

**DRAFT**

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

February 19, 2008

**CALL TO ORDER**

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday February 19, 2008. President Russ 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:	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 Merrill and S/ by Director Robinson to approve the minutes of the January 15, 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 Marsden to move approval of expenditures incurred by the district during the month of January. M/ passed unanimously.
- b. President Russ had a question with regards to the Visa expenditures. She wanted to confirm that the Visa charges were put into the appropriate categories, which GM Martin confirmed.

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

None

### OLD BUSINESS

- a. Director Kenyon wanted an update on the repairs of the roads, as there appears to be several areas's that are in need of repair. Dave Haley indicated that any hazardous areas will be repaired right away. Currently they plan to do Phase 4 (Copper Highlands) repairs in 2008 after the rainy season. They will do Oak Creek Dr. South when they do the Surry Seal, which is schedule in 2009 when they do Phase 7. There is a little delay in Phase 7 as they have made an agreement with Oak Canyon Ranch to have CCWD to allow an easement to go through Saddle Creek to get to CCWD. CCWD would like to combine the Sawmill Lake with the Town Square sewer with Oak Canyon's. As a result, there will be new alignments that come across Oak Canyon into Phase 7. They will not pave the 1<sup>st</sup> street in Phase 7 until they have the new alignment worked out, which will probably not be until next year (09).

Director Marsden said that there were 7 areas marked in Rock Ridge, and wanted an update on this area. Greg said that due to poor compaction when the roads were installed these areas have sunk, as well as some areas in Phase 4. Dave Haley said he will look at the list and the areas in Phase 3 will be done at the same time as the areas in Phase 4.

- b. Director Robinson advised the Board that Vicki Robinson (resident) has been working with Linda Bond (resident) and Billie Kane (Castle & Cooke) to obtain the correct list of e-mail addresses of all residence so that the Wet Lands Letter that was approved several months ago can now be e-mailed to the residence. Next week they plan to e-mail the Introductory Letter to the CSD out to the residence. This letter was originally mailed two years ago. The Wet Lands letter will be e-mailed to the residence 3-4 days later. They still need e-mail addresses for

approximately 25-30 residence. If they can not get the e-mail address they will have to send out hard copies of the letters. Greg Hebard requested that they send him the list of residence that they don't have e-mail addresses for and he might have them on file.

## NEW BUSINESS

- a. Action/Simple Motion: Request for Board approval to submit SCCSD FY 2008 Budget to Calaveras County Auditor/Controller as required by SB135.  
M/ by Director Robinson and S/ by Director Merrill to move approval to submit our 2008 Budget to Calaveras County Auditor. M/ passed unanimously.

Dave Haley wanted to know when the Budget is submitted to The County if we include the long term budget liabilities. GM Martin said no, that the do an Attachment A, which is a requirement of the SB135. There are currently no reserves. Hopefully by next year there will be enough funds to designate as reserves. A discussion followed as to why we do not account for our Long Term Liability, even if we show it as a negative balance. This issue will be addressed in the 2009 budget meeting.

### 11. GENERAL MANAGER:

- a. Board Members are reminded that they will receive the 2008 Economic Interest Statements (Form 700) in the very near future. These forms must be completed and returned to the County Elections office by the specified due date.
- b. Larry Bain, the Independent Auditor has almost finished the 2006 Audit. GM Martin is confident that we will be in compliance when the audit is complete. He will try to schedule Mr. Bain to attend next months meeting so that the Board can review the final audit and ask questions should there be any.

### 12. SITE MANAGER:

- a. Site Manager reported on the purchase of the new Utility Cart. It is green with a little house on it so that it can be driven in the rain.
- b. Greg presented the Board with a list of Saddle Creek On Site Construction Rules. He would like the Boards approval to have two sign made, one in English and one in Spanish. The signs will be placed on the construction road facing away from Saddle Creek Drive so that they will not be seen by the residence. The costs of the signs are \$200.00 each. Mr. Haley advised that Castle & Cooke will be happy to pay for the signs. Greg will have the signs made with the changes as indicated by the Board.

### 13. DIRECTORS REPORTS:

President Russ – None

V/President Kenyon – None

Secretary Marsden – Wanted to know when the new ID cards will be ready. GM Martin advised that Vicki Robinson has sent him the pictures and the ID cards should be ready shortly.

Director Robinson – None

Director Merrill – Had a question for Dave Haley, he advised that when they cleaned out the pond near the Sports Center they dumped some debris and he wanted to know when it will be removed. Mr. Haley was unaware of the debris and indicated that he will have it remove right away.

ADJOURNMENT – Having no further business, President Russ adjourned the meeting at -2:27 PM. CSD's next board meeting date is March 18, 2008.

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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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Bob Kenyon, Board Secretary

SEAL