

Draft
SADDLE CREEK COMMUNITY SERVICES DISTRICT
MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS
December 18, 2012

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday December 18, 2012. President DeBaldo 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:	Darlene DeBaldo
Vice President:	Sue Russ
Secretary:	Kent Lazarus
Director:	Scott Baker

Staff: The following staff members were present:

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

Public:	Castle & Cooke	Linda Stefanick
	Resident	Ed Neiman
	Resident	Jerry Chapman
	Resident	Beryl Simkins
	Resident	Larda ??

APPROVAL OF MINUTES:

M/ by Director Lazarus and S/ by Director Baker to approve the minutes of the November 20, 2012. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

Linda Stefanick stated that Castle and Cooke wanted to clarify that our gates are Privacy Gates not Security Gates and that the attendants are not guards.

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 Lazarus and S/ by Director Baker to move approval of expenditures incurred by the district during the month of November. M/ passed unanimously.

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

None

OLD BUSINESS

- a. **INFORMATION/DISCUSSION:** Board reviewed the District's Draft FY 2012 Independent Audit. CPA Larry Bain presented the 2012 Independent Audit to the Board and answer questions. Final review/approval of the 2012 Independent Audit is tentatively scheduled for January 15, 2013. This may be delayed until the February meeting if the final report from CPA Bain is not received by the District in time for Board review prior to the January meeting
- b. **ACTION/SIMPLE MOTION:** During the November 20, 2012 Board Meeting Castle & Cooke announced they would cease funding for staffing of the main entry gate effective January 1, 2013.

After a great deal of discussion from several residents and the Board members it was decided that the gate will remain open until February 1, 2013 with new hours. The gate will open at 6:45AM and close at 9:00PM if the restaurant is open and close at 5:00PM if the restaurant is closed. The Board approved funding for the gate through the month of January which will be included in the FY 2013 Budget. This issue will be placed on the agenda for next month

when a final decision will be made. An e-mail will go out to all residents advising them of the changes in the gate and that it will be open for discussion on January 15, 2013 at the Board Meeting.

GM Martin will place this item on the agenda next month and will have a recommendation for the Board with regards to this matter. The Board is hopeful that they will have input from the residents and will be able to make a final decision at that time.

- c. INFORMATION ITEM/DISCUSSION: Second Review of FY 2013 Proposed Budget: The FY 2013 Budget before the Board has been amended per the instructions of the Board at last month meeting to increase the hourly rate of pay by \$.50 for Maintenance I, Maintenance II, and Maintenance Supervisor. The other item that was amended was for street repairs as directed by the Board.

Director Russ wanted to know about the Operational Reserve of \$48,137. GM Martin advised that if they approve any funding for the gate it will come out of this reserve.

- d. HEARING ON FY 2013 PROPOSED BUDGET: The Board President opened the Public Hearing on the Proposed FY 2013 Budget at 3:54PM. GM Martin stated that the CSD fees were increased by 2% in April by the Board. Public Hearing was closed at 3:56PM.

INFORMATION ITEM/DISCUSSION: Board discussed the Proposed Budget and recommendations made by members of the public including the recommendation by Director Russ to amended Gate Maintenance to reflect up to \$5,000 expenditure to continue gate operations until January 31, 2013.

- e. ACTION ITEM/RESOLUTION: Board acted to Approve FY 2013 Saddle Creek Community Services District Budget (Operational Expenses, Capitol Outlay Expenditures, and Employee Wages & Benefits & General Fund Reserve Policy).

M/ by Director Russ and S/ by Director Lazarus to move that the proposed budget be amended to reflect up to \$5,000 expenditure in the Gate Maintenance category to continue gate operations until January 31, 2013. M/ did not passed on a three to one vote with Director Baker voting No..

M/ by Director Lazarus and S/ by Director Russ to move approval of the of the budget as amended at November's meeting. M/ passed unanimously

NEW BUSINESS

- a. ACTION ITEM/SIMPLE MOTION: In accordance with current Board Policy Directors acted to elect the following officers to serve for the period of January 1, 2013 through December 31, 2013: 1) Board President- DeBaldo, 2) V/President- Russ and 3) Secretary - Lazarus
- b. M/ by Director Russ and S/ by Director Lazarus to move approval of Director DeBaldo remaining as President for the 2013 Board. M/ passed unanimously.

M/ by Director Baker and S/ by Director DeBaldo to move approval of Director Russ remaining as Vice President for the 2013 Board. M/ passed unanimously.

M/ by Director Russ and S/ by Director Baker to move approval of Director Lazarus remaining as Secretary for the 2013 Board. M/ passed unanimously.

STAFF REPORTS

Site Manager: Director Russ wanted to know the status of the Board meeting Greg attended for MVCAC (Mosquito and Vector Control Board of California). Greg advised that he has been appointed the Regional Liaison for another year.

General Manager: Advised the Board that CSD employees received their Christmas hams again this year in accordance with past policy.

If any directors other than Director Baker are going to Sonora, we need to have the Mother Load Bank account closed and the funds moved to Umpqua. President DeBaldo stated that she should be going to Sonora in January and will stop by the bank and close the account.

We will be looking into changing Visa cards that allow points which would be used for District expenses.

DIRECTORS REPORTS:

President DeBaldo – None

V/President Russ – None

Secretary Lazarus – None

Director Baker – None

Director Robinson – Absent

ADJOURNMENT – Having no further business, President DeBaldo adjourned the meeting at 4:12 PM. CSD’s next board meeting date is January 15, 2013.

Phyllis Richards, CSD Clerk/Treasurer

Charles Martin, General Manager

APPROVED BY:

Darlene DeBaldo, Board President

Sue Russ, Vice President

SEAL