

**REGULAR BOARD MEETING AGENDA**  
February 20, 2018 2:00 PM  
Saddle Creek Lodge  
1001 Saddle Creek Drive, Copperopolis, CA

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CHANGES TO ORDER OF AGENDA**

5. **PUBLIC COMMENT** (Each speaker is limited to two (2) minutes)

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

6. **CONSENT CALENDAR**

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

- a. Review of monthly financial report, approval of bills and claims for the month of January 2018.
- b. Approval of the minutes from the Regular Board Meeting held January 16, 2018.

7. **DISCUSSION AND ACTION ITEMS**

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

- a. Discussion and action related to a proposed increase in the weed abatement fee charged for mowing of vacant lots.
- b. Adoption of a resolution approving final Board Bylaws, which detail the policies and procedures governing the Board of Directors and Board meetings and establishing a public hearing date for their adoption.
- c. Continued development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings.

8. **STAFF AND DIRECTOR REPORTS:**

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

- a. General Manager's Report:
  - Road maintenance and improvement status report.
  - Landscape maintenance project status report.
- b. Site Manager's verbal report.

9. **ADJOURNMENT**

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

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



*Saddle Creek Community Services District*

# ***Treasurer's Report***

*January 31, 2018*

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
 FY 2017-18 MONTHLY BUDGET REPORT ANALYSIS  
 January 2018

		ACTUALS			BUDGET		
		2016-17 Jul-Jan	2017-18 Jul-Jan	Variance Inc/ (Decr)	2017-18 BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>							
<b>SERVICES AND SUPPLIES</b>							
<b>ADMINISTRATION</b>							
OE01	Audit Expense			\$ -	\$ 7,800	\$ 7,800	100%
OE02	Accounting & Bookkeeping	\$ 217	\$ 217	\$ -	\$ 551	\$ 334	61%
OE02-1	Parcel Tax Implementation	\$ 5,134	\$ 2,298	\$ (2,836)	\$ 4,250	\$ 1,952	46%
OE03	On-line Back-up/Notary Fees/Bonds	\$ -	\$ 906	\$ 906	\$ 397	\$ (509)	-128%
OE04	Legal Expenses	\$ -	\$ -	\$ -	\$ 1,575	\$ 1,575	100%
OE05	Management Fees	\$ 37,307	\$ 38,937	\$ 1,630	\$ 68,775	\$ 29,838	43%
OE06	Insurance (Property Loss/Liability)	\$ -	\$ 188	\$ 188	\$ 8,925	\$ 8,737	98%
OE07	Miscellaneous/Contingency	\$ 1,789	\$ 3,378	\$ 1,589	\$ 8,000	\$ 4,622	58%
OE08	Professional Development (Travel/Training)	\$ 1,924	\$ 7,104	\$ 5,180	\$ 8,925	\$ 1,821	20%
OE09	Dues, Certifications & Subscriptions	\$ 3,425	\$ 6,627	\$ 3,202	\$ 6,200	\$ (427)	-7%
OE10	Uniform Expenses	\$ 1,925	\$ 2,467	\$ 543	\$ 2,310	\$ (157)	-7%
OE11	Electric Power/Water/Sewer	\$ 2,993	\$ 3,360	\$ 368	\$ 9,405	\$ 6,045	64%
OE12	Telephone/Internet Service	\$ 3,199	\$ 3,477	\$ 278	\$ 6,405	\$ 2,928	46%
OE14	Office Supplies/Postage	\$ 3,886	\$ 4,874	\$ 988	\$ 5,250	\$ 376	7%
OE15	Office Equipment Repair/Replacement	\$ 3,432	\$ 5,916	\$ 2,485	\$ 6,000	\$ 84	1%
OE21	Office Equipment Lease	\$ -	\$ 1,300	\$ 1,300	\$ 2,000	\$ 700	35%
OE41	HR Consultant	\$ -	\$ 2,000	\$ 2,000	\$ 6,000	\$ 4,000	67%
OE26	County Fees/LAFCO	\$ 3,067	\$ 5,020	\$ 1,952	\$ 6,825	\$ 1,805	26%
OE30	Reimbursable Maint/Repair Expense	\$ 1,434	\$ 4,268	\$ 2,834	\$ 7,000	\$ 2,732	39%
	Castle & Cooke Subsidized Expenses	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	100%
PE03-1	Payroll Taxes - Administration	\$ 4,063	\$ 5,306	\$ 1,243	\$ -	\$ -	
PE06-1	Employee Wages - Administration	\$ 39,142	\$ 55,191	\$ 16,049	\$ -	\$ -	
	<b>Total Administration</b>	\$ 112,936	\$ 152,835	\$ 39,899	\$ 286,593	\$ 194,255	68%
				\$ -		\$ -	
				\$ -		\$ -	
<b>COMMON AREAS</b>							
OE16	Gate Maintenance & Opener Purchase	\$ 2,668	\$ 7,695	\$ 5,028	\$ 17,500	\$ 9,805	56%
OE18	Landscape Supplies & Repairs	\$ 2,574	\$ 18,487	\$ 15,912	\$ 25,000	\$ 6,513	26%
OE18-3	Landscape Equipment Gas & Oil	\$ 2,251	\$ 2,025	\$ (226)	\$ 5,250	\$ 3,225	61%
OE18-4	Landscape Equipment Repair/Replacement	\$ 8,537	\$ 11,250	\$ 2,713	\$ 17,500	\$ 6,250	36%
PE03 -2	Payroll Taxes - Common Areas	\$ 6,900	\$ 7,780	\$ 880	\$ -	\$ -	
PE06 -2	Employee Wages - Common Areas	\$ 85,230	\$ 95,265	\$ 10,035	\$ -	\$ -	
	<b>Total Common Areas</b>	\$ 108,160	\$ 142,502	\$ 34,342	\$ 65,250	\$ 25,793	40%

