

REGULAR BOARD MEETING AGENDA
January 16, 2018 2:00 PM
Saddle Creek Lodge
1001 Saddle Creek Drive, Copperopolis, CA

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CHANGES TO ORDER OF AGENDA**

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

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

6. **CONSENT CALENDAR**

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

- a. Review of monthly financial report, approval of bills and claims for the month of December 2017.
- b. Approval of the minutes from the Regular Board Meeting held December 19, 2017.

7. **DISCUSSION AND ACTION ITEMS**

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

- a. Discussion and action related to the timing of the planning and design work for the landscape renovation project (Vice President DeBaldo).
- b. Adoption of a resolution approving draft Board Bylaws, which detail the policies and procedures governing the Board of Directors and Board meetings, and establishing a public hearing date for their adoption.
- c. Adoption of a Resolution approving the District Conflict of Interest Code.
- d. Review of the updated Board Orientation Program manual.
- e. Development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings.

8. **STAFF AND DIRECTOR REPORTS:**

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

- a. General Manager's Report:
 - Road maintenance and improvement status report.
 - Cash flow and financial/budget planning update.
- b. Site Manager's verbal report.

9. **ADJOURNMENT**

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

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



Saddle Creek Community Services District

Treasurer's Report

December 31, 2017

Saddle Creek Comm Srvs District
Statement of Cash Flows
For the 6 Months Ending December 31, 2017

	Umpqua Bank Checking	Calaveras Co Fund 2188	Umpqua Bank CD #7405	Umpqua Bank CD #46165	Umpqua Bank CD #46207	Umpqua Bank CD #46249	Umpqua Bank CD #46124	YTD Total
OPERATING ACTIVITIES								
Net Income	(300,823)	(89)	(26,145)	13	13	50	51	(326,930)
Adjustments to reconcile Net Income to Net Cash provided by Operations:								-
1200 Accounts Receivable	(500)							(500)
2000 Accounts Payable	(15,771)							(15,771)
2040 CSDA Bank of the West MC	(21,256)							(21,256)
2070 John Deere Open Account	(184)							(184)
2100 Payroll Taxes Payable	818							818
2150 Accrued Payroll	4,501							4,501
Other Current Payables	368							368
Net cash provided by operating activities	(332,847)	(89)	(26,145)	13	13	50	51	(358,954)
Net cash increase for period	(332,847)	(89)	(26,145)	13	13	50	51	(358,954)
Cash at beginning of period (7/1/2017)	382,100	-	26,145	25,188	25,188	25,135	25,135	508,891
Cash at end of period	49,253	(89)	-	25,201	25,201	25,185	25,186	149,937

