

REGULAR BOARD MEETING AGENDA
September 20, 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 August 2016.
- b. Approval of the minutes of the Regular Board Meeting of August 16, 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. Presentation for the board to develop an understanding of the Financial Reports - Dolores Baker.
- b. Discussion and Action regarding the development of a budget projection covering necessary road improvements and replacement of all District assets, and which will serve as the basis for the proposed road special tax measure being developed.
- c. Establish a meeting date for a community informational meeting regarding the May 2017 road special tax election.
- d. Consideration of appointment for board position becoming vacant in December 2016.
- e. Review and Approval of a Communication Plan for the District

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. **CLOSED SESSION – California Government Code 54957**

Public employee performance evaluation – General Manager

10. **RECONVENE OPEN SESSION – Announce Action Taken in Closed Session**

11. **ADJOURNMENT**

Meeting Agenda: May be viewed on the bulletin boards outside the Saddle Creek Pro Shop, on the Sports Club Bulletin Board and at the CSD Website by the Saturday proceeding each meeting date. Agenda supporting materials are available for download from the CSD website or by submitting an advance request for emailed materials. A limited number of copies of written 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. 24 Hour advance notification will enable the District to make reasonable arrangements to insure meeting accessibility.



Saddle Creek Community Services District

Treasurer's Report

August 30, 2016

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

Code	Current Year - 2016			Prior Year - 2015		
	(Approved) FY 2016	(Expenditures) Month of August	(Expenditures) Year to Date	(Adjusted) FY 2015	(Expenditures) Month of August	(Expenditures) Year to Date - Prior Year
EXPENDITURES						
SERVICES AND SUPPLIES						
<u>ADMINISTRATION</u>						
OE01	Audit Expense	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ 7,500
OE02	Finance Expense	\$ 500	\$ 31	\$ 248	\$ 500	\$ 31
OE03	On-line Back-up/Notary Fees/Bonds	\$ 361	\$ -	\$ 326	\$ 351	\$ 35
OE04	Legal Expenses	\$ 1,500	\$ -	\$ 200	\$ 1,500	\$ -
OE05	Management Fees	\$ 62,700	\$ 5,225	\$ 41,800	\$ 57,000	\$ 5,700
OE06	Insurance (Property Loss/Liability)	\$ 8,000	\$ -	\$ 8,274	\$ 8,000	\$ -
OE07	Miscellaneous/Contingency	\$ 2,000	\$ -	\$ 109	\$ 2,000	\$ -
OE08	Professional Development (Travel/Training)	\$ 6,000	\$ -	\$ 5,858	\$ 6,000	\$ 160
OE09	Dues, Certifications & Subscriptions	\$ 4,000	\$ 392	\$ 3,294	\$ 4,000	\$ -
OE10	Uniform Expenses	\$ 2,200	\$ 200	\$ 1,748	\$ 2,200	\$ -
OE11	Electric Power/Water/Sewer	\$ 5,200	\$ 326	\$ 3,323	\$ 6,000	\$ 338
OE12	Telephone/Pager Service	\$ 4,000	\$ 335	\$ 2,564	\$ 5,000	\$ 237
OE13	Internet Service	\$ 1,200	\$ 90	\$ 539	\$ 1,200	\$ 90
OE14	Office Supplies/Postage	\$ 5,000	\$ 1,097	\$ 4,142	\$ 5,000	\$ 265
OE15	Office Equipment Repair/Replacement	\$ 3,000	\$ -	\$ 2,649	\$ 3,000	\$ -
OE31	Records Management Services	\$ 2,400	\$ -	\$ -	\$ 2,400	\$ -
OE26	County Fees/LAFCO	\$ 6,500	\$ -	\$ 2,919	\$ 6,000	\$ -
OE30	Reimbursable Maint/Repair Expense	\$ 19,500	\$ 493	\$ 8,299	\$ 10,000	\$ 8,046
PE03-1	Payroll Taxes - Administration	\$ -	\$ 246	\$ 4,357	\$ -	\$ -
PE06-1	Employee Wages - Administration	\$ -	\$ 2,898	\$ 50,013	\$ -	\$ -
	Total Administration	\$ 141,561	\$ 11,333	\$ 148,161	\$ 127,651	\$ 14,902
<u>COMMON AREAS</u>						
OE16	Gate Maintenance & Opener Purchase	\$ 4,000	\$ 941	\$ 3,110	\$ 4,000	\$ 300
OE18	Landscape Supplies & Repairs	\$ 21,000	\$ -	\$ 22,112	\$ 21,000	\$ (199)
OE19	Landscape Equipment Repair/Replacement	\$ 16,500	\$ 750	\$ 16,509	\$ 10,000	\$ -
OE21	Landscape Equipment Gas & Oil	\$ 5,000	\$ 1,700	\$ 5,559	\$ 7,000	\$ 197
PE03 -2	Payroll Taxes - Common Areas	\$ -	\$ 1,108	\$ 6,530	\$ -	\$ -
PE06 -2	Employee Wages - Common Areas	\$ -	\$ 14,485	\$ 77,925	\$ -	\$ -
	Total Common Areas	\$ 46,500	\$ 18,984	\$ 131,745	\$ 42,000	\$ 297
<u>FIRE PROTECTION</u>						
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-3	Payroll Taxes - Fire Protection	\$ -	\$ 12	\$ 1,905	\$ -	\$ -
PE06-3	Employee Wages - Fire Protection	\$ -	\$ 151	\$ 24,457	\$ -	\$ -
	Total Fire Protection	\$ -	\$ 162	\$ 26,362	\$ -	\$ -

