

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

October 13, 2015

CALL TO ORDER:

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday October 13, 2015. President Robinson 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:

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|----------------|-------------------|
| President: | Charlie Robinson |
| Vice President | Sue Russ |
| Director | Lawrence Hoffman |
| Director | Kent Lazarus |
| Director | Kenneth Albertson |

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| Staff: | The following staff members were present: |
| General Manager/ | Peter Kampa |
| Treasurer | |
| Site Manager: | Greg Hebard |
| Clerk | Michele Menzies |

Members of the public were in attendance

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

A community member thanked the staff and board members for hard work and what you do here. He suggested that the Board discuss maintenance of the roads.

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 for the month of September 2015.**
- b. **Approval of the minutes of the Regular Board Meeting of September 15, 2015.**

Motion by Director Russ and Second by Director Hoffman to move approval of expenditures incurred by the district during the month of September and approval of the minutes. Motion passed unanimously.

OLD BUSINESS: None

NEW BUSINESS:

- a. Presentation by Roger Pito regarding wetlands permitting and maintenance management, NPDES permit and related matters.**

Roger was unable to attend as it was a conflict of interest. He may be able to come at a later date to roll this out.

GM Kampa reminds board that the preliminary report prepared by consultants for Castle & Cooke are in the agenda packets. Kampa will be looking for some clarity in these reports and they should be finalized in the near future.

- b. Approval to proceed with appointment of directors to fill the two Board seats to be vacant as of December 1, 2015 due to the consolidation of elections with the statewide election pursuant to Saddle Creek Resolution 12-003.**

GM Kampa-We have a vacancy coming up due to the consolidation of our elections with the statewide general election. We have two choices leave it vacant until the 2016 election or we can appoint for the remainder of the term. GM Kampa recommends that the Board approve appointment of a new Board member, we go through the process of declaring vacancy and publish it as necessary, put it on agenda in December 2015 and then have an interview process.

Motion by Director Hoffman and Second by Director Albertson to move approval of proceeding to appoint when the vacancy occurs. Motion passed unanimously.

- c. Discussion regarding the authorities, obligations and management of roads in the Saddle Creek CSD.**

GM Kampa explained that public questions regarding ownership of roads have been raised in Saddle Creek and for the most part, the roads are located within easements on and across the parcels in the development, and it was clarified that in some parts of the community the road easement is separately identified and not actually across private properties. All road easements are dedicated to the CSD.

Kampa stated that maintenance standards need to be adopted by the Board, and the level of road standard adopted will drive cost. Kampa is also identifying the regulations needed to be adopted by the CSD to effectively regulate the safety, condition and equal enjoyment of the roads.

GM Kampa will look into the development bond funds in place with the County and the possibility of their use for such items as the second community entrance as it is our right and obligation to manage the roads and should Castle & Cooke not continue with development, we could be financially responsible to complete improvements previously

required of C&C.

d. Preliminary discussion of the 2016 fiscal year budget effective January 1, 2016.

It is the standard practice of the board to have a preliminary discussion about budget in October of each year, with approval in December. GM Kampa gives notice and explanation to board in October of major changes, cost increases or decreases, new equipment, etc for the upcoming year; seeking general Board input. Kampa reported that due to the condition of some of our important heavy equipment and the need for expensive items such as tires, that the equipment maintenance is expected to increase back up to \$14,000 consistent with the 2014 budget. GM Kampa will be putting together a report to present to the board in December.

e. General Manager's report on California Special Districts Association (CSDA) activities as a Board member, annual conference and upcoming training.

GM Kampa reports that the CSDA Board meets every other month. The biggest thing going on is the consolidating of smaller, less viable (water) districts. It doesn't affect us, however forced consolidation of independent district can make all districts appear less responsible. CSDA also provides a wide variety of training and conference opportunities for board members and staff.

GM Kampa recommends putting it in the budget to attend CSDA conferences and trainings, primary for directors.

STAFF REPORTS:

Hebard-I want to thank Ralph and staff for working real hard. We've been shorthanded since the beginning of the year 1 man but they are going a great job.

GM Kampa-None.

DIRECTORS REPORTS:

President Robinson –GM Kampa attending these state wide meeting is only to our benefit and I want to thank him.

V/President Russ – None

Secretary Albertson – None

Director Hoffman – None

Director Lazarus - None

ADJOURNMENT – Having no further business, President Robinson adjourned the meeting at 3:31PM. CSD's next board meeting date is a special meeting to be held November 17, 2015.

Peter Kampa, General Manager

APPROVED BY:

Charlie Robinson, Board President

Sue Russ, V/President

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