

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

June 17, 2014

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday June 17, 2014. President Lazarus called the meeting to order at 2:01PM 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:	Kent Lazarus
Vice President:	Scott Baker
Director	Darlene DeBaldo
Director	Sue Russ
Director	Charlie Robinson

Staff: The following staff members were present:

Site Manager:	Greg Hebard
Clerk/Treasurer:	Phyllis Richards

Public: Castle & Cooke Bob Higgins

APPROVAL OF MINUTES:

M/ by Director Robinson and S/ by Director DeBaldo to approve the minutes of May 20, 2014. 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 Baker and S/ by Director Robinson to move approval of expenditures incurred by the district during the month of May.
M/ passed unanimously.

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

- a. Letter received from California Tax Foundation “Public Records Act Request”.
Director Robinson stated that the California Tax Foundation requested information with regards to our funding. He found the information that was requested and it was forwarded to our attorney for review. After his review he forwarded the information to the California Tax Foundation. They were also advised that if they have any further questions, they should address them to the Calaveras Board of Supervisors as they are the ones that set this up for the CSD.

OLD BUSINESS

- a. CCWD Water update. President Lazarus requested an update on the installation of the new valves and pumps as well as the mandatory water rationing.

Greg stated that they had a meeting and CCWD is trying to figure out what size pump will be needed. Greg also mentioned that we are watering below the 35% reduction as requested by CCWD. We are complying with CCWD’s request of no watering between the hours of 10:00AM - 6:00PM, and no watering on Sundays. We are also eliminating watering on Thursdays.

NEW BUSINESS

None

STAFF REPORTS

Site Manager: Greg spoke with Mary Martin with regards to GM Charlie Martin's Celebration of Life memorial which will be held on June 30th. She would ask that you contact her by June 20th to let her know if you will be attending. Greg and Ralph have already received approve from Director Russ and Director Baker to attend the memorial. Director Baker will be on the premises in the event of an emergency.

Greg also advised the Board that we are currently down one man. As soon as they can get his last check to him they will begin the hiring process for his replacement.

Director Robinson stated that there are a couple of trees that look like they are dead or dying. Greg is aware of them and will have them removed if he feels that they will not come back.

AD HOC COMMITTEE REPORTS

a. Timeline for 2013 Audit Presentation:

Director Russ stated that they have received the draft copy of the 2013 final audit from our accountant Larry Bain. Director Russ and Director Baker have reviewed the draft copy with Karen Roberts (CSD Bookkeeper) and Greg Hebard (CSD Site Manager) and everything looks good. Mr. Bain will have the hard copy to the Board in July and will meet with the Board during our August meeting.

They also reviewed the Reimbursement Policy and found it to be outdated,
and would like it revised when the new GM is hired.

b. Board Election on November 4. Three (3) Director Positions (Director Baker, Director DeBaldo, and Director Russ), each with a four (4) year term of office, is up for election. Any Legally Registered Voters that live within the CSD District may file to run; papers must be filed with the County between July 14th and August 8th. Papers can be picked up at the County Elections Office in San Andreas. A "Notice of Elected Offices to be Filled" bulletin will be posted on the CSD website and

bulletin boards. Director Baker advised the Board that we have already sent the legal notice to Calaveras County advising them.

Candidate Search:

a. Application Deadline – June 30, 2014:

Director Robinson advised the Board that they have placed an ad for the GM position with the Union Democrat, the Municipal Manager for Northern California Association website, and the CSDA website.

Mr. Peter Kampa addressed the Board and stated that he would like to have a conversation with regards to the GM position. President Lazarus advised that they would like to review his information and have an interview with him this afternoon if he was available. Mr. Kampa agreed to meet with the Board after the meeting for an interview.

DIRECTORS REPORTS:

President Lazarus – None

V/President Baker – None

Secretary Robinson – None

Director Russ – None

Director DeBaldo – None

Executive Session (CLOSED TO PUBLIC): GM Replacement Interview

Executive Session opened at 2:45PM

Executive Session closed at 4:29PM

ADJOURNMENT – Having no further business, President Lazarus adjourned the meeting at 4:30PM. CSD’s next board meeting date is June 20, 2014.

Phyllis Richards, CSD Clerk/Treasurer

Charles Robinson, Secretary

APPROVED BY:

Kent Lazarus, Board President

Scott Baker, V/President

SEAL