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

Code	Current Year - 2016			Prior Year - 2015			
	(Approved) FY 2016	(Expenditures) Month of August	(Expenditures) Year to Date	(Adjusted) FY 2015	(Expenditures) Month of August	(Expenditures) Year to Date - Prior Year	
MOSQUITO ABATEMENT							
OE22-1	Mosquito Control Products	\$ 14,500	\$ 74	\$ 11,238	\$ 14,513	\$ 195	\$ 5,266
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 3,000	\$ 88	\$ 2,889	\$ 3,000	\$ 140	\$ 1,571
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 11,000	\$ 61	\$ 4,041	\$ 13,000	\$ 934	\$ 6,758
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 5,000	\$ 60	\$ 4,699	\$ 5,890	\$ 269	\$ 3,948
PE03-4	Payroll Taxes - Mosquito Abatement	\$ -	\$ 80	\$ 918			
PE06-4	Employee Wages - Mosquito Abatement	\$ -	\$ 1,050	\$ 11,974			
	Total Mosquito Abatement	\$ 33,500	\$ 1,412	\$ 35,759	\$ 36,403	\$ 1,538	\$ 17,544
STREETS							
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 13,500	\$ 10,359	\$ 12,944	\$ 13,500	\$ 1,804	\$ 7,031
PE03-5	Payroll Taxes - Streets	\$ -	\$ -	\$ 63			
PE06 -5	Employee Wages - Streets	\$ -	\$ -	\$ 823			
	Total Streets	\$ 13,500	\$ 10,359	\$ 13,830	\$ 13,500	\$ 1,804	\$ 7,031
WETLANDS							
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE03-6	Employee Wages - Wetlands	\$ -	\$ 26	\$ 70			
PE06-6	Payroll Taxes - Wetlands	\$ -	\$ 341	\$ 921			
	Total Wetlands	\$ -	\$ 367	\$ 991	\$ -	\$ -	\$ -
	TOTAL SERVICES & SUPPLIES	\$ 235,061	\$ 42,618	\$ 356,849	\$ 219,554	\$ 18,541	\$ 160,182
PERSONNEL EXPENDITURES							
PE01	Worker Compensation Insurance	\$ 16,035	\$ 489	\$ 20,871	\$ 16,000	\$ -	\$ 18,725
PE02	Health Insurance	\$ 60,145	\$ 4,508	\$ 38,771	\$ 58,780	\$ 4,927	\$ 36,128
PE03	Payroll Taxes	\$ 22,311	\$ 1,446	\$ 13,820	\$ 28,000	\$ 1,435	\$ 13,986
PE04	Processing Fees	\$ 1,400	\$ 113	\$ 912	\$ 1,400	\$ 115	\$ 982
PE05	Directors Stipend	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ -
PE06	Employee Wages	\$ 255,712	\$ 18,583	\$ 166,378	\$ 253,000	\$ 18,474	\$ 161,615
			\$ 25,139	\$ 240,752			
	<i>Distributed to Service Areas</i>		\$ (20,029)	\$ (179,958)			
	TOTAL PERSONNEL	\$ 361,603	\$ 5,110	\$ 60,794	\$ 363,180	\$ 24,951	\$ 231,436
CAPITAL OUTLAY							
CO04	Vrisimo Flail Mower (2015) **		\$ -	\$ 2,146	\$ 8,000		
CO04	John Deere Tractor w/loader & Bucket (2016)	\$ 72,157			\$ -		
	TOTAL CAPITAL OUTLAY	\$ 72,157	\$ -	\$ 2,146	\$ 8,000	\$ -	\$ -

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

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	(Approved) FY 2016	(Expenditures) Month of August	(Expenditures) Year to Date	(Adjusted) FY 2015	(Expenditures) Month of August	(Expenditures) Year to Date - Prior Year
STUDIES AND ASSESSMENTS						
Landscape Design	\$ 12,000	\$ 1,601	\$ 1,601			
Pavement Assessment	\$ 15,000	\$ -	\$ 4,500			
Financial Assessment	\$ 4,300	\$ -	\$ 4,000			
TOTAL STUDIES & ASSESSMENTS	\$ 31,300	\$ 1,601	\$ 10,101	\$ -	\$ -	\$ -
DEBT SERVICE						
John Deere Financing	\$ 14,440	\$ 1,336	\$ 5,343			
TOTAL DEBT SERVICE	\$ 14,440	\$ 1,336	\$ 5,343			
TOTAL EXPENSES	\$ 714,561	\$ 50,665	\$ 435,234	\$ 590,734	\$ 43,492	\$ 391,618

