

REGULAR BOARD MEETING AGENDA
May 17, 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 are appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.

6. **CONSENT CALENDAR**

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

- a. Review of monthly financial report and approval of bills and claims for the month of April 2016.
- b. Approval of the minutes of the Regular Meeting of April 19, 2016.

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. Approval of appointment of a replacement Board member pursuant to the California Elections Code Section 1780 and District Notice of Vacancy posted on April 22, 2016.
- b. Consideration of adoption of a Fire Prevention Ordinance Code establishing property maintenance standards for vacant and developed parcels, and enacting a schedule of fees and charges for clearing of vegetation by the District and certain enforcement actions.
- c. Review of the Saddle Creek Road Report and provide direction on the various funding mechanisms available to provide a source of revenue to fund long term road maintenance and improvements as identified in the report.

8. **STAFF AND DIRECTOR REPORTS:**

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

9. **ADJOURNMENT**

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

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



Saddle Creek Community Services District

Treasurer's Report

April 30, 2016

Saddle Creek Comm Srvs District Statement of Cash Flows

For the 4 Months Ending April 30, 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
OPERATING ACTIVITIES								
Net Income	106,174.49	(318,253.14)	39.19	6.34	6.34	3.17	3.16	(212,020.45)
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable	(8,559.86)							(8,559.86)
2000 Accounts Payable	18,430.37							18,430.37
2040 CSDA Bank of the West MC	(12,265.57)							(12,265.57)
2100 Payroll Taxes Payable	(604.37)							(604.37)
2150 Accrued Payroll	(1,671.91)							(1,671.91)
2201 Sales Tax Adjustment	73.53							73.53
Net cash provided by operating activities	101,576.68	(318,253.14)	39.19	6.34	6.34	3.17	3.16	(216,618.26)
Net cash increase for period	101,576.68	(318,253.14)	39.19	6.34	6.34	3.17	3.16	(216,618.26)
Cash at beginning of period**	230,705.42	318,253.14	25,911.54	25,150.46	25,150.45	25,116.57	25,116.57	675,404.15
Cash at end of period	332,282.10	-	25,950.73	25,156.80	25,156.79	25,119.74	25,119.73	458,785.89

**Adjusted for initial audit adjustments

Prepared by: Dolores Baker

13-May-16

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2016 MONTHLY BUDGET REPORT
April 2016

Code	Current Year - 2016			Prior Year - 2015		
	(Approved) FY 2016	(Expenditures) Month of April	(Expenditures) Year to Date	(Adjusted) FY 2015	(Expenditures) Month of April	(Expenditures) Year to Date - Prior Year
EXPENDITURES						
SERVICES AND SUPPLIES						
<u>ADMINISTRATION</u>						
OE01	Audit Expense	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -
OE02	Accounting & Bookkeeping	\$ 500	\$ 31	\$ 124	\$ 500	\$ 31
OE03	On-line Back-up/Notary Fees/Bonds	\$ 361	\$ -	\$ 327	\$ 351	\$ 326
OE04	Legal Expenses	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -
OE05	Management Fees	\$ 62,700	\$ 5,225	\$ 20,900	\$ 57,000	\$ 19,000
OE06	Insurance (Property Loss/Liability)	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ 544
OE07	Miscellaneous/Contingency	\$ 2,000	\$ 109	\$ 109	\$ 2,000	\$ 196
OE08	Professional Development (Travel/Training)	\$ 6,000	\$ 316	\$ 5,047	\$ 6,000	\$ 1,610
OE09	Dues, Certifications & Subscriptions	\$ 4,000	\$ 316	\$ 1,915	\$ 4,000	\$ 360
OE10	Uniform Expenses	\$ 2,200	\$ -	\$ 1,548	\$ 2,200	\$ 375
OE11	Electric Power/Water/Sewer	\$ 5,200	\$ 535	\$ 1,586	\$ 6,000	\$ 505
OE12	Telephone/Pager Service	\$ 4,000	\$ 452	\$ 1,213	\$ 5,000	\$ 167
OE13	Internet Service	\$ 1,200	\$ 90	\$ 180	\$ 1,200	\$ 90
OE14	Office Supplies/Postage	\$ 5,000	\$ 694	\$ 1,809	\$ 5,000	\$ 551
OE15	Office Equipment Repair/Replacement	\$ 3,000	\$ -	\$ 549	\$ 3,000	\$ 131
OE31	Records Management Services	\$ 2,400	\$ -	\$ -	\$ 2,400	\$ -
OE26	County Fees/LAFCO (2)	\$ 6,500	\$ -	\$ 96	\$ 6,000	\$ 92
OE30	Reimbursable Maint/Repair Expense (1)	\$ 19,500	\$ 7,710	\$ 7,710	\$ 10,000	\$ 8,367
PE03-1	Payroll Taxes - Administration	\$ -	\$ 356	\$ 3,195	\$ -	\$ -
PE06-1	Employee Wages - Administration	\$ -	\$ 4,339	\$ 36,091	\$ -	\$ -
	Total Administration	\$ 141,561	\$ 20,172	\$ 82,399	\$ 127,651	\$ 17,571
<u>COMMON AREAS</u>						
OE16	Gate Maintenance & Opener Purchase	\$ 4,000	\$ 968	\$ 968	\$ 4,000	\$ 435
OE18	Landscape Supplies & Repairs	\$ 21,000	\$ 64	\$ 22,082	\$ 21,000	\$ 2,272
OE19	Landscape Equipment Repair/Replacement	\$ 16,500	\$ 1,470	\$ 14,778	\$ 10,000	\$ 3,580
OE21	Landscape Equipment Gas & Oil	\$ 5,000	\$ -	\$ 2,008	\$ 7,000	\$ 910
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 828	\$ 4,018	\$ -	\$ -
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 10,818	\$ 45,091	\$ -	\$ -
	Total Common Areas	\$ 46,500	\$ 14,147	\$ 88,945	\$ 42,000	\$ 7,198
<u>FIRE PROTECTION</u>						
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ 62	\$ 244	\$ -	\$ -
PE06-3	Employee Wages - Fire Protection	\$ -	\$ 815	\$ 2,743	\$ -	\$ -
	Total Fire Protection	\$ -	\$ 877	\$ 2,988	\$ -	\$ -