4-Jan-18
Prepared by: Dolores Baker

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

		ACTUALS			BUDGET		
		Last Year	This Year	Variance	2017-18	\$	%
		Jul-Dec	Jul-Dec	Inc/ (Decr)	BUDGET	Budget Remaining	Budget Remaining
EXPENDITURES							
SERVICES AND SUPPLIES							
<u>ADMINISTRATION</u>							
OE01	Audit Expense			\$ -	\$ 7,800	\$ 7,800	100%
OE02	Accounting & Bookkeeping	\$ 186	\$ 186	\$ (0)	\$ 551	\$ 365	66%
OE02-1	Parcel Tax Implementation	\$ 5,134	\$ 2,298	\$ (2,836)	\$ 4,250	\$ 1,952	46%
OE03	On-line Back-up/Notary Fees/Bonds	\$ -	\$ 580	\$ 580	\$ 397	\$ (183)	-46%
OE04	Legal Expenses	\$ -		\$ -	\$ 1,575	\$ 1,575	100%
OE05	Management Fees	\$ 31,899	\$ 33,258	\$ 1,360	\$ 68,775	\$ 35,517	52%
OE06	Insurance (Property Loss/Liability)	\$ -		\$ -	\$ 8,925	\$ 8,925	100%
OE07	Miscellaneous/Contingency	\$ 1,789	\$ 3,378	\$ 1,589	\$ 8,000	\$ 4,622	58%
OE08	Professional Development (Travel/Training)	\$ 1,098	\$ 6,401	\$ 5,303	\$ 8,925	\$ 2,524	28%
OE09	Dues, Certifications & Subscriptions	\$ 1,525	\$ 6,627	\$ 5,102	\$ 6,200	\$ (427)	-7%
OE10	Uniform Expenses	\$ 461	\$ 2,467	\$ 2,007	\$ 2,310	\$ (157)	-7%
OE11	Electric Power/Water/Sewer	\$ 3,063	\$ 2,875	\$ (189)	\$ 9,405	\$ 6,530	69%
OE12	Telephone/Internet Service	\$ 2,923	\$ 2,984	\$ 60	\$ 6,405	\$ 3,421	53%
OE14	Office Supplies/Postage	\$ 2,171	\$ 4,677	\$ 2,506	\$ 5,250	\$ 573	11%
OE15	Office Equipment Repair/Replacement	\$ 1,534	\$ 5,916	\$ 4,383	\$ 6,000	\$ 84	1%
OE21	Office Equipment Lease	\$ -	\$ 881	\$ 881	\$ 2,000	\$ 1,119	56%
OE41	HR Consultant	\$ -		\$ -	\$ 6,000	\$ 6,000	100%
OE26	County Fees/LAFCO	\$ 90	\$ 397	\$ 307	\$ 6,825	\$ 6,428	94%
OE30	Reimbursable Maint/Repair Expense	\$ 493	\$ 4,268	\$ 3,775	\$ 7,000	\$ 2,732	39%
	Castle & Cooke Subsidized Expenses	\$ -		\$ -	\$ 120,000	\$ 120,000	100%
PE03-1	Payroll Taxes - Administration	\$ 2,712	\$ 4,445	\$ 1,734	\$ -		
PE06-1	Employee Wages - Administration	\$ 24,955	\$ 45,361	\$ 20,406	\$ -		
	Total Administration	\$ 80,033	\$ 127,001	\$ 46,968	\$ 286,593	\$ 209,398	73%
				\$ -		\$ -	
<u>COMMON AREAS</u>							
OE16	Gate Maintenance & Opener Purchase	\$ 2,343	\$ 5,763	\$ 3,420	\$ 17,500	\$ 11,737	67%
OE18	Landscape Supplies & Repairs	\$ -	\$ 16,551	\$ 16,551	\$ 25,000	\$ 8,449	34%
OE18-3	Landscape Equipment Gas & Oil	\$ 2,187	\$ 1,724	\$ (463)	\$ 5,250	\$ 3,526	67%
OE18-4	Landscape Equipment Repair/Replacement	\$ 1,525	\$ 10,636	\$ 9,110	\$ 17,500	\$ 6,864	39%
PE03 -2	Payroll Taxes - Common Areas	\$ 5,920	\$ 6,606	\$ 686	\$ -		
PE06 -2	Employee Wages - Common Areas	\$ 75,128	\$ 82,760	\$ 7,631	\$ -		
	Total Common Areas	\$ 87,104	\$ 124,039	\$ 36,936	\$ 65,250	\$ 30,576	47%

