

REGULAR BOARD MEETING AGENDA
March 17, 2015 2:00 PM
Saddle Creek Lodge, Gold Room
1001 Saddle Creek Drive, Copperopolis, CA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. CHANGES TO ORDER OF AGENDA

5. PUBLIC COMMENT (Each speaker is limited to two (2) minutes)

Members of the public appreciated for taking the time to attend this meeting and provide comments on matters of District business. Any member of the public may address the Board relating to any matter within the Board's jurisdiction. This need not be related to any item on the agenda; however, the Board cannot act on an item unless it was noticed on the agenda.

6. CONSENT CALENDAR

Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the Board, Staff or a member of the Public requests specific items be set aside for separate discussion.

- a. Review of monthly financial report and approval of bills and claims for the month of February 2015.
- b. Approval of the minutes of the Regular Board Meeting of February 17, 2015.

7. OLD BUSINESS

None

8. NEW BUSINESS

- a. Consideration of various Board actions related to the potential water supply shortage in the Saddle Creek Community:
 - i. Consideration of a formal joint request from the District, Castle & Cooke and the Golf Resort to Calaveras County Water District for implementation of options for assured community water supply reliability.
 - ii. Consideration of development of an agreement between the District, Castle & Cooke, the Golf Resort and Calaveras County Water District recognizing that the water supply needed by the District for the water quality basins in the community is exempt from the CCWD drought restrictions pursuant to the existing regulatory permits.

- b. Consideration of a formal District position on the rescission of the Calaveras County Water District's NPDES permit, which currently allows discharge of treated wastewater effluent into the District managed water quality basins (wetlands ponds).
- c. Resolution approving the District policy on Board meeting agenda preparation.

9. STAFF REPORTS:

Brief reports will be provided by District staff to inform the Board and public on the status of general operational and administrative matters. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future meeting agenda.

- a. Site Manager
- b. General Manager

10. DIRECTORS REPORTS:

Brief reports will be provided by District Board members to inform on matters of general interest. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion and action on a future meeting agenda.

11. ADJOURNMENT

Agenda Materials: May be viewed on the bulletin boards outside the Saddle Creek Pro Shop, on the Sports Club Bulletin Board and at the CSD Website on the Saturday proceeding each meeting date. Materials will also be available at the meeting.

Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact the CSD Clerk at (209) 785-0100. Advance notification will enable the District to make reasonable arrangements to insure accessibility.

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

February 17, 2015

CALL TO ORDER:

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday February 17, 2015. Vice President Sue Russ called the meeting to order at 2:07 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:

Director	Kenneth Alberson
Director	Sue Russ
Director	Lawrence Hoffman

Staff: The following staff members were present:

General Manager	Peter Kampa
Site Manager:	Greg Hebard
Clerk:	Michele Menzies

Public: None in attendance

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

None received.

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 January 2015.
- b. Approval of the minutes of the Regular Board Meeting of January 21, 2015.

Motion by Director Hoffman and Second by Director Albertson to move approval of expenditures incurred by the district during the month of January 2015, and approval of the minutes as presented. The Motion passed unanimously.

OLD BUSINESS:

- a. Update report on the 2014 drought as it relates to Saddle Creek water supply.

General Manager Kampa provided a verbal overview of the potential impact of the drought as it relates to the District and golf course operations. Kampa stated that weather predictions are for ongoing or worsening drought conditions which will cause similar water conflicts as last year, between available supply from CCWD, golf course irrigation and wetland ponds (water quality basin) filling. Kampa informed the Board that he had a meeting scheduled with CCWD manager Dave Eggerton and hopes to inform Mr. Eggerton to avoid conflicts in advance.

- b. Adoption of a Resolution approving an amended to the District's Conflict of Interest Code.

General Manager Kampa informed the Board that the Calaveras County Board of Supervisors rejected our new Conflict of Interest Policy submitted in August 2014. Kampa has prepared a revised policy in strict compliance with the policy model provided by the County.

Motion by Director Albertson and Second by Director Hoffman to move approval of Resolution approving an amended to the District's Conflict of Interest Code.

Approve: Russ, Albertson, Hoffman- Motion passed unanimously.

NEW BUSINESS:

- a. Discussion regarding the process required for CCWD rescission of the NPDES permit which allows discharge of treated wastewater effluent into the wetlands ponds.

Kampa detailed the following:

Our water sources for filling the water quality basins consist of raw water from Tulloch and treated wastewater. If the CCWD NPDES permit is rescinded, the only source of fill water will only be Tulloch water, which was severely restricted last year and may be restricted worse this year. Kampa is concerned that without the NPDES permit and the ability for CCWD to discharge treated wastewater into the wetlands, the cutbacks this year could leave no water at all for wetlands filling; which in turn means no golf course irrigation. A few facts discussed:

- The NPDES contains a very strict water quality standard.
- NPDES requires compliance with the Federal Clean Water Act- which is very expensive.

- To receive a permit, typically you have to apply 5 years before hand.
- There is no permit needed to pump raw water.
- If we take a position on this it's 18 mons.-2 years to apply for – permit. Castle and Cooke are among the permit holders.
- We need an NPDES permit, as anything less is a real long term water supply risk to the future.
- Board recommends a conversation with Dave Haley and Scott Thayer of Castle & Cooke. Scott Theyer needs to be made aware of what is going on. If Dave Haley is a consultant he should be involved in conversations, he's a big asset to what's going on.
- Priority for Pete Kampa to talk to Scott Thayer of the liabilities, opportunities, responsibilities and constraints, as CCWD is doing their best to remove liabilities. We need to continue to partner with both of them.
- It might be in our best interest for C&C to pay Dave Haley for his consultation.
- Board recommends next step is for Peter to meet with Scott.