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2016 MONTHLY BUDGET REPORT
April 2016

Code	Current Year - 2016			Prior Year - 2015			
	(Approved) FY 2016	(Expenditures) Month of April	(Expenditures) Year to Date	(Adjusted) FY 2015	(Expenditures) Month of April	(Expenditures) Year to Date - Prior Year	
MOSQUITO ABATEMENT							
OE22-1	Mosquito Control Products (4)	\$ 14,500	\$ 480	\$ 1,441	\$ 14,513	\$ 40	\$ 2,121
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ 150	\$ 1,676	\$ 3,000	\$ 159	\$ 1,152
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,000	\$ -	\$ 1,160	\$ 13,000	\$ -	\$ 2,803
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,000	\$ -	\$ 4,160	\$ 5,890	\$ 72	\$ 2,622
PE03-4	Payroll Taxes - Mosquito Abatement	\$ -	\$ 245	\$ 451			
PE06-4	Employee Wages - Mosquito Abatement	\$ -	\$ 3,196	\$ 5,868			
	Total Mosquito Abatement	\$ 33,500	\$ 4,071	\$ 14,756	\$ 36,403	\$ 270	\$ 8,698
STREETS							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 13,500	\$ -	\$ 2,585	\$ 13,500	\$ -	\$ 4,800
PE03-5	Payroll Taxes - Streets	\$ -	\$ 51	\$ 63			
PE06 -5	Employee Wages - Streets	\$ -	\$ 670	\$ 823			
	Total Streets	\$ 13,500	\$ 721	\$ 3,471	\$ 13,500	\$ -	\$ 4,800
WETLANDS							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Employee Wages - Wetlands	\$ -	\$ 38	\$ 38			
PE06-6	Payroll Taxes - Wetlands	\$ -	\$ 491	\$ 491			
	Total Wetlands	\$ -	\$ 528	\$ 528	\$ -	\$ -	\$ -
	TOTAL SERVICES & SUPPLIES	\$ 235,061	\$ 40,518	\$ 193,087	\$ 219,554	\$ 25,039	\$ 86,426
PERSONNEL EXPENDITURES							
PE01	Worker Compensation Insurance	\$ 16,035	\$ -	\$ -	\$ 16,000	\$ -	\$ 2,581
PE02	Health Insurance ***	\$ 60,145	\$ 9,017	\$ 25,247	\$ 58,780	\$ 4,106	\$ 15,601
PE03	Payroll Taxes	\$ 22,311	\$ 1,580	\$ 7,985	\$ 28,000	\$ 2,871	\$ 7,910
PE04	Processing Fees	\$ 1,400	\$ 115	\$ 460	\$ 1,400	\$ 179	\$ 522
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages	\$ 255,712	\$ 20,329	\$ 88,701	\$ 253,000	\$ 32,678	\$ 84,778
			\$ 31,040	\$ 122,393			
	<i>Distributed to Service Areas</i>		\$ (21,908)	\$ (96,446)			
	TOTAL PERSONNEL	\$ 361,603	\$ 9,132	\$ 25,947	\$ 363,180	\$ 39,833	\$ 111,392
CAPITAL OUTLAY							
CO04	Vrisimo Flail Mower (2015) **		\$ 2,146	\$ 2,146	\$ 8,000		
CO04	John Deere Tractor w/loader & Bucket (2016)	\$ 72,157			\$ -		
	TOTAL CAPITAL OUTLAY	\$ 72,157	\$ 2,146	\$ 2,146	\$ 8,000	\$ -	\$ -

SADDLE CREEK COMMUNITY SERVICES DISTRICT
FY 2016 MONTHLY BUDGET REPORT
April 2016

<u>Code</u>	Current Year - 2016			Prior Year - 2015		
	(Approved) FY 2016	(Expenditures) Month of April	(Expenditures) Year to Date	(Adjusted) FY 2015	(Expenditures) Month of April	(Expenditures) Year to Date - Prior Year
STUDIES AND ASSESSMENTS						
Landscape Design	\$ 12,000					
Pavement Assessment	\$ 15,000					
Financial Assessment	\$ 4,300					
TOTAL STUDIES & ASSESSMENTS	\$ 31,300					
DEBT SERVICE						
John Deere Financing	\$ 14,440					
TOTAL DEBT SERVICE	\$ 14,440					
TOTAL EXPENSES	\$ 714,561	\$ 51,796	\$ 221,181	\$ 590,734	\$ 64,872	\$ 197,818