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

PAYMENTS AND ASSESSMENTS RECEIVED

Assessment Income					Date Rec'd:	Amount:	
Payment No. 1:				Note Only	FY 2013-14	\$ 311,982	
Payment No. 2:	up 2% from PY	\$ 29,186	\$ 262,675		\$ 28,614	\$ 257,524	
Payment No. 3:							
Total Assessment Income		\$ 590,142	\$ 29,186	\$ 262,675	\$ 572,275	\$ 28,614	\$ 257,524
Reimbursement Income							
From:	For:						
G. Hebard	Personal Portion of Travel		\$ 96			\$ 248	
SDRMA	Gate Repairs					\$ 9,667	
Castle & Cooke	Tractor/Equipment Repairs	\$ 493	\$ 7,857			\$ 1,357	
Castle & Cooke	Golf Course Items		\$ 346				
Total Reimbursement Income		\$ 19,500	\$ 493	\$ 8,299	\$ 10,000	\$ -	\$ 11,272
Other Income							
From:	For:						
Castle & Cooke	Weed Abatement		\$ 2,500				
Lot Owners	Weed Abatement	\$ 100	\$ 2,300				
Lot Owners	Gate Openers/Cards	\$ 102	\$ 921			\$ 83	
Umpqua Bank	CD Interest	\$ 39	\$ 173		\$ 39	\$ 157	
Calaveras County	Interest Received	\$ 156	\$ 403		\$ 116	\$ 400	
Various	Other Miscellaneous		\$ 100			\$ 205	
SDRMA	Purch Card Program Rebate		\$ 342				
Total Other Income		\$ 1,634	\$ 398	\$ 6,740	\$ 8,000	\$ 155	\$ 846
TOTAL PAYMENTS & ASSESSMENTS		\$ 611,276	\$ 30,077	\$ 277,714	\$ 590,275	\$ 28,769	\$ 269,641
Net Income		\$ (103,285)	\$ (20,588)	\$ (157,520)	\$ (459)	\$ (14,723)	\$ (121,977)
Other Financing Sources/Uses							
John Deere Financing		\$ 72,157					
REVENUE (OVER) EXPENDITURES		\$ (31,128)	\$ (20,588)	\$ (157,520)	\$ (459)	\$ (14,723)	\$ (121,977)

Saddle Creek Comm Srvs District
Statement of Cash Flows

For the 8 Months Ending August 31, 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	160,559.55	(318,253.14)	116.89	18.89	18.89	9.43	9.43	(157,520.06)
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable	(493.13)							(493.13)
2000 Accounts Payable	15,342.73							15,342.73
2040 CSDA Bank of the West MC	(11,363.35)							(11,363.35)
2100 Payroll Taxes Payable	(625.69)							(625.69)
2150 Accrued Payroll	(1,915.99)							(1,915.99)
2201 Sales Tax Adjustment	(9.29)							(9.29)
Net cash provided by operating activities	161,494.83	(318,253.14)	116.89	18.89	18.89	9.43	9.43	(156,584.78)
Net cash increase for period	161,494.83	(318,253.14)	116.89	18.89	18.89	9.43	9.43	(156,584.78)
Cash at beginning of period (1/1/2016)	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	392,200.25	-	26,028.43	25,169.35	25,169.34	25,126.00	25,126.00	518,819.37

15-Sep-16

Prepared by: Dolores Baker

Saddle Creek Comm Srvs District

BALANCE SHEET

As of August 31, 2016

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Umpqua Bank Checking	392,200
1080 Umpqua Bank CD Accounts	126,619
Total Bank Accounts	\$518,819
Accounts Receivable	
1200 Accounts Receivable	493
Total Accounts Receivable	\$493
Total Current Assets	\$519,313
Fixed Assets	
1500 Capital Assets	13,050,601
1600 Accumulated Depreciation	(818,135)
Total Fixed Assets	\$12,232,466
TOTAL ASSETS	\$12,751,779
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	22,990
Total Accounts Payable	\$22,990
Credit Cards	
2040 CSDA Bank of the West MC	1,313
Total Credit Cards	\$1,313
Other Current Liabilities	
2100 Payroll Taxes Payable	223
2150 Accrued Payroll	9,321
Board of Equalization Payable	9
Total Other Current Liabilities	\$9,554
Total Current Liabilities	\$33,857
Total Liabilities	\$33,857
Equity	
3800 Developer Capital Contributions	12,198,796
3900 Retained Earnings	676,646
Net Income	(157,520)
Total Equity	\$12,717,921
TOTAL LIABILITIES AND EQUITY	\$12,751,779

Saddle Creek Comm Srvs District
Check Detail
August 2016

Date	Num	Name	Amount
08/01/2016	1983	Kampa Community Solutions, LLC	(5,225.00)
08/01/2016	1722503	John Deere Financial	(1,335.71)
08/03/2016		Monthly Fee Intuit Full Service Payroll	(113.00)
08/05/2016	1987	California State Disbursement Unit	(118.50)
08/05/2016	1985	COURT-ORDERED DEBT COLLECTIONS	(60.00)
08/05/2016		DD DOLORES C BAKER	(126.38)
08/05/2016		DD Gregory Hebard	(2,194.59)
08/05/2016		DD HERNAN M HERNANDEZ	(989.32)
08/05/2016		DD Ralph M. McGeorge	(1,495.60)
08/05/2016		DD MICHELE L MENZIES	(79.12)
08/05/2016		DD BRADLEY D NICKELL	(866.67)
08/05/2016		DD CODY L PONDER	(933.06)
08/10/2016		IRS	(2,559.07)
08/10/2016		CA EDD	(389.38)
08/16/2016	1986	ADAPCO, Inc.	(1,480.55)
08/16/2016	1987	Turf Star, Inc.	(170.37)
08/16/2016	1988	Bank of the West	(6,175.41)
08/16/2016	1989	Greg Hebard	(100.00)
08/16/2016	1990	VALLEY ENTRY SYSTEMS, INC.	(252.00)
08/16/2016	1991	MVCAC	(387.00)
08/16/2016	1992	SDRMA-Health Ins.	(4,508.40)
08/19/2016		DD DOLORES C BAKER	(232.07)
08/19/2016		DD Gregory Hebard	(2,194.59)
08/19/2016		DD HERNAN M HERNANDEZ	(1,198.73)
08/19/2016		DD Ralph M. McGeorge	(1,495.60)
08/19/2016		DD MICHELE L MENZIES	(113.04)
08/19/2016		DD BRADLEY D NICKELL	(866.67)
08/19/2016		DD CODY L PONDER	(944.57)
08/19/2016	1998	Calaveras County Sheriff's Office	(255.64)
08/20/2016	1996	California State Disbursement Unit	(118.50)
08/24/2016		CA EDD	(397.84)
08/24/2016		IRS	(2,648.24)
08/28/2016	8092016	PG&E - 7193	(326.29)
			<u>(40,350.91)</u>

