

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

November 15, 2011

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday November 15, 2011. 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
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
	Resident	Jerry Gilliland
	Resident	Beth Portfolio
	Resident	Paul Kersey

APPROVAL OF MINUTES:

M/ by Director Kenyon and S/ by Director Marsden to approve the minutes of the October 18, 2011. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

Mr. Paul Kersey stated that he received a phone call the other night from someone trying to entice him to opening the front gate. When he asked the person what their name was they hung up the phone. The Board felt that Mr. Kersey handled the call correctly. He stated that if the HOA proceeds with the

news letter that they are going to put out they might want to put a recommended course of action for these kinds of calls.

Mr. Kersey confirmed with the Board that there is a camera at the gate and that we can get the license plate number if we need to interrogate the person(s). President Robinson confirmed that if there is an issue, we can get the license plate from the gate camera.

Mrs. Portfolio made comments on several issues.

1. There is a poorly placed/misleading sign just before the gate house as you are leaving Saddle Creek. The sign state “No Left or U Turn”. The residence all know that this is referring to the little turn around just before the Gate House, however, guests think that it is referring to Little John. After they get through the gates they see the sign that states “Right Turn Only” so they immediately move back into the left lane which can cause an accident. President Robinson stated that CSD will check into this matter.
2. There are 7 plus signs through out The Knolls and Mitchell Lake that state “No Parking During Day Light Hours”. She would like to know what this means? Does it mean that they can park on those streets at night? Since some homes in Mitchell Lake are rented out for a week at a time, this would be very confusing. It is also a conflict with our CC&R which states that vehicle have to be parked in the garage. She would like to know who is allowed to park at night on these streets. President Robinson stated that he does not know but CSD will check into it and find out. He asked Mrs. Portfolio if she ever parks up there, she stated yes. He asked her if she has received a parking ticket, which she replied no, do we give out parking tickets. Who would give her a parking ticket if not CSD? President Robinson said no we do not give out tickets and directed Mrs. Portfolio to move onto the next issue.
3. She noticed in our minutes that the employees where taking 1st Aid and CPR training. She would like to know who the employees are and if it will be used inside the Saddle Creek Community? GM Martin advised that it is a safety issue for workers. All maintenance workers work with equipment and it is a safety measure in the event of an injury or accident. No, they will not be responding to emergency calls.
4. With regards to last months minutes, Larry Hoffman was at last month’s meeting and made comment on a Dog Run, also Kent Lazarus

was at that meeting and they are not listed on the minutes. President Robinson advised that we do not list the public on the minutes, only if they speak, which Mr. Hoffman did. President Robinson thanked Mrs. Portfolio for pointing that out to us. She wanted to know if we record these minutes? President Robinson advised her that we do. Clerk Richards advised that there was a problem with the tape to which

President Robinson stated that “No response was necessary”.

5. Lastly is a very old issue, she sees that it has been going around since 2003 and that is when Director Robinson cancelled the front gate and it has never been opened those 55 hours Monday through Friday again. The gate is not locked, so a clicker is not necessary to get in those 55 day light hours. There is also no attendant and she really thinks that money should be found. It doesn't seem like that much; maybe \$45K a year if you wish to spend the money on having a gate person, or it could be free simply by closing the gate. She is concerned about the security of the mailboxes with the gates being opened during the day light hours, and please don't tell her to get a PO Box. President Robinson thanked her for her input and stated that they will look into it. Mrs. Portfolio stated that she is not done. President Robinson advised her that she has only 2 minutes to speak and she has gone well over in the last 3 meetings. We are not going to sit here and listen to her for another hour coming up with items that we have discussed before. Mrs. Portfolio said that no one has discussed this at the meeting before. President Robinson said fine, we are done. Mrs. Portfolio asked Linda Kersey (resident) if she could have her minutes. President Robinson said “your done, I'm sorry we are moving on”. Mrs. Portfolio said “No, you are rude, considering we pay you money to be up there an elected so so official, I think that you are rude, put that in the minutes”. President Robinson said “OK, and you can say that I think the women is a bitch, but let that go.” Mrs. Portfolio said “I would like that in the minutes too, B-I-T-C-H he called me. You know you must be a real class guy”. President Robinson said Ok and thanked Mrs. Portfolio and said we will move on to the Consent Calendar.