***Mower purchased in 2015 traded in against a different mower in 2016. \$2146. is the difference in cost.*

****\$3606.72 Invoice for May coded to April in error. This is not a double payment. There will be zero expense in May.*

PAYMENTS AND ASSESSMENTS RECEIVED

<u>Assessment Income</u>		Date Rec'd:	Amount:
Payment No. 1:	Note Only	FY 2013-14	\$ 311,982
Payment No. 2:			
Payment No. 3:			
Total Assessment Income	\$ 590,142	\$ 572,275	
<u>Reimbursement Income</u>		Date Rec'd:	Amount:
From:	For:		
G. Hebard	Personal Portion of Travel	\$ 248	\$ 248
SDRMA	Gate Repairs	\$ 9,667	\$ 9,667
Castle & Cooke	Tractor/Equipment Repairs	\$ 7,364	\$ 7,364
Castle & Cooke	Golf Course Items	\$ 446	\$ 446
Total Reimbursement Income		\$ 19,500	\$ 7,810
		\$ 7,906	\$ 10,000
		\$ 9,914	\$ 9,914
<u>Other Income</u>		Date Rec'd:	Amount:
From:	For:		
Castle & Cooke	Weed Abatement		
Lot Owners	Weed Abatement	\$ 50	\$ 50
Lot Owners	Gate Openers/Cards	\$ 735	\$ 754
Umpqua Bank	CD Interest	\$ 58	\$ 90
Calaveras County	Interest Received	\$ 33	\$ 284
Various	Other Miscellaneous	\$ 284	\$ 284
SDRMA	Purch Card Program Rebate	\$ 50	\$ 205
		\$ 342	
Total Other Income		\$ 1,634	\$ 735
		\$ 1,254	\$ 8,000
		\$ 318	\$ 580
TOTAL PAYMENTS & ASSESSMENTS		\$ 611,276	\$ 8,545
		\$ 9,160	\$ 590,275
		\$ 10,232	\$ 10,494
Net Income		\$ (103,285)	\$ (43,251)
		\$ (212,021)	\$ (459)
		\$ (54,640)	\$ (187,324)
<u>Other Financing Sources/Uses</u>			
John Deere Financing		\$ 72,157	
REVENUE (OVER) EXPENDITURES		\$ (31,128)	

Saddle Creek Comm Srvs District
Balance Sheet
As of April 30, 2016

ASSETS

Current Assets	
1000 Umpqua Bank Checking	\$ 332,282.10
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
Total 1080 Umpqua Bank CD Accounts	126,503.79
Total Bank Accounts	\$ 458,785.89
Accounts Receivable	
1200 Accounts Receivable	8,559.86
Total Accounts Receivable	\$ 8,559.86
Total Current Assets	\$ 467,345.75
Fixed Assets	
1500 Capital Assets	
1501 Equipment	\$ 267,138.76
1503 Roads	2,360,462.00
1504 Easements	10,344,000.00
1505 Buildings	79,000.00
Total 1500 Capital Assets	\$ 13,050,600.76
1600 Accumulated Depreciation	
1601 Equipment	\$ (184,679.03)
1603 Roads	(616,865.62)
1605 Buildings	(16,590.00)
Total 1600 Accumulated Depreciation	(818,134.65)
Total Fixed Assets	\$ 12,232,466.11
TOTAL ASSETS	\$ 12,699,811.86

Saddle Creek Comm Srvs District
Balance Sheet
As of April 30, 2016

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 Accounts Payable 26,077.79

Total Accounts Payable \$ 26,077.79

Credit Cards

2040 CSDA Bank of the West MC 410.99

Total Credit Cards \$ 410.99

Other Current Liabilities

2100 Payroll Taxes Payable \$ 244.81

2150 Accrued Payroll 9,565.40

2201 Sales Tax Adjustment 17.25

Board of Equalization Payable 74.64

Total Other Current Liabilities \$ 9,902.10

Total Current Liabilities \$ 36,390.88

Total Liabilities \$ 36,390.88

Equity

3800 Developer Capital Contributions \$ 12,198,795.62

3900 Retained Earnings 676,645.81

Net Income (212,020.45)

Total Equity \$ 12,663,420.98

TOTAL LIABILITIES AND EQUITY \$ 12,699,811.86

D.Baker

Friday, May 13, 2016

Saddle Creek Comm Srvs District

Check Detail

April 2016

Date	Num	Name	Amount
04/01/2016	1906	Kampa Community Solutions, LLC	\$ (5,225.00)
04/02/2016		April Intuit Full Service Payroll	(115.00)
04/05/2016	1907	California State Disbursement Unit	(122.37)
04/05/2016	1908	Court-Ordered Debt Collections	(50.00)
04/05/2016		DD DOLORES C BAKER	(48.50)
04/05/2016		DD Mark A. Dunlop	(1,102.08)
04/05/2016		DD Gregory Hebard	(2,194.59)
04/05/2016		DD HERNAN M HERNANDEZ	(1,123.83)
04/05/2016		DD Ralph M. McGeorge	(1,495.60)
04/05/2016		DD MICHELE L MENZIES	(67.81)
04/05/2016		DD BRADLEY D NICKELL	(889.24)
04/05/2016		DD CODY L PONDER	(944.59)
04/08/2016		CA EDD	(428.29)
04/08/2016		IRS	(2,921.82)
04/19/2016	25-Mar	CCWD	(285.88)
04/19/2016	1918	Bank of the West	(7,938.37)
04/19/2016	1919	Bryco Supply	(557.15)
04/19/2016	1925	Custom Equipment Co., Inc	(2,550.00)
04/19/2016	1917	Ewing	(7,172.33)
04/19/2016	1920	Ralph McGeorge	(143.34)
04/19/2016	1921	Turf Star, Inc.	(876.14)
04/19/2016	1922	SDRMA-Health Ins.	(5,410.08)
04/19/2016	1923	Greg Hebard	(75.00)
04/19/2016	1924	California Department of Public Health	(480.00)
04/20/2016		DD Mark A. Dunlop	(997.04)
04/20/2016		DD Gregory Hebard	(2,194.58)
04/20/2016		DD HERNAN M HERNANDEZ	(1,098.93)
04/20/2016		DD Ralph M. McGeorge	(1,495.60)
04/20/2016		DD MICHELE L MENZIES	(113.04)
04/20/2016		DD BRADLEY D NICKELL	(1,068.19)
04/20/2016		DD CODY L PONDER	(666.30)
04/20/2016		CA EDD	(1,317.44)
04/20/2016	1931	California State Disbursement Unit	(114.13)
04/20/2016	1930	Court-ordered Debt Collections	(50.00)
04/21/2016	1926	Mark A. Dunlop	(513.28)
04/25/2016	4072016	PG&E - 7193	(248.83)
04/27/2016		CA EDD	(389.30)
04/27/2016		IRS	(2,881.85)
04/29/2016	1932	State Water Resource Control Board	(241.00)
			<u>\$ (55,606.52)</u>

Draft
SADDLE CREEK COMMUNITY SERVICES DISTRICT
MINUTES FOR THE REGULAR MEETING OF THE BOARD
OF DIRECTORS
April 19, 2016

CALL TO ORDER:

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday April 19, 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
Vice President	Lawrence Hoffman
Director	Ken Albertson
Director	Charlie Robinson
Director	Owen Bramlett

Staff: The following staff members were present:

General Manager/ Treasurer	Peter Kampa
Site Manager:	Greg Hubbard
Clerk	Michele Menzies

Members of the public were in attendance

Don Kurtz
Lauren Warner
Ralph Schubert
Roger Golden

CHANGES TO THE ORDER OF AGENDA:

Adoption of Resolution of appreciation for past director Kent Lazaras moved to next month's meeting.