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
 FY 2017-18 MONTHLY BUDGET REPORT ANALYSIS  
 January 2018

	ACTUALS			BUDGET		
	2016-17 Jul-Jan	2017-18 Jul-Jan	Variance Incl/ (Decr)	2017-18 BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>						
<b>FIRE PROTECTION</b>						
			\$ -		\$ -	
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	
PE03-3	Payroll Taxes - Fire Protection	\$ 355	\$ -	\$ (355)	\$ -	
PE06-3	Employee Wages - Fire Protection	\$ 4,636	\$ -	\$ (4,636)	\$ -	
	<b>Total Fire Protection</b>	\$ 4,990	\$ -	\$ (4,990)	\$ -	
<b>MOSQUITO ABATEMENT</b>						
			\$ -		\$ -	
OE22-1	Mosquito Control Products	\$ 7,760	\$ 6,088	\$ (1,672)	\$ 15,225	\$ 9,137 60%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 971	\$ 760	\$ (211)	\$ 3,150	\$ 2,390 76%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 6,077	\$ 4,162	\$ (1,915)	\$ 11,550	\$ 7,388 64%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 1,441	\$ 2,087	\$ 646	\$ 5,250	\$ 3,163 60%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 384	\$ 266	\$ (118)		
PE06-4	Employee Wages - Mosquito Abatement	\$ 5,024	\$ 3,409	\$ (1,615)		
	<b>Total Mosquito Abatement</b>	\$ 21,657	\$ 16,772	\$ (4,885)	\$ 35,175	\$ 18,403 52%
<b>STREETS</b>						
			\$ -		\$ -	
OE17	Streets/Sidewalks/Lighting Maint & Repair	\$ 12,117	\$ 5,688	\$ (6,429)	\$ 14,175	\$ 8,487 60%
PE03-5	Payroll Taxes - Streets	\$ 158	\$ 6	\$ (152)	\$ -	
PE06 -5	Employee Wages - Streets	\$ 1,596	\$ 80	\$ (1,516)	\$ -	
	<b>Total Streets</b>	\$ 13,872	\$ 5,775	\$ (8,097)	\$ 14,175	\$ 8,400 59%
<b>WETLANDS</b>						
			\$ -		\$ -	
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	
PE03-6	Payroll Taxes - Wetlands	\$ 93	\$ -	\$ (93)	\$ -	
PE06-6	Employee Wages - Wetlands	\$ 1,165	\$ -	\$ (1,165)	\$ -	
	<b>Total Wetlands</b>	\$ 1,258	\$ -	\$ (1,258)	\$ -	
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	\$ 262,872	\$ 317,883	\$ 55,011	\$ 401,193	\$ 83,310 21%
<b>PERSONNEL COSTS</b>						
			\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 489	\$ (320)	\$ (809)	\$ 22,237	\$ 22,557 101%
PE02	Health Insurance	\$ 22,542	\$ 28,349	\$ 5,807	\$ 66,101	\$ 37,752 57%
PE03	Payroll Taxes	\$ 11,954	\$ 13,358	\$ 1,404	\$ 28,517	\$ 15,159 53%
PE04	Processing Fees	\$ 791	\$ 795	\$ 4	\$ 1,400	\$ 605 43%
PE05	Directors Stipend	\$ 5,900	\$ 5,600	\$ (300)	\$ 6,000	\$ 400 7%
PE06	Employee Wages	\$ 136,792	\$ 153,946	\$ 17,154	\$ 326,653	\$ 172,707 53%
	<b>TOTAL PERSONNEL COSTS</b>	\$ 178,468	\$ 201,728	\$ 23,260	\$ 450,908	\$ 249,180 55%
	<i>Distributed to Service Areas</i>	\$ (148,745)	\$ (167,304)	\$ (18,559)		
	<b>TOTAL UNDISTRIBUTED PERSONNEL COSTS</b>	\$ 29,723	\$ 34,424	\$ 4,701		