- b. Approval of 2104 budget amendment to include the purchase of capital equipment.

Kampa described the fact that the Board in approving the 2015 Budget in December had recommended the purchase of capital equipment including a truck and three maintenance carts with carryover funding from the 2014 budget, and remove these purchases from the 2015 budget proposal. To properly close out eh 2014 year, a budget amendment is necessary to document the approved purchases. otion by Director Hoffman and Second by Director Albertson to move approval of 2104 budget amendment to include the purchase of capital equipment. Approve: Russ, Albertson, Hoffman- Motion passed unanimously.

- c. Resolution adopting the final 2015 budget as presented January 21, 2015.

Motion by Director Hoffman and Second by Director Albertson to move approval of Resolution adopting the final 2015 budget as presented in December and on January 21, 2015. Approve: Russ, Albertson, Hoffman- Motion passed unanimously.

STAFF REPORTS:

Brief reports will be provided by District staff to inform the Board and public on the status of general operational and administrative matters. No action will be taken by the Board during Reports, however items discussed may be recommended for discussion

and action on a future meeting agenda.

- Greg attended mosquito control meeting, so he's up to date with what is going on.
- Reminder-Next month, Pond 14 on golf course will be worked on for maintenance purposes.
- New gate cost was \$7,000 and covered by the insurance of the person who hit the gate.

DIRECTORS REPORTS:

Director Albertson – None

Director Russ – None

Director Hoffman - None

ADJOURNMENT – Having no further business, President Lazarus adjourned the meeting at 3:38 PM. CSD's next board meeting date is March 17, 2015.

Michele Menzies, CSD Clerk

Peter Kampa, General Manager

APPROVED BY:

Sue Russ, Board Vice President

Ken Albertson
, Secretary

SEAL

RESOLUTION ___, 2015

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SADDLE CREEK
COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY ON BOARD MEETING
AGENDA PREPARATION**

WHEREAS, clearly written policies and procedures adopted by this Board are necessary for the efficient and effective management of the affairs of the District; and

WHEREAS, since the Board of Directors can only take action on items contained on its agenda; a clearly written policy is necessary to ensure consistent application of the District's current agenda preparation practices; and

WHEREAS, to ensure successful meetings and actions of the Board which are grounded in solid public policy and inclusive of the community's interests, this policy contains procedures for inclusion of agenda items proposed by both Board and public members.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Saddle Creek Community Services District does hereby adopt and approve this policy on Agenda Preparation.

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption of this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Saddle Creek Community Services District on March 17, 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Charlie Robinson, President

Michele Menzies, Board Secretary

Board of Directors

DRAFT

Saddle Creek Community Services District **Policy and Procedure Manual**

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

ADOPTED: March 17, 2015

AMENDED:

5020.10 The General Manager, or his/her designee, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the General Manager and request any item to be placed on the regular meeting agenda no later than 5:00 p.m. on the Tuesday prior to the meeting date (seven days in advance).

5020.11 Special meetings are scheduled and/or called by the Board from time to time as necessary to address specific issues or topics. Agenda items for special board meetings are typically fixed at the time the meeting is called and additional items are typically not added to special meeting agendas unless they relate to the special meeting subject matter. Items proposed for addition to a special meeting agenda shall be submitted to the General Manager no later than 5:00 p.m., five (5) working days prior to the meeting date.

5020.20 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.21 The request must be regarding a matter directly related to District business and submitted in writing to the General Manager together with supporting documents and information, if any, by 5:00 p.m. on the Tuesday prior to the date of the meeting;

5020.22 The General Manager and Board President shall confer and collectively be the judge of whether the public request is or is not a "matter directly related to District business."

5020.23 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

5020.24 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, including the time devoted to public comments on the issue at the meeting.

5020.30 This policy does not prevent the Board from taking testimony at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.40 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted

conspicuously for public review at the Saddle Creek Lodge, Saddle Creek Fitness Center Bulletin Board and on the District website.

5020.41 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

5020.50 The regular meeting agenda shall be prepared containing the following items:

5020.51 Call to Order: The President will call the meeting to order and conduct the Pledge of Allegiance.

5020.52 Public Comment – No action will be taken or conducted on items not listed on the agenda, however staff may be directed to place the item on a future agenda for consideration of action.

5020.53 Reports: Staff reports, Board member reports and reports prepared by consultants will be discussed during this portion of the agenda. No action will be taken on items or issues associated with reports, however with Board consensus, staff may be directed to place the item on a future agenda for consideration of action.

5020.54 Consent Agenda: Non-controversial items such as but not limited to approval of minutes and financial reports, proclamations, resolutions of appreciation, procedural resolutions required by funding agencies, adoption of new and amended policies that were previously introduced at a regular meeting and rescission of policies, resolutions and ordinances may be placed on the Consent Agenda and said Consent Agenda may be approved with a single motion. A Director may request that any item on the Consent Agenda be removed for separate consideration by the Board.

5020.55 Old Business: Items that have appeared and were considered by the Board on a previous agenda may be considered under Old Business on the Agenda.

5020.56 New Business: Items that have not previously been considered by the Board and which do not qualify for consideration on the Consent Agenda shall be heard under New Business on the agenda.