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 or 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 February 17, 2016.**

Several minor changes were proposed by Board members to the Draft March 1, 2016 meeting minutes. Motion by Director Robinson and Second by Director Bramlett for approval of expenditures incurred by the district during the months of February and March and approval of the March 1, 2016 and February 17, 2016 minutes. Motion passed unanimously with March 1 meeting minutes' corrections made.

OLD BUSINESS:

- a. **Status update on development of the 2016 Road Report and pavement condition assessment.**

Local civil engineer Peter Rei will be conducting the pavement condition evaluation with Greg and Ralph, developing a report on the condition of the road infrastructure, developing a priority list of road repair and maintenance work needed and the associated cost.

NEW BUSINESS:

- a. **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).**

General Manager Kampa presented a revised draft agreement with Castle & Cooke that is intended to document the short term agreement regarding operation of the entrance gate on weekends, and the installation of community access gates in different locations to allow public access to the golf course facilities while leaving community gates closed. The Board's general consensus is to use the requirements outlined in the draft agreement to give Castle and Cooke a list of requirements that must be met and discussed within a specific timeline (by August 1, 2016) or the gates will be closed.

Public sentiment appears to support keeping the gates closed 24x7, and/or put in security gates in locations that will keep the general public out of the housing community.

Motion by Director Robinson and Second by Director Hoffman approval to send a letter to Castle & Cooke with a short term operating agreement for the staffing of the gates in accordance with the draft agreement reviewed at this meeting. In addition, the letter will require that Castle & Cooke respond by August 1, 2016 with a plan and schedule for all requirements from the draft gate operating agreement including the terms, conditions and financial arrangements for the:

1. Relocation of the gates to a new location that allows public access to the golf course, and
2. Installation of the second community access gate as required by the community plans approved by Calaveras County

GM Kampa was directed by the board to request Castle & Cooke's response to these items by August 1, 2016 or the gates will be operated in the normally closed position (automatically). Gate operations will remain as is until August 1, 2016.

Motion passed unanimously with changes to contents as discussed by the board.

b. 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.

Manager Kampa presented a document outlining language updates needed to the District Administrative Regulations and Privacy Gate Rules, primarily to reflect personnel and contact information changes. Motion by Director Bramlett and Second by Director Russ approval various non-substantive updates and definition changes to the District Administrative Regulations 2003-1, Privacy Gate Rules for Owners, Residents and Castle & Cooke Inc. Motion passed unanimously.

c. Adoption of a Resolution approving investment in LAIF and designating account signatories.

Motion by Director Hoffman and Second by Director Robinson approval of Resolution approving investment in LAIF and designating account signatories. Motion passed unanimously.

d. Adoption of a Resolution calling a District General election of directors to be combined with general statewide election in Calaveras County.

Motion by Director Hoffman and Second by Director Bramlett approval of Resolution approving calling a District General election of directors to be combined with general statewide election in Calaveras County. Motion passed unanimously.

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

Motion by Director Robinson and Second by Director Bramlett to establish the calendar year as the reporting year for the purposes of the state's reimbursement reporting requirements. . Motion passed unanimously.

STAFF REPORTS:

Greg- We just sprayed for mosquitos. If you're having a party, please call us and request a spray around your home. Ralph is attending a water meeting to keep an ear open for drought money/grants to see if we are still eligible for it.

Peter Kampa-Expressed appreciation for the leadership and direction shown by Charlie Robinson during his tenure on the Board. Kampa stated that Charlie has always been available immediately, whenever something has come up, you've been very helpful.

GM Kampa Recommends we go forward with an appointment for the Board, rather than calling for a special election or waiting until the November election results. It's important to get someone back on the board quickly rather than waiting for election.

DIRECTORS REPORTS:

President Russ-Received consensus of the Board to proceed with the Board member appointment process as soon as possible.

Director Robinson-This is my last meeting it's been 15 years, the time has come the

board is active and heading in the direction I've been pushing for. I think Castle & Cooke's new management is finally listening and understanding.

Director Hoffman-None

Director Albertson-None

ADJOURNMENT – Having no further business, President Russ adjourned the meeting at 4:05 PM. CSD's next board meeting date is a special meeting to be held May 17, 2016.

Michele Menzies, CSD Clerk

Peter Kampa, General Manager

APPROVED BY:

Sue Russ, Board President

V/President

SEAL

Saddle Creek Community Services District

Special Meeting of May 17, 2016

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- a. **Approval of appointment of a replacement Board member pursuant to the California Elections Code Section 1780 and District Notice of Vacancy posted on April 22, 2016.**

Background

Attached is a copy of the procedures for appointment of a replacement of Board member. The District posted a Notice of Vacancy on April 22, 2016 and has received one letter/resume of interest from prior Board member Darlene DeBaldo.

For full transparency, the District did receive a statement of general interest from prior Board appointment applicant Don Kurtz, who submitted a form to the Saddle Creek website stating that in the event there were ever vacancies on the Board of Directors, he would be interested to serve. If Mr. Kurtz is in attendance at the meeting and continues to express interest, his application materials are on file and he could be considered for interview at this meeting, and the discretion of the Board.

The Board can conduct an interview with Darlene DeBaldo and consider her appointment to the Board, or may simply appoint her as no additional formal letters of interest were received.