SADDLE CREEK COMMUNITY SERVICES DISTRICT  
 FY 2017-18 MONTHLY BUDGET REPORT ANALYSIS  
 January 2018

	ACTUALS			BUDGET		
	2016-17 Jul-Jan	2017-18 Jul-Jan	Variance Inc/ (Decr)	2017-18 BUDGET	\$ Budget Remaining	% Budget Remaining
<b>EXPENDITURES</b>						
			\$ -		\$ -	
<b>EQUIPMENT OUTLAY</b>			\$ -		\$ -	
CO01 (1) Cart & (1) Fogger		\$ 28,960	\$ 28,960	\$ 29,000	\$ 40	0%
CO04 John Deer Roto Tiller (2017)	\$ -	\$ -	\$ -		\$ -	
CO04 Cart - Mosquito Abatement (2016)	\$ 16,924		\$ (16,924)		\$ -	
CO04 Vrisimo Flail Mower (2015)	\$ -		\$ -		\$ -	
CO04 John Deere Tractor w/loader & Bucket (2016)	\$ -		\$ -		\$ -	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 16,924</b>	<b>\$ 28,960</b>	<b>\$ 12,036</b>	<b>\$ 29,000</b>	<b>\$ 40</b>	<b>0%</b>
<b>CAPITAL OUTLAY/STUDIES/ASSESEMENTS</b>			\$ -			
OE18-2 Landscape Design			\$ -	\$ 20,000	\$ 20,000	100%
OE18-1 Landscape Improvements	\$ 9,229	\$ 35,927	\$ 26,698	\$ 80,000	\$ 44,073	55%
OE17-2 Road Improvement (Incl. \$15K Contingency)	\$ -	\$ -	\$ -	\$ 115,000	\$ 115,000	100%
OE17-1 Road Project Management (Willdan)	\$ -	\$ 5,959	\$ 5,959	\$ 43,000	\$ 37,041	86%
<b>TOTAL STUDIES &amp; ASSESSMENTS</b>	<b>\$ 9,229</b>	<b>\$ 41,886</b>	<b>\$ 32,656</b>	<b>\$ 258,000</b>	<b>\$ 216,114</b>	<b>84%</b>
<b>DEBT SERVICE</b>			\$ -			
John Deere Financing	\$ 9,350	\$ 9,350	\$ -	\$ 16,100	\$ 6,750	42%
<b>TOTAL DEBT SERVICE</b>	<b>\$ 9,350</b>	<b>\$ 9,350</b>	<b>\$ -</b>	<b>\$ 16,100</b>	<b>\$ 6,750</b>	<b>42%</b>
			\$ -		\$ -	
<b>TOTAL EXPENSES</b>	<b>\$ 267,867</b>	<b>\$ 432,503</b>	<b>\$ 164,636</b>	<b>\$ 1,155,201</b>	<b>\$ 732,999</b>	<b>63%</b>
<b>PAYMENTS AND ASSESSMENTS RECEIVED</b>						
<u>Assessment Income</u>						
Payment No. 2: (40%) May 2018			\$ -	\$ 369,779	\$ 369,779	
Payment No. 3: (5%) Aug 2017	\$ 29,186	\$ 29,983	\$ 797	\$ 46,222	\$ 16,239	
Payment No. 1: (55%) Feb 2018	\$ 327,472	\$ 508,738	\$ 181,266	\$ 508,446	\$ (292)	
Total Assessment Income	\$ 356,658	\$ 538,721	\$ 182,063	\$ 924,447	\$ 385,726	
<u>Reimbursement Income</u>						
Total Reimbursement Income	\$ 1,434	\$ 8,467	\$ 7,033	\$ 7,000	\$ (1,467)	
<u>Other Income</u>						
Total Other Income	\$ 1,112	\$ 4,908	\$ 3,797	\$ 6,400	\$ 1,492	
<b>TOTAL PAYMENTS &amp; ASSESSMENTS</b>	<b>\$ 359,204</b>	<b>\$ 552,096</b>	<b>\$ 192,892</b>	<b>\$ 937,847</b>	<b>\$ 385,751</b>	<b>41%</b>
<b>Net Income</b>	<b>\$ 91,337</b>	<b>\$ 119,594</b>	<b>\$ 28,257</b>	<b>\$ (217,354)</b>	<b>\$ 161,490</b>	

Budgeted Deficit for  
 \$100K in Landscape & Road planning/Design \$158K

# Saddle Creek Comm Srvs District

## BALANCE SHEET

As of January 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	490,637
1080 Umpqua Bank CD Accounts	100,822
<b>Total Bank Accounts</b>	<b>\$591,458</b>
<b>Total Current Assets</b>	<b>\$591,458</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>\$12,867,006</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	15,548
<b>Total Accounts Payable</b>	<b>\$15,548</b>
Credit Cards	
2040 CSDA Bank of the West MC	731
<b>Total Credit Cards</b>	<b>\$731</b>
Other Current Liabilities	
2100 Payroll Taxes Payable	1,040
2110 Wage Garnishments Payable	179
2150 Accrued Payroll	11,838
2200 Sales Tax Payable	361
2201 Sales Tax Adjustment	127
Board of Equalization Payable	43
<b>Total Other Current Liabilities</b>	<b>\$13,589</b>
<b>Total Current Liabilities</b>	<b>\$29,867</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>\$93,202</b>
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Retained Earnings	455,415
Net Income	119,594
<b>Total Equity</b>	<b>\$12,773,804</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,867,006</b>

**Saddle Creek Comm Srvs District  
Treasurer's Report  
January 2018**

**Statement of Cash Flows**

For the 7 Months Ending January 31, 2018

	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>	145,563	-	(26,145)	19	19	69	69	119,594
Adjustments to reconcile Net Income to Net Cash provided by Operations:								
1200 Accounts Receivable	-							-
2000 Accounts Payable	(18,761)							(18,761)
2040 CSDA Bank of the West MC	(22,634)							(22,634)
2070 John Deere Open Account	(184)							(184)
2100 Payroll Taxes Payable	812							812
2150 Accrued Payroll	3,373							3,373
Other Current Payables	368							368
<b>Net cash provided by operating activities</b>	<b>108,537</b>	<b>-</b>	<b>(26,145)</b>	<b>19</b>	<b>19</b>	<b>69</b>	<b>69</b>	<b>82,568</b>
<b>Net cash increase for period</b>	<b>108,537</b>	<b>-</b>	<b>(26,145)</b>	<b>19</b>	<b>19</b>	<b>69</b>	<b>69</b>	<b>82,568</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>490,637</b>	<b>-</b>	<b>25,207</b>	<b>25,207</b>	<b>25,207</b>	<b>25,204</b>	<b>25,204</b>	<b>591,459</b>