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

		ACTUALS			BUDGET		
		Last Year	This Year	Variance	2017-18	\$	%
		Jul-Dec	Jul-Dec	Inc/ (Decr)	BUDGET	Budget	Budget
EXPENDITURES						Remaining	Remaining
FIRE PROTECTION				\$ -		\$ -	
	Fire Protection Services & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	
PE03-3	Payroll Taxes - Fire Protection	\$ 355	\$ -	\$ (355)	\$ -	\$ -	
PE06-3	Employee Wages - Fire Protection	\$ 4,636	\$ -	\$ (4,636)	\$ -	\$ -	
	Total Fire Protection	\$ 4,990	\$ -	\$ (4,990)	\$ -	\$ -	
MOSQUITO ABATEMENT				\$ -		\$ -	
OE22-1	Mosquito Control Products	\$ 2,498	\$ 4,901	\$ 2,402	\$ 15,225	\$ 10,324	68%
OE22-2	Mosquito Abatement Monitoring & Testing	\$ 853	\$ 698	\$ (155)	\$ 3,150	\$ 2,452	78%
OE22-3	Mosquito Abatement Vehicles Gas & Oil	\$ 4,974	\$ 3,879	\$ (1,096)	\$ 11,550	\$ 7,671	66%
OE22-4	Mosquito Abatement Equipment Maintenance	\$ 1,401	\$ 1,844	\$ 443	\$ 5,250	\$ 3,406	65%
PE03-4	Payroll Taxes - Mosquito Abatement	\$ 366	\$ 181	\$ (186)			
PE06-4	Employee Wages - Mosquito Abatement	\$ 4,787	\$ 2,365	\$ (2,422)			
	Total Mosquito Abatement	\$ 14,880	\$ 13,867	\$ (1,012)	\$ 35,175	\$ 21,308	61%
STREETS				\$ -		\$ -	
OE17	Streets & Main Gate Lighting Maint/Repair	\$ 10,359	\$ 5,615	\$ (4,744)	\$ 14,175	\$ 8,560	60%
PE03-5	Payroll Taxes - Streets	\$ 92	\$ 6	\$ (86)	\$ -	\$ -	
PE06 -5	Employee Wages - Streets	\$ 866	\$ 80	\$ (786)	\$ -	\$ -	
	Total Streets	\$ 11,317	\$ 5,701	\$ (5,616)	\$ 14,175	\$ 8,474	60%
WETLANDS				\$ -		\$ -	
	Wetlands Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	
PE03-6	Payroll Taxes - Wetlands	\$ 93	\$ -	\$ (93)	\$ -	\$ -	
PE06-6	Employee Wages - Wetlands	\$ 1,165	\$ -	\$ (1,165)	\$ -	\$ -	
	Total Wetlands	\$ 1,258	\$ -	\$ (1,258)	\$ -	\$ -	
TOTAL SERVICES & SUPPLIES		\$ 199,582	\$ 270,609	\$ 71,027	\$ 401,193	\$ 130,584	33%
PERSONNEL COSTS				\$ -		\$ -	
PE01	Worker Compensation Insurance	\$ 489	\$ (320)	\$ (809)	\$ 22,237	\$ 22,557	101%
PE02	Health Insurance	\$ 27,050	\$ 24,448	\$ (2,602)	\$ 66,101	\$ 41,653	63%
PE03	Payroll Taxes	\$ 9,430	\$ 11,238	\$ 1,808	\$ 28,517	\$ 17,279	61%
PE04	Processing Fees	\$ 678	\$ 680	\$ 2	\$ 1,400	\$ 720	51%
PE05	Directors Stipend	\$ 5,900	\$ 5,600	\$ (300)	\$ 6,000	\$ 400	7%
PE06	Employee Wages	\$ 110,519	\$ 130,567	\$ 20,048	\$ 326,653	\$ 196,086	60%
		154066.4	172213	18146.6			
	Distributed to Service Areas	\$ (119,949)	\$ (141,805)	\$ (21,856)			
	TOTAL UNDISTRIBUTED PERSONNEL COSTS	\$ 34,117	\$ 30,408	\$ (3,709)	\$ 450,908	\$ 278,695	62%

