

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

March 12, 2006

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Sunday, March 12, 2006. President Merrill called the meeting to order at 8:35 AM in the Saddle Creek Members' Lounge and led Directors and staff in the Pledge of Allegiance.

ROLL CALL:

Roll call indicated the following directors were present:

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

Staff:

The following staff members were present:

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

Public:

Resident	Bob Richards
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APPROVAL OF MINUTES:

M/ by Director Robinson and S/ by Director Russ to approve the minutes of the February 12, 2006, meeting as submitted. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

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

- a. M/ by Director Robinson and S/ by Director Russ to move approval of expenditures incurred by the district during the month of February. M/ passed unanimously.

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

None this month.

OLD BUSINESS

- a. INFORMATION ITEM/NO ACTION REQUIRED: Mandatory Sexual Harassment & Ethics Training: CSD Attorney Robert Lanzone was scheduled to provide Sexual Harassment Training to Board Members and Management/Supervisory Staff after the adjournment of the March 12, 2006 meeting. Mr. Lanzone was unable to keep the appointment, and will reschedule.
- b. Action/Public Comment on Proposed FY 2006 Budget Amendment: There was no public comment on Staff's recommendation for Board to amend FY 2006 Operational Expense and Capitol Outlay Budget Categories. President Merrill indicated that he has spoke with Bob Egli, and he has offered to try to find a Radar Trailer for us. Mr. Egli purchases equipment for the county. If he is unable to find a Radar Trailer, he will give CSD a list of manufacturers that GM Martin can call to obtain price quotes.
- c. Action/Resolution: Staff recommends Board approval of amendment to FY 2006 Operational Expenses and Capitol Outlay Budget Categories as follows;
  - a) Operational Expenses/Audit Expense: Category to be increased from \$4,000 to \$6,500. This increase reflects the newly projected cost for the FY 2005 District Audit.
  - b) Capitol Outlay/Purchase of a Radar Trailer: Category to be funded for \$6,500. This funding allows for purchase of a Radar Trailer which is expected to improve traffic safety within the District by alerting motorist who are driving at excessive speeds. Castle & Cooke has agreed to gift the District ½ the cost for purchase of the Radar Trailer.

(Available for Specified Budget Categories to be funded by transfer of funds from Reserves Unanticipated Expenditures) Category. FY 2006 Budget to be amended accordingly.

M/ by Director Robinson and S/ by Director Kenyon to move approval of amendment to FY 2006 Operational Expenses and Capitol Outlay Budget Categories. M/ passed unanimously.

- d. Action/Simple Motion: Staff Recommended Board approval of Larry Bain, CPA's Letter of Engagement for preparation of the Districts FY 2005 Independent Audit. The proposed cost of the unit is \$6,000 plus \$500 for Auditors presentation at Board Meeting, total cost \$6,500. Board approval authorizes General Manager to sign engagement letter. M/ by Director Kenyon and S/ by Director Robinson to move approval of CPA's Letter of Engagement for preparation of the Districts FY 2005 Independent Audit. M/ passed unanimously.

- e. Action/Resolution: Staff recommends Board approval of Resolution Amending "Finance Review and Accounting Practices and Procedures Resolution" adopted January 8, 2006. The proposed Amended Resolution changes Section 4. (which specifies that a Dishonesty must be secured for the General Manager, CSD Treasurer and Bookkeeper) to read that "a Dishonesty Bond or Dishonesty Insurance" shall be secured for the General Manager, CSD

Treasurer and Bookkeeper. This change was prompted by the fact that current SDRMA Insurance Coverage provides Dishonesty coverage for the General Manager and CSD Treasurer and after consultation with the CSD Attorney and SDRMA staff has concluded that this coverage meets the intent of Government Code Section No. 61050f. Staff is in process of securing a Dishonesty Bond for the Bookkeeper, who is not covered under SDRMA. M/ by Director Kenyon and S/ by Director Robinson to move approval Resolution Amending "Finance Review and Accounting Practices and Procedures Resolution" adopted January 8, 2006. M/ passed unanimously.

## STAFF REPORTS

GENERAL MANAGER: GM Martin advised that Twain Harte Community Services District will be providing Ethics Training to comply with the new law, AB1234, which went into effective on 1/1/06. The training will be on April 26, 2006 between 10:00AM and 12:00 Noon in Sonora. Clerk/Treasurer Richards is to register GM Martin, President Merrill, VP Robinson, Director Kenyon, and Director Marsden for this class.

SITE MANAGER: Greg mentioned that he will be attending a meeting with the county to set up a program for Mosquito Abatement. There is a problem in Saddle Creek with construction job site clean up. Several residences are concerned about the trash on construction job sites, as it blows onto the fairway. GM Martin indicated that he will put a call into Dave Haley to discuss this issue.

## DIRECTORS REPORTS:

Director Marsden – None

Director Russ – Gave update on training class that she and Clerk/Treasurer Richards attended. GM

Martin advised that SB135 requires that Directors report on their attendance at training.

Director Kenyon – None

Director Robinson – Suggested Saddle Creek Community Service Meetings be changed from 8:30AM on Sunday's to Tuesdays at 2:00PM. This will be addressed at a future meeting.

President Merrill – Requested GM Martin to write a procedure for enforcement for speed violations when the Radar Trailer is in operation in Saddle Creek. This procedure will be distributed to Saddle Creek residence. GM Martin agreed to draft a proposal for the boards review and approval.

ADJOURNMENT – Having no further business, President Merrill adjourned the meeting at 9:08 AM. CSD’s next board meeting date is April 9, 2006.

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Phyllis Richards, CSD Clerk/Treasurer

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Charles Martin, General Manager

APPROVED BY:

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Dennis Merrill, Board President

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Robert Kenyon, Board Secretary

SEAL