**Cash Flow Projection**

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18
<b>Beginning Checking Account Balance</b>	\$ 45,053	\$ 490,637	\$ 418,459	\$ 353,894	\$ 284,794	\$ 593,194	\$ 529,594	\$ 464,994
<b>Total Deposits</b>	\$ 504,587	\$ -			\$ 370,000			\$ 46,000
<b>Disbursements</b>								
Paychecks	\$ 18,404 (1)	\$ 34,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Payroll Taxes & Garnishments Payable	\$ 7,852 (2)	\$ 14,620	\$ 8,600	\$ 8,600	\$ 8,600	\$ 8,600	\$ 8,600	\$ 8,600
Checks Written								
Fixed Costs	\$ 12,105	\$ 10,700	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Variable Costs-Repairs & Replacements	\$ 300 (3)	\$ 1,798	\$ 2,000	\$ 7,500	\$ 2,000	\$ 2,000		
Capital Outlay	\$ 11,154 (3)						\$ 5,000	
Projects Costs								
Human Resources Practioners		\$ 2,000		\$ 2,000		\$ 2,000		
Willdan			\$ 6,965	\$ 4,000	\$ 4,000	\$ 4,000	\$ 3,000	
NBS	\$ 1,089						\$ 1,000	\$ 2,000
SDFa (Road Construction Loan)		(4)	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Landscape Architect								
Credit Card Charges	\$ 11,771	\$ 7,060	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Cleared check dated in Feb	\$ (5,678)							
ACS Debits - (Utilities, Lease Pymts,P/R processing)	\$ 2,007	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
\$ -								
<b>Total Disbursements</b>	\$ 59,004	\$ 72,178	\$ 64,565	\$ 69,100	\$ 61,600	\$ 63,600	\$ 64,600	\$ 57,600
<b>Ending Checking Account Balance</b>	\$ 490,637	\$ 418,459	\$ 353,894	\$ 284,794	\$ 593,194	\$ 529,594	\$ 464,994	\$ 453,394

(1) Includes Bonus Checks

(2) 43% based on Jan Actual

(3) Per G. Hebard

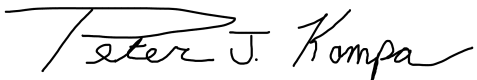
(4) Fees and debt service are unavailable - place holder is 10% of the \$600,000 estimated to be borrowed.

This cash flow projection uses estimates of outlays using information available at the time of preparation

Prepared by: Dolores Baker

15-Feb-18

**“I certify that the District investments have been made in accordance with the Investment Policy. I further certify that the District has adequate revenue to cover its operating expenses for the next six months, in accordance with California Government Code Sections 53646 (b) (2) and (3) respectively”.**



February 16, 2018

Saddle Creek Comm Svcs District

2040 CSDA Bank of the West MC, Period Ending 01/28/2018

RECONCILIATION REPORT

Reconciled on: 02/07/2018

Reconciled by: Dolores Baker

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

Summary

USD

Statement beginning balance.....	11,770.92
Charges and cash advances cleared (35).....	7,060.35
Payments and credits cleared (1).....	-11,770.92
Statement ending balance.....	<u>7,060.35</u>
Register balance as of 01/28/2018.....	7,060.35
Cleared transactions after 01/28/2018.....	0.00
Uncleared transactions after 01/28/2018.....	2,016.64
Register balance as of 02/07/2018.....	<u>9,076.99</u>

Details

Charges and cash advances cleared (35)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/19/2017	Expense	758187	Hunt & Sons, Inc.	644.19
12/27/2017	Expense	6	Copper Auto & Marine	32.56
12/27/2017	Expense	008982	Copperopolis Cruisers 25	74.83
12/28/2017	Expense	S4536512-001	General Plumbing Supply	267.81
12/28/2017	Expense	006780	Hurst Ranch Feed	42.68
12/28/2017	Expense	108159872	Myron Corporation	92.19
12/28/2017	Expense	0082-464-2	Target Specialty Products	213.00
12/28/2017	Expense	41687433085	Five Minute Car Wash	26.50
12/29/2017	Expense	Dec Stmt	Lake Tulloch True Value Hardware	715.70
01/01/2018	Expense		Intuit - QBO Online	30.99
01/01/2018	Expense	01012018	Cal Waste Recovery Systems	67.63
01/03/2018	Expense	11/13-12/12/2017	Verizon Wireless	121.28
01/04/2018	Expense	P11275-05	Sonsray Machinery	151.36
01/06/2018	Expense	0669	Orchard Supply Hardware	52.74
01/08/2018	Expense	0946	Staples	116.36
01/09/2018	Expense	20833647708	ZOOM Car Wash	62.78
01/10/2018	Expense		Microsoft Office	12.50
01/10/2018	Expense	23627210	Lowe's	73.17
01/10/2018	Expense	104766	A & L Readymix	14.51
01/11/2018	Expense	115708	Copper Auto & Marine	58.93
01/11/2018	Expense	7329265	MVCAC	62.50
01/12/2018	Expense	293232	J.Milano Co., Inc.	855.80
01/12/2018	Expense	37	J.Milano Co., Inc.	486.64
01/15/2018	Expense	PE 12-31.2017	Calaveras Telephone Co.	372.09
01/16/2018	Expense	01159950	Saddle Creek Country Club	41.43
01/18/2018	Expense	915783	Sonora Airco Gas & Gear	43.39
01/18/2018	Expense	915785	Sonora Airco Gas & Gear	120.12
01/18/2018	Expense	915781	Sonora Airco Gas & Gear	168.10
01/18/2018	Expense	765040	Hunt & Sons, Inc.	215.46
01/18/2018	Expense	2018 1099 E-file	Intuit 1099 E-file Service	14.99
01/19/2018	Expense	549184	Payless IGA	19.36
01/19/2018	Expense	115842	Copper Auto & Marine	120.78
01/22/2018	Expense	P11474-05	Sonsray Machinery	286.64
01/22/2018	Expense	6949580-A-1	Ewing	733.52
01/25/2018	Expense	Jan Stmt	Lake Tulloch True Value Hardware	647.82

