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

February 18, 2014

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday February 18, 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
Vice President:	Scott Baker
Secretary:	Charles Robinson

Staff:	The following staff members were present:
	General Manager: Charles Martin
	Assistant Site Manager: Ralph McGeorge
	Clerk/Treasurer: Phyllis Richards

Public:	Castle & Cooke	Dave Haley
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APPROVAL OF MINUTES:

M/ by Director Robinson and S/ by Director Baker to approve the minutes of the – January 21, 2014. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

Mr. Haley wanted to update the Board on the status of the second gate entrance. He said that he met with the Interim Planning Director and the Public Works Director the day after our last CSD meeting. He stated that the Public Works Director left the county the next day after their meeting. Since the meeting a new Planning Director has been hired and an Interim Public Works Director has been appointed. He has addressed 4 items that the county has a problem with, showing documentation supporting Castle & Cooke's (C&C) position. He should have this information to the county by the end of the week. He thinks that they will get approval of their plans, but with the changes in staff at the county it is moving slowly.

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.

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- a. M/ by Director Robinson and S/ by Director Baker to move approval of expenditures incurred by the district during the month of January.
M/ passed unanimously.

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

None

OLD BUSINESS

None

NEW BUSINESS

- a. ACTION/SIMPLE MOTION: Staff recommends Board act to accept the GASB 54 General Fund balance allocations effective December 31, 2013 as set forth in "Exhibit A" which has been included with the Agenda packet. GM Martin stated that GASB 54 has to be approved by the Board annually. M/ by Director Baker and S/ by Director Robinson to approve the GASB 54 General Fund allocations effective December 31, 2013.
M/ passed unanimously.
- b. ACTION/SIMPLE MOTION: Staff recommends Board approve submission of the final FY 2014 Budget to the Calaveras County Auditor as required by SB 135. A copy of the 2014 Final Budget and transmission letter to the county has been included with the Agenda packet along with a replacement page which corrects a typing error. M/ by Director Baker and S/by Director Robinson to approve the FY 2014 Budget to the Calaveras County Auditor along with the correction. M/ passed unanimously.
- c. ACTION/SIMPLE MOTION: Due to a recent employee departure the authorized position of Maintenance II is currently vacant. Staff is not prepared to fill this position by promotion at this time and is requesting Board authorization to hire at the Maintenance I level until such time as management is prepared to promote Maintenance I employee to Maintenance II. This action would not increase the number of authorized personnel or adversely impact the 2014 approved Budget. M/ by Director Robinson and S/ by Director Baker to approve hiring a new employee at the Maintenance I level. M/ passed unanimously.

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- d. INFORMATION/DISCUSSION: Board President Lazarus has requested the Board discuss the CSD's future facilities requirements and possible approaches that would satisfactorily address this issue.

President Lazarus wanted to discuss with Mr. Haley, a representative of C&C, a need for a piece of land and building that would be given to CSD for use as a meeting hall, a place for maintenance, equipment and an office in keeping with the growth of the community rather than what we have now.

GM Martin stated that normally when a Special District is created a piece of property and facilities are normally provided to the CSD by the developer. This did not occur when Saddle Creek CSD was established. At that time the Calaveras County Supervisors served as the SCCSD Board of Directors. It was also noted that Castle & Cooke was not the original developer. Ultimately CSD will need our own facility for maintenance and meetings. GM Martin believes it is the time for CSD to begin planning for that future requirement and that hopefully Castle & Cooke would assist in this matter.

Mr. Haley agreed that the CSD's needs were not understood when the District was established. He stated that he did not believe a meeting hall was necessary as the District could continue using the facilities we currently use but agreed that it was probable wise to have something more permanent for an operational facility. He advised that Castle & Cooke is still working on purchasing property own by CCWD which is currently used for maintenance operations by both C&C and the CSD. He stated that it was hard for him to comment on what direction might be taken with the property until this issue was resolved.

GM Martin stated that based on Mr. Haley's comments he would assume that some consideration has been given to the fact that we will need a facility at some future date. However, he doesn't agree that we will not need a meeting facility because there will come a point in time that it will be needed. Also if we continue to use the current space, CSD will eventually have to pay for it, also as the district grows we will have more of a need for administrative space. He said it doesn't have to be elaborate, but it has to be sufficient where it will allow the district to have a maintenance/meeting facility and administrative offices.

Mr. Haley said that he understands the CSD's opinion on our needs; however he is not committing either way that they will satisfy that need at C&C's expense. He suggested that the SCCSD provide him with a letter outlining the District's position on the matter. The Board directed GM Martin to provide Mr. Haley with such a letter and authorized him to continue exploring this matter with Castle & Cooke.

- e. INFORMATION/DISCUSSION: Board Members are reminded that annual Economic Interest Reports (Form 700) must be filed by April 1, 2014. Clerk/Treasure Phyllis Richards stated that she has received the

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completed Form 700 from President Lazarus, Secretary Robinson and Director Russ.

STAFF REPORTS

Site Manager: Ralph stated that the staff is still treating the grass at this time to kill the weeds; as a result they will continue to look worse for about a month. They will start re-seeding and fertilizing around the beginning of April.

They were doing some irrigation repairs to the hill above the traffic circle which has been complete. The trees in that area should start looking better now that they are getting water.

The 2014 street repairs have been completed. They started at Phase 4 and worked their way all the way down to the cottages, which is a lot further than they expected to get.

President Lazarus wanted to know if after they re-seed the lawn, and the weed abatement is complete will the fact that we have a water shortage going to impact how much water CSD will be putting on the lawn. Ralph stated that during the process of re-seeding they will also be airfying the lawns, putting down sand and new top soil, and that should help with getting the water further down into the roots. Water management clocks to control run off and cutting down on the water usage should also help. President Lazarus stated that even though the lawns look bad now they could look even worse during the middle of summer. Ralph stated that his statement is correct.

General Manager:

Nothing

DIRECTORS REPORTS:

President Lazarus – None

V/President Baker – None

Secretary Robinson – None

Director Russ – Absent

Director DeBaldo - Absent

ADJOURNMENT – Having no further business, President Lazarus adjourned the meeting at - 2:23 PM. CSD's next board meeting date is March 18, 2014.

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Phyllis Richards, CSD Clerk/Treasurer

Charles Martin, General Manager

APPROVED BY:

Kent Lazarus, Board President

Charlie Robinson, Board Secretary

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