

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

November 16, 2010

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday November 16, 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: None in attendance

APPROVAL OF MINUTES:

M/ by Director Kenyon and S/ by Director Marsden to approve the minutes of the October 19, 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 Marsden to move approval of expenditures incurred by the district during the month of October. M/ passed unanimously.

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

GM Martin received an Email from Mr. Dave Haley, which he will discuss under new business.

OLD BUSINESS

None

NEW BUSINESS

- a. INFORMATION ITEM/DISCUSSION: Staff advised the Board that we have received the propane line/valve identification and mapping from West & Symons. Upon review the Board agreed that they did a really nice job. In case Greg can't be reached, he advised that Ralph McGeorge (Maintenance Supervisor) has copies of the book and emergency phone numbers at his house, so that if he is not at work, he can be reach at home for the emergency information.
- b. ACTION/SIMPLE MOTION: Staff recommends Board approval of the Draft "General Funds Reserve Policy" provided with the agenda packet. The Government Accounting Standards Board (GASB) requires the establishment of a General Fund Reserves Policy by public agencies. Upon approval this document will be included as a part of the District's budget document. M/ by Director Kenyon and S/ by Director Marsden to move approval of Draft "General Funds Reserve Policy". M/ passed unanimously.
- c. INFORMATION ITEM/DISCUSSION: Staff introduced the Proposed FY 2011 Budget for Saddle Creek CSD. The Budget is pretty much the same as previous years, except for a minor change in the format. The proposed budget includes projected step increases but does not recommend general cost of living increases for any employee classification. Mosquito Abatement funding has been increased in anticipation of imposition of a new discharge fee by State/Federal regulatory agencies. Projected expenditures may be adjusted for the final budget review scheduled for

December 21, 2010 to reflect actual known spending. No significant changes in current projections are anticipated.

- d. PUBLIC HEARING ON PROPOSED FY 2011 BUDGET: The Board President opened the Public Hearing on the Proposed FY 2011 Saddle Creek CSD Budget at 2:19PM. Members of the public would have been allowed to ask questions or make recommendations on the Proposed FY 2011 Budget, however none were in attendance. President Robinson provided a copy of Mr. Dave Haley's (Castle and Cooke) email regarding his recommendations regarding the budget to the Board. As there was no other public impute President Robinson closed the Public Hearing at 2:22PM. A second Public Hearing is scheduled to be held during the regular meeting of December 21, 2010.

- e. INFORMATION ITEM/DISCUSSION: Board Members discussed the Proposed FY 2011 Budget. After last month meeting Mr. Haley had a question with regards to the \$7,500 fee charged for our audit as it was much higher than that charged for HOH audits. GM Martin advised that a review indicates that our audit fee is in line with that of other special districts which are apparently more in depth than the typical HOH. Mr. Haley was advised of these findings. President Robinson brought up the fact that staff is reviewing Proposition 26 in order to determine if it has any impact on the process we use to increase annual lot assessment fees. CSD Attorney Lanzone will be consulted on the matter as soon as he is available and the Board will be updated on any changes necessary. The discussion was concluded without any changes to the proposed budget being directed by the Board. The Proposed Budget will be placed on the December 21, 2010 Agenda for final review/approval of the Board.

STAFF REPORTS

Site Manager: Greg requested and was granted the Boards approval to sit on the Regional Board of the Mosquito and Vector Control Association of California District (MVACC). Greg also informed the Board that in two week he would be attending a MVACC meeting in Ontario where he hopes to get some idea of what the future cost will be for the Adultside/Larvaside Permits.

General Manager: Advised that we have recently purchased a new computer for use by Maintenance Supervisor Ralph McGeorge.

Also he wanted to remind the Board that they need to finish there training, it must be done by the end of the year. Please give a copy of the certificate to Greg or Phyllis to be placed in their file.

Asked the Board if it is OK to do the candy again this year for the employees, and was advised that it will be OK.

DIRECTORS REPORTS:

President Robinson – None

V/President Marsden – Greg and his crew are doing a really great job.

Secretary DeBaldo – None

Director Kenyon – Questions regarding the ponds. They look really bad, should be put out an email to the residence to explain why the ponds look the way they look. It was agreed that Bob Higgins (General Manager of Golf Course) has already advised the Men’s and Women’s Clubs of the situation, and we don’t need to take any further action.

Director Russ - None

ADJOURNMENT – Having no further business, President Robinson adjourned the meeting at -2:39PM. CSD’s next board meeting date is December 21, 2010.

Phyllis Richards, CSD Clerk/Treasurer

Charles Martin, General Manager

APPROVED BY:

Charlie Robinson, Board President

Darlene DeBaldo, Board Secretary

SEAL