

DRAFT

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

May 20, 2014

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday May 20, 2014. President Lazarus 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:	Kent Lazarus
Vice President:	Scott Baker
Secretary	Charlie Robinson
Director	Darlene DeBaldo
Director	Sue Russ

Staff: The following staff members were present:

Site Manager:	Greg Hebard
Clerk/Treasurer:	Phyllis Richards

Public: Castle & Cooke	Dave Haley
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APPROVAL OF MINUTES:

M/ by Director Russ and S/ by Director Baker to approve the minutes of the meeting on April 15, 2014, and the minutes of the Special Meeting on May 13, 2014, with the changes Director Baker mentioned. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

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PUBLIC COMMENT:

Mrs. Beth Portfolio had a few questions for the Board as follows:

1. She noticed that there is a proposed lot assessment fee increase of 2% on the Agenda. She would like to know how the Board plans on spending the extra money.
2. President Lazarus explained that every year expenses for the district go up; rarely do they go down. He explained we must be fiscally responsible and prepare for next year's expenses. There could be increased insurance costs, breakdown/replacement of equipment and employee pay increases, so a 2% increase would cover any increased costs for the district. The total increase to our general fund will be approximately \$11,000.
3. Does the Board plan to re-open, "Closing of the Saddle Creek Gates," for discussion again anytime soon?

President Lazarus indicated that the board has no plans at this time to re-open that discussion.

4. Please explain what the "Ad Hoc Committees" will be doing.

President Lazarus explained that during today's meeting the Ad Hoc committees will give their reports to the Board.

Mr. Jeff Linden also had questions for the Board.

1. He would also like to raise the question of having the gate closed, mostly because of public safety and because of non-members sneaking in to use the Sports Club pool and fishing in the ponds.
2. He is concerned about speeding within the community, especially on Saddle Creek Dr., Oak Creek Dr. and Rock Ridge. Where he used to live they had "Speed Bumps" within their community to slow the vehicles down. Would we consider this?

President Lazarus stated that he understands the concern but is not sure what we can do since we don't employ a police force.

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Director Robinson said that there is liability associated with the “Speed Bumps”, and there is a cost for repairs to the “Speed Bumps”. He suggested that we try to fix the radar sign we already have before we consider this option. Greg indicated that he will try to have the sign fixed within the next few days. Director Baker would like the Board to discuss adding a permanent solar panel type speeding sign at a later date.

### 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 April.  
M/ passed unanimously.

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

None.

### OLD BUSINESS

- a. Discussion of water level and maintenance of the ponds. Director Robinson stated that it is his understanding that water is going to all the ponds and that there is a meeting tomorrow between Mr. Dave Haley, Greg Hebard and the Water Dept. about getting water to those ponds that do not currently have it. Greg indicated the CCWD wants to resolve this problem quickly. He also indicated that the plumbing for the new valves has been completed. They still need to get a booster pump to the golf course and that should be installed in June. The current issue is to make sure that every wetland and pond has a water fill. CCWD is going to bear all of the costs for this new system.

### NEW BUSINESS

- a. Action/Simple Motion: As authorized by SCCSD Resolution No. 00-04, the Board of Directors must set the 2014-2015 Lot Assessment Fee for collection by the Calaveras County Auditor/Controller. Staff

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recommends a 2.0% increase from the current \$1001.88 to \$1,021.92. The number of assessable lots remains at 560. M/ by Director Robinson and S/ by Director Baker to move approval of the 2014-2015 Lot Assessment Fee of \$1,021.92. M/ passed unanimously.

### STAFF REPORTS

Site Manager: Greg wanted the Board to know that we do spray for mosquitoes, but not every week. They can not spray when it is windy. They spray when the weather conditions are right and when the trap counts are up or they get complaints from residents. As the summer continues, they do not have to spray as often. If anyone has a problem around their property, they can call Greg and his staff will hand spray around the property. Greg stated that it costs about \$2,000.00 every time they spray the entire community. Director Robinson wanted to know if we still have the chickens to detect the presence of West Nile Virus, because it recently has been found in Santa Clara County. Greg said that we do have the chickens, and the tests have been negative. To date, there have been no cases of West Nile Virus in Calaveras County.

Dave Haley mentioned that Castle & Cooke has it in their budget to slurry seal Saddle Creek Dr. and Oak Creek Dr. next year, and at that time they will repaint the lines in the street. They will only do one side at a time so that the residents will not have a problem getting to and from their property.

### AD HOC COMMITTEE REPORTS

#### District Management: Scott Baker and Sue Russ

Scott Baker stated that he and Sue are going to keep things running as smoothly as possible. They are not getting paid for their work and time on this Ad Hoc Committee. They met with Greg Hebard, Karen Roberts and Phyllis Richards to discuss procedures.

There is currently an Audit to review and the Weed Abatement letter will be sent to lot owners after today's meeting. Director Russ said that we have a great staff working for us behind the scenes. Karen Roberts has been our Bookkeeper for over 10 years, and she is on top of our finances. Karen mentioned her loyalty to SCCSD and said she wants to continue

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with us for a long time to come. Scott also stated that our Auditor does the books on Accrual and Karen does them on a Cash basis, and both accounts reconcile every year within a dollar. Phyllis works very closely with Karen Roberts. Sue feels that this staff was well trained by GM Martin and that everything is going the way it should be. Our district seems to be running very smoothly and there are no major issues at this time. Sue and Scott have agreed to keep things running smoothly, and are hoping there will not be any major issues they need to deal with before a new GM is hired.

The Board discussed the “Weed Abatement Letter” and approved it for mailing to lot owners. Greg stated that they mow nearly all but a handful of lots, and those owners mow their own.

### Candidate Search: Charles Robinson and Kent Lazarus

Director Robinson stated that they currently have one candidate and that they will be posting the job opening on several City Managers and Special Districts job boards. He also mentioned that they do have another possible lead that Kent is tracking down. They are hoping to have a new General Manager by the end of July.

Director Baker wanted to know if they were using the same job description that we had or have they modified it. Director Robinson said that they are working on a new job description.

### DIRECTORS REPORTS:

President Lazarus – None

V/President Baker – None

Secretary Robinson – None

Director Russ – None

Director DeBaldo - None

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ADJOURNMENT – Having no further business, President Lazarus adjourned the meeting at 2.38 PM. CSD’s next board meeting date is June 17, 2014.

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Phyllis Richards, CSD Clerk/Treasurer

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Charles Robinson, Secretary

APPROVED BY:

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Kent Lazarus, Board President

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Scott Baker, V/President

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