Total 7,060.35

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/28/2017	Bill	Dec Stmt	Bank of the West	-11,770.92

Total -11,770.92



**Additional Information**

Uncleared charges and cash advances after 01/28/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/30/2018	Expense	30033	Sand Bar & Grill	49.16
01/31/2018	Expense	7767	Marriott Hotel	423.96
01/31/2018	Expense	253823	Shell	67.85
01/31/2018	Expense	7767-2	Marriot Hotels	189.84
02/01/2018	Expense		Intuit - QBO Online	30.99
02/01/2018	Expense	774997	Hunt & Sons, Inc.	551.22
02/01/2018	Expense	7750565	Hunt & Sons, Inc.	296.40
02/04/2018	Expense	12-13-17-1-12-18	Verizon Wireless	121.34
02/20/2018	Expense	11/16-1/15	CCWD	285.88
Total				2,016.64

# Saddle Creek Comm Srvs District

## CHECK DETAIL

January 2018

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1000 Umpqua Bank Checking				
01/01/2018	2231	Kampa Community Solutions, LLC	Mgmt Fees for December	(5,678.27)
01/01/2018	1936234	John Deere Financial	Tractor Lease Payment	(1,335.71)
01/02/2018	Jan 2018	Intuit Full Service Payroll	Payroll Processing Fee	(115.00)
01/05/2018	DD	STEPHEN L PATTON	Pay Period: 12/16/2017-12/31/2017	(1,081.72)
01/05/2018	DD	NICOLE C Mc CUTCHEN	Pay Period: 12/16/2017-12/31/2017	(1,403.66)
01/05/2018	DD	Ralph M. McGeorge	Pay Period: 12/16/2017-12/31/2017	(1,836.16)
01/05/2018	DD	Gregory Hebard	Pay Period: 12/16/2017-12/31/2017	(2,247.09)
01/05/2018	DD	BRADLEY D NICKELL	Pay Period: 12/16/2017-12/31/2017	(1,013.66)
01/05/2018	DD	Gregory Hebard	Direct Deposit 2	(50.00)
01/05/2018	DD	AARON A MCQUINN	Pay Period: 12/16/2017-12/31/2017	(1,005.99)
01/05/2018	DD	CODY L PONDER	Pay Period: 12/16/2017-12/31/2017	(597.29)
01/05/2018	DD	DOLORES C BAKER	Pay Period: 12/16/2017-12/31/2017	(486.34)
01/05/2018	2232	California State Disbursement Unit	Garnishments Payable	(297.50)
01/10/2018		IRS	Tax Payment for Period: 01/03/2018-01/05/2018	(3,373.44)
01/10/2018		CA EDD	Tax Payment for Period: 01/03/2018-01/05/2018	(564.91)
01/16/2018	2235	NBS	Special Tax Admin per Contract	(1,088.66)
01/16/2018	2237	SDRMA-Health Ins.	Monthly Health Ins Premium	(3,900.48)
01/16/2018	2238	Univar USA Inc.	New Fogger	(11,154.00)
01/16/2018	2236	Bank of the West	Credit Card Bill	(11,770.92)
01/16/2018	2234	Mo-Cal Office Solutions, Inc	Copier Maintenance	(347.40)
01/16/2018	2233	Frank Saxen	Oil	(300.00)
01/16/2018	2239	VALLEY ENTRY SYSTEMS, INC.	Qtrly Gate Maint Contract	(325.00)
01/19/2018	DD	Gregory Hebard	Pay Period: 01/01/2018-01/15/2018	(2,240.13)
01/19/2018	DD	Ralph M. McGeorge	Pay Period: 01/01/2018-01/15/2018	(1,831.20)
01/19/2018	DD	Gregory Hebard	Direct Deposit 2	(50.00)
01/19/2018	2240	California State Disbursement Unit	Garnishment Payable	(103.00)
01/19/2018		CA EDD	Tax Payment for Period: 10/01/2017-12/31/2017	(250.91)
01/19/2018	DD	DOLORES C BAKER	Pay Period: 01/01/2018-01/15/2018	(559.66)
01/19/2018	DD	BRADLEY D NICKELL	Pay Period: 01/01/2018-01/15/2018	(701.43)
01/19/2018	DD	AARON A MCQUINN	Pay Period: 01/01/2018-01/15/2018	(783.99)
01/19/2018	DD	NICOLE C Mc CUTCHEN	Pay Period: 01/01/2018-01/15/2018	(1,522.89)
01/19/2018	DD	STEPHEN L PATTON	Pay Period: 01/01/2018-01/15/2018	(992.41)
01/20/2018		AARON A MCQUINN	Pay Period: 01/01/2018-01/15/2018	(106.03)
01/23/2018	Jan 2018	PG&E - 7193	Utilities	(485.53)
01/24/2018		CA EDD	Tax Payment for Period: 01/17/2018-01/19/2018	(553.07)
01/24/2018		IRS	Tax Payment for Period: 01/17/2018-01/19/2018	(2,960.18)
01/26/2018		IRS	Tax Payment for Period: 01/20/2018-01/23/2018	(17.76)
01/26/2018		CA EDD	Tax Payment for Period: 01/20/2018-01/23/2018	(1.16)
01/31/2018		USBank Equipment Finance	Copier Lease	(71.08)
<b>Total for 1000 Umpqua Bank Checking</b>				<b>\$ (63,203.63)</b>