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

		ACTUALS			BUDGET		
		Last Year	This Year	Variance	2017-18	\$	%
		Jul-Dec	Jul-Dec	Inc/ (Decr)	BUDGET	Budget Remaining	Budget Remaining
EXPENDITURES							
				\$ -		\$ -	
EQUIPMENT OUTLAY				\$ -		\$ -	
CO01	(1) Cart & (1) Fogger	\$ -	\$ 19,261	\$ 19,261	\$ 29,000	\$ 9,739	34%
CO04	John Deer Roto Tiller (2017)	\$ -	\$ -	\$ -		\$ -	
CO04	Cart - Mosquito Abatement (2016)	\$ 16,924		\$ (16,924)		\$ -	
CO04	Vrisimo Flail Mower (2015)	\$ -		\$ -		\$ -	
CO04	John Deere Tractor w/loader & Bucket (2016)	\$ -		\$ -		\$ -	
TOTAL CAPITAL OUTLAY		\$ 16,924	\$ 19,261	\$ 2,337	\$ 29,000	\$ 9,739	34%
CAPITAL OUTLAY/STUDIES/ASSESEMENTS				\$ -			
OE18-2	Landscape Design			\$ -	\$ 20,000	\$ 20,000	100%
OE18-1	Landscape Improvements	\$ 9,229	\$ 35,927	\$ 26,698	\$ 80,000	\$ 44,073	55%
OE17-2	Road Improvement (Incl. \$15K Contingency)	\$ -	\$ -	\$ -	\$ 115,000	\$ 115,000	100%
OE17-1	Road Project Management (Willan)	\$ -	\$ 5,959	\$ 5,959	\$ 43,000	\$ 37,041	86%
TOTAL STUDIES & ASSESSMENTS		\$ 9,229	\$ 41,886	\$ 32,656	\$ 258,000	\$ 216,114	84%
DEBT SERVICE				\$ -			
	John Deere Financing	\$ 8,014	\$ 8,015	\$ 1	\$ 16,100	\$ 8,085	50%
TOTAL DEBT SERVICE		\$ 8,014	\$ 8,015	\$ 1	\$ 16,100	\$ 8,085	50%
				\$ -		\$ -	
TOTAL EXPENSES		\$ 267,867	\$ 370,179	\$ 102,312	\$ 1,155,201	\$ 785,022	68%
PAYMENTS AND ASSESSMENTS RECEIVED							
<u>Assessment Income</u>							
	Payment No. 2: (40%) May 2018			\$ -		\$ -	
	Payment No. 3: (5%) Aug 2017	\$ 29,186	\$ 29,983	\$ 797		\$ (29,983)	
	Payment No. 1: (55%) Feb 2018			\$ -		\$ -	
Total Assessment Income		\$ 29,186	\$ 29,983	\$ 797	\$ 924,447	\$ 894,464	
<u>Reimbursement Income</u>				\$ -		\$ -	
Total Reimbursement Income		\$ 493	\$ 8,467	\$ 7,974	\$ 7,000	\$ (1,467)	
<u>Other Income</u>				\$ -		\$ -	
Total Other Income		\$ 828	\$ 4,799	\$ 3,970	\$ 6,400	\$ 1,601	
TOTAL PAYMENTS & ASSESSMENTS		\$ 30,508	\$ 43,249	\$ 12,741	\$ 937,847	\$ 894,598	95%
Excess of Expenditures of Income		\$ (237,359)		\$ 237,359		\$ -	
Net Income		\$ (237,359)	\$ (326,930)	\$ (89,571)	\$ (217,354)	\$ 109,576	

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

Saddle Creek Comm Svcs District

2040 CSDA Bank of the West MC, Period Ending 12/28/2017

RECONCILIATION REPORT

Reconciled on: 01/04/2018

Reconciled by: Dolores Baker

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

Summary

USD

Statement beginning balance.....	7,851.64
Charges and cash advances cleared (47).....	11,876.77
Payments and credits cleared (2).....	7,957.49
Statement ending balance.....	<u>11,770.92</u>

Uncleared transactions as of 12/28/2017.....	510.07
Register balance as of 12/28/2017.....	12,280.99
Cleared transactions after 12/28/2017.....	0.00
Uncleared transactions after 12/28/2017.....	152.27
Register balance as of 01/04/2018.....	12,433.26