Saddle Creek Comm Srvs District

TRANSACTION REPORT

August 2016

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
OE Operational Expenses								
OE17 Streets								
08/26/2016	Bill	10008	Gold Electric, Inc.	Street Light Retro-Fit Project	OE17 Operational Expenses:Streets	2000 Accounts Payable	5,930.00	5,930.00
08/29/2016	Bill	4/1/2016	Shelby Masonry	Sidewalks repairs	OE17 Operational Expenses:Streets	2000 Accounts Payable	4,429.00	10,359.00
Total for OE17 Streets							\$10,359.00	
Total for OE Operational Expenses							\$10,359.00	
TOTAL							\$10,359.00	

SADDLE CREEK COMMUNITY SERVICES DISTRICT MINUTES
FOR THE REGULAR MEETING OF THE BOARD
OF DIRECTORS
August 16, 2016

CALL TO ORDER:

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday August 16, 2016. President Russ called the meeting to order at 2:00 PM in the Members Lounge and led Directors and staff in the Pledge of Allegiance.

ROLL CALL: Roll call indicated the following directors were

present: President	Sue Russ
Director	Ken Albertson
Director	Owen Bramlett
Director	Darlene DeBaldo
Director	Larry Hoffman

Staff:
present: The following staff members were

General Manager/ Treasurer	Peter Kampa Site
Manager:	Greg Hubbard
Clerk	Michele Menzies
CSD Accountant	Larry Bain

Members of the public were in attendance

CHANGES TO THE ORDER OF AGENDA:

PUBLIC COMMENT: Expressed some concerns for another fire exit and brought up turf conditions and wanted an update for the green spots.

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 July 2016.**
- b. **Approval of the minutes of the Regular Board Meeting of July 19, 2016.**

Motion by Director Bramlett and Second by Director Albertson for approval of expenditures incurred by the district during the months of July and approval of the July 19, 2016 minutes. Motion passed unanimously.

Discussion and Action Items

- a. Receive, review and approval to file 2015 fiscal year audit.
Larry Bain-We transitioned accountants very well from Karen to Delores. Financial statements were straight forward, looking into setting up reserves for road funding. We

might want to adopt a GASB 54 policy for the reserve funding.

Motion by Director Bramlett and Second by Director Hoffman for Approval to file 2015 fiscal year audit. Motion passed unanimously.

- b. Status update and review of the agreement between the district and Castle & Cooke regarding the operation of the entrance gate and related matters.

GM Kampa-We came to an agreement that the gates will remain staffed until they can pitch a solution for the gates at their (Castel & Cooke) October meeting. They will be deciding whether they will relocate gates or continue to staff it, as it is currently operating. We are hoping to have more information by our November meeting.

- c. Adopt Resolution approving agreement with NBS Government Financial Group for assistance with development of a special tax measure to fund road improvements.

Director Hoffman-We need to identify long term assets, and then determine a value for a reserve account. It can't be one lump sum it needs to be separated under different categories for funding and incorporate them into our funding before we can go forward. We don't have any reserves it hasn't been done in the past because of broken promises and Castle & Cooke has reached a point where they are no longer doing repairs for us. It's our responsibility to take this on. We have to follow Special District and government accounting standards and we have to man up and put these items in the budget for the future, which requires the homeowners to man up and approve the increase. The roads in Saddle Creek, once inside the gates are the responsibility of CSD and the taxpayers- not the county. Director Hoffman would like to purpose an encroachment or road impact fee for the trucks on our roads, they are heavy trucks and CSD should be getting paid for the damage they cause.

GM Kampa-What the CSD will have is a capitol rolling fund in the budget reserves. GM Kampa would like to put together a purposed budget by the October meeting. We need to find a way to get more public input. This item will be added and discussed at next month's meeting.

Motion by Director Hoffman and Second by Director Albertson for approval of Resolution approving agreement with NBS Government Financial Group for assistance with development of a special tax measure to fund road improvements. Motion passed.

STAFF REPORTS:

Greg-We have been working on creating an emergency fire exit, I will be contacting the fire and sheriff departments and working on creating a map for them. We will start working on the green spots in September we need to prep the grass this is a process that won't be done overnight. There is a process, that has to be followed after seeding to make sure the seeds don't dry out otherwise, you're just wasting your time. First area we will start on is the green, over at the fitness area by the pond and tennis courts and then the 17th Green. We will try a test area for drought resistant plants

outside the gates. Bottom line some areas will start before the end of the year others at the beginning.

GM Kampa-None

DIRECTORS REPORTS:

President Russ-None Director
Hoffman-None Director Albertson-
None Director DeBaldo-None

CLOSED SESSION

Performance Evaluation of the General Manager pursuant to California Government Code 54957.

President Russ announced that the Board was going into closed session to conduct a performance evaluation and asked if there was any public comment on this item, and stated that after closed session, the Board will reconvene open session and announce any action taken in closed session. No public comment was received, and the Board adjourned to closed session. The Closed Session adjourned at 5:50PM, and the regular meeting was reopened. With no remaining audience, and nothing to report from Closed Session, the meeting was adjourned.

