

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

July 17, 2012

**CALL TO ORDER**

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday July 17, 2012. President Marsden 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:      | Steve Marsden   |
| Vice President: | Darlene DeBaldo |
| Secretary:      | Sue Russ        |
| Director:       | Kent Lazarus    |

Staff: The following staff members were present:  
General Manager: Charles Martin  
Site Manager: Greg Hebard  
Acting Clerk/Treasurer: Michele Menzies

Public: Castle & Cooke Dave Haley

**APPROVAL OF MINUTES:**

M/ by Director Lazarus and S/ by Director DeBaldo to approve the minutes of the June 19, 2012. 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 Russ and S/ by Director DeBaldo to move approval of expenditures incurred by the district during the month of June.

M/ passed unanimously.

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

None

OLD BUSINESS

None

NEW BUSINESS

a. ACTION/SIMPLE MOTION: Board acceptance of letter of resignation (included in agenda packet) from Director Steve Marsden effective July 18, 2012. President Marsden said it has been his pleasure to be on the Board for over 6 years and that it has been extremely rewarding. M/ by Director Lazarus and S/ by Director DeBaldo to move approval of acceptance of letter of resignation from Director Steve Marsden effective July 18, 2012. M/ passed unanimously.

b. ACTION/SIMPLE MOTION: Board determination of process to be used in filling the unexpired term (ends December 2013) of Director Marsden. Options for filling Director vacancies are prescribed in Government Code Section 1780 and are set forth in the staff's memo which is included with the agenda packet. President Marsden recused himself of involvement in this motion.

GM Martin advised the Board that the District has three options for addressing the Director vacancy; they can either make an appoint to 1) fill the vacancy by majority vote of the Board, 2) call a Special Election or 3) take no action and the County Board of Supervisors will then either appoint someone to fill the vacant position or direct the CSD Board to call a Special Election. The District is required to notify the County Elections Office within 15 days of the date they learned the office was vacated.

GM Martin recommends that they appoint to fill the vacancy. In order to do this he recommends they follow the procedure listed.

1. Post notice of vacancy at the lodge, Sports Center and CSD Maintenance Yard and on our web site.
2. Anyone interested would have to submit a Letter of Interest to the Board. As the letters are received they will be forwarded to the Board for review. Board Members cannot discuss the letters amongst themselves prior to the matter coming before the Board at the August 21, 2012 Meeting. After open discussion by the Board Members an appointment could then be made by majority vote of the Directors. The person appointed would then serve the remainder of former Director Steve Marsden's unexpired term which will end December 2013.

M/ by Director Russ and S/ by Director Lazarus to move to fill the vacancy by appointment. M/ passed unanimously.

President Marsden wanted to know what happens with regards to the change in officers. GM Martin advised the Board that VP DeBaldo will be the acting President until the next board meeting. At that time they will either appoint a new President or VP DeBaldo will become the President, Secretary Russ will become the VP President and they will have to appoint someone to fill the Secretary position.

## STAFF REPORTS

Site Manager: Greg advised that the mowing is all caught up and that they are currently working on flower beds and pruning street trees for neighborhood protection and so that the big trucks will not hit the trees, splitting them and kill them.

Director DeBaldo wants to know the status of the street maintenance that we discussed at last months meeting. GM Martin advised that we are currently doing a review of cost to repair some of the streets. Greg advised that he is currently getting estimates, and as long as he stay under \$5,000.00 it would be best for our budget. If the Board decides to move forward Greg would recommend that it be done in the fall as that is when the cracks in the streets are larger.

General Manager: Not report.

DIRECTORS REPORTS:

President Marsden – None  
V/President DeBaldo – None  
Secretary Russ – None  
Director Lazarus – None  
Director Robinson – Absent

ADJOURNMENT – Having no further business, President Marsden adjourned the meeting at 2:25 PM. CSD’s next board meeting date is August 20, 2012.

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Michele Menzies, Acting CSD Clerk

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Charles Martin, General Manager

APPROVED BY:

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Steve Marsden, Board President

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Sue Russ, Board Secretary

SEAL