

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

November 19, 2013

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday November 19, 2013. President DeBaldo 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:	Darlene DeBaldo
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
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APPROVAL OF MINUTES:

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

CHANGES TO THE ORDER OF AGENDA:

None suggested.

PUBLIC COMMENT:

Mr. Haley advised that Castle & Cooke has made progress with the new Interim Planning Director Brett Harrington with regards to the new Saddle Creek second entrance. Mr. Harrington has requested additional information from Mr. Haley so C&C is optimistic. Mr. Haley would like the Board of Directors to hold off on their letter to the Planning Commission until this runs its course a little bit longer.

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 October.
M/ passed unanimously.

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

None

OLD BUSINESS

None

NEW BUSINESS

- a. INFORMATION ITEM/DISCUSSION: GM Martin introduced the Proposed FY 2014 Budget for Saddle Creek CSD. He indicated that this is a maintenance type budget; it is a continuation of current services. This budget does not reflect any proposed wage or benefits increases only step wages that are part of the current budget package Some changes have been made in the heading area (how different funds are recorded). The purpose of this is to bring us into compliance with changes in GASB 54. .
- b. PUBLIC HEARING ON PROPOSED FY 2014 BUDGET: The Board President opened the Public Hearing so members of the public could ask questions or make recommendations on the Proposed FY 2014 Budget. A second Public Hearing is scheduled to be held during the regular meeting of December 17, 2013.

Mr. Haley would like a statement added to the 2014 Budget that states that C&C supplements some of Saddle Creek Community Services expenses. GM Martin stated that he will be getting a letter acknowledging C&C's yearly contribution.

President DeBaldo closed the Public Hearing.

- c. INFORMATION ITEM/DISCUSSION: Board Members may discuss and make recommendations for changes to the FY 2014 Proposed Budget. The Proposed

Budget, with any changes directed by the Board, will be placed on the December 17, 2013 Agenda for final review/approval by the Board.

Director Robinson wanted to know why we are budgeting for the LAFCO and County Fees. GM Martin stated that we have always budgeted for them but the auditor had suggested they be reflected in the manner shown on the Proposed FY 2014 Budget.

We discussed doing additional street and sidewalk maintenance, are both of these items included in the \$13,500.00 under "Streets, Sidewalks & Lighting Maintenance." GM Martin advised that they are.

Director Baker wanted to confirm that the staff was not requesting any Capital Outlay items this year. Site Manager Hebart confirmed that there are none requested.

President DeBaldo wanted to confirm that Greg and Director Baker met and reviewed sidewalks within Saddle Creek that are in need of repairs. Director Baker indicated that they had met and reviewed it in last months meeting. Greg said that he has received a quote of 3,865.00 which is included under "Streets, Sidewalks & Lighting Maintenance." proposed budget. This quote is for replacing some sidewalks on Saddle Creek Drive. Hopefully in 2015 they will be able to take care of sidewalks on Oak Creek Dr. and possibly some other areas. They will also be grinding some of the sidewalks that have been marked with orange color.

Director Robinson wanted to know if the salary schedule includes any proposed increases. GM Martin indicated that it does not. Director Robinson proposed that the Board increase the hourly rate of Landscape Maintenance I, Maintenance II, Part-Time Maintenance and Maintenance Supervisor by \$.50. After a great deal of discussion the following changes were agreed upon by the Directors.

Maintenance Manager IRA will be increased by \$1,000.00 annually, \$3,500.00 total.

Maintenance Supervisor IRA will be increased by \$500.00 annually, \$3,000.00 total. Also a 5% increases in salary.

Landscape Maintenance II increase of 5% an hour.

Landscape Maintenance I increase of 5% an hour.

Part-Time Maintenance increase of 5% an hour.

GM Martin will update the Budget with the changes requested by the Board and bring it back for review at next months meeting.

President DeBaldo would like to know if the 2014 projected assessments include an increase. GM Martin advised that it included the 2% increase that the Board previously voted, however the number of lots have not increased.

Director Robinson asked Mr. Haley if we are looking at about 2 years before we will have new lots. Mr. Haley indicated that they are currently designing a new neighborhood. He also wanted to know if we get paid for the lots in unit 7. Dave advised that we do.

President DeBaldo stated that she still has concerns about the streets and sidewalks and would like to know if we should budget a little more money into that category. GM Martin stated that while we have sufficient funds for some routine maintenance we are not able to financially engage in major projects at this time.

Director Robinson wanted to know if we could amend the budget later in the year if a problem comes up. GM Martin said that we can amend the budget at anytime should a problem arise.

GM Martin advised the Board that he feels that it is highly likely that our health care cost will be impacted by the Affordable Care Program. There is much speculation that Business Type Plans will be affected during the 2014 year. He believes that there is a chance of significant increase in premium and we are closely watching this area.

Director Lazarus noted that GM Martin has allocated another \$1,780.00 in this category and wanted to know if he thinks this is enough. GM Martin said that he believed the proposed funding would be sufficient.

GM Martin stated that the 2014 Budget will be presented at next month meeting with the suggestions offered by the Board through a consensus with only the changes that were mentioned.

- d. INFORMATION/DISCUSSION: During the 2012 Independent Audit auditor Larry Bain recommended an update of the District's GASB 54 Policy. A Draft Policy is being presented for Board review. Formal Board approval of the policy will be recommended at the December 17, 2013 Meeting.

GM Martin stated that at every audit Mr. Bain finds that we need to amend the GASB 54 Policy. This is our latest effort to comply. He indicated that we are not actually doing anything different; we have some of the wording to comply with GASB 54 changes. GASB 54 is more significant if you have Enterprise Funds or Truly Restricted Funds which we do not have.

- e. INFORMATION/DISCUSSION: Board president DeBaldo has requested Board discussion on training for gate attendants. She would like the gate staff to be retrained as they are not closing the gate after guest enter Saddle Creek. Greg

indicated that over the last 3 months he as spoken with the gate attendant no less than 5 time.

He advised them a week and a half ago that they are to greet every guest, open the gate and then close the gate after every car. Greg as now been assured by the gate staff that they understand the procedure.

Director Robinson said that one of the gate personnel had his dog with him and was walking it when he came through the gate. Greg said that he will speak to this person again because animals are not allowed.

Director Baker wanted to know how Greg thinks the gate upgrades are doing. Greg said he doesn't think that we have had one glitch. Director Baker doesn't think that a lot of people got the message that they can get their own private code for the gate.

Greg will try to find a copy of the original news letter and give a copy to Director