

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

August 17, 2010

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday August 17, 2010. 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:	Charles Robinson
Vice-President:	Steve Marsden
Secretary:	Darlene DeBaldo
Director	Bob Kenyon
Director	Sue Russ

Staff: The following staff members were present:

General Manager:	Charles Martin
Site Manager:	Greg Hebard
Clerk/Treasurer:	Phyllis Richards

Public:	Castle & Cooke	Dave Haley
	Castle & Cooke	Paul Stein
	Castle & Cooke	Bob Higgins
	Castle & Cooke	Scott Dickson

APPROVAL OF MINUTES:

M/ by Director Kenyon and S/ by Director Russ to approve the minutes of the June 15, 2010. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

None

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. M/ by Director Kenyon and S/ by Director Russ to move approval of expenditures incurred by the district during the month of July.
M/ passed unanimously.

CORRESPONDENCE: (Board will briefly address/respond/refer)

- a. President Robinson advised that there were two (2) letters that will be discussed under “Old Business- Golf Course Superintendent Scott Dickson and “New Business- General Manager Dana Mayo, JS West & Symons Propane”.

OLD BUSINESS

- a. INFORMATION ITEM/DISCUSSION: As directed by the Board at last month's meeting, GM Martin sent a letter to Scott Dickson, Golf Course Superintendent (Castle & Cooke) with regards to upkeep on the ponds. President Robinson stated that the letter was sent in response to inquire that the Board received from residents.

Mr. Dickson said that he didn't understand the intent of the letter. He is not sure what the Board is looking for him to do that they are not currently doing? They have an agreement with CSD with regards to the application of chemicals in the pond which came about as a result of an incident in the Knolls pond. They follow the application completely and file a report within 24 hours of any chemical applications to the ponds.

President Robinson advised that the issue is not with the application of the chemicals, it is with the appearance of the ponds.

Mr. Dickson stated that there are 27 ponds on the Golf Course, some look better than last year, and some do not.

A discussion followed with respects to the Duckweed in the ponds, the amount of chemicals that can be applied, when they can be applied, how much, ect. It was agreed that Scott will make a presentation every year to the Board around June or July to keep them updated as to the status

of the ponds. Mr. Stein advised that when the ponds were originally designed they were not dredged properly and that this is something that needs to be put into the budget so that we can eventually have the ponds dredged.

Mr. Haley stated that CSD is responsible for the health, maintenance and welfare of the ponds as it is technically their property but that the Golf Course has interest with respects to their appearance and works cooperatively with the CSD to maintain them.

GM Martin agreed that the CSD was responsible for monitoring the ponds but pointed out that our concerns is with wet lands preservation rather than appearance but that we do work in cooperation with the Golf Course in allowing reasonable esthetics measures.

The Board thanked Mr. Dickson and Higgins for attending the meeting.

NEW BUSINESS

- a. INFORMATION ITEM/DISCUSSION: On August 2, 2010 a propane line was damaged by a builder and repairs were made by JW West & Symons Propane. A letter was sent to Mr. Dana Mayo, General Manager of JS West requesting that he attend this meeting to discuss Community Safety concerns, however he was out of town. He did have a discussion with GM Martin on the phone and this conversation was relayed to the Board by the Mr. Martin.

President Robinson provided the following information about the incident. He noted a strong odor of propane and observed propane employees in the area. He asked if he could be of assistance and was told by the person he spoke with that they didn't have the proper tools to shut the valve off and didn't know where the shut off valve was so they were waiting for the supervisor. When the Propane Supervisor arrived he was unable to locate the shut off valve until advised of the location by President Robinson. The Fire Dept. was never called and CSD it appears that the propane lines and shut off valves are not properly mapped by JS West & Symons.

GM Martin advised that during his phone conversation with Mr. Mayo he informed him of the CSD's concerns. When asked about the maps that Mr. Mayo agreed to provide CSD in 2007, Mr. Mayo said that it was his understanding that we would provide the maps to him. GM Martin advised Mr. Mayo that it was his understanding that JS West would be developing the line map as the CSD could not do so for lines

installed by them. Mr. Mayo requested that the CSD provide him with a District map and advised that he would have his staff develop a line/valve map which would be reviewed by CSD staff after completion.

When GM Martin asked why the Fire Dept. was never called, Mr. Mayo stated that his employees were under the impression that the Fire Dept. had already been notified. Mr. Mayo acknowledged that there were errors made and they are going over the protocol with their employees.

The Board determined that more review of this issue was appropriate and directed that this matter be placed on the September 21, 2010 Agenda and that a letter be sent to Mr. Mayo requesting he attend the meeting.

- b. INFORMATION ITEM/DISCUSSION: Phyllis Richards advised that Board that the County of Calaveras Tax Roll has been completed and submitted to County Auditor-Controller for the 2010/2011 tax year. This year there are 560 lots at \$947.44 each, for a total of \$530,566.40.
- c. ACTION/SIMPLE MOTION: Reviewed Informational Letter concerning CSD operation. M/ by Director DeBaldo and S/ by Director Kenyon to move approval of the Informational Letter. M/ passed unanimously.

STAFF REPORTS

Site Manager: Greg advised that he will only be spraying for Mosquito as needed.

General Manager: GM Martin advised the Board that the Draft Audit is complete and that Independent Auditor Larry Bain's is scheduled to attend next month meeting to discuss the audit with the Board.

DIRECTORS REPORTS:

President Robinson – None

V/President Marsden – Advised that the annual Rock Ridge Pot Luck will be held on 9/25/10 this year. All Saddle Creek residence and their guest are welcome to attend.

Secretary DeBaldo – None

Director Kenyon – None

Director Russ - None

ADJOURNMENT – Having no further business, President Robinson adjourned the meeting at – 2:55PM. CSD’s next board meeting date is September 21, 2010.

Phyllis Richards, CSD Clerk/Treasurer

Charles Martin, General Manager

APPROVED BY:

Charlie Robinson, Board President

Darlene DeBaldo, Board Secretary

SEAL