

SADDLE CREEK COMMUNITY SERVICES DISTRICT MINUTES FOR THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
October 18, 2016

CALL TO ORDER:

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday October 18, 2016. 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
Director	Ken Albertson
Director	Owen Bramlett
Director	Larry Hoffman

Staff:

The following staff members were present:

General Manager/ Treasurer	Peter Kampa
Site Manager:	Greg Hubbard
Clerk	Michele Menzies
Bookkeeper	Delores Baker

Director Darlene DeBaldo was absent

Members of the public were in attendance

CHANGES TO THE ORDER OF AGENDA:

PUBLIC COMMENT: Concerns and questions were expressed and answered in regards to the gate staffing and costs within budget items.

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 or the month of September.**
- b. **Approval of the minutes of the Regular Board Meeting of September 20, 2016.**

Motion by Director Bramlett and Second by Director Albertson for approval of expenditures incurred by the district during the months of September and approval of the September 20, 2016 minutes. Motion passed unanimously.

Discussion and Action Items

- a. Discussion and Action Regarding the Proposed Scope, Cost and Timing of Common Area Landscaping Renovations and Improvements to Replace Turf Removed During Drought Restrictions.

Background

During the Board meeting of September 21, 2016, public comment received at the meeting resulted in discussion of the need for common area landscaping improvements and the Board

recommended this matter be placed on the next meeting agenda.

Please remember that all damage to the community landscaping is the result of drought water use restrictions issued by the state and enforced by CCWD. Due to lack of funding and lack of interest in landscape investment by Castle & Cooke, the dead turf has remained for longer than much of us would have liked.

Had a Board policy or standard and approved funding been in place, staff would have implemented an appropriate solution to the problem. However, staff has no standard to follow nor funding to use for this situation. This discussion should focus on the level of landscape remodel expected, whether we want to professionally designed, if the Board desires drought tolerant permanent fixes or temporary turf fixes, and other aesthetic solutions. Staff can then evaluate options, budgets and other solutions returning to the Board at a future meeting with recommendations.

There is no expectation at this meeting that the Board will decide specifics about the desired nature and types of landscaping.

Greg gave update on long-term drought tolerant fixes. Explained the labor is fixed into budget, the budget will be close to covering costs of grass seeds. Staff is trying to get a lot of grass growing. The #1 tee is the next spot they will work on to start growing.

Board would like Greg to focus on the entrance, they believe it needs to be green, as it makes a statement and sets the tone for the rest of Saddle Creek Community.

GM Kampa explained that we need to get a master plan done. We will have it in the budget going forward.

- b. Review, Discussion and Board Direction on the Second Draft Saddle Creek Road Improvement and Stabilization Project Budget and Related Special Tax Funding Measure Under Development.

Background

A first draft 5-year Road improvement budget was presented at the September 20, 2016 Board meeting. At the Board meeting, significant Board and public input was received on the road improvement budget proposal. The purpose of this proposed budget is to establish a special tax funding mechanism that will cover the cost of known necessary road improvements now and into the future, as well as replace existing equipment and facilities to ensure that our services can be provided in perpetuity.

The second draft budget is presented in summary form as requested by the Board. As directed, the following changes and additions were made to the first budget version:

1. Separated out the cost of staffing the entrance gate, and proposed an 11 hour per day staffing with an outside security service at an expense of \$25 per hour
2. Increased the proposed expenses for sidewalk and street light expenses to the amount estimated to be needed for long term repair and replacements
3. Evaluated and updated the capital equipment schedule and developed an annual replacement target of approximately \$60,000 per year
4. Developed a simplified version of the budget presentation to show the increased investments in maintenance and improvements with the proposed tax measure.

GM Kampa expressed main concern with "Improvement Project" is the roads are deteriorating. We need to get them stabilized and make sure sidewalks are maintained and safe. This is a 5 year projection; the goal is to get them where they need to be at the lowest cost possible and continue to maintain them as needed.

GM Kampa pointed out that the only change will be in the staffing, after hiring a full time administrative position, which will not take place until special tax is voted on and in place.

GM Kampa and Greg answered questions and concerns in regards to gate issue and assessments needed. The gate portion will be based on a general community need.

There was discussion regarding weed abatement fee and how it will be incorporated into the special tax. Board was in agreement that we need to make sure we cover all our expenses.

Board discussed dates for informational meeting available dates are 1st Saturday in April or last Saturday in March. Larry believes Friday will be an easier day. We need to work around HOA meeting. We need to educate people about rules for registered voters in this district. Need to give them enough notice to change voting status if needed and explain importance of vote.

Greg suggested we can hand deliver a note to every home, it would be 100% covered and can be done in a day.

GM Kampa will find out from county cutoff date to change voting registry and will have details all dialed in by next meeting.

c. Discussion and Direction to Staff on the Preparation of the First Draft 2017 Calendar Year Budget.

GM Kampa because we are on a calendar year 1st time we'd collect, if special tax passes, would be Dec 2017. We won't have money till 2018. We really need to get the administrative handbook up-to-date. We have many drafts however we will be purposing to do some work with a consulting HR Company, which will offer insurance discounts and help get our records in place.

Greg Hebard discussed several projects proposed for the 2017 budget. The Board directed the preparation of the first draft budget for review on November 15, 2016.

We have \$125,000 in CDs and cash reserves that we need to get in place.

STAFF REPORTS:

Greg-The guys are doing a great job. Board complimented him and staff on efforts.

GM Kampa-Went to conference in San Diego, it was well attended. It was good, really started to peel back layers the focus was on Special Districts. Went to sessions on ethics, team building and tax and revenues. Greg went through an effort to get bracelets for mosquitos to hand out. We received award from SDRMA 5 years claim free. Want to thank Greg and his staff for doing a great job.

DIRECTORS REPORTS:

President Russ-None
Director Hoffman-None
Director Albertson- None
Director DeBaldo-None

CLOSED SESSION

Performance Evaluation of the General Manager pursuant to California Government Code 54957. President Russ closed the Regular Meeting at 3:35 PM and announced that the Board was going into closed session to conduct a performance evaluation and asked if there was any public comment on this item, and stated that after closed session, the Board will reconvene open session and announce any action taken in closed session.

RECONVENE REGULAR MEETING (OPEN SESSION)

President Russ reopened the Regular Meeting at 3:58 PM and announced that there was no action taken in closed session.

ADJOURNMENT – Having no further business, President Russ adjourned the meeting at 3:59 PM. CSD's next board meeting date is to be held November 15, 2016.

Michele Menzies, CSD Clerk

Peter Kampa, General Manager

APPROVED BY:

Sue Russ, BoardPresident

SEAL

V/President