

**DRAFT**

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

December 16, 2008

**CALL TO ORDER**

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday December 16, 2008. President Russ called the meeting to order at 2:00 PM in the Gold Room 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

**APPROVAL OF MINUTES:**

M/ by Director Kenyon and S/ by Director Merrill to approve the minutes of the November 18, 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 Merrill 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 ITEM/DISCUSSION: Second Review of FY 2009 Draft Budget: Staff introduced FY 2009 Draft Budget (did not include any FY 2009 Wage increases for GM) to the Board Members and the Public. GM Martin advised the final budget will be presented in January or February when all FY 2008 expenditures are known. He believes that the bottom line will be below what was projected.

As a result of the poor economy, Director Robinson suggested that Board Member compensation (\$100 per meeting) be eliminated for FY 2009. GM Martin recommended that they do not make a change in the resolution, but if they want to donate the money back to the district that they do so at the end of the year. No formal action was taken on the matter.

Mr. Haley commented that GM Martin did a great job of formatting the Budget.

- b. CLOSED SESSION/LABOR NEGOTIATIONS: As permitted by Government Code Section 54957 the Board adjourned to Closed Session to discuss Labor Negotiations for the following Unrepresented Employee Classifications with the Districts designated Labor Negotiator; 1) General Manager- Designated Labor Negotiator: CSD Board President. Operational & Capitol Outlay Expenditures are not discussed in Closed Session.
- c. PUBLIC MEETING RE-CONVENED: Upon completion of the Closed Session Labor Negotiations the Public Meeting was re-convened and

the Board President announced that the Board reached consensus on a 5% increase in wages for GM Martin during Closed Session .

- d. INFORMATION ITEM/DISCUSSION: Introduction of FY 2009 Proposed Budget: General Manager and the Board President reviewed the Proposed FY 2009 District Budget, which included GM Martins proposed wage/benefit increase.

President Russ advised that approximately \$355,000 of our \$510,000 budget goes to personnel, approximately 70%. It was a general consensus that with the limited resources that Greg Hebard' and his personnel have they do an outstanding job on keeping Saddle Creek beautiful.

- e. HEARING ON FY 2009 PROPOSED BUDGET: The Board President opened a Public Hearing on the Proposed FY 2009 Budget (which included all proposed wage/benefit increases). GM Martin advised that the Public Hearing on the Budget was advertised on two occasions in the newspaper as required by law, and additionally on the CSD website and on the Agenda.

As there were no Members of the Public at the meeting, the Board President closed the Public Hearing at 2:25PM.

- f. ACTION ITEM/RESOLUTION: Board acted to Approve FY 2009 Saddle Creek Community Services District Budget (Operational Expenses, Capital Outlay Expenditures and Employee Wages & Benefits). M/ by Director Robinson and S/ by Director Marsden to move approval of FY 2009 Saddle Creek Community Services District Budget. M/ passed unanimously.

## 10. NEW BUSINESS

- a. ACTION/SIMPLE MOTION: In accordance with past Board policy Directors acted to elect the following officers to serve for the period of January 1, 2009 through December 31, 2009: 1) Board President-Sue Russ 2) V/President – Bob Kenyon and 3) Secretary – Steve Marsden. GM Martin advised that these are Board designated offices, and that they do not have term limits. M/ by Director Merrill and S/ by Director Kenyon to retain the Board in the same positions for 2009 as they were in 2008. M/ passed unanimously.
- b. Director Kenyon wanted to know if we should move some of CSD's

money to a new CD account. GM Martin said that he feels it would be wise to see the final year end expenditures because we are going to have a large expense for the tractor. We usually wait until our first check comes in before deciding on placing money into a CD account.

## STAFF REPORTS

### Site Manager:

Greg advised that he has received approximately 180-190 cartoon calendars from the Public Health Dept. that will be distributed to the Elementary School. He also received non-toxic ankle bracelets to help fight Mosquitoes. They plan to hand these out to members at the first tee when the weather starts to get hot. It was also suggested that Greg include his business card with the bracelets.

### General Manager:

Advised that he has sent an amendment to the Gate Staff that allows construction vehicle to enter on the weekends and evening for emergency situations.

## DIRECTORS REPORTS:

President Russ – None

V/President Kenyon – None

Secretary Marsden – Wanted to know how often the gate is damaged a year. He was advised approx. 3 times a year. Every time the gate is damaged, we have been reimbursed by the responsible party. GM Martin advised that there are new signs on the gate that advise “Caution, gate closes after every vehicle”.

Director Robinson – Wanted to know if we were giving the staff a dinner this year? Due to the limited number of staff, it was decided to give them candy this year.

Director Merrill – Wanted to know who is paying for the damage to the gate. CSD might have to pay for our deductible, but we will be reimbursed by the insurance company of the party that hit the fence.

What is the status of the Gate Personnel coming out of the Gate House to greet guests as they come into Saddle Creek. Greg advised that they had a

meeting and decided that there is not enough space for the employees to safely come out of the Gate House.

ADJOURNMENT – Having no further business, President Russ adjourned the meeting at -2:45PM. CSD’s next board meeting date is January 20, 2009.

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Phyllis Richards, CSD Clerk/Treasurer

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Charles Martin, General Manager

APPROVED BY:

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Sue Russ, Board President

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Steve Marsden, Board Secretary

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