Recommended Motion

Motion to appoint _____ to the Board of Directors of the Saddle Creek CSD effective immediately.

VACANCIES ON SPECIAL DISTRICT BOARDS

Action Required by the Governing Board

The district shall notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The remaining district board members have 60 days immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy; whichever is later, to either fill the vacancy

1. By appointment, or
2. By calling a special election

Government Code §1780 (a)

Appointments to Fill Vacancies

If the Board decides to appoint someone to fill the vacancy, the board first must post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the appointment is made. **(See Attachments C & D for sample notice and application to serve on a board)**

The Board must notify the county elections of the appointment no later than 15 days after the appointment is made.

The person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. If the term of office is due to expire following the next general district election and that election is scheduled 130 or more days after the date the county elections official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor.

Government Code §1780 (a)

Elections to Fill Vacancies

In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

The election shall be held on the next established election date that is 130 or more days after the date the district board calls the election.

Government Code §1780 (a)

A regular election as defined by Elections Code §1000 is:

- a) The second Tuesday of April in each even-numbered year.
- b) The first Tuesday after the first Monday in March of each odd-numbered year.
- c) The first Tuesday after the first Monday in June of each year.

d) The first Tuesday after the first Monday in November of each year.

If the District Board Fails to Act

If the vacancy is not filled by the district board by either making an appointment or calling a special election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the following shall occur.

Within the next 30 days, the City Council of the city in which the district is wholly located, or if the district is not wholly located within a city, the Board of Supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may fill the vacancy by appointment or may order the district to call an election to fill the vacancy.

The election shall be held on the next established election date (see previous list) that is 130 or more days after the date the city council or board of supervisors calls the election.

Government Code §1780 (b)

If the District Board Lacks a Quorum to Act Within 60 Days

If the number of remaining members of the district board falls below a quorum, at the request of the district secretary, or a remaining board member, the Board of Supervisors or the City Council may waive the 60-day period during which time the district board is allowed to take action, but can't because there is no quorum, and move directly to the 30-day period where the City Council or Board of Supervisors may take action.

Again, the council or board may either appoint immediately to fill the vacancy, or may call an election to fill the vacancy.

The election shall be held on the next established election (see previous list) that is 130 or more days after the date the district board calls the election.

The board of supervisors or the city council shall only fill enough vacancies to provide the board with a quorum.

Government Code §1780 (c)(2)

If the City Council or Board of Supervisors Fails to Act

If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, no action has been taken by any governing body to fill the vacancy by appointment or by calling for a special election, the district must call an election to fill the vacancy.

The election shall be held on the next established election (see previous list) that is 130 or more days after the date the district board calls the election.

Government Code §1780 (c)

Term of Office

A person appointed to fill a vacancy shall hold office only until the next general district election that is scheduled 130 or more days after the date the county elections official is notified of the vacancy

and thereafter until the person elected at that election to fill the vacancy has been qualified to fill the vacancy for the remainder of the unexpired term.

A person elected at an election to fill the vacancy shall hold office for the remainder of the unexpired term.

Government Code §1780 (d)

A person elected at a regular board member election or appointed in-lieu of election takes office at noon on the first Friday in December following his or her election in November and shall serve for four years.

Elections Code §10554, 10507

Darlene DeBaldo
2275 Oak Creek Drive
Copperopolis, California 95228

Phone: (209) 785-7697
Cell Phone: (209) 968-0532
E-Mail: dargogolf@gmail.com

Saddle Creek Community Services District
Board of Directors
1000 Saddle Creek Drive
Copperopolis, Ca. 95228

April 25, 2016

Re: Vacant Director Position

Dear Board Members

Please accept this letter and attached resume as my application for the vacant board position.

In 2009 I was elected to the CSD Board and served as Director, Secretary, Vice-President and President until I retired in 2014. During that time the Board managed much turmoil regarding our Privacy Gate and lead a successful search for a new General Manager.

My volunteer work and previous work history has given me experience in managing budgets, communication skills, and organizational management. I feel the skills and knowledge I have gained over the years will be beneficial to the CSD Board.

I have seen the progress the board has made over the last few years, and would like to again become a member of a very cohesive and responsible board.

Sincerely,

A handwritten signature in black ink that reads "Darlene DeBaldo". The signature is written in a cursive style with a large initial "D".

Darlene DeBaldo

Darlene DeBaldo
2275 Oak Creek Drive
Copperopolis, California 95228

Phone: (209) 785-7697
Cell Phone: (209) 968-0532
E-Mail: dargogolf@gmail.com

Professional Experience:

- AMP Incorporated - \$5 Billion Electronics Manufacturing Company
 - 1978-1984 – Assistant Marketing Manager – liaison between sales and marketing at headquarters in Harrisburg, Pennsylvania.
 - 1984 – 1997 – Held various sales assignments in Silicon Valley moving from Sales Engineer to Sr. Sales Engineer to Account Executive, and growing Sales from \$2,000,000 to over \$30,000,000.
- Tyco Electronics - \$10 Billion Electronics Manufacturing
 - 1997 – 2004 – Global Account Manager – Managed strategic accounts on a global basis and created a global team to provide a consistent and worldwide approach to support, global pricing, and logistics for accounts generating over \$200,000,000 of sales.
 - 2004 – 2006 – District Sales Manager – Managed 24 Sales Engineers in 8 western states and generated consistent sales growth to \$192,000,000 annually.
 - 2006-2009 – Regional Sales Manager for the Western United States. Managed 50 Sales Engineers, 4 District Sales Managers and 4 inside sales associates. Again had consistent sales growth to \$500,000,000 annually.

Education

- 1984 BS from Penn State University in Finance and Accounting

Volunteer Work

- 2009 – Present Certified HICAP Counselor for the California Department of Aging -- Counsel people new to Medicare to

understand their options to receive their medicare benefits. Also help low-income beneficiaries apply for help to pay for their drug benefits and/or Part B premiums.