Details

Charges and cash advances cleared (47)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/14/2017	Expense	740872	Hunt & Sons, Inc.	142.89
11/27/2017	Expense	746983	Hunt & Sons, Inc.	300.23
11/28/2017	Expense	02900	Lowe's	53.01
11/28/2017	Expense	02899	Lowe's	522.09
11/28/2017	Expense	05822	Lowe's	81.63
12/01/2017	Expense	Dec. 2017	Cal Waste Recovery Systems	67.63
12/01/2017	Expense	72	Gold Dust Pizza Copperopolis	88.81
12/01/2017	Expense		Intuit - QBO Online	30.99
12/02/2017	Expense	9052151	Copper Station	77.07
12/02/2017	Expense	1645735846	Verizon Wireless	121.28
12/04/2017	Expense	H239209	Hughson Farm Supply	422.25
12/04/2017	Expense	02516459	Harbor Freight Tools	43.04
12/04/2017	Expense	E19643	Safe-T-Lite of Modesto Inc.	190.14
12/04/2017	Expense	289906	J.Milano Co., Inc.	495.13
12/04/2017	Expense	A21236	Conlin Supply - Modesto	260.91
12/05/2017	Expense	6767378-A-1	Ewing	1,108.60
12/05/2017	Expense	P10967-05	Sonray Machinery	8.72
12/06/2017	Expense	23334	Lowe's	213.99
12/07/2017	Expense	607304	Tractor Supply Co.	578.55
12/07/2017	Expense	98677	Staples	268.92
12/08/2017	Expense	112461145	LogMein, Inc.	348.00
12/08/2017	Expense	105456	Conlin Supply - Modesto	87.34
12/08/2017	Expense	H104436-01	Tractor Supply Co.	208.12
12/08/2017	Expense	01158527	Saddle Creek Country Club	34.86
12/08/2017	Expense	P68832160101	Duluth Trading Company	487.00
12/10/2017	Expense		Microsoft Office	12.50
12/10/2017	Expense	160589728	Chips Chevron	71.86
12/11/2017	Expense	84705	Columbia Communications, Inc.	1,455.26
12/11/2017	Expense	92821	Home Depot	15.13
12/12/2017	Expense	047	Columbia Candy Kitchen	329.00
12/13/2017	Expense	11182349	California Chamber of Commerce	179.07
12/14/2017	Expense	41010	Staples	35.96
12/15/2017	Expense	PE11302017	Calaveras Telephone Co.	500.00
12/15/2017	Expense	SUBSCRIPTION	Adobe.com	23.88
12/15/2017	Expense	032567	Calaveras Lumber	579.02
12/18/2017	Expense	1712-214092	Calaveras Lumber	162.97
12/18/2017	Expense	0916-11152017	CCWD	285.88
12/18/2017	Expense	066963	Nelson's Candies	109.30
12/19/2017	Expense	549184	Payless IGA	83.38
12/19/2017	Expense	4892	Family Dollar	43.92
12/19/2017	Expense	01158972	Saddle Creek Country Club	39.01
12/19/2017	Expense	84	AMCA (American Mosquito Contr...	465.00
12/20/2017	Expense	18580	Swingle Meat Co.	558.92
12/20/2017	Expense	18588	Swingle Meat Co.	49.21
12/21/2017	Expense	779163343	Copperopolis Cruisers 25	10.30

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/21/2017	Expense	038148	Columbia Candy Kitchen	163.80
12/21/2017	Expense	2877237	Lowe's	462.20
Total				11,876.77

Payments and credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/28/2017	Bill	Nov Stmt	Bank of the West	-7,851.64
12/06/2017	Credit Card Credit	S2279AF1	Lowe's	-105.85
Total				-7,957.49

Additional Information

Uncleared charges and cash advances as of 12/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/27/2017	Expense	6	Copper Auto & Marine	32.56
12/27/2017	Expense	008982	Copperopolis Cruisers 25	74.83
12/28/2017	Expense	006780	Hurst Ranch Feed	42.68
12/28/2017	Expense	108159872	Myron Corporation	92.19
12/28/2017	Expense	S4536512-001	General Plumbing Supply	267.81
Total				510.07

Uncleared charges and cash advances after 12/28/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/01/2018	Expense		Intuit - QBO Online	30.99
01/03/2018	Expense	11/13-12/12/2017	Verizon Wireless	121.28
Total				152.27