**REGULAR BOARD MEETING MINUTES**

January 16, 2018 2:00 PM  
Saddle Creek Lodge  
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER Meeting called to order at 2:01pm
2. ROLL CALL **President Albertson, Vice President DeBaldo, Director Golden, Director Russ, Director Hoffman, General Manager Kampa, Board Clerk McCutchen, Accountant Baker, Site Manager Hebard.**
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA - **None**
5. **PUBLIC COMMENT**
  
6. **CONSENT CALENDAR**
  - a. Review of monthly financial report, approval of bills and claims for the month of December 2017.
  - b. Approval of the minutes from the Regular Board Meeting held December 19, 2017. – **President Albertson makes a motion to approve, Director Golden seconds. Motion passes unanimously.**
  
7. **DISCUSSION AND ACTION ITEMS**
  - a. Discussion and action related to the timing of the planning and design work for the landscape renovation project (Vice President DeBaldo). **Discussion only, no action taken.**
  - b. Adoption of a resolution approving draft Board Bylaws, which detail the policies and procedures governing the Board of Directors and Board meetings, and establishing a public hearing date for their adoption. **Made some edits/corrections, will be on February's agenda for motion approval.**
  - c. Adoption of a Resolution approving the District Conflict of Interest Code. - **Director Hoffman recommends moving without change, President Albertson seconds. Motion passes unanimously.**
  - d. Review of the updated Board Orientation Program manual. – **Manual was reviewed; updates will be handed out in February's regular board meeting.**
  - e. Development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings. – **This will be ongoing throughout several months to come, ultimately to be approved by the Board. GM Kampa covered the portion of the Norms related to Board meeting preparation.**
  
8. **STAFF AND DIRECTOR REPORTS:**
  - a. General Manager's Report:
    - Road maintenance and improvement status report.
    - Cash flow and financial/budget planning update.
  - b. Site Manager's verbal report.
  
9. **ADJOURNMENT- 4:01p.m.**

I CERTIFY THE January 16, 2018 MEETING MINUTES HAVE BEEN BOARD APPROVED IN THE REGULAR BOARD MEETING HELD FEBRUARY 20, 2018.

**Saddle Creek Community Services District**  
**Regular Meeting of February 20, 2018**

**AGENDA SUPPORTING DATA**

**7. DISCUSSION AND ACTION ITEMS**

- a. Discussion and action related to a proposed increase in the weed abatement fee charged for mowing of vacant lots.

**Recommended Motion**

*I move to approve an increased fee for mowing weeds on vacant parcels at a rate of \$75 per lot.*

**Background**

The District provides lot mowing services to approximately 196 vacant lots each year, for the purpose of weed abatement for fire prevention. Property owners are notified in late winter/early spring to remove weeds from their property, and if by a certain date in spring the lots remain with tall weeds, our crew mows the property and bills the property owner \$50 each lot. We have been collecting only a portion of the amount billed.

We have realized that the cost of mowing the lots far exceeds the \$50 fee charged. We have evaluated the cost of providing the mowing service, which totals \$134.71 per lot for labor alone and not including equipment fees or administration. Fuel costs are covered by Castle & Cooke.

Unfortunately, if we charge the actual cost of providing the service, it is doubtful that our services would be requested and we may have much more effort in terms of enforcement of weed control requirements. Therefore, staff proposes a compromise fee of \$75 per lot. Upon approval by the Board, staff will place the necessary resolution on the March 2018 agenda for approval.

**Saddle Creek Community Services District**  
**Regular Meeting of February 20, 2018**

**AGENDA SUPPORTING DATA**

**7. DISCUSSION AND ACTION ITEMS**

- b. Adoption of a resolution approving draft Board Bylaws, which detail the policies and procedures governing the Board of Directors and Board meetings.

**Recommended Motion**

*I move to adopt a resolution approving draft Board Bylaws, which detail the policies and procedures governing the Board of Directors and Board meetings.*

**Background**

The Board in February 2017 and again in January 2018 reviewed a draft set of Board bylaws (policies) and provided initial direction to staff. Included in this packet are the revised bylaws prepared for final approval.