ADJOURNMENT – Having no further business, President Russ adjourned the meeting at 5:55 PM. CSD’s next board meeting date is to be held September 20, 2016.

Michele Menzies, CSD Clerk

Peter Kampa, General Manager

APPROVED BY:

Sue Russ, BoardPresident

V/President

SEAL

Saddle Creek Community Services District
Regular Meeting of September 20th, 2016

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- a. Presentation to the board to develop and understanding of the Financial Reports – Delores Baker

Background

The Board has requested an educational presentation on the monthly financial reports it receives. Dolores Baker, District Bookkeeper will be in attendance to provide an overview to the Board and answer any questions.

Recommended Motion

No action is required

Saddle Creek Community Services District

Regular Meeting of September 20th, 2016

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- b. Discussion and Action regarding the development of a budget projection covering necessary road improvements and replacement of all District assets, and which will serve as the basis for the proposed road special tax measure being developed.

Background

The Board has given some preliminary direction regarding the long term services and expectations of the District, and accordingly staff has prepared this 5 year budget projection to be used in development of the 2017 special tax measure. The proposed funding measure is intended by the Board to cover the cost of long term operations, as well as the road improvements described in the 2016 road condition assessment, and several other contingency items described thus far by the Board.

Specifically, the attached 5 year projection makes the following assumptions:

- Administrative staffing will increase to one full time equivalent effective 2017, and working half the year in 2017 and the full year in 2018 and beyond. This staff will receive normal benefits for FTE
- Bookeeping staff time will increase by 8 hours per week in 2017
- Two gate attendants will be added in June 2017 and rotate schedules to staff the gates Monday through Sunday from 6am to 8pm. Each will receive normal employee benefits
- Normal operating expenses for the most part increase in cost 5% each year
- Equipment maintenance costs reduce due to 5 year normal replacement schedule as covered by the new reserves
- Castle & Cooke reimbursements and subsidies stop being paid to the District in 2018; shown as Subsidized expenses in the operating expense projections
- Copier and other office equipment needed for additional workload
- Road improvements of \$100,000 per year, plus a 10% contingency
- \$60,000 in landscape improvements/renovations to drought tolerant in 2017 and 2018
- Reserves established
 - Road construction contingency
 - Capital facilities replacement (existing buildings and non-rolling stock)
 - Capital facilities improvement (new) is considering the ultimate development of an office building or other similar facility
 - Capital equipment replacement intended to replace rolling stock on a 5 year basis
 - Operating contingency reserve of \$75,000 to be accumulated over the 5 year period, with a goal of 10% of the total operating budget. This reserve can then be moved to capital facilities after year 5
- Construction management is added to employ a qualified consulting engineer during road construction to verify completed quality
- Project management services are added to hire consulting services to manage all paperwork and processes associated with construction of road improvements

Each of the above assumptions can be adjusted as necessary to plan the level of services desired by the Board going forward. The budget and resulting tax rate will be used by our financial tax consultant, NBS to develop several special tax funding scenarios. Please note that the cost per parcel and cost per parcel per month is shown for example and reference only. The actual amount will be established by NBS in several scenarios including allocation of proportional expenses to the Golf Course and other Castle & Cooke commercial facilities, for consideration by the Board before the May 2017 ballot is prepared.

Recommended Motion

Staff seeks Board input on budget assumptions and criteria, in the development of future and final budget projections.

SADDLE CREEK COMMUNITY SERVICES DISTRICT
5-Year Fully Estimated Budget

REVENUE	Approved FY 2016	Proposed 2017	Proposed 2018	Proposed 2019	Proposed 2020	Proposed 2021
2001 Special Tax	\$ 590,142	\$ 295,071	\$ -	\$ -	\$ -	\$ -
Reimb for Maintenance and Repair	\$ 19,500	\$ 19,500	\$ -	\$ -	\$ -	\$ -
Encroachment/mitigation fee	\$ -	\$ -	\$ 10,000	\$ 10,200	\$ 10,404	\$ 10,612
Other Revenue (Vacant Lot Mowing	\$ 1,634	\$ 1,634	\$ 1,797	\$ 1,977	\$ 2,175	\$ 2,392
TOTAL REVENUE	\$ 642,403	\$ 316,205	\$ 11,797	\$ 12,177	\$ 12,579	\$ 13,004

