

DRAFT

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

July 15, 2008

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday July 15, 2008. President Russ called the meeting to order at 2:02 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
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

APPROVAL OF MINUTES:

M/ by Director Merrill and S/ by Director Robinson to approve the minutes of the June 17, 2008. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

Mr. Haley (Castle & Cooke) stated that Mr. Troyanoski (General Manager, Saddle Creek Golf Course) would like to be placed on the agenda for next months meeting so that he can bring a proposal for Gate House uniforms to the Board. He would also like to offer training for the staff at the Gate House. This item will be placed on the August 19 Meeting Agenda.

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 Merrill and S/ by Director Robinson to move approval of expenditures incurred by the district during the month of June. M/passed unanimously.

President Russ requested GM Martin to explain the two years of audit expenses of \$13,000. Martin advised that we had actually been a year behind in our independent audits and that this year (FY 2008) we had already paid for the FY 2006 audit and we would now be paying for the FY 2007 audit which will bring us up to date. Martin further advised that the FY 2007 Independent Audit will be placed on the August 19, 2008 Agenda for Board review and approval and that the independent auditor, CPA Larry Bain is scheduled to be present at that meeting to answer any questions the Board may have.

President Russ also expressed her concerns about the Operational Expenses. She said that we have almost reached our budgeted amount in some categories and wanted to know if we are going to be OK. She also mentioned that the payroll is down from what was projected.

Staff advised that all Operational Expense categories are being monitored and that year end expenditures are expected to be within budget limits. Staff also advised that payroll is below expected expenditure due to the fact we have had vacant positions.

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

- a. Biennial Review of Conflict-of-Interest Code/Advisory letter from Calaveras County and letter of response from GM was included in Board Members Packets for their review.

GM Martin explained that SB 135 passed about two years ago. It was an attempt by the state to closely review the operations of the Specials Districts. They mandate training and review policies. County Counsel sends a letter to the Special Districts to make sure that we

review our policy to see if it meets current code. CSD Attorney Robert Lanzone advised GM Martin that there is no change needed to our district. GM Martin sent County Counsel a letter advising them we are in compliance and that no amendments are necessary.

GM Martin also advised that he just signed up for an online Ethic class and after he completes the class he will schedule Board Member for this mandated training. Additionally, CSD Attorney Lanzone will be conducting a class on Sexual Harassment prior to the end of 2008. As with the Ethics Training, Sexual Harassment training is mandated for Board Members, supervisors and managers.

OLD BUSINESS

- a. Information Item/Discussion: Board discussion on Director Robinson's suggestions to increase the speed limit and to narrow the lanes on Saddle Creek Dr. and Oak Creek Dr.

GM Martin reviewed the items discussed at last months meeting with Attorney Lanzone and was advised that some of the items we can do, and others we can't do at this point. We can post the "No Parking" signs. Our attorney advised that only Law Enforcement can enforce traffic violations with radar, but we can take informational type actions. One suggestion was from time to time to have an employee take a picture of the speeding vehicle and then send a letter requesting the offender to please slow down. He mentioned that Greg reported that Sherriff units have been in the area over the last few weeks, and that speeding appears to be down in our community.

Director Merrill wanted to know the status of making a three way stop sign at the Recreation Center. Dave Haley said that all of the Development Agreement and Entitlement Documents require Castle & Cooke to build and maintain roads to county standards, so we technically can't without permission from the County Public Works Director. For example, if a road is designed for 35 miles an hour, you can't just change the speed limit to 25 mile an hour; also if the road is designed to be 12 feet, you can't change the lane to 10 feet. Saddle Creek Drive is designated 35 miles an hour by statue; we currently have signs that state the speed limit is 25 miles and hour. A discussion followed to consider changing the speed limit back to 35 miles and hour. Oak Creek Drive is 25 miles an hour by statue. It was generally felt that due to lack of construction, there has been a reduction in speeding.

The Board decided that if the speeding becomes an issue again, they could add 3-way stop signs on Oak Creek Drive and Saddle Creek Drive, and paint parking lines on Oak Creek Drive to give the appearance that the lane is narrower.

Mr. Haley suggested to the Board that if they do add stop signs, they get them signed of by the Public Works Dept.

NEW BUSINESS

None

STAFF REPORTS

Site Manager:

Greg advised that Director Kenyon's name can't be removed from coming up on the call box at the front gate. He called the company and found that the computer automatically go's to the name in the middle, so until another name is added to the box it will always go to the Kenyon's name first. He suggested that they change the name to Bob and Leanne Kenyon, and that should fix the problem.

It was suggested that Gregg have a sign made that says to call Bill Troyanoski, the General Manager if emergency entrance to the property is needed. Greg will discuss with Bill prior to getting the sign.

Director Marsden wanted an update on the street repairs. Greg indicated that he has a meeting schedule tomorrow morning with Doug Evans (Castle & Cooke) to discuss the remaining areas.

General Manager:

None

13. DIRECTORS REPORTS:

President Russ – None

V/President Kenyon – Absent

Secretary Marsden – None

Director Robinson – Within the next six months he would like the Board to look into passing a No Trespassing Ordinance. He agreed to draw up an ordinance making it an infraction, which will appear on the agenda in a few months.

Director Merrill – Wanted to know status on getting the grinder. Greg stated that we have the new grinder, but they have not had time to do it. There are 4 or 5 areas that should be done by next month.

ADJOURNMENT – Having no further business, President Russ adjourned the meeting at -2:35PM. CSD's next board meeting date is August 19, 2008.

Phyllis Richards, CSD Clerk/Treasurer

Charles Martin, General Manager

APPROVED BY:

Sue Russ, Board President

Steve Marsden, Board Secretary

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