

REGULAR BOARD MEETING AGENDA
October 21, 2014 2:00 PM
Saddle Creek Lodge, Members Lounge
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA
5. PUBLIC COMMENT (Each speaker is limited to two (2) minutes)
Members of the public appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.
6. CONSENT CALENDAR
Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.
 - a. Review of monthly financial report and approval of bills and claims for the month of September 2014.
 - b. Approval of the minutes of the Regular Board Meeting of September 16, 2014
 - c. Cancellation of the Regular meeting of November 18, 2014 and scheduling of a Special Meeting on November 11, 2014
7. OLD BUSINESS
 - a. Approval of Management Objectives for the General Manager for 2014/15
 - b. Approval of a Resolution establishing the Board Policy on Easement Abandonment Procedures
 - c. Update report on water supply concerns related to wetlands maintenance management and compliance with Army Corps of Engineers 404 Permit
8. NEW BUSINESS
 - a. Report on Building a Water Use Efficient Community Conference and Exposition held October 18 and 19, 2014 in Sonora

9. STAFF REPORTS:

Brief reports will be provided by District staff to inform the Board and public on the status of general operational and administrative matters. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future meeting agenda.

- a. Site Manager
- b. General Manager
 - i. audit response letter.

10. DIRECTORS REPORTS:

Brief reports will be provided by District Board members to inform on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future meeting agenda.

11. ADJOURNMENT

Agenda Materials: May be viewed on the bulletin boards outside the Saddle Creek Pro Shop, on the Sports Club Bulletin Board and at the CSD Website on the Saturday proceeding each meeting date. Materials will also be available at the meeting.

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the CSD Clerk at (209) 785-0100. Advance notification will enable the District to make reasonable arrangements to insure accessibility.

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

September 16, 2014

CALL TO ORDER:

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday September 16, 2014. President Lazarus 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:	Kent Lazarus
Director	Darlene DeBaldo
Director	Sue Russ
Director	Charlie Robinson

Staff:	The following staff members were present:	
	General Manager	Peter Kampa
	Site Manager:	Greg Hebard
	Clerk/Treasurer:	Phyllis Richards

Public:	Castle & Cooke	Dave Haley
	Castle & Cooke	Rick Morgan

Candidates for CSD Board:	Lawrence Hoffman
	Beth Portfolio
	Owen Bramlett
	Kenneth Albertson

PLEDGE OF ALLEGIANCE:

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. Review of monthly financial report and approval of bills and claims for the month of August 2014.
- b. Approval of the minutes of the Regular Board Meeting of August 19, 2014 with changes as mentioned.

M/ by Director Russ and S/ by Director Robinson to move approval of expenditures incurred by the district during the month of August and approval of the minutes with the changes mentioned by director Russ. M/ passed unanimously.

OLD BUSINESS:

- a. GM Kampa gave a presentation on the wetlands water supply status and the various permits and responsibilities involved in delivery of water by CCWD. The PowerPoint presentation is incorporated in these minutes.

Director DeBaldo wanted to know if we are OK now, what will happen in 2018? GM Kampa stated that CCWD has committed to deliver us raw water, they have designed and done the engineering for new pumps that are capable of delivering a consistent supply of water for our irrigation plus the pond needs. As a result there will be much more flexibility and since they have not built it yet, he would like to get involved to some degree on what the system is because he would really like to have it as automated as possible. Mr. Haley stated that it will be an automated system.

Mr. Hoffman wanted to know why CCWD could not provide tertiary water for residential landscape. GM Kampa stated that to install the infrastructure for a Recycled Water System it would cost approximately \$160-\$200 a linear foot. They would have to saw cut the street, put the mains and service laterals in and repave the streets. It would be very costly. Kampa stated that such a system is less costly when installed during the initial development process.

Mr. Morgan publicly commended Peter on his professionalism and how he dealt with the golf course on his concerns as well as his superintendents concerns. He also wanted to commend Mr. Haley and Greg on how they reacted to his concerns over CCWD's threats to discontinue water deliveries.

President Lazarus said he would like to have something on our website that briefly describes Peter's presentation in a few paragraphs so that the residents can understand how important this information is. Peter agreed to get something written up for our website.

NEW BUSINESS:

- a. Approval of a Resolution authorizing abandonment of public utility habitat at easement on the Grant property, Homesite #98, APN 055-052-005 and 055-082-009.

M/ by Director Robinson and S/ by Director Russ to move approval of Resolution authorizing abandonment of public utility easement, Homesite #98, APN 055-052-005 and 055-082-009 with changes as mentioned by the Board. M/ passed unanimously.

- b. Approval of a Resolution establishing the Board Policy on Easement Abandonment Procedures. The purpose of this written procedure is so that if we are approached with a request we can process the request on timely bases, with clear direction for the staff.