- 2010 - Introduced Saddle Residents to PHI Membership to provide air ambulance service in our rural area.
- 2011 - My husband, Paul DeBaldo, and I created a scholarship fund for Career and Technical Training. Since then we have awarded 43 scholarships to students to go on to Jr. Colleges or Trade Schools.
- 2006 - Present - Treasurer, Co-Captain, Captain of the Saddle Creek Women's Golf Association. During this time we have expanded the activities offered to our ladies as well as supporting Jr. Girls Golf and have donated over \$2,000 to Bret Harte High School to support their golfing program.

Community Service

- 2009 - 2014 - Board Member and President of Saddle Creek Community Services District.
-

Saddle Creek Community Services District

Special Meeting of May 17, 2016

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- b. Consideration of adoption of a Fire Prevention Ordinance Code establishing property maintenance standards for vacant and developed parcels, and enacting a schedule of fees and charges for clearing of vegetation by the District and certain enforcement actions.

Background

The District was approved on its creation to provide weed control and fire fuel break maintenance services in support of community fire protection. The District records do not show the creation of a property maintenance standard for weeds, or the Board adoption of a specific process for property owner notification or levying of fees for abatement of weeds and fire hazards.

In conducting the weed control services, District staff is entering onto private property and conducting mowing activities. We then charge a nominal fee for providing these services. When we bill property owners, and in many cases we are not paid for the work performed, and currently have no legal remedy requiring payment for the services. If we are comfortable receiving payment from only a portion of customers billed, then we can proceed by adopting an updated fee that covers the current cost of providing the service, and notifying/completing the work as we currently do.

If the Board wishes to employ a more effective fee system in terms of collectability, then the District must adopt a standard to which all property must be maintained, allow property owners to perform the maintenance themselves within an appropriate timeframe annually or upon notification, and establish a system for District inspection and completion of the lot clearing following District inspection, with appropriate fees to be charged for District conducted clearing. In this case, the process has many administrative steps including identification, notification, conducting public hearings, and levying the fee as primarily a punitive measure for property owners not maintaining their property to the District's fire safety standard.

One additional option for implementation of the lot mowing services and effective cost recovery is to propose the lot mowing service as an activity funded through an assessment or special tax. In this case, voters would be asked whether they want the District to clear vacant parcels as a consistent and convenient service, funded through the tax with the tax revenue paying the cost to administer the program and complete the lot clearing services.

In summary, our lot mowing/fire protection services and requirements are currently "compliance voluntary" and therefore customers who authorize us to be on their property for mowing purposes may or may not pay the associated cost out of convenience. In order for the fee to be mandatory and collection of the fees certain, additional action is required by the Board. This item is on the Board's agenda for input and direction, and included herein is language typical for a Fire Protection District in enacting mandatory fire protection regulations.

Recommended Motion

No specific action is recommended at this time and the item is presented for Board input and direction.

DRAFT POTENTIAL LANGUAGE
SADDLE CREEK CSD
May 17, 2016

Chapter 4.04.00 FIRE HAZARDS/WEED AND WASTE MATTER ABATEMENT

4.04.01 Introduction

- A. The following enforcement provisions are in addition to other enforcement provisions referenced in the various Sections of this Fire Prevention Code.
- B. Property Owners and affected properties are exempt where enforcement of this Chapter would result in the taking of endangered, rare, or threatened plant or animal species or will result in significant erosion and sedimentation of surface waters.

4.04.10 Weeds Constituting Fire Hazards

- A. The District Board of Directors declares that all weeds which are described in this section growing upon any property or in any public street, sidewalk, or alley which when exposed to the elements, endanger the public safety by creating a fire hazard, impedes access to fire protection systems or facilities and are further declared to be a public nuisance such as those that block the vision of drivers or pedestrians.
- B. The term "weeds" includes
 - 1. Weeds which bear seeds of a downy or wingy nature; Sagebrush, chaparral, and any other brush or weeds which attain such large growth as to become, when dry, a fire menace to adjacent improved property;
 - 2. Weeds which are otherwise noxious or dangerous;
 - 3. Poison oak and poison ivy, when the conditions or growth are such as to constitute a menace to the public health;
 - 4. Dry grasses, stubble, brush, dead shrubs, dead trees, litter or other flammable material which endanger the public safety by creating a fire hazard.

4.04.20 Waste Matter Constituting a Fire Hazard

The District Board of Directors declares that rubbish, litter and other flammable materials (collectively waste matter) which when exposed to the elements, or which by reason of its location would hamper or interfere with the suppression or prevention of fire upon the premises, endangers the public safety by creating a fire hazard, and are further declared to be a public nuisance.

4.04.30 Maintenance Unlawful

- A.. Except as provided in sub-section C below, it is unlawful for any person to maintain weeds and waste matter on public or private property in such a manner as constitutes a public nuisance as defined in Sections 4.04.010 and 4.04.020 of this Chapter.
- B. Each day during which any violation continues shall constitute a separate offense.
- C. The District and/or the District's Fire Department shall not enforce the Weed Abatement provisions of this Chapter where enforcement would result in the taking of endangered, rare, or threatened plant or animal species or would result in significant erosion and sedimentation of surface waters. Written documentation from the United States Fish and Wildlife Service or other agency with jurisdiction, stating that enforcement will result in the taking of endangered, rare, or threatened plant or animal species, is required to qualify the property for this exemption. The Code Enforcement Officer shall determine whether or not enforcement would cause significant erosion and sedimentation of surface waters.

4.04.40 Duty of Property Owner to Abate

- A. It shall be the duty of every Property Owner to abate all public nuisances defined in 4.04.10 and 4.04.20 (above) existing upon that property, which shall be deemed to include for purposes of this chapter the abutting half of the street and/or alley, and between the property lines thereof as extended.
- B. The word "street" as used in this section shall be deemed to include the sidewalk space thereof.
- C. Any Property Owner who fails to abate a public nuisance within the time prescribed in any notice or order provided for herein, shall have the public nuisance abated by the District at the expense of the property owner.
- D. A violation of any notice or order to abate a public nuisance shall constitute a misdemeanor.

