

SADDLE CREEK COMMUNITY SERVICES DISTRICT
MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS
February 19, 2013

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday February 19, 2013. President DeBaldo called the meeting to order at 2:00 PM in the Gold Room and led Directors and staff in the Pledge of Allegiance.

ROLL CALL: Roll call indicated the following directors were present:

President:	Darlene DeBaldo
Vice President:	Sue Russ
Director:	Scott Baker
Director:	Charlie Robinson

Staff:	The following staff members were present:	
	General Manager:	Charles Martin
	Site Manager:	Greg Hebard
	Clerk/Treasurer:	Phyllis Richards

Public:	Castle & Cooke	Dave Haley
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APPROVAL OF MINUTES:

M/ by Director Robinson and S/ by Director Russ to approve the minutes of the January 15, 2013. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

Mr. Larry Hoffman wanted to know about the extra money that Castle &Cooke provides to the CSD. GM Martin advised that the slower than expected build out of Saddle Creek has resulted in lower than projected revenues from assessments which has limited the CSD's abilities to fund various operations. As some of these functions benefit Castle & Cooke as well as the CSD, Castle & Cooke has provided support funding for various operations such as gate

staffing. As the CSD grows the increase in assessment revenue should be sufficient to fund essential services without support from Castle & Cooke.

Ms. Eva Gress wanted to know if the extra money provided by Castle & Cooke is on the Budget Report. GM Martin advised that it doesn't show up on the budget as the money is not funneled through CSD but rather paid directly to contractors (gate attendants) or service providers (CCWD).

Ms. Beth Portfolio said that at last month's meeting GM Martin said that there were only about 100 registered voters in our district. She wanted to know if he was able to get an exact number of registered voters. She stated that according to the minutes the ballots are sent out from the county and then from CSD. Ms. Portfolio had several other questions as follows:

1. She wants to know when the next Board Members will come up for re-election and who they are?
2. How will the residents receive these ballots?
3. Can renters that live in this district vote in this district?
4. Who can attend the CSD Meetings? It says that the "public" can attend the meetings, who constitutes the "public"? Is the "public" the people that live within our district, Copper Cover or Copperopolis?

GM Martin provided the following response to Mrs. Portfolio's questions; a) Board Members are elected for a four year term of office. (Terms end for current Directors as follows; December 2014: DeBaldo, Russ & Baker & December 2015; Lazuras & Robinson), b) Calaveras County handles election ballots, c) Anyone (including renters) who is registered to vote in the District can vote in a CSD election and d) the "public" is anyone, regardless if they live within or outside the CSD.

Mr. Jerry Chapman also had questions for the Board.

1. Who has control of the pond over in the Knoll's, is it CSD or Castle & Castle & CookeCooke? He assumes it is CSD as it is a park land. Is there any action that is going to be taken on this pond?
2. With regards to the voting registration, we have a number of residents that come up only on the weekends, and others that don't change their addresses to Copperopolis. Can we have the district send out ballots only to property owners so that the owners have control?

GM Martin advised that it depends on how the district is set up; this one was set up as he previously explained, and that's the rules and laws governing it. Any changes in the way the district was setup will have to go back before LAFCO (Local Agency Formation Commission) and would take a significant amount of

time if they decided to approve the change. Some districts are formed where the property owners have the vote; this one was not formed in that matter.

Greg advised that with regards to the ponds and wetlands CSD is a monitoring agency. CSD doesn't actually own the ponds; the majority of them are on golf course property. We have guidelines on how the golf course needs to maintain them for playability and aesthetic value. They can't take out all of the cattails and aquatic plants as they are designed to be in the ponds to take out left over fertilizers and herbicides. Some ponds, like the one he is referring to in his neighborhood are designed to have aquatic plants in the pond and around the pond to pick up road oils and herbicides. It cleans the waters before it goes into the natural water ways, for example like when it over flows. The ponds that are not on the golf course are left almost in their natural state so that they can do their job as efficiently as possible. Greg explained that several years ago this pond was dredged out at Castle and Cooks expense because it was growing over with cattails. They lowered the depth of the water because cattails only grow in 3-4 feet of water, not 5 or 6 feet. The belt of cattails that you see around that pond today is the only cattails that you will ever see around that pond. They will not grow across the pond because it is too deep.