Saddle Creek Comm Srvs District

CHECK DETAIL

December 2017

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1000 Umpqua Bank Checking				
12/01/2017	1923356	John Deere Financial	Tractor Payment	(1,335.71)
12/01/2017	2213	Kampa Community Solutions, LLC	Management Fees	(5,678.27)
12/04/2017	Dec 2017	Intuit Full Service Payroll	Payroll Service Fees	(123.00)
12/05/2017	DD	Ralph M. McGeorge	Pay Period: 11/16/2017-11/30/2017	(1,523.59)
12/05/2017	DD	Gregory Hebard	Pay Period: 11/16/2017-11/30/2017	(2,243.56)
12/05/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
12/05/2017	DD	CODY L PONDER	Pay Period: 11/16/2017-11/30/2017	(784.58)
12/05/2017	DD	DOLORES C BAKER	Pay Period: 11/16/2017-11/30/2017	(486.34)
12/05/2017	2214	California State Disbursement Unit	Garnishments Payable	(297.50)
12/05/2017	DD	BRADLEY D NICKELL	Pay Period: 11/16/2017-11/30/2017	(1,044.71)
12/05/2017	DD	NICOLE C Mc CUTCHEN	Pay Period: 11/16/2017-11/30/2017	(1,419.69)
12/08/2017		CA EDD	Tax Payment for Period: 12/02/2017-12/05/2017	(508.25)
12/08/2017		IRS	Tax Payment for Period: 12/02/2017-12/05/2017	(2,895.19)
12/19/2017	2219	SUE N RUSS	Pay Period: 1/1/2017-12/31/2018	(968.03)
12/19/2017	2218	DARLENE M LONG-DE BALDO	Pay Period: 1/1/2017-12/31/2017	(968.03)
12/19/2017	2217	LAWRENCE D HOFFMAN	Pay Period: 1/1/2017-12/31/2017	(1,038.00)
12/19/2017	2215	KENNETH R ALBERTSON	Pay Period: 1/1/2017-12/31/2017	(1,071.75)
12/19/2017	2224	SDRMA-Health Ins.	Monthly Employee Health Ins Premium	(3,900.48)
12/19/2017	2225	Willdan	Road Improv Proj Mgmt	(4,892.85)
12/19/2017	2227	Bank of the West	Nov Stmt	(7,851.64)
12/19/2017	2229	Jim Wilson Excavation	Landscape Bark	(13,506.00)
12/19/2017	2216	ROGER K GOLDEN	Pay Period: 1/1/2017-12/31/2017	(914.50)
12/19/2017	2222	DMV	Fogger Trailer	(20.00)
12/19/2017	2226	Turf Star, Inc.	Mosquito Abatement Supplies	(61.70)
12/19/2017	2220	Aaron or Michele McQuinn	Boot Reimbursement	(100.00)
12/19/2017	2228	DOLORES BAKER	Landscape Christmas Wreaths	(138.47)
12/19/2017	2221	California Special Districts Association	Board Clerk Conference	(225.00)
12/19/2017	2223	Lora Warner	Landscape Decor - \$500 to be reimbursed by C&C	(510.20)
12/20/2017	DD	Gregory Hebard	Pay Period: 12/01/2017-12/15/2017	(2,243.48)
12/20/2017	DD	Ralph M. McGeorge	Pay Period: 12/01/2017-12/15/2017	(1,832.30)
12/20/2017	DD	Gregory Hebard	Direct Deposit 2	(50.00)
12/20/2017	2230	California State Disbursement Unit	Garnishments Payable	(297.50)
12/20/2017	DD	DOLORES C BAKER	Pay Period: 12/01/2017-12/15/2017	(613.38)
12/20/2017	DD	CODY L PONDER	Pay Period: 12/01/2017-12/15/2017	(796.32)
12/20/2017	DD	BRADLEY D NICKELL	Pay Period: 12/01/2017-12/15/2017	(861.19)
12/20/2017	DD	NICOLE C Mc CUTCHEN	Pay Period: 12/01/2017-12/15/2017	(1,261.36)
12/20/2017	DD	STEPHEN L PATTON	Pay Period: 12/01/2017-12/15/2017	(1,081.72)
12/20/2017	DD	AARON A MCQUINN	Pay Period: 12/01/2017-12/15/2017	(913.26)
12/22/2017		IRS	Tax Payment for Period: 12/16/2017-12/19/2017	(994.73)
12/22/2017		CA EDD	Tax Payment for Period: 12/16/2017-12/19/2017	(73.36)
12/26/2017	120717 STMT	PG&E - 7193	Utilities	(329.59)

