

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

July 16, 2013

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday July 16, 2013. President DeBaldo called the meeting to order at 2:01 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:      | Darlene DeBaldo  |
| Vice President: | Sue Russ         |
| Secretary:      | Kent Lazarus     |
| Director        | Charles Robinson |
| Director        | Scott Baker      |

Staff: The following staff members were present:

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

|         |                 |            |
|---------|-----------------|------------|
| Public: | Castle & Cooke  | Dave Haley |
|         | Bain Accounting | Larry Bain |

APPROVAL OF MINUTES:

M/ by Director Baker and S/ by Director Robinson to approve the minutes of the June 18, 2013. M/ passed unanimously.

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

Director Russ is concerned about the appearance of the corner on Oak Creek Dr. and Hawkridge. Mr. Haley commented that they have spent \$2,000.00 towards completing and maintaining the sidewalk at that location. Director Russ stated that it looks in need of attention due to dying plants and beds choked with weeds and she would recommend further work is needed. Mr. Haley suggests that a letter be sent to the GM of Saddle Creek golf course.

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 Baker and S/ by Director Robinson 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. INFORMATION/DISCUSSION: Independent Auditor Larry Bain, presented the FY 2012 Saddle Creek CSD audit. In order to insure adequate time for Board review this matter will be placed on the August 20, 2013 Agenda as an Action Item.

Mr. Bain was basically pleased with the 2012 Audit. He stated that the District's bookkeeper is very organized and keeps good records. He has made a few recommendations of some minor changes he would like to see and GM Martin is in the process of reviewing/implementing those changes.

Director Lazarus wanted to know if there were any new deficiencies since our previous audit. Mr. Bain indicated most were carry over from the previous year which GM Martin is dealing with. He suggests that we combine sick leave and vacation accrual balances.

Director Baker wanted to know about Capital Improvements for the 2014 budgeted year. GASB 54 classifies fund balances. GM Martin does not recommend that we set a budget for specific high cost future projects at this time for a variety of reasons; including concerns that reassignment to other uses becomes more cumbersome.

Director Robinson suggests that we keep the fund together unassigned so that we can use the money for any purpose that the Board chooses.

Director Russ wanted a quick review of our sick leave and vacation policies. GM Martin gave a brief description, stating that Mr. Bain suggests they be combined; however he doesn't recommend the Board take that action as he does not believe it would provide a cost benefit to the District. The Board agreed with the GM.

b. ACTION/SIMPLE MOTION: Staff recommends that the CSD contract with CPA Bain for completion of the FY 2013 & 2014 independent audits for a fee of \$7,500 for each year audited. A copy of Mr. Bain's proposed Letter of Engagement is included with the agenda packet. If approved, action should include authorization for the GM to sign the Letter of Engagement in behalf of the CSD.

M/ by Director Russ and S/ by Director Baker to move approval of authorization for GM Martin to sign the Letter of Engagement in behalf of the CSD. M/ passed unanimously.

## STAFF REPORTS

Site Manager: Greg advised the Board of the status of several items.

1. The repairs on the streets have been completed for this year. Hopefully more will be budgeted for next year.

2. We have made the last payment on the tractor. CSD owns it now.
3. The new entry gate that was being made has been completed.
4. He is in the process of getting bids for striping the streets.
5. We have finished grading near the 13<sup>th</sup> tee and will seed before the big rains start.
6. They are cleaning out near 18 to try to keep away the smell. Mr. Haley is working on getting a back hoe. Hopefully they will be done with this project within 4-6 weeks.

General Manager: Advised he was pleased with the 2012 Audit.

DIRECTORS REPORTS:

President DeBaldo - None

V/President Russ - None

Secretary Lazarus - None

Director Robinson - None

Director Baker - Stated that he will not be attending August meeting.

ADJOURNMENT - Having no further business, President DeBaldo adjourned the meeting at 2:45PM. CSD's next board meeting date is August 20, 2013.

---

Phyllis Richards, CSD Clerk/Treasurer

---

Charles Martin, General Manager

APPROVED BY:

\_\_\_\_\_  
Darlene DeBaldo, Board President

\_\_\_\_\_  
Kent Lazarus, Board Secretary

SEAL