

DRAFT

**SADDLE CREEK COMMUNITY SERVICES DISTRICT
MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS**

August 19, 2008

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday August 19, 2008. President Russ called the meeting to order at 2:00 PM in the Members Lounge and led Directors and staff in the Pledge of Allegiance.

ROLL CALL: Roll call indicated the following directors were present:

President:	Sue Russ
Vice-President:	Bob Kenyon
Secretary:	Steve Marsden
Director	Charles Robinson
Director	Dennis Merrill

Staff: The following staff members were present:

General Manager:	Charles Martin
Site Manager:	Greg Hebard
Clerk/Treasurer:	Phyllis Richards

Public:	Castle & Cooke	Dave Haley
	Castle & Cooke	Bill Troyanoski
	Castle & Cooke	Scott Dickson

APPROVAL OF MINUTES:

M/ by Director Robinson and S/ by Director Merrill to approve the minutes of the July 15, 2008. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

None.

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. M/ by Director Kenyon and S/ by Director Marsden to move approval of expenditures incurred by the district during the month of July.
M/ passed unanimously.

President Russ stated that she was concerned about the Gas Budget. Site Manager Hebard' advised that we would be fine; there was nothing to worry about.

CORRESPONDENCE: (Board will briefly address/respond/refer)

None.

OLD BUSINESS

Director Kenyon requested an update on the meeting between Site Manager Hebard'

Doug Even (Castle & Cooke) with regards to the street repairs. Greg advised that

meeting took place on July 16th. It was about street repairs as well as repairs throughout our community. They reviewed the entire list, which might take a few years to complete as new phases come on. They will be starting the road repairs in the Rock Ridge & Phase 5 area's tomorrow.

NEW BUSINESS

- a. Action/Simple Motion: Mr. Troyanoski (General Manager, Saddle Creek Golf Course) discuss his proposal to provide uniforms and to offer training for the entry gate staff. His proposal was as follows:
 - 1. Dress Code – Castle and Cooke will pay for uniforms and name tags.
 - 2. Execute Rules as written in the CSD Procedure Manual.
 - 3. Great all guest in person, would like them to exit the Guard Shack.
 - 4. Colored guest packers.
 - 5. Verify t-times and dinner reservations. This documentation will be provided to the guards.
 - 6. Daily log of incoming guest and purpose of their visit.
 - 7. Notify residence their guests have arrived.

Discussion followed after hearing Mr. Troyanoski presentation. GM Martin felt that the proposal was workable, however, there would have to be further discussion for the development of the procedures. The Board directed staff to proceed with discussions with Mr. Troyanoski. M/by Director Merrill and S/ by Director Robinson to direct CSD Staff to work with Mr. Troyanoski to development new procedures for the Guard Staff. M/ passed unanimously.

Mr. Haley wanted to verify that there are still forms available to residence so where they can list people that are allowed entrance to Saddle Creek on a continual bases, i.e. family, personal guest, ect. He was advised that the guards have the list, residence can get them at CSD web page, and they are given to all new residence to complete. Mr. Haley also suggested that he will look into putting a new awning at the current gate so that there will be weather protection for the guards as they step out of the Guard House. They will consider doing this when they build the new gate house.

- b. Action/Simple Motion: Staff recommended Board accept the FY 2007 Independent Audit. CPA Larry Bain, the Independent Auditor, was present at the meeting to answer any questions the Board may have regarding the audit findings. He stated that there was nothing unusual about the audit; they did implement new auditing standards for 12/12/07 audit, which would include Risk Assessment Standards where they prepare internal control documentation as to what areas would be high risk. There was more detail on audit adjustments, other than that; he suggested that the Board might want to review the Budget at the end of the year to see if an amendment is needed. He mentioned that the Services and Supplies did go over budget by \$20,000 compared to the original estimate on the Budget. GM Martin stated that the \$20,000 was covered by Grant money, and it was just the way that they showed it on the Budget. It was put into the Budget as an expense, without showing the Grant money to cover it. GM Martin stated that this is the first time that we have been current on audits since he was been with CSD. M/by Director Merrill and S/ by Director Kenyon to move approval of FY 2007 Independent Audit. M/ passed unanimously.