OPERATIONAL EXPENSES	Approved FY 2016	Proposed 2017	Proposed 2018	Proposed 2019	Proposed 2020	Proposed 2021
Audit Expenses	\$ 7,500	\$ 7,875	\$ 8,269	\$ 8,682	\$ 9,116	\$ 9,572
Accounting & Bookkeeping	\$ 500	\$ 525	\$ 551	\$ 579	\$ 608	\$ 638
On-line Back-up/Notary Fees/Bonds	\$ 361	\$ 379	\$ 398	\$ 418	\$ 439	\$ 461
Legal Expenses	\$ 1,500	\$ 1,575	\$ 1,654	\$ 1,736	\$ 1,823	\$ 1,914
Management Fees	\$ 62,700	\$ 65,835	\$ 69,127	\$ 72,583	\$ 76,212	\$ 80,023
Insurance (Property Loss/Liability)	\$ 8,000	\$ 8,400	\$ 8,820	\$ 9,261	\$ 9,724	\$ 10,210
Miscellaneous/Contingency	\$ 2,000	\$ 2,100	\$ 2,205	\$ 2,315	\$ 2,431	\$ 2,553
Professional Development (Travel/Trai	\$ 6,000	\$ 6,300	\$ 6,615	\$ 6,946	\$ 7,293	\$ 7,658
Dues, Certificates & Subscriptions	\$ 4,000	\$ 4,200	\$ 4,410	\$ 4,631	\$ 4,862	\$ 5,105
Uniform Expenses	\$ 2,200	\$ 2,640	\$ 2,772	\$ 2,911	\$ 3,056	\$ 3,209
Electric Power/Water/Sewer	\$ 5,200	\$ 5,720	\$ 6,006	\$ 6,306	\$ 6,622	\$ 6,953
Telephone Service	\$ 4,000	\$ 4,200	\$ 4,410	\$ 4,631	\$ 4,862	\$ 5,105
Internet Service	\$ 1,200	\$ 1,260	\$ 1,323	\$ 1,389	\$ 1,459	\$ 1,532
Office Supplies/Postage	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381
Office Equipment Repair/Replacement	\$ 3,000	\$ 3,150	\$ 3,308	\$ 3,473	\$ 3,647	\$ 3,829
Office Equipment Lease	\$ -	\$ 10,000	\$ 10,500	\$ 11,025	\$ 11,576	\$ 12,155
Gate Maintenance & Opener Purchase	\$ 4,000	\$ 4,200	\$ 4,410	\$ 4,631	\$ 4,862	\$ 5,105
Streets, Sidewalks & Lighting Maintena	\$ 13,500	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078
Landscape Supplies & Repairs	\$ 21,000	\$ 22,050	\$ 23,153	\$ 24,310	\$ 25,526	\$ 26,802
Landscape Equipment Repair	\$ 16,500	\$ 16,500	\$ 9,000	\$ 9,450	\$ 9,923	\$ 10,419
Lease/Purchase Tractor	\$ 14,440	\$ 14,440	\$ 14,440	\$ 14,440	\$ 14,440	\$ 14,440
Landscape Equipment Gas & Oil	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381
Mosquito Control Products	\$ 11,500	\$ 12,075	\$ 12,679	\$ 13,313	\$ 13,978	\$ 14,677
Mosquito Abatement Monitoring & Te	\$ 3,000	\$ 3,150	\$ 3,308	\$ 3,473	\$ 3,647	\$ 3,829
Mosquito Abatement Vehicle Gas & Oi	\$ 11,000	\$ 11,550	\$ 12,128	\$ 12,734	\$ 13,371	\$ 14,039
Mosquito Abatement Vehicle Mainteni	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381
County Fees/LAFCO (1)	\$ 6,500	\$ 6,825	\$ 7,166	\$ 7,525	\$ 7,901	\$ 8,296
Reimbursable Maint/Repair Expense (2	\$ 19,500	\$ 9,750	\$ -	\$ -	\$ -	\$ -
Records Management Services	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -
Castle & Cooke Subsidized Expenses	\$ -	\$ 75,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Total Operational Expenses	\$ 246,501	\$ 320,449	\$ 388,437	\$ 399,637	\$ 411,397	\$ 423,745

SADDLE CREEK COMMUNITY SERVICES DISTRICT
5-Year Fully Estimated Budget

PERSONNEL EXPENSES	Approved FY 2016	Proposed 2017	Proposed 2018	Proposed 2019	Proposed 2020	Proposed 2021
Workers' Compensation Insurance (13)	\$ 16,035	\$ 23,595	\$ 28,520	\$ 29,946	\$ 31,444	\$ 33,016
Health Insurance (6)	\$ 60,145	\$ 94,653	\$ 99,385	\$ 104,355	\$ 109,572	\$ 115,051
Payroll Taxes (13)	\$ 22,311	\$ 30,336	\$ 36,669	\$ 38,502	\$ 40,428	\$ 42,449
Processing Fees (13)	\$ 1,400	\$ 1,470	\$ 1,544	\$ 1,621	\$ 1,702	\$ 1,787
Directors' Stipend (5)	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Employee Wages (8)	\$ 255,712	\$ 337,072	\$ 407,434	\$ 427,805	\$ 449,196	\$ 471,655
Total Personnel Expenses	\$ 361,603	\$ 493,126	\$ 579,552	\$ 608,229	\$ 638,341	\$ 669,958

CAPITAL OUTLAY	Approved FY 2016	Proposed 2017	Proposed 2018	Proposed 2019	Proposed 2020	Proposed 2021
Road Improvements (per road conditio	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Landscape Improvements	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -
Total Capital Outlay	\$ -	\$ 130,000	\$ 130,000	\$ 100,000	\$ 100,000	\$ 100,000

RESERVES	Approved FY 2016	Proposed 2017	Proposed 2018	Proposed 2019	Proposed 2020	Proposed 2021
Road Improvement Contingency	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Capital Facility Replacement Reserve	\$ -	\$ 16,667	\$ 16,667	\$ 16,667	\$ 16,667	\$ 16,667
Capital Facility Improv (New + Growth)	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Equipment Replacement Reserve	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Operating Contingency Reserve	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total Reserves	\$ -	\$ 116,667	\$ 116,667	\$ 116,667	\$ 116,667	\$ 116,667

DESIGN AND CONSTRUCTION ENGINEERING SERVICES , STUDY	Approved FY 2016	Proposed 2017	Proposed 2018	Proposed 2019	Proposed 2020	Proposed 2021
Landscape Design	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -
Pavement Assessment	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Financial Assessment	\$ 7,300	\$ -	\$ -	\$ -	\$ -	\$ -
Road Project Initial Design and Construction Management		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Road Project Management Services		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Studies and Assessments	\$ 34,300	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000