**RESOLUTION NO. 2017-**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT APPROVING RESTATED  
BOARD OF DIRECTORS BYLAWS**

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

**WHEREAS**, in accordance with California Government Code 61045, the District is required to adopt bylaws or rules for its proceedings; and

**WHEREAS**, the District has previously adopted various policies related to its proceedings, many of which are outdated and many additional policies needed for the effective administration and governance of the District; and

**WHEREAS**, the District wishes to restate its Board policies in the form of bylaws, contained in a single document; and

**WHEREAS**, the District has prepared a draft set of restated bylaws as contained herein.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT DOES HEREBY** approve the Restated Bylaws as attached hereto as Exhibit A.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Saddle Creek Community Services District on February 20, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Larry Hoffman, President

ATTEST:

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Peter Kampa, Secretary

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**CERTIFICATE OF SECRETARY**

I, Peter Kampa, the duly appointed and acting Secretary of the Board of Directors of the Saddle Creek Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Saddle Creek Community Services District, duly called and held on February 20, 2018.

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

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BYLAWS OF THE BOARD OF DIRECTORS  
OF THE SADDLE CREEK COMMUNITY SERVICES DISTRICT

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are President and Vice President.
- 1.2 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining Directors present shall select one of themselves to act as chairperson of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the last meeting of each calendar year.
- 1.5 The term of office for the President and Vice President of the Board is one calendar year and shall commence on January 1 of the year immediately following their election.

2. MEETINGS

- 2.1 Subject to holiday and scheduling conflicts, regular meetings of the Board of Directors shall commence at 2:00 p.m. on the third Tuesday of each calendar month in the Lodge at Saddle Creek Resort located at 1001 Saddle Creek Drive, Copperopolis, CA. The Board of Directors reserves the right to cancel and/or designate other dates, places, and times for Director Meetings due to scheduling conflicts and holidays.
- 2.2 Special Meetings.  
  
Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager in consultation with the President or, in his or her absence, the Vice President or those Directors calling the meeting.
- 2.3 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- 2.4 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:



- (a) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
  - (b) The Board may take action to direct the General Manager to place a matter on a future agenda;
  - (c) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.
- 2.5 The President, or in his/her absence the Vice President, shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall vote on all questions, and on roll call votes his/her name shall be called last.
- 2.6 Three (3) Directors of the Board shall constitute a quorum for the transaction of District business. When a quorum is lacking for a regular, adjourned, or special meeting, the President, Vice President, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.
- 2.7 Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.
- 2.8 A roll call vote shall be taken upon the passage of all ordinances and resolutions, and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those temporarily absent because of a conflict of interest, and absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.
- 2.9 Any member of the public may address the Board relating to any matter within the Board's jurisdiction during the PUBLIC COMMENT portion of the Meeting Agenda. 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. Public comments are limited to two minutes per speaker (Government Code Section § 54954.3(b)). The speaker shall identify himself by stating his/her name and general place of residence;
- 2.10 Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.11 All recording devices, including but not limited to audio recorders, video

recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated in plain public view and from behind the public speaker's podium. The President retains the discretion to alter these guidelines, including the authority to require that all video or audio recorders, still and/or motion picture cameras be located in the back of the room.

3. AGENDAS

3.1. The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may request an item to be placed on the regular meeting agenda no later than seven calendar days prior to the meeting date. Such a request must be also submitted in writing either at the time of communication with the General Manager or delivered to the office within the next working day.

3.2 The following applies to reconsideration of prior Board actions.

- (a) After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 3.1, above, or other provisions of the Brown Act.
- (b) Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
- (c) The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.

3.3 Comments on agenda items should be held until the appropriate item is called.

3.4 Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.

- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless the President chooses an earlier or later time.

- (b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.
- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, an abstention or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, an abstention or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, an abstention or conflict of interest, in the minutes on the item identified by the Director.

#### 4. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

- 4.1 The minutes of the Board shall be kept by the District Clerk and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads.
- 4.2 The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions, or motions.
- 4.3 The District Clerk shall be required to make a record only of such business as was actually considered by a vote of the Board and shall not be required to record any remarks of Directors or any other person.
- 4.4 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.5 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.
- 4.6 Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. During the 30-day period, the District will provide, without charge, the digital file containing said recordings by email, or at the District Office during regular business hours. In addition to the 30- day

requirement, the District will maintain the recordings- in accordance with its current Records Retention Policy

5. DIRECTORS

- 5.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors are encouraged to seek clarification prior to the meeting, if possible.
- 5.2 Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.
- 5.3 Information may be requested from staff before meetings, within such limitations as required by the Brown Act. Information that is requested shall be distributed through the General Manager, and all Directors will receive a copy of all information being distributed.
- 5.4 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disrespectful to others.
- 5.6 Pursuant to §54952.2 of the Brown Act:
  - (a) Except during an open and public meeting, a majority of the Board of Directors shall not use a series of communications of any kind, directly or thru intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.
  - (b) Subsection (a) above shall not be construed as preventing District management staff from engaging in separate conversations or communications with members of the District Board of Directors in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the District, provided that District Staff does not communicate to members of the Board of Directors the comments or positions of any other member or members of the Board of Directors.
- 5.7 Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on an issue.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, a Director has no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

- 6.2 Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.
- 6.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the General Manager and the professional staff members of the District.

7. AUTHORITY OF THE GENERAL MANAGER

Pursuant to Government Code §61051, the General Manager shall be responsible for the following:

- 7.1 The implementation of the policies established by the Board of Directors for the operation of the District;
- 7.2 The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors;
- 7.3 The supervision of the District's facilities and services;
- 7.4 The supervision of the District's finances.

