

Draft  
SADDLE CREEK COMMUNITY SERVICES DISTRICT  
MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS  
September 15, 2015

**CALL TO ORDER:**

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday September 15, 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:

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

Staff: The following staff members were present:

|                  |                 |
|------------------|-----------------|
| General Manager/ | Peter Kampa     |
| Treasurer        |                 |
| Site Manager:    | Greg Hebard     |
| Clerk            | Michele Menzies |

Public: David Aranda  
Rick Morgan

**PLEDGE OF ALLEGIANCE:**

**CHANGES TO THE ORDER OF AGENDA:**

None suggested.

**PUBLIC COMMENT:**

None provided.

**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 August 2015.
- b. Approval of the minutes of the Regular Board Meeting of August 18, 2015.

- c. Cancellation of the October 20, 2015 Regular Board Meeting and call a Special Board Meeting on October 13, 2015.

The following staff report was reviewed in consideration of the item.

### **Background**

#### ***Financial Report-***

1. Expense Account OE30 - We are substantially over budget due to unanticipated expenses for entry gate damage repair (\$8195 of which has been reimbursed by our insurance SDRMA) and expenses billable to Castle & Cooke as described below. We had over \$8,000 in unbudgeted expenses this month alone. This amount will be reimbursed by Castle & Cooke and were incurred for tractor repair (\$5495) and construction gate (electrical) transformer repair (\$2561).
2. This year we were required to pay 100% of the estimated Workers Compensation premium for the year in advance, rather than quarterly as we did last year. We also paid our entire liability insurance premium for the year.
3. Personnel Expense Account PE 01 - You will see in that we are 131% of budget, which is the result of a higher than expected experience modification (due to employee injury) and the bill was based on a higher than actual payroll budget. We have since received an overpayment credit payment of \$847.13 from last year's comp premium and discount by achieving a higher credit incentive from SDRMA. There will be no more comp expenses this year.
4. Expense Account OE18 - Drought response and associated landscape irrigation repairs has consumed most of the budget, but the work is mostly complete.

With regard to revenue, we are on track with budget, having received two of three payments for this calendar year, with the final payment actually coming after the end of the year, but accrued into the 2015 revenue. Greg is doing an excellent job in watching expenses and budget and Dolores is producing very accurate, understandable financial statements.

**Meeting Minutes** – The meeting minutes of the August 21, 2015 Board meeting are presented herein.

**Meeting Date Changes** – Unfortunately I have a conflict between professional training and the October regular Board meeting (as does Michele). Attempting to keep the meeting on Tuesdays, I asked the Board members if they were available on October 13 or 27, and four were available on the 13th, with three members available on the 27th. I have tentatively scheduled the October meeting for October 13,

2015, but the Board is asked to call the meeting on the date and time that works best.

**Recommended Motion**

GM Kampa recommends a Motion to approve the consent agenda.

M/ by Director Lazarus and S/ by Director Albertson to move approval of expenditures incurred by the district during the month of August 2015, and approval of the minutes of August 18, 2015, cancellation of the October 20, 2015 Regular meeting and call a special meeting on October 13, 2015. M/ passed unanimously.

**OLD BUSINESS:**

- a. Report on the status and projections for water supply to support Saddle Creek CSD, Castle & Cooke and Golf Course operations and permit compliance.

Water supply-Peter has not been able to get a definitive answer on the Lake Tulloch draw down curve. CCWD is continuing to work on plans to improve their Lake Tulloch pumping system to be able to pump from lower lake levels as the lake level drops. Castle & Cooke are continuing to look for solutions to CCWD's misunderstanding of the various water agreements between them and Castle & Cooke and the CSD. Castle & Cooke is preparing a report further documenting the wetlands, water needs and NPDES permit issues.

**Rick Morgan**-“I had meeting with Mr. Thayer (Castle & Cooke) and water attorney for Castle & Cooke had a lot of files that they are looking through to put together exactly what they need to provide us which they are referring to as “The Bible.” We don't have time of completion but they are working on it and it should be soon.”

- b. Resolution amending the Management Services Agreement with Kampa Community Solutions, LLC.

M/ by Director Hoffman and S/ by Director Russ to move a Resolution amending the professional services agreement with Kampa Community Solutions, LLC. M/ passed unanimously.

**NEW BUSINESS:**

- a. Presentation and review of the Board orientation manual and program prepared by David Aranda of Kampa Community Solutions, LLC.

David Aranda representing Kampa Community Solutions, LLC presented binders to each of the Board members that he had prepared containing:

1. Letter introducing the new Orientation manual
2. Document titled "Whats so special about special districts?"
3. Board Member Handbook created by CSDA
4. A manual titled "Community Needs, Community Services" regarding the update of the CSD law in 2006
5. Open and Public IV, a Brown Act manual
6. Tab 1, A document titled "About the District" providing information specific to the Saddle Creek CSD
7. Tab 2, contains management reports and other documents including the approved management objectives, budget memo
8. Tab 3 contains existing policies, resolutions and ordinances
9. Tab 4 contains samples for director's policy manual
10. Tab 5 contains a list of acronyms and meeting parliamentary procedures

Mr. Aranda oriented the directors on each section and explained that the material should be read at the convenience of the Board members, and will be very helpful in understanding roles and responsibilities.

#### **STAFF REPORTS:**

**Hebard**-Mosquitos, we did another round of repellent last week, before the holiday. We may spray again this year but we'll make sure it's warranted.

**GM Kampa**-I am starting to sense the interest in having a conversation about the entrance gate and its staffing with Castle & Cooke and also the road and parking regulations, with the HOA. Kampa encouraged that the District be in a relationship with HOA, so we can work together.

**Robinson**-Sent a copy of the County Ordinance to everyone and there is a 72 hour no parking ordinance. We are going to convince HOA that's all we can do, second the soliciting and burglaries that recently took place. We cannot stop solicitors it's against the law. The 2 solicitors were asked here, and were doing work in here. As for the robbery one of the suspects was inside the gate legitimately. 90% of these crimes take place related to persons inside the gate legitimately. There are so many people allowed through the gates there is no way to effectively keep everybody out. Just let people know we're doing as much as we can do.

#### **DIRECTORS REPORTS:**

President Robinson – None  
V/President Russ – None  
Secretary Alberson – None  
Director Hoffman – None

Director Lazarus - None

**ADJOURNMENT** – Having no further business, President Robinson adjourned the meeting at 3:45PM. CSD's next board meeting date is a special meeting to be held October 13, 2015.

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Michele Menzies, CSD Clerk

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Peter Kampa, General Manager

APPROVED BY:

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Charlie Robinson, Board President

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Sue Russ, V/President

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