TOTAL EXPENSES	\$ 642,404	\$ 1,080,242	\$ 1,234,655	\$ 1,244,533	\$ 1,286,404	\$ 1,335,369
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FUNDED BY SPECIAL TAX	\$ (1)	\$ (764,037)	\$ (1,222,858)	\$ (1,232,356)	\$ (1,273,825)	\$ (1,322,365)
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APPROXIMATE COST PER PARCEL/YR		\$ 1,364	\$ 2,184	\$ 2,201	\$ 2,275	\$ 2,361
		\$ 113.70	\$ 181.97	\$ 183.39	\$ 189.56	\$ 196.78

Saddle Creek Community Services District
Regular Meeting of September 20th, 2016

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- c. Establish a meeting date for a community informational meeting regarding the May 2017 road special tax election.

Background

The Board has discussed their interest to hold a community informational meeting in advance of the special tax election in May 2017. To accomplish this, we must consider a date and decide on potential venues for the discussion. The purpose of this agenda item is to determine the most appropriate date and provide direction to staff regarding a desired venue to pursue.

Recommended Motion

I move to establish a community reduction meeting on the District special tax election on _____date, 2017 and direct staff to pursue the appropriate venue for the event.

Saddle Creek Community Services District
Regular Meeting of September 20th, 2016

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- d. Consideration of appointment for board position becoming vacant in December 2016.

Background

Vice President Hoffman has suggested that the Board hold a discussion regarding the upcoming Board vacancy at the beginning of December, 2016. On the first Friday in December, Director Darlene DeBaldo will take office, and Director Owen Bramlett's term will expire and there were no additional candidates signed up to take his place.

The Board can appoint a new Board member as soon as the vacancy occurs in December, and the appointee's term will be two years until the next General Statewide Election. Staff will publish the appropriate vacancy notice once the Board approves moving forward with the appointment.

Recommended Motion

I move to appoint a replacement director to fill the vacant Board seat at the District's December 2016 Board meeting.

Saddle Creek Community Services District
Regular Meeting of September 20th, 2016

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- e. Review and Approval of a Communication Plan for District

Background

The Board has directed the preparation of a plan to communicate more comprehensively with its customers. Staff has prepared a draft communication plan, attached for your review and input.

Recommended Motion

I move to approve the 2016 Communication Plan.



Saddle Creek Community Services District

www.saddlecreekcsd.org
1000 Saddle Creek Drive
Copperopolis, CA 95228



COMMUNICATIONS PLAN 2016

Saddle Creek Community Services District

ABSTRACT

The District collects thousands of dollars annually from taxpayers in the community. Where is this tax money spent? Who maintains the facilities surrounding my home? Who takes care of the roads I drive daily? Who controls the gate that secures my property? The Saddle Creek CSD has determined that the time is now to increase public awareness of the critical public service it provides. This Communication Plan describes the means to accomplish the goal of the District Board of Directors to increase public awareness of the District and improve public understanding.

Administrator

Chalyse Drake, Director of
Administrative Services, Kampa
Community Solutions, LLC

SCCSD COMMUNICATIONS PLAN

GOALS

This Communications Plan has two major goals:

- To provide SCCSD customers with a clear understanding of the District's operation, management and finances.
- To ensure that SCCSD customers are aware of the high level of customer service and high quality of services provided by the District.



TARGET AUDIENCES

- SCCSD Customers
 - Customers with homes in the service area
 - Vacant land owners
- Internal Communications
 - Customer service
 - Field operations
 - Training and advancement
- Media Relations
 - Local print/radio
 - Regional print/radio/broadcast/cable
 - Legislative Outreach
 - Local elected/appointed officials
 - Regional associations
- Public Agency Outreach
 - County/communities
 - Surrounding special districts and service providers
 - Service clubs and civic organizations



RESEARCH

DOCUMENT REVIEW

Staff reviewed the following documents and/or programs to prepare this Communications Plan:

- Saddle Creek Community Services District 2015 Management Objectives
- Website content at www.SCCSD.org
- SCCSD Board meetings/agendas/minutes

OPPORTUNITIES

- To increase positive customer perception of SCCSD customer service and quality of overall services provided
- Knowledgeable and dedicated staff willing to support new communications initiatives.
- To assist the District in explaining any needs for new or increased funding sources to provide critical services.

SCCSD COMMUNICATIONS PLAN

- To help the CSD understand the service needs of the community.

STRATEGIES

1. Engage SCCSD staff to support and implement communications efforts.
2. Focus branding and outreach efforts on programs that connect SCCSD staff *directly* with high-quality service and programs.
3. Incorporate fact-based outreach for all major SCCSD programs, plans and initiatives to help educate rate payers.
4. Better utilize Web-based outreach.

TACTICS

Tactics are the specific efforts and actions used to implement the Communications Plan. Each strategy has a unique set of tactics to be carried out by either SCCSD or outside consultants as noted. Not all tactics will be feasible for implementation based on funding and/or staff availability; however, they should be considered when appropriate.

1. ENGAGE SCCSD STAFF TO SUPPORT AND IMPLEMENT COMMUNICATIONS EFFORTS.

Currently communications efforts are planned, managed and implemented by General Manager Pete Kampa. It is critical to engage a wider cross section of staff to develop materials, information and content for communications efforts.

