot concern.
6. **CONSENT CALENDAR**
  - a. Review of monthly financial report, approval of bills and claims for the month of October, 2017.
  - b. Approval of the minutes from the Board Meeting held October 17, 2017.  
**Director Russ made a motion to approve the October 2017 financial report, approval of bills and claims and meeting minutes for October 17, 2017. Vice President Albertson seconded the motion. Motion passed unanimously.**
7. **DISCUSSION AND ACTION ITEMS**
  - a. Presentation of the Saddle Creek Roads Rehabilitation Project, Preliminary Design Report.  
**Presentation made by GM Kampa.**
  - b. Discussion and action regarding seasonal community beautification projects on District property; and District staff, equipment and financial participation therewith. **Director DeBaldo makes a motion for financial participation by the District in the amount of \$500. Vice President Ken Albertson seconds the motion. Motion passes unanimously.**
  - c. Adoption of a resolution approving an amended Salary Schedule to reflect a change in the Maintenance Supervisor salary range, reflecting the current responsibilities of the position. **Director Russ makes a motion to adopt a resolution amending the salary schedule to reflect a change in the Maintenance Supervisor salary range, reflecting the current responsibilities of the position. Director DeBaldo seconds the motion. Motion passes unanimously.**
  - d. Adoption of a resolution approving a policy on new employee introductory periods. **Director Russ makes a motion adopting a resolution approving a policy on new employee introductory periods. Vice President Albertson seconds the motion. Motion passes unanimously.**
  - e. Approval of a letter to Calaveras County declaring a concern for public safety related to the lack of a second community entrance, requesting meetings and diligent county action toward resolution. **No action taken.**
  - f. Development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings. **Vice President Albertson makes a motion for GM Kampa to assist the Board in development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings. Director DeBaldo seconds the motion. Motion passes unanimously.**

## REGULAR BOARD MEETING MINUTES

November 21, 2017 2:00 PM

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### 8. STAFF AND DIRECTOR REPORTS:

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

#### a. General Manager's Report:

- Landscape project status report. **GM Kampa gave an update on the status of the landscape project.**
- Report on the status of accomplishments of Managements Objectives. **GM Kampa handed out a written accomplishment report and was directed by the Board to give these reports quarterly going forward.**
- Summary report of new state laws affecting special districts effective in 2018. **GM reviewed a legislative update provided by CSDA.**

#### b. Site Manager's verbal report. **Nothing to report.**

### 9. ADJOURNMENT meeting adjourned at 3:59pm



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141 or 800.537.7790 • F 916.231.4111

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November 30, 2017

Mr. Greg Hebard  
Site Manager  
Saddle Creek Community Services District  
1000 Saddle Creek Drive  
Copperopolis, California 95228

**Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage**

Dear Mr. Hebard,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or [edoughty@sdrrma.org](mailto:edoughty@sdrrma.org).

Sincerely,  
Special District Risk Management Authority

  
Gregory S. Hall, ARM  
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers

RESOLUTION No. 2017-

RESOLUTION OF THE GOVERNING BODY OF  
THE SADDLE CREEK COMMUNITY SERVICES DISTRICT,  
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL  
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF  
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN  
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

---

**WHEREAS**, the Saddle Creek Community Services District utilizes the services of Governing Body Members and Volunteers; and

**WHEREAS**, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

**WHEREAS**, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the Saddle Creek Community Services District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- \_\_\_\_\_  
[designate]

**NOW, THEREFORE, BE IT RESOLVED**, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Saddle Creek Community Services District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Saddle Creek Community Services District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Saddle Creek Community Services District.

**PASSED, APPROVED AND ADOPTED** this 19<sup>th</sup> day of December, 2017 by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Larry Hoffman, President  
Saddle Creek Community Services District

ATTEST:

\_\_\_\_\_  
Peter J. Kampa, Secretary

I, Peter J. Kampa, the duly appointed and 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 at the Saddle Creek Lodge, 1001 Saddle Creek Dr., Copperopolis, CA, on December 19, 2017.