8. DIRECTOR GUIDELINES

- 8.1 Directors, by making a request to the General Manager, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager shall inform the individual Director why the information is not or cannot be made available.
- 8.2 In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.
- 8.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 8.4 When approached by District personnel concerning a specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed. If a Director concludes that a personnel issue is not being adequately addressed in this manner, he/she should refer it to the Board President who may appropriately place the item on a closed session agenda in accordance with law.
- 8.5 Directors and General Manager should develop a working relationship so that current issues, concerns, and District projects can be discussed comfortably and openly.
- 8.6 When responding to constituent requests and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager, or in his/her absence, to the Site Manager.
- 8.7 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

9. DIRECTOR COMPENSATION

- 9.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular adjourned or special meeting of the Board of Directors attended by him/her.
- 9.2 In no event shall Director compensation exceed \$100 per day.
- 9.3 Director compensation shall not exceed six hundred dollars (\$600) in any one calendar month.

## 10. DIRECTOR REIMBURSEMENT

10.1 Subject to the following rules and budgetary limitations, each Director is entitled to reimbursement for their actual and necessary expenses (including the cost of programs and seminars), for his/her attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

- (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be reimbursed at the prevailing IRS mileage rate.
- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a reimbursement to cover ordinary expenses that are not included in the program cost, such as meals, refreshments, and tips. The cost of alcoholic beverages will not be reimbursed, and the maximum tip reimbursement is 15%.
- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

10.2 All expenses that do not fall within the reimbursement policy set forth in 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.

10.3 Board members shall submit an expense report on the District form within thirty (30) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense. Expense reports for mileage, as referenced in Section 10.1(b), shall be submitted no later than the end of each quarter (March, June, September, and December).

10.4 Members of the Board of Directors shall provide brief reports on the program, conferences, and seminars attended at the expense of the District at the next regular meeting of the Board of Directors.

## 11. TRAINING

- (a) Pursuant to sections 53234 et seq. of the Government Code, all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- (b) Each newly elected Board Member and designated District personnel shall receive ethics training no later than ninety days from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

11.2 Harassment Prevention Training

Board members, the General Manager, and supervisors that are designated in the Districts conflict of interest code, shall receive harassment prevention training in accordance with the law.

12. COMMITTEES

12.1 Ad Hoc Committees

The Board President may appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

12.2 Standing Committees

- (a) The Board may create standing committees at its discretion. The Board President shall propose and the Board of Directors shall approve standing committee membership.
- (b) Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.
- (c) All standing committee meetings shall be conducted as public meetings in accordance with the Brown Act and Sections 2, 3 and 4 of these By-Laws. Summary notes for each meeting of each committee shall be forwarded to the Board of Directors as a public record.

13. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board of Directors as soon as possible given the circumstances, or with the agenda packet.

- 13.1 All letters approved by the Board of Directors and/or signed by the President on behalf of the District, and
- 13.2 All letters and other documents received by the District that are of District-wide concern, as determined by District staff.

14. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy



summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800- 275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

#### 14.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. FPPC regulations related to interests in real property provide that, if the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by a decision, that interest is now deemed to be directly involved in the decision.

#### 14.2 Interest in Contracts, Government Code Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

#### 14.3 Incompatible Office, Government Code Section 1099

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

### 15. CONTINUING EDUCATION

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

### 16. BOARD BY-LAWS REVIEW POLICY

Subject to 3.1 the Board By-Laws and Policies shall be reviewed annually at the regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

### 17. RESTRICTIONS ON BY-LAWS

The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

## Norm and Protocol Workshop, January 16, 2018

### Draft Preliminary Agreements

At the Board meeting held on January 16, 2018, the Board provided the following direction:

#### Preparation for Board meetings

- Placing staff generated items on the agenda – **Agreement - Ok if staff generated items are added to the agenda.**
  
- Placing a Board member item on the agenda – **Agreement - Board member items on the agenda one week prior as we have been processing is ok with Board.**
  
- Placing a public item on the agenda – **Agreement – the current method is working, and it is acceptable to place public member items on the agenda if directed by the Board at a meeting or if submitted to the District and approved in advance by the President and GM. Agenda items submitted by the public should try to be resolved by the GM directly outside of the meeting. The Board will not have back and forth conversation on non-agenda items and rather will refer the item to staff or to a future agenda. The GM and Board President will review all agenda items submitted by the public and decide whether the item is to be placed on the agenda. The GM will notify the public member whether it is going on the agenda. If the item is not placed on the agenda, the public member will be reminded that they can make a public comment regarding the matter at the next meeting.**
  
- Structure and order of agenda – **All agree it is fine as is.**
  
- Use of Consent Calendar – **All agree it is fine as is.**
  
- Board agenda packet content, preparation and distribution **-Good, the Board wants it by the Friday before the meeting, no issues here, all agree it is fine as is.**
  
- Getting questions answered about agenda items prior to meeting **-All agree it is good as is.**
  
- Scheduling Board workshops or study sessions - **Agreement that workshops are recommended for scheduling for major issues such as Measure A.**

- Agenda items heard in committee prior to placement on agenda – **Agreement that additional committees are not currently necessary (to prescreen agenda items) and Adhoc Committees, similar to the landscape Adhoc Committee, will continue to be used for major issues.**
- Detail and content of Board meeting minutes – **Agreed that the minutes as currently presented are acceptable.**