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
12/28/2017		IRS	Tax Payment for Period: 12/20/2017-12/22/2017	(3,333.24)
12/28/2017		CA EDD	Tax Payment for Period: 12/20/2017-12/22/2017	(560.72)
12/31/2017	345841845	USBank Equipment Finance	Copier Lease	(169.36)
Total for 1000 Umpqua Bank Checking				\$ (69,968.55)

REGULAR BOARD MEETING MINUTES

December 19, 2017 2:00 PM

Saddle Creek Lodge

1001 Saddle Creek Drive, Copperopolis,
CA

1. CALL TO ORDER meeting called to order at 2:06pm
2. ROLL CALL Present Hoffman, Vice President Albertson, Director DeBaldo, Director Russ, Director Golden, GM Kampa, Site Manager Hebard and Board Clerk McCutchen, Accountant Baker.
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA None
5. PUBLIC COMMENT a member of the community raised a concern about speeding on Saddle Creek Drive.
6. CONSENT CALENDAR
 - a. Review of monthly financial report, approval of bills and claims for the month of November 2017.
 - b. Approval of the minutes from the Regular Board Meeting held November 21, 2017.
 - c. Approval for the retirement of Certificates of Deposit as necessary to ensure cash flow pending Measure A tax payment from Calaveras County
 - d. Adoption of a Resolution approving workers compensation coverage for directors and volunteers.

Director Golden made a motion to accept consent calendar as presented, Vice President Albertson seconds. Passes unanimously.
7. DISCUSSION AND ACTION ITEMS
 - a. Appointment of Board officers including the positions of President, Vice President and Secretary for the 2017 calendar year. **President Hoffman makes board nominees as follows: President-Ken Albertson, Director Russ and Director DeBaldo both second. Darlene DeBaldo as Vice President, these are official white ticket nominations. President Hoffman and Director Golden second. Passes unanimously.**
 - b. Adoption of a resolution approving a Consulting Agreement with Orr Design Office, for landscape architect services related to the Drought Tolerant Landscape Project. **Lora Warner makes a recommendation on behalf of the committee to award the landscape contract to Orr Design. GM Kampa recommends motion to adopt approving the Resolution to approve the proposal with direction to only engage in phase one page 19 item 2, we are approving the not to exceed \$25,000. Vice President Albertson makes a motion to move forward with with Orr Design as the motion is written and approval of the Resolution for landscape services. Director Golden seconds, motion passes unanimously.**
 - c. Development of Norms for Board member conduct to facilitate effective deliberations; and Protocol to create the structure and process for effective Board meetings. **This item was moved to January as an agenda item as per President Hoffman.**
 - d. Review of the quarterly report regarding the accomplishment of 2017 Management Objectives. **Kampa presented the status of management objectives and answered Board questions.**
8. STAFF AND DIRECTOR REPORTS: Page 11

- a. General Manager's Report:
 - Measure A Special Tax, Fiscal Year 2017/18 Annual Report.
 - Road maintenance and improvement status report. **Notice to Proceed was issued to Contractor November 28, 2017.**
 - b. Site Manager's verbal report.
9. **ADJOURNMENT – President Hoffman adjourned the meeting at 4:05PM**

Saddle Creek Community Services District
Regular Meeting of January 16, 2018

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- b. Adoption of a resolution approving draft Board Bylaws, which detail the policies and procedures governing the Board of Directors and Board meetings, and establishing a public hearing date for their adoption.

Recommended Motion

I move to approve the draft bylaws as presented/amended and call a public hearing for adoption of a resolution approving the bylaws.

Background

The Board in February 2017 reviewed a draft set of Board bylaws (policies) and provided initial direction to staff. Included in this packet are the revised bylaws prepared for final consideration. Once approved, a public hearing is to be scheduled to receive public comment prior to final bylaw adoption.

1. OFFICERS OF THE BOARD OF DIRECTORS

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

2. MEETINGS

- 2.1 Subject to holiday and scheduling conflicts, regular meetings of the Board of Directors shall commence at 2:00 p.m. on the third Thursday of each calendar month in the Lodge at Saddle Creek Resort located at 1001 Saddle Creek Drive, Copperopolis, CA. The Board of Directors reserves the right to cancel and/or designate other dates, places, and times for Director Meetings due to scheduling conflicts and holidays.
- 2.2 Special Meetings.

Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager in consultation with the President or, in his or her absence, the Vice President or those Directors calling the meeting.
- 2.3 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- 2.4 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

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

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

3. AGENDAS

- 3.1. The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may request an item to be placed on the regular meeting agenda no later than seven calendar days prior to the meeting date. Such a request must be also submitted in writing either at the time of communication with the General Manager or delivered to the office within the next working day.
- 3.2 The following applies to reconsideration of prior Board actions.
- (a) After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 3.1, above, or other provisions of the Brown Act.
 - (b) Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
 - (c) The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.
- 3.3 Comments on agenda items should be held until the appropriate item is called.
- 3.4 Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.
- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless the President chooses an earlier or later time.

BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
EXHIBIT "A"

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

4. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

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

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

5. DIRECTORS

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

6. AUTHORITY OF DIRECTORS

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

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

7. AUTHORITY OF THE GENERAL MANAGER

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

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

8. DIRECTOR GUIDELINES

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

9. DIRECTOR COMPENSATION

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

10. DIRECTOR REIMBURSEMENT

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

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

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

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be reimbursed at the prevailing IRS mileage rate.

- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a reimbursement to cover ordinary expenses that are not included in the program cost, such as meals, refreshments, and tips. The cost of alcoholic beverages will not be reimbursed, and the maximum tip reimbursement is 15%.

- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

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

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

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

11. TRAINING

11.1 Ethics Training

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

11.2 Harassment Prevention Training

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

12. COMMITTEES

12.1 Ad Hoc Committees

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

12.2 Standing Committees

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

13. CORRESPONDENCE DISTRIBUTION POLICY

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

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

14. CONFLICTS AND RELATED POLICY

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

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

14.1 Conflict of Interest

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

14.2 Interest in Contracts, Government Code Section 1090

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

14.3 Incompatible Office, Government Code Section 1099

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

15. CONTINUING EDUCATION

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

16. BOARD BY-LAWS REVIEW POLICY

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

17. RESTRICTIONS ON BY-LAWS

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

Saddle Creek Community Services District
Regular Meeting of January 16, 2018

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- c. Adoption of a Resolution approving the District Conflict of Interest Code.

Recommended Motion

I move to adopt the Resolution approving the District Conflict of Interest Code without changes.

Background

In 2016, the Board adopted a completely revised Conflict of Interest (COI) Code. Every two years, the Board is to consider its COI policy in a public meeting to determine if amendments are necessary. We will consider the COI policy each January of even numbered years. Attached is the existing COI policy and no amendments are currently proposed.

SADDLE CREEK COMMUNITY SERVICES DISTRICT

CONFLICT-OF-INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Saddle Creek Community Services District.

Individuals holding designated positions shall file their statements of economic interests with the Saddle Creek Community Services District Board Secretary, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.

CONFLICT-OF-INTEREST CODE

APPENDIX A-DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Members of the Board of Directors	1, 2
General Manager	1, 2
Consultants	*

*Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code (Gov. Code Section 81008).

CONFLICT-OF-INTEREST CODE

APPENDIX B-DISCLOSURE CATEGORIES

Disclosure Category 1

Designated positions assigned to this category shall report:

Interests in real property located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

Disclosure Category 2

Designated positions assigned to this category shall report:

Investments and business positions in business entities, and sources of income, including loans, gifts, and travel payments, from sources of the type that provide services, supplies, materials, machinery, or equipment to the District. Such sources include but are not limited to architects, engineering and construction firms.