- E. In any action to abate a nuisance, whether by administrative proceedings, judicial proceedings, citation or summary abatement, the owner of the parcel upon which the nuisance is found to exist shall, in addition to any other fine or penalty, be liable for all costs of abatement incurred by the District, including, but not limited to, administrative costs, and any and all costs incurred in the physical abatement of the nuisance. Recovery of costs pursuant to this section shall be in addition to and shall not limit any prevailing party's right to recover costs pursuant to Sections 1032 and 1033.5 of the code of Civil Procedure or any other provision of law.
- F. The costs identified in subsection C and E above constitute a lien on the parcel of real property that is the subject of the abatement proceedings and said costs shall run with the land. If a citation is issued the fine shall be paid to the court by the Property Owner.

4.04.50 Means of Enforcement - Discretion of Code Enforcement Officer

In addition to the provisions of this Chapter, the District Site Manager, who is the Code Enforcement Officer has the discretion to enforce the provisions of this Chapter as follows:

- A. [to be determined]

4.04.60 Notice(s) of Violation and Correction Orders. Informal Administrative Remedy [**consider other wording**]

- A. Where a Code Enforcement Officer determines that informal resolution of a violation or purported violation of this Chapter is appropriate, the Code Enforcement Officer shall notify the Property Owner, in writing, that a public nuisance is alleged to exist upon the owner's property.
- B. Such notices shall be served pursuant to Section 4.04.70B and shall:
 - 1. Require the Property Owner to respond to the allegation within fourteen (14) days of the date of this notice.
 - 2. Provide notice of the exemption provision of Section 4.04.30C.
 - 3. Provide notice that should the Property Owner fail to timely respond to such notice, the cost of abatement and cost of future inspections verifying the alleged code violation shall be charged to the Property Owner and made a lien on the property in addition to any other costs identified in Section 4.04.040E.
 - 4. Provide the name and contact of the Code Enforcement Official.

4.04.70 Service of Notice of Violations

The Code Enforcement Officer shall provide notice of violations of this Chapter as follows:

- A. A notice of violation issued by a Code Enforcement Officer pursuant to this Chapter shall be served upon the Property Owner, operator, occupant or the person responsible for the condition or violation, either by personal service, mail or delivering the same to, and leaving it with, some person of responsibility upon the premises. For unattended or abandoned locations, a copy the such notice of violation shall be posted on the premises in a conspicuous place at or near the entrance to such premises and the notice shall be mailed by certified mail with return receipt requested or a certificate of mailing, to the last known address of the Property Owner, occupant or both
- B. The failure of any Property Owner or other party entitled to notice under this Chapter to receive such notice shall not deprive the District of jurisdiction to proceed or affect in any manner the validity of the proceedings taken or to be taken or any assessment.

4.04.80 Order to Correct, Eliminate Fire Hazard or Citation

- A. Notwithstanding any other provision of law, or enforcement procedures enumerated in this Chapter, the Code Enforcement Officer may issue a written order or citation to correct or eliminate a fire hazard or life hazard. The form of the written order to correct shall contain the following information.
 - 1. The Section of this Fire Prevention Code violated and a description of the violation;
 - 2. The address or a definite description of the location of the violation;
 - 3. The date that the fire hazard or life hazard must be abated;
 - 4. That every person who fails or refuses to correct or eliminate a fire hazard or life hazard after a written order is guilty of a misdemeanor;
 - 5. A description of the administrative review process, including the time in which the administrative order may be contested and a copy of the form to request a hearing;
 - 6. The name and signature of the citing Enforcement Officer.

- B. Any person who has been ordered to immediately correct or eliminate a fire hazard or life hazard pursuant to subdivision A and who believes that strict compliance with the order would cause undue hardship may, within ten (10) days of service of the written Order, present a written request to the District, in care of the District General Manager, requesting a hearing on and a review of the order. The request shall state the reasons for making the request. If a citation is issued the hearing will take place in court.

4.04.100 Summary Abatement of Fire Hazards

- A. Pursuant to Government Code Section 61623.5 the provisions of Part 5 (commencing with Section 14875) Division 12 of the Health and Safety Code are incorporated herein by reference.
- B. In the application of the provisions of Part 5 (commencing with Section 14875) Division 12 of the Health and Safety Code, to proceedings under this Section, the terms "Board of Directors" shall be deemed to be a "Board of Supervisors" and the District Fire Code Official or his/her designees shall be deemed to be the "persons" designated in Section 14890 of the Health and Safety Code.

Saddle Creek Community Services District

Special Meeting of May 17, 2016

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- c. Review of the Saddle Creek Road Report and provide direction on the various funding mechanisms available to provide a source of revenue to fund long term road maintenance and improvements as identified in the report.

Background

The District road report is still in development due to the difficulty in securing engineering contractors interested in performing the update of the road/pavement condition assessment. As discussed at the last Board meeting, we secured the services of a qualified Civil Engineer to update the report, with the expected report completion date for consideration at this meeting. I was notified last week by our consultant that the update report completion date is now estimated to be May 27, 2016. I will work closely with the consultant to ensure completion of the report by that date, and submittal of the final road report to the Board at our June 21, 2016 meeting.

Other than the continued deterioration of the road system, our primary reason for expediting completion of the road condition update report was to be able to submit a tax measure to the voters in the November 2016 election. We have engaged the services of NBS Government Financial Services to assist the District Board of Directors in determining the appropriate tax or assessment funding mechanism to be used to fund the necessary road improvements and maintenance work. NBS will also provide information with regard to the timing, schedule, process and probability of support for each of the types of potential funding mechanisms.

NBS expert Tim Seufert has prepared the attached presentation information and will be in attendance at the meeting to present the information and address our questions. The goal of the discussion is to determine the optimal funding solution, which will drive the upcoming related actions of the Board and staff in placing the funding measure before the voters or property owners. The final amount of revenue needed to be generated by the new tax or assessment will be calculated using the updated road repair and maintenance cost estimates provided in the updated pavement condition report. Considering the tax vehicle at this meeting will allow staff to be prepared with the appropriate actions of the Board at our June 21 meeting.

Following Board direction at this meeting on the appropriate tax vehicle and timing, staff will be evaluating the necessary ongoing expenditures for the current special tax, projected increases in administrative and overhead expenses related to providing road services. The estimated updated road repair and maintenance costs will then be evaluated and included in preparation for the June 21 meeting.

Recommended Motion

Motion to proceed with preparation of a [special tax/assessment] ballot process to be submitted to the [registered voters/property owners] on [date].

Saddle Creek CSD

Funding Assessment

Presented by
Tim Seufert

BACKGROUND

Measure D Special Tax

- 2000/01 Special Tax Rates:
 - \$750 per parcel for Improved Property
 - \$1 per parcel for Unimproved Property
- 2015/16 Special Tax Rates:
 - \$1,042.36 per parcel for Improved Property
 - Unimproved Property not taxed
- 560 Parcels Taxed for 2015/16
- 2015/16 Total Special Tax Levy: \$583,721.60

BACKGROUND

- Buildout originally estimated at 1,163 parcels
- Budget estimated at \$871,398
 - Buildout estimated to occur in 2008/09
 - Budget amount based on 1999 estimates
- 2016/17 inflated budget estimate is \$1,074,019
 - \$871,398 estimated budget increased by CPI
 - Mosquito Abatement line item adjusted from approximately \$2,000 to \$33,500.
 - Reflects the mosquito abatement 2016/17 budgeted amount
- Any rate increase will be effective for 2017/18
 - Deadline to enroll 2016/17 direct charges on the Calaveras County property tax roll is August 10, 2016

OVERLAPPING CFD AND AD

Calaveras County Water District Refunding Improvement District No. 2001 (Saddle Creek):

- Matures: September 2, 2020
- 2015/16 Levy: \$603,051.22

Community Facilities District No. 2 (Saddle Creek)

- Matures: September 1, 2026
- 2015/16 Levy: \$593,579.30

ESTIMATED SPECIAL TAX RATES

	2016/17 Current Special Tax Estimate(1)	Original Buildout Estimate(2)	Inflated Buildout Estimate(3)
Total Cost Estimate	\$598,980	\$871,398	\$1,074,019
Parcels Taxed	560	560	560
Special Tax per Parcel(4)	\$1,070	\$1,556	\$1,918
Underfunded Amount		(\$272,418)	(\$475,039)
Underfunded Amount per Parcel		(\$486)	(\$848)

(1) 2015/16 special tax rate increased by CPI to estimate the 2016/17 special tax rate.

(2) Per Strong Associates October 6, 1999 report. Buildout estimated in 2008/09.

(3) Original buildout estimate inflated annually by CPI and the mosquito abatement increased to \$33,500 to reflect the 2016/17 adopted budget.

(4) If the District uses an assessment, 100% of the cost estimate will not be recovered. That portion of the cost estimate attributable to general benefit must be funded from sources other than assessments.

SPECIAL ASSESSMENT VS. SPECIAL TAX

	Special Assessment	Special Tax
Project Description	Very defined improvements and services	Flexibility in defining improvements and services
Special Benefit	Finding required. Parcels can only be assessed for the special benefit received; any general benefits must be funded from sources other than property owner assessments	There is no finding of special benefit required. Therefore, the special tax can fund the entire annual budget, regardless of any general benefits provided
Treatment of Different Parcel Land Uses	All parcels, including undeveloped and public, must be considered in the analysis and assessed if they receive special benefit	Parcel land uses can be exempted from the special tax levy
Approval Process	Majority protest proceeding (Prop. 218) (Property Owner Election)	Special Tax Election (Registered Voter Election)
Vote Weight	Property owner's assessment ballot is based upon the proposed total assessment for their property	One vote per registered voter
Approval Threshold	No majority protest	2/3 approval

SPECIAL TAX/ASSESSMENT TIMELINE OPTIONS

Option 1 – Special Tax:

- November 8, 2016 General Election
 - Resolution Calling for Election
 - Approved no later than the July 17, 2016 Board Meeting
 - Polling and Initial Outreach Campaign: Two Months

Option 2 – Special Tax:

- May 2, 2017 Mailed Ballot Election
 - Resolution Calling for Election
 - Approved no later than the January 17, 2017 Board Meeting
 - Polling and Initial Outreach Campaign: Eight Months

Option 3 – Special Assessment:

- December 20, 2016 Public Hearing
 - Resolution Setting the Public Hearing
 - Approved at the October 18, 2016 Board Meeting
 - Informational Outreach Campaign: Five Months

MAY 2, 2017 MAILED BALLOT ELECTION

Special Tax Formation Task	Timeline
Special Tax Rate Development and Outreach	Commence July 1, 2016
Polling	November, 2016
Informational Campaign and Outreach	November, 2016 – January, 2017
Special Tax Rates Finalized	Early January 2017
Board Approves Election Resolution	January 17, 2017
Informational Campaign and Outreach	February – April, 2017
Mailed Ballot Election	May 2, 2017

SPECIAL ASSESSMENT PROCEEDING

Special Assessment Formation Task	Timeline
Project Development and Outreach	Commence July 1, 2016
Special vs. General Benefit Analysis	July, 2016 – September, 2016
Initiate the Preparation of the Engineer's Report	September 20, 2016
Informational Campaign and Outreach	September, 2016 – December, 2016
Board Approves Engineer's Report and Calls for Public Hearing	October 18, 2016
Public Hearing and Assessment Ballot Tabulation	December 20, 2016

CONCLUSION

- Next Steps
- Special Tax/Assessment Election Options
- Questions and Answers