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 Robinson and S/ by Director Baker to move approval of expenditures incurred by the district during the month of January.
M/ passed unanimously.

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

GM Martin advised that we have received a number of e-mails with regards to the gate operation, as it is on the agenda; he suggested that we discuss it at that time.

OLD BUSINESS

- a. ACTION/SIMPLE MOTION: During the regular meeting of January 15, 2013 the Board took the following actions with regard to entry gate operations; 1) Gate staffing was discontinued effective February 1, 2013, 2) Gates to be left open and unattended from 6:45 PM to 5: PM (8:00 PM–when restaurant is open), 3) Gates to be closed when restaurant and golf operations are closed, 4) Staff was directed to explore cost for updated electronic entry equipment and report back to the Board on the findings (bid proposals from Valley Entry Systems for electronic entry upgrades are included with the agenda packet) and 5) Staff was directed to place this item on the February 19, 2013 Agenda for further review/action by the Board.

During review of the matter Castle & Cooke is requesting the Board consider their offer (received after the January 15th meeting) to provide weekend gate staffing (emails received from C&C regarding this matter and their offer are included with the agenda packet).

GM Martin advised that since last month meeting we have received approximately 15–20 e-mails from residents, all but one recommended that the gate remain closed 24 hrs/7 days a week. One recommended that it be staffed and Mr. Haley should pay for it, and one made comment of improper English on the new signs, which is being corrected. GM Martin also mentioned that there will be problems as we go along because we will be making adjustments to the operation.

Staff was also asked to review the current system because if the gate was to be closed 24 hour without gate staffing our current system would not be able to accommodate that effectively. What he means is that we have gardeners, care givers, house cleaners as well as business operations that will need entree to Saddle Creek. Until our system is update to accommodate all of the needs of the community, it would be unwise for the Board to take that type of action.

We have found a new system that will meet the needs of the residents and the business operations. We have received bids of approximately \$6,000.00 for the over all upgrade, however it will probably be around \$8,000.00 by the time they finish the upgrade. GM Martin strongly suggests that the Board does not make any change until the upgrade is complete. He believes it will take about

a month for the installation of the new system, but it will probably be about 2 months before it is fully operational.

He advised that Mr. Haley has proposed that Castle and Cook provide staffing for a portion of the weekend. He would like Mr. Haley to discuss their proposal with the Board, but first he asked Greg to give a breakdown of the new system.

Greg stated that currently we have 2 systems. One is our personal gate clickers and the other is the call pad. Names, lot number's and phone numbers are listed in the call pad; however you can't see our phone numbers. Your guests simply scroll through the call pad and when they find your name they press "call". When you answer you push the number 9 and the gate will open for your guest to enter Saddle Creek.

The new options will be as follows:

1. A new key pad that is separate from the call pad. Each tenant will have a 5 digit code of their choice. You can give this code out to your family, guest, house keeper, doctors, anyone that you choose. You will have 24 hour access by entering your personal code.
2. We will also have a card reader, which looks like a credit card but you waive it at the card reader and the gate will open up. These cards will be registered in the computer to the residents. There will be a nominal fee at some point for the cards, but they will cost less than the gate clickers.

At that time residents will have 4 ways to get into the community and can use any of them or all of them He believes that it is also the Boards intention to upgrade the construction gate at the same time as people have motor homes, boats and vans, and they will need to use the construction gate.

Greg advised he has his business cards on the podium and residents could call him at anytime with any questions.

GM Martin advised that with the new entry gate system they will be able to program entry times for construction works and others, and also control who can come through the gates.

Greg was asked if the new boxes can be larger to make it easier to see the names. Greg didn't know the answer to the question but he will ask if they can

upgrade the boxes so that they are bigger. He also mentioned the boxes will be labeled.

There were several questions with regards to the construction people that will be entering the property. Greg advised that he will be able to program the gate so that they will not be able to gain access until the approved time. They are also not allowed to work on Sundays.

He was also asked about people in the pool area that should not be there and who do they call. Greg advised that you ask your self "Who owns the property"? Castle & Cooke own the Sports Center, therefore you would advise Linda Beck, Bob Higgins or the girl at the desk at the Club House. They also wanted to know who to call if they see someone driving around that doesn't belong and they were advised to call the sheriff.

