



# Saddle Creek Community Services District

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*2017 – 2019 Management Goals and Objectives  
Submitted by: Peter J. Kampa, General Manager  
Approved September 14, 2017*

The following Management Goals and Objectives were developed by the Saddle Creek Board of Directors and General Manager during public meetings. District staff and public input has also significantly assisted in assembling this information. By meeting these high standards, this assures the highest level of public service possible and allows accountability and full transparency of the Saddle Creek CSD.

**SADDLE CREEK COMMUNITY SERVICES DISTRICT  
MANAGEMENT GOALS AND OBJECTIVES 2017-2019  
EFFECTIVE SEPTEMBER 2017**

**1. On-going Objectives (These are overall job responsibilities - to be continued by GM)**

- Participate in regional, state and national meetings and conferences to stay abreast of trends and technology related to District Operations.
- Oversees the preparation of the annual budget for the District.
- Seek advance input from Board members in development of the meeting agenda, and deliver meeting materials a minimum of three days in advance of regular board meetings.
- Advises the Board of Directors on issues, programs and financial status, prepares and recommends long and short-range plans for District service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Meet regularly with Board President regarding district matters and to receive input regarding community issues.
- Oversee and evaluate CSD staff; update job descriptions and define individual responsibilities.
- Improve website to notify residents when new items are added or updated.
- Pursue available grant funds whenever appropriate, as a means of preserving its resources for other needed priorities.
- Invest available funds in accordance with District Investment Policy and state law so as to safeguard District funds, meet District liquidity needs and achieve the highest prudent return on investment and report to the Board quarterly.
- Work closely with allied agencies, i.e. Castle & Cooke (C&C), Calaveras County Water District (CCWD), and other agencies to achieve CSD goals and objectives.
- Continuously improve the quality and usability of information available on website, coordinating with HOA and others to clarify responsibilities when possible.

**2. September 2017 – March 2018 (6 month goals)**

- Develop cost effective plan for drought tolerant landscaping.
- Implement “New CSD Board Member” orientation in a timely manner.
- Implement Pavement Improvement Program.
- Establish Fiscal Reserves for critical equipment and infrastructure replacement as a result of Measure A passage, including upgrade of Board Clerk PC and laptop immediately and install appropriate software, and lease appropriate office copier.
- Begin to develop drought tolerant landscaping project.
- Continue to improve communication with CSD Staff and Board President.
- Develop a process to document and track responses to Board recommendations and public input and concerns in monthly General Manager’s reports and ongoing Q&A documents.
- Second Gate: Research with C&C and Calaveras County as to what funds are available, where they reside, and how they can be accessed.
- Monitor SB1 Tax allocation in an effort to influence distribution to Special Services Districts.
- Complete personnel handbook update and development.

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- Improve and automate records management system.

**3. September 2017 to February 2019 (18 month Goals)**

- Implement a Capital Improvement Plan.
- Involve Community in a Goals and Priority Setting Session.
- Conduct asset inventory with condition index.
- Develop road construction standards and encroachment permit process for Board approval.
- Finalize reserve policies.

**4. Develop a list of entities with which the District has some contact or interaction and a defined CSD position on the relationship with each including:**

- CCWD
- Army Corps of Engineers
- District Residents
- Castle & Cooke
- Calaveras County Tax Collector
- District Supervisor
- J.S. West