Director Robinson would like to add under section 3050.11.1 list that “the owner of record must notify neighbors that will be affected by the easement so that they have a right to contest the easement. They must be notified in writing and would have to sign a letter of approval or show up at the CSD meeting to state their concerns.” The Board can still approve the easement even without the approval of all concerned, if it is for the best interest of the community.

Mr. Haley indicated that the wording on the policy under 3050.10 should read “access roads, installation, maintenance, repair, etc.”

The Board directed GM Kampa to make the changes as mentioned in the policy and bring it back for Board approval at next month’s meeting.

- c. Discussion/Action regarding approval of the management objectives for the General Manager for 2014/2015.

GM Kampa provided a presentation covering the objectives suggested by the Board and as developed by Kampa based on his preliminary review of the District. The presentation is included with these minutes. Kampa stated that he will have a reporting program, probably on a spread sheet which he will hand out to and review with the Board on a quarterly basis in a board meeting. It will list the items that have been approved by the Board and under that there will be a “To Do” list. The report will be color coded as follows:

Red (not on target)

Yellow (some hold up, slower than expected)

Green (on target or completed)

The management objectives reviewed at this meeting will be presented to the Board for review and final approval at the next meeting

President Lazarus thanked Director DeBaldo for her help with the project.

STAFF REPORTS:

Site Manager: Nothing

General Manager: We received a special recognition; it's called the Presidents Special Acknowledgment Award from the Special Districts Risk Management Authority, which is the District's insurance pool. This is the highest honor that you can get from that Board. It is for 5 years of no paid claims for Workers' Compensation or Liability. This award also gives us 2% discount on our premium. He thanked Greg and his staff for this award.

He advised the Board that he will be attending the CSDA (California Special Districts Association) annual conference in Palm Springs from September 29th through October 2nd. He will be doing a presentation on the drought as well as representing the CSD interest.

In November he will be instructing at the CSDA Leadership Academy which will conflict with our November meeting date, as a result we will have to change the date of our meeting.

DIRECTORS REPORTS:

President Lazarus – Thanked the Board candidates for coming to the meeting.

V/President Baker – Absent

Secretary Robinson – Thanked GM Kampa for his wealth of knowledge on water issues.

Director Russ – None

Director DeBaldo - None

ADJOURNMENT – Having no further business, President Lazarus adjourned the meeting at 3:41PM. CSD's next board meeting date is October 21, 2014.

Peter Kampa, General Manager

APPROVED BY:

Kent Lazarus, Board President

Sue Russ, Director

SEAL

Saddle Creek Community Services District
Regular Meeting of October 21, 2014

AGENDA SUPPORTING DATA

7. OLD BUSINESS

- a. Approval of Management Objectives for the General Manager for 2014/15

Background

As directed by the Board, with the assistance of Director Darlene DeBaldo and as amended in the September 16, 2014 Board meeting, attached are the management objectives proposed for the remainder of 2014 and all of 2015. The Management Objectives may still be amended at this or any Board meeting. In addition, just because an issue or opportunity is not contained within the Management Objectives, does not mean it will not be addressed. As we track progress, the Objectives will be amended to include additional items. Our first tracking report will be at the January 2015 Board meeting.

Recommended Motion

Motion to approve the management objectives for the General Manager for 2014/2015 as presented [or amended].

Saddle Creek Community Services District

2014/15 Management Objectives

Submitted by: Peter J. Kampa, General Manager

Approved October 21, 2014

The following Management Objectives were developed by the Saddle Creek CSD Board of Directors and General Manager during public meetings held on September 16, 2014 and October 21, 2014. District staff and public input also significantly assisted in the drafting of objectives. Accomplishment of these objectives will assist the District in providing the highest level of public service possible while assuring the accountability and full transparency of the Saddle Creek CSD.

Immediately

- ▶ Resolve the 2014 Saddle Creek Water Wars
 - ▶ Increase Board, partner and community understanding of water needs and issues
 - ▶ Develop clarifying agreements
 - ▶ Improve infrastructure capabilities
 - ▶ Increase water use efficiency
 - ▶ Increase CCWD understanding, cooperation and communication
- ▶ Evaluate the District administrative staffing needs
 - ▶ Reestablish full staffing in the Board Secretary and Bookkeeper positions
- ▶ Develop a tracking system for regular evaluation of management objective performance

First Six Months

- ▶ Develop Board Orientation/Information Program
- ▶ Establish plans for permanent CSD Yard, Office and Meeting Facilities
- ▶ Seek workable solution to the security gate issue
- ▶ Evaluate cost, benefit and capability of performing additional “force account” work
 - ▶ Street repairs
- ▶ Enhance water conservation efforts
- ▶ Establish physical and electronic recordkeeping system