President DeBaldo wanted to know how long the gate remains open after a car passes through the gate. Greg advised about 7 seconds, although there is a censor in front of the gate and it will not close if there is a car. The Board indicated that they think the 7 seconds should be adjusted. Greg advised that we can set it at what ever time the Board decides.

Greg advised that he monitors the gate in the mornings when we have construction within Saddle Creek and through this learning period with the new gate entry system.

Mr. Haley advised that Castle & Cooke have agreed to pay for staffing on Saturday from 9AM to 8PM and Sunday from 9AM to 5PM. He also stated that they would recommend that the gate remain open on the weekdays during the day light hours as this gate was not designed to be closed and unstaffed. He stated that if people turned into the entry and could not gain access to Saddle Creek they would have to back out into the traffic lanes on Little John Rd., which is a 55 mile zone and it would be a safety hazard.

Their hope is that when we are built out we will have enough funds to have a fully staffed gate. They also plan to build another entry gate which should be approved by the county and started within the next two years.

Director Robinson asked Mr. Haley if his proposal to provide weekend staffing was subject to the Board approving the gate being open as stated in his e-mail to Darlene DeBaldo dated 1/16/13. Dave stated no, they are proposing to provide the staffing on Saturday and Sunday as stated regardless of the Board's decision, however they strongly advised that the gate not be closed during the weekdays without staffing. There was a brief discussion about moving the gate house past the current turn around or putting another turn around in front of

the gate house. Mr. Haley advised that this gate house was designed and built prior to Castle & Cooke purchasing the property.

After a great deal of discussion and comments on Castle & Cooke's staffing offer by those members of the public in attendance and Board Members Mr. Haley amended Castle & Cooke's offer as follows:

- a. Gate staffed on Friday 5:00PM to 8:00PM.
- b. Gate staffed on Saturday 6:45AM to 8:00PM.
- c. Gate staffed on Sunday 6:45 to 5:00PM.
- d. Gate staffed on Holidays from 6:45 to 5:00PM.

GM Martin advised that while Castle & Cooke will be paying for the staffing as stated above, CSD is in control of the gate operation. In other words we make the rules about how the gate is operated as we can't relinquish that control. Mr. Haley stated that he understands.

M/ by Director Baker and S/ by Director Robinson to move accept Castle & Cooke's offer for staffing the gates, but that the gate hours would remain unchanged until Mr. Haley has the new staffing in place. M/ passed unanimously.

M/ by Director Baker and S/ by Director Russ to direct staff to move forward with the expenditure of \$8,000 with 20% contingency for entry gate upgrades, this includes purchase of a new camera for the construction gate. M/ passed unanimously.

- b. ACTION/SIMPLE MOTION: Board reviewed and accepted the FY 2012 Independent Audit prepared by CPA Larry Bain. After approval by the Board the audit report will be maintained in the CSD Maintenance. GM Martin advised that he is working on the revision of the GASP54 policy as recommended by CPA Larry Bain and it should be ready to be presented to the Board by our next meeting. M/by Director Russ and S/ by Director Robinson to move approval of the FY 2012 Independent Audit prepared by CPA Larry Bain. M/ passed unanimously.

NEW BUSINESS

None.

STAFF REPORTS

Site Manager: Greg advised that last month he attended the MVCAC meeting (Mosquito and Vector Control Board of CA) and the big topics for us were the NPD Permit Process also we are coming up with an annual report for the California Regional Water Dept. Greg mentioned that he has another meeting of MVCAC next month on the 19th.

General Manager: GM Martin advised that the Directors need to complete and return their Form 700 to the County by April 2, 2013. Also SDRMA will be holding elections for Board members, if anyone is interested in running for these positions, please let GM Martin know.

DIRECTORS REPORTS:

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

ADJOURNMENT – Having no further business, President DeBaldo adjourned the meeting at 3:43 PM. CSD's next board meeting date is March 19, 2013.

Phyllis Richards, CSD Clerk/Treasurer

Charles Martin, General Manager

APPROVED BY:

Darlene DeBaldo, Board President

Sue Russ, Vice President

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