

DRAFT

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

February 12, 2006

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Sunday, February 12, 2006. President Merrill called the meeting to order at 8:30 AM in the Saddle Creek Members' Lounge and led Directors and staff in the Pledge of Allegiance.

ROLL CALL:

Roll call indicated the following directors were present:

President:	Dennis Merrill
Vice-President:	Charles Robinson
Secretary:	Bob Kenyon
Director:	Sue Russ
Director:	Steve Marsden

Staff:

The following staff members were present:

General Manager:	Charles Martin
Site Manager:	Greg Hebard
Clerk/Treasurer:	Phyllis Richards

Public:

Castle & Cooke	Dave Haley
Resident	Robert Richards
Resident	Bernie Tolentino
Resident	Fred Wentker

APPROVAL OF MINUTES:

M/ by Director Kenyon and S/ by Director Robinson to approve the minutes of the January 8, 2006 meeting as submitted. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

Bernie Tolentino - Mr. Tolentino is upset about speeding within the Saddle Creek Community. He is concerned that someone is going to get hurt due to the excessive speeds up to 50 miles an hour. Mr. Tolentino was advised that the board is considering the purchase of a speed trailer to deter speeding in the community, and that it is on the agenda for discussion later in the meeting under New Business.

GM Martin advised the board that we have an established speed limit and that it can not be modified without a speed survey.

Fred Wentker – Mr. Wentker lives at 120 Hawkridge, said that there has been 26 trees planted that will grow to approximately 70 feet tall that will obstruct his view of the fairway. Mr. Winkler was advised that CSD does not control the golf course and he needs to direct his comments directly to Saddle Creek.

Mr. Haley indicated that he would talk with Fred the Superintendent of Saddle Creek, and that they would contact Mr. Winkler on Monday to discuss a solution to the problem.

Phyllis Richards – Mrs. Richards addressed Mr. Haley with concerns about the large cement foundation that has been sitting on the lot at the end of Vista Knolls Crt. It has been there for several years now and she would like to know when they will be building a home at that location.

Mr. Haley indicated that the Hirschbein's son purchased the property and should start building a home in the spring.

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 Kenyon to move approval of expenditures incurred by the district during the month of October. M/ passed unanimously.

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

None this month.

OLD BUSINESS

- a. INFORMATION ITEM/NO ACTION REQUIRED: Mandatory Sexual Harassment & Ethics Training: The Board was reminded that CSD Attorney Robert Lanzone is tentatively scheduled to provide Sexual Harassment Training to Board Members and Management/Supervisory Staff on March 12, 2006. The training session will begin after adjournment of the board meeting and is expected to be approximately two hours in duration. Director Russ and Treasurer/Clerk Richards are both scheduling to attend Ethics Training on February 24th, in South San Francisco, and Director Marsden is scheduled to attend Ethics Training on April 17th, in Sacramento.

NEW BUSINESS

- a. Action Item/Motion: Staff recommends the Board designate Director Sue Russ as the Authorized Officer for Visa Business Card Accounts. This action is necessary to enable the District to close old Visa Card Accounts issued through Elan Financial Services. Director Russ is suggested as the Designated Officer because of her past involvement with this process during her service as CSD Clerk. The Visa Business Company Profile Form is being provided for Board review. M/ by Director Keyon and S/ by Director Robinson to move approval of Director Sue Russ as the Authorized Officer for Visa Business Card Accounts. M/ passed unanimously.
- b. Action Item/Motion: Staff recommends the Board accept the Independent Auditors Report for

FY 2004. The report, prepared by Independent Auditor Larry Bain, CPA was provided to Board

Members as part of the February 12, 2006 Agenda packet. M/ by Director Keyon and S/ by

Director Robinson to move approval of acceptance of the Independent Auditors Report for FY

2004. M/ passed unanimously.

- c. Information Item/Discussion: During earlier meetings, the Board expressed interest in acquiring a Radar Trailer. Research reveals that the costs for Radar Trailers range from approximately \$6,000 to \$26,000. Staff believes that the basic (\$6,000) Smart 600 Radar Trailer, which reportedly has minimal operational costs, would be most suitable for our needs. A product description flyer is included in the Agenda packet.

low. The GM Martin recommends the lower valued Radar Trailer as the maintenance is very delivery time for the trailer is 45-60 days. Dave Haley advised that Castle & Cooke would pay ½ the cost for purchase of the radar trailer. This matter will be placed on the March 2006 agenda.

- d. Information/Discussion: Bonds have not yet been secured for the General Manager, District Treasurer and Bookkeeper for the following reasons: 1) Dishonesty coverage (\$400,000 total) is currently provided for the General Manager, District Treasurer and all other District employees as part of our SDRMA Insurance coverage. Staff is attempting to determine if this coverage satisfies the SB 135 Bonding requirement and 2) A Bond will be needed for the Bookkeeper (who as a contractor is not covered under our SDRMA Insurance), but SB 135 does not specify the bonding requirements. Staff is working on this matter and the bond will be secured as soon as the SB 135 Bonding requirements are clarified. GM Martin indicated that the bond will cost approximately \$350 for each bond. He doesn't think that we need one for our employees, however, but we will need one for the Bookkeeper, we just need the criteria for the bond, which he is still trying to get.
- e. Development Issues: Due to the requirement for a minor road re-alignment in the new development adjacent to the sales office, Castle & Cooke is requesting District abandonment/acceptance of the public easements identified below. Required maps, documents and other information necessary for final action on these matters has not yet been received/reviewed by staff. Staff recommends Board approval of Castle and Cooke's request, contingent upon receipt, review and acceptance of requested maps, documents and information. The proposed Abandonment/Acceptance Resolutions reflect these requirements. A separate action, by Resolution, is required for each of the following Easement Abandonment's/Acceptances.
 - 1) Action Item/Resolution: District Acceptance of Grant Easement of Public Easement for Portions of A.P.N. 55-051-38, 55-051-55 and 55-051-55, as more particularly described in Exhibit "A". M/ by Director Robinson and S/ by Director Russ to move approval of District Acceptance of Grant Easement of Public easement for Portion of A.P.N. 55-051-38, 55-051-55. M/ passed unanimously.
 - 2) Action Item/Resolution: District Acceptance of Grant Easement of Public Easement for Portions of A.P.N. 55-051-32, as more particularly described in Exhibit "A". M/ by Director Robinson and S/ by Director Marston to move approval of District Acceptance of Grant Easement of Public easement for Portion of A.P.N. 55-051-32. M/ passed unanimously.

ADJOURNMENT – Having no further business, President Merrill adjourned the meeting at 9:43 AM. CSD’s next board meeting date is March 12, 2006.

Phyllis Richards, CSD Clerk/Treasurer

Charles Martin, General Manager

APPROVED BY:

Dennis Merrill, Board President

Robert Kenyon, Board Secretary

SEAL