12 to 18 Months

- ▶ Develop Board policy manual

- ▶ Develop a Capital Improvement Program for all District facilities and equipment
 - ▶ Establish a public engagement process to involve community in priority setting
 - ▶ Establish an index for prioritization of capital improvement implementation
 - ▶ Evaluate funding/financing means to implement CIP
- ▶ Implement improved records management system
- ▶ Develop an information piece showing all important relationships, permits and agreements that impact the District

Ongoing

- ▶ Develop standard operating procedures
- ▶ Ensure compliance with 404 Permit
- ▶ Participate locally, regionally and statewide to stay informed and influence solid policy
- ▶ Oversee budget
- ▶ Pursue grant funds
- ▶ Advise Board on policies, programs, finances, long and short range service plans
- ▶ Solid District investments
- ▶ Develop and maintain productive relationships with key partners

Saddle Creek Community Services District
Regular Meeting of October 21, 2014

AGENDA SUPPORTING DATA

7. NEW BUSINESS

- b. Approval of a Resolution establishing the Board Policy on Easement Abandonment Procedures.

Background

At the September 16, 2014 Board meeting, the attached policy on Easement Abandonment was considered by the Board. The policy wording changes recommended during the September meeting have been made and a revised draft is contained herein.

Recommended Motion

I move to approve Resolution ____, 2014, establishing the Board Policy on Easement Abandonment Procedures.

SADDLE CREEK COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Easement Abandonment
POLICY NUMBER: 3050
ADOPTED: October 21, 2014
AMENDED:

3050.10 Abandonment by the District of its interest in Open Space Wildlife Habitat, Public Utility, Drainage, roads, access road easements and other easements dedicated to the District for access, installation, maintenance, repair, etc., of facilities, shall require approval of the Board of Directors.

3050.11 Abandonment recommendations to the Board of Directors will require a determination that such land is, and will not be needed for the easement's stated public purposes.

3050.11.1 In order to make a determination regarding the ability to abandon a public easement, the following findings must be made in the Board approval Resolution:

1. The Owner of record of the property requesting the abandonment (applicant) must be identified and verified.
2. The Applicant shall prepare and submit adequate legal descriptions and maps to describe and delineate the easement being abandoned and property receiving ownership and responsibility for the vacated easement land and such documentation shall be attached to the Resolution.
3. The Applicant shall attempt to secure written approval of all property owners adjacent to or affected directly by the easement to be abandoned. If such authorization is not secured by the Applicant, a written explanation shall be submitted with the information required herein.
4. Abandonment must be consistent with and/or allowed under the various state and federal permits that required the perpetual creation of such easements, not contain any active utilities or future need for access or utilities.
5. The abandoned easement must be exempt surplus land within the meaning of Government Code section 54221.

3050.12 Commitments to abandon easements or assurances that easements will be abandoned may be provided by staff only after approval of same by the Board of Directors.

3050.13 The Applicant must prepare and submit to the District a written request for abandonment consideration that includes the purpose and need for the abandonment, pay any fee established by the District for processing the abandonment and consideration for the value of the easement if applicable. The Applicant shall hire the engineers, surveyors, title companies and others determined necessary by the District to appropriately process the request.

RESOLUTION ___, 2014

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY ON EASEMENT
ABANDONMENT**

WHEREAS, clearly written policies and procedures adopted by this Board are necessary for the efficient and effective management of the affairs of the District; and

WHEREAS, the District was formed to maintain certain facilities and provide certain services to residents of Saddle Creek and in providing those public services, the District has responsibility for certain easements in the community; and

WHEREAS, On occasion, such District easements on private property conflict with the property owner's appropriate use and enjoyment of their property, and they may request that the District consider abandonment of said easement on their property; and

WHEREAS, To facilitate such property owner requests and to assure the appropriate management and protection of the easements for which the District has responsibility; a policy statement of this Board is required.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Saddle Creek Community Services District does hereby adopt and approve this policy on Easement Abandonment.

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption of this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Saddle Creek Community Services District on October 21, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Kent Lazarus, President

Phyllis Richards, Board Secretary

Board of Directors

Saddle Creek Community Services District
Regular Meeting of October 21, 2014

AGENDA SUPPORTING DATA

7. OLD BUSINESS

- c. Update report on water supply concerns related to wetlands maintenance management and compliance with Army Corps of Engineers 404 Permit

Background

Calaveras County Water District continues to threaten, and has as of October 16 implemented serious water delivery reductions. We all continue to work cooperatively toward an acceptable resolution. A verbal report will be provided during the meeting.

Recommended Motion

No action required, information only

Saddle Creek Community Services District
Regular Meeting of October 21, 2014

AGENDA SUPPORTING DATA

8. NEW BUSINESS

- a. Report on Building a Water Use Efficient Community Conference and Exposition held October 18 and 19, 2014 in Sonora

Background

A verbal report will be provided during the meeting and handout material provided. In addition, the scheduling of a smaller scale workshop has been suggested to be held in Saddle Creek, and that would be discussed as well.

Recommended Motion

No action required, information only