Develop Internal Pool of Writers (SCCSD Staff)

SCCSD has identified the following individuals to serve, along with Manager Pete Kampa, as conduits for information regarding their particular job function:

Staff Member	Expertise
Greg Hebard Site Manager and McGrorge, Superintendent	Oversee Maintenance, Day-to-day Operations, community needs, customer service
Board Members	Overall Service Goals
Chalyse Drake Administrative Director, Kampa Community Solutions	Web Presence

It is anticipated the majority of these individuals will commit to at least one to two hours every month to support this effort.

These staff members will:

- Prepare brief summaries of activities, news, programs and initiatives within their areas of expertise on a monthly basis.
- Prepare brief stories that focus on staff or Board members and/or service-driven actions as appropriate.

SCCSD COMMUNICATIONS PLAN

- Provide updates regarding progress/milestones achieved within their departments and with major projects funded with taxpayer dollars

This information will be used to populate newsletters, the SCCSD website, news releases and advertising efforts described in this Plan. We anticipate that overall management of these activities will be supervised by General Manager Pete Kampa. A detailed description of the frequency of these efforts is included in the timeline section of this Plan, however the majority of these efforts will take place on a monthly basis.

Develop Internal SCCSD Briefing (SCCSD Staff and Board of Directors)

SCCSD's employees and directors are not only the District's greatest asset for operations and maintenance; they can also serve a critical role in communications efforts. The vast majority are in fact customers of the agency they serve. They are the family, friends and neighbors of SCCSD customers. Their ability to speak knowledgeably about basic programs and services is critical to the overall positive perception of SCCSD's management. Uninformed employees and directors can inadvertently contribute to misconceptions about operations, resulting in negative perceptions of the District.

Staff recommends that a simple, straightforward summary of key projects, programs, milestones and initiatives be shared with staff and the Board on a bi-monthly basis via email. This should be a simple standard email compiled by Staff based on items received from the internal writer pool. As some staff members do not utilize e-mail, hard copies should be provided when appropriate.

2. FOCUS BRANDING AND OUTREACH EFFORTS ON PROGRAMS THAT CONNECT SCCSD STAFF *DIRECTLY* WITH HIGH-QUALITY SERVICE AND PROGRAMS.

One of SCCSD's largest operating expenses is its personnel. It is important for the District to demonstrate that the number of employees is appropriate to deliver the level of service expected by SCCSD customers. Consistent reinforcement of this message is extremely important.

Our recommendations are as follows:

Focus on Employees and Projects (SCCSD)

All forms of advertising and education programs should use images and copy that link SCCSD employees with specific projects/programs and/or initiatives.

Staff members who appear in advertising or collateral materials should be asked in advance to give SCCSD permission to use their images for educational purposes.

Promote Both Department and Individual Achievement

When possible, SCCSD should promote individual and/or department accomplishments or services. This reinforces the concept that staff members are ready to meet any challenge whether it's responding to a mosquito problem or a clogged storm drain. Real stories about real experiences with real customers are a great way to connect the public with SCCSD operations. These stories should be generated as part of the bi-monthly reports prepared by the writing pool. Appropriate stories will be chosen for inclusion in the eNewsletters and/or considered for news releases as appropriate. This is a call for a type of story to be included in outreach materials.

SCCSD COMMUNICATIONS PLAN

3. BETTER UTILIZE WEB-BASED OUTREACH.

Revamp Website (SCCSD and KCS Staff)

It has become clear that the residents of SCCSD are interested in more information to be accessible at the click of a mouse. Through continuing efforts, we are changing our outdated website platform with a more user friendly and publicly transparent one. The goal of this site is to make it a data base for customers to easily access public information that they would normally have to submit a Public Records Request for and make District information transparent. Based on our review, we believe that a simple reorganization of the materials with a few additions would improve its functionality and earn the CSDA Certificate of Excellency for Transparency.

Consistently Update Site (SCCSD and KCS Staff)

The SCCSD site can and should serve as a primary source for up-to-date information regarding SCCSD operations. It is important to update the site at least weekly with new information to keep website traffic coming back.

Staff members at all levels should be reminded of the importance and usefulness of the website and encouraged to promote the site to customers. This is especially important for any document being sent out by the CSD, and administrative staff should ensure that all letterhead, materials, bills and emails include the proper web address.

Annual Customer Surveys (SCCSD via SurveyMonkey)

SCCSD has a very active community of customers who are willing to provide feedback to the District. Staff will actively collect emails to create a data base with which to send email blasts to our customers, leading them to a web-based survey intended to gather input on customer opinion of District services. This information will be used to measure customer interaction, satisfaction, and website traffic.

E-Newsletters for Customers (SCCSD and KCS)

Postage and printing is expensive — e-mail is not. Using the briefs submitted by District representatives, SCCSD could populate an e-mail template and send semi-annual news updates to customers. Ideally, eNewsletters would be distributed every 6 months and contain material/stories generated by the writers pool.

EVALUATION

It is important to measure the impact of any public education program in a meaningful way. The success of this program should be measured as follows:

- Increase in traffic to the District's website. We are seeking to double the number of visits to the site over the next 24 months.
- Increase in rate payer knowledge regarding key District programs and projects. This should be tested via survey as described above. Additional indicators include increase in public comments and active participation in Board meetings.
- Decrease in the number of respondents who believe the website needs more information. This will be measured via email survey

SCCSD COMMUNICATIONS PLAN

- Increase in the percentage of rate payers who know where their special taxes are spent. This information will be collected via email survey.

BUDGET

SURVEY SOFTWARE	4 MONTHS	\$120
MAILING TO RECEIVE CURRENT CONTACT AND EMAILS	ONE MAILING	\$2,000
		TOTAL: \$2,100