- c. Action/Simple Motion: A vacancy currently exists in the Job Classification of Maintenance Supervisor. Staff recommends that this Job Classification be left unfilled at present and that the Board authorize the hiring of a Maintenance I Worker. Board approval of this recommendation would not result in an increase to the total number of District personnel.

Site Manager advised that he currently has a part time employee that will transition into the Maintenance Supervisor position. He is requesting that they give approval to add a Maintenance Worker I position. It was

stated that the Board already approved this new position to be effective 1/1/09. M/ by Director Marsden and S/ by Director Robinson to move approval with the amendments of the addition of a Maintenance Worker I position and hiring to fill that position providing that they leave the Maintenance Supervisor position unfilled at this time . M/passed unanimously.

- d. Action/Simple Motion: The District is entitled to cast one vote for CSDA Board of Directors/Region 3 (Term ends 2011). There is no incumbent and the candidates are;

Stanley R. Coldwell/Mt. View Sanitary District, Vincent Ferrante/Moss Landing Harbor District, Ray Honan/San Mateo County Mosquito and Vector Control District, Terry Riddle/Solano Resource Conservation District and Kathryn SlaterCarter/Montara Water and Sanitary District.

Due to his past involvement with Mosquito Abatement (an area of significant importance to Saddle Creek CSD) staff recommended that the Board authorize President Russ to cast the District's ballot for Mr. Honan. After a brief discussion, the Board agreed with the staff recommendation. M/by Director Merrill and S/ by Director Marsden to authorized the Board President to cast the vote for the new CSDA Board of Directors/Region 3. M/ passed unanimously.

STAFF REPORTS

Site Manager:

Greg reiterated that he had a meeting with Doug (Castle & Cooke) on the 16th of

August regarding the repairs throughout the community. He also stated that he had another meeting with Doug about the road repairs, and he believes that the road repairs will start tomorrow.

He also had a meeting with Gary Wright of MC&I on August 4th about the lack of attention that the Gate Personnel is showing and he reviewed the rules of what is expected. He indicated that he will have a meeting with his employees about conduct and the rules and regulations.

On July 24th he had a meeting with the new Fire Chief, Keith Cantrell. At the meeting it was suggested that our gates be updated with new radio clickers which would make it easier for emergency entrance to Saddle

Creek. As a result of this recommendation our gates have been upgraded with the new clickers. They would also like to provide us with a free Knox's Box which would allow volunteers emergency access to Saddle Creek. This should be installed within the next month.

General Manager:

GM Martin advised that there was problem with the gate clickers and some residence could not gain access so they had to change the gate computer for the 3rd time.

He also wanted to make sure that all Board Members received the material for the on line Ethics Training.

DIRECTORS REPORTS

President Russ – Advised that on October 21st she and Director Robinson will not be at the CSD Meeting.

President Kenyon – None

Secretary Marsden – None

Director Robinson – Wished V/President Kenyon a Happy Birthday. He would also like the Board to look into the new state law SB 1137 dealing with foreclosed properties and banks. He has done some research and found that there are strong legal arguments which allow us to act as a local governmental agency with regards to that section. He would like the staff set up procedures to bring back to the Board so that they can pass all the resolutions needed, and possibly talk to the County to authorize us to do it on their behalf. We could impose fines which would go to Vector Control. The Board directed the staff to set up procedures that will be brought back to the Board for review within the next two months.

Mr. Haley advised that at the last HOA meeting there were 8 properties that have been taken back by the banks in Saddle Creek. The Board authorized them to spend \$2,000.00 per home to water and maintain the yards. Now that the banks have taken the properties they have the rights to collect the funds.

Mr. Haley also advised that he would like to present the new entrance to Saddle Creek and land adjustments for purchasing and trading land from Saddle Creek to others and other to Saddle Creek to the Board for review. This item will be placed on next months agenda.

Director Merrill – Wanted an update on the pond in the Knolls. Greg advised that on July 23ed he addressed the issues with the residence. Bill Troyanoski and Scott Dickson will be addressing other issues associated with the pond, which will include a monthly routine on pond maintenance.

ADJOURNMENT – Having no further business, President Russ adjourned the meeting at -3:05PM. CSD's next board meeting date is s September 16, 2008.

Phyllis Richards, CSD Clerk/Treasurer

Charles Martin, General Manager

APPROVED BY:

Sue Russ, Board President

Steve Marsden, Board Secretary

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