**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 Russ 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)

None

#### OLD BUSINESS

None

#### NEW BUSINESS

- a. ACTION ITEM/RESOLUTION: Saddle Creek CSD Board of Directors Acceptance of the canvass of the All-Mail Special Consolidated Districts Election held on August 30, 2011. GM Martin stated that it is an acknowledgement from the Board that the canvass by the county is appropriate and that the two directors were elected through the all mail ballots. This is to be done through a Resolution and sent back to the county. M/ by Director Russ and S/ by Director Kenyon to move approval of the canvass of the All-Mail Special Consolidated Districts Election held on August 30, 2011. M/ passed unanimously
- b. INFORMATION ITEM/DISCUSSION: Staff will introduce their Proposed FY 2012 Budget for Saddle Creek CSD. Copies of the Proposed FY 2012 Budget were given to the Board and the public for review. GM Martin stated that what is recommended to the Board at this time is essentially a maintenance budget. In general the operation and salaries remain at the same level. No salary increases are recommended for this year however a recommendation to transition the Maintenance Supervisor from an hourly to a salaried position. The salaried steps that appear in the budget are essentially what he would make hourly. The only increase that is recommended is that he receives a \$2,500 a year IRA. There are also two step raises that are programmed in, but there are no actual salary increases, and he believes that after that they are all at the top level in pay.

There are also some projected health care increases and some payroll estimates like the Workers' Compensation. He pointed out to the Board that as Mr. Larry Bain (CSD Auditor) stated the reason that Saddle Creek CSD is in better financial shape than many special districts has to do with the retirement. The retirements are overwhelming the Cities, Counties and some Special Districts. We don't really provide retirement, however we provide the Maintenance Manager \$2,500 a year IRA, which is what is proposed for the Maintenance Supervisor. He feels that is insignificant compared to a typical retirement program. Many Cities, Counties, and Special District provide health coverage for the Directors (Elected Officials) and the staff. The only health coverage that we provide is for our maintenance workers. Those are the items that have kept the budget in lines, as personnel are obviously the biggest expense.

Last year there was no recommendation for Capital Outlay. We are about 3 years into a capital expenditure for a tractor; we have 2 more years to go before we pay it off. This year there is a recommendation for \$6,900 for a Flail Mower that goes behind the tractor because the other one is wearing out and it would be more efficient when we do the weed abatement. With that expenditure it actually exceeds the projected revenue, but since it is a one time capital expense he doesn't see it as being a problem.

- c. PUBLIC HEARING ON PROPOSED FY 2012 BUDGET: The Board President opened a Public Hearing on the Proposed FY 2012 Saddle Creek CSD Budget.

Mr. Jerry Gilliland wanted to know what the \$1,500 for legal expense would be used for. GM Martin advised that it is an "as needed" expense, just in case we have questions that we need to ask an attorney. In the 4-5 years that GM Martin has been here he has never seen the \$1,500 used. Mr. Kersey confirmed with the Board that CSD provides medical insurance for the full time maintenance personnel. He also wanted to know if we have a flexible spending account for them. GM Martin advised that the insurance is fully paid by the district and is a good comprehensive plan. The plan is through the California Special District Association and it is a reasonable cost for the insurance because we are all part of a risk management authority. At this time the employees do not contribute anything to the plan. There is no flex plan attached to it, but they do have a co-pay. GM Martin stated that considering the entry level maintenance people salary it would be very difficult for them to set up a flex plan.

This is a vary comprehensive plan. Mr. Kersey stated that he is glad to hear that they do have a medical plan.

A second Public Hearing is scheduled to be held during the regular meeting of December 20, 2012.

- d. INFORMATION ITEM/DISCUSSION: Board Members discuss and made recommendations for changes to the FY 2012 Proposed Budget.

Director Kenyon stated that he had looked over the Budget and had no questions.

Director Marsden said that we have been maintaining the landscape as it has been for quite a few years and he was wondering if we could take a look at how we could reduce water usage and labor cost, and slowly modify it. A lot of us have noticed that there is a lot of hand weeding. He was wondering as we go forward if Greg could find a way to reduce cost. Greg said that they monitor the timers for running the water daily and monthly, depending on the time of year. Director Marsden said what he is referring to is the plantings; could we use some other type of plants? Greg said that he has been doing this for the past several years, they remove plants and put new one in. Those changes can only happen within the budget that he has so if he has extra money at the end of the year he can make some changes. Greg said that his budget only allows him to spend so much money on chemicals and he has already reached his limit, so the only way to take out all of the weeds is by hand. Next year, because our lawns are looking so bad he is going to spend money on chemicals to remove the evasive weeds and reseed, which will be a large cost, but he is planning on keeping the budget tight.

Mr. Haley said that Castle and Cooke are confident that they have enough to pay for the projects that they currently have planned and \$220,000 in reserves. Things are just tight at this time.

President Robinson asked Mr. Haley if Castle and Cooke will design the new section landscaping with less labor and less water in mind. Yes they are planning the new build out and will be working closely with Greg on the type of plants and landscaping that will be easier to maintain.

President Robinson stated that Ralph McGeorge is in management and that he feels he should be a salaried employee as apposed to being an hourly employee.

Director Russ stated that we have not given a raise to our General Manager or Site Managers for 3 years. Considering the economy, we are in really good shape and she contributes some of that to the fact that they are still working for the same wages they made in 2009. She thanked them and was very happy about that.

GM Martin mentioned that Castle and Cooke do contribute a significant amount to the overall operation of Saddle Creek Community Service District. As build out continues there will be significant revenue to take care of the district, at this point we are not able to do so because we are not completely built out.

The Proposed Budget, with any changes directed by the Board, will be placed on the December 20, 2011 Agenda for final review/approval by the Board. Then in January or February it will again appear on the Agenda only as an information item.

## STAFF REPORTS

Site Manager: He attended a Mosquito and Vector Control meeting a few weeks ago. We have not received the NPD (National Pollutant Discharge Elimination System) Permit as yet, but we just sent in for it last month. This will require the CSD to do more monitoring and recording of the pesticides that are used.

General Manager: There was a fire at one of the residences in Saddle Creek. There was a rumor that a hydrant was not working. Greg has been in touch with the Fire Department and Greg and GM Martin also looked the area over today prior to the meeting.

Apparently the hydrant directly in front of the residence had a flange that failed which causes no adverse effect on fighting the fire because they start fighting the fire as soon as they arrive with the water on the trucks. They simply hooked up to one of the other fire hydrants and the fireman fighting the fire had no knowledge that one of the hydrants had failed. The fire chief contacted CCWD (Calaveras County Water District) within 2 hours advising them of the failed fire hydrant. He commended Castle and Cooke for providing alternate housing for the residents.

He also wanted the Board to know that we had a gas line problem. The contractor did call USA (Underground Service Alert) and they did come out and mark the gas lines. The contractor apparently dug in the marked area breaking the gas line. While excavating to make repairs to the gas

line a water line was broken. The water line is old and was not on our maps. Greg is working with Dave Haley to get the map corrected.

**DIRECTORS REPORTS:**

President Robinson – Contacted a good friend of his that is the head of the Fire Dept. Board and he got the same answers as Greg. Evidently the flange blew out because of a pressure issue; it had nothing to do with how the fire spread. It did not effect how the fire was dealt with. CSD does not have anything to do with fire hydrants they belong to CCWD. The Fire Dept. checks the hydrants yearly.

Today is Director Kenyon’s last meeting. He has been a Board member for 8 years and he wished him good luck.

V/President Marsden – None

Secretary DeBaldo – Absent

Director Kenyon – He wanted to make sure that we do the free turkeys for the employees for this Thanksgiving. It was discussed at last months meeting and the Board approved it. We usually do candy for Christmas, should we do turkeys instead. Greg said that he thinks candy will be fine for Christmas. It was noted that the Board doesn’t get candy anymore. The Board decided to leave it up to GM Martin and Greg to decide if they want to do turkey, ham or candy for Christmas.

Director Russ – None

**ADJOURNMENT** – Having no further business, President Robinson adjourned the meeting at 2:41 PM. CSD’s next board meeting date is December 20, 2011.

---

Phyllis Richards, CSD Clerk/Treasurer

---

Charles Martin, General Manager

**APPROVED BY:**

---

Charlie Robinson, Board President

---

Steve Marsden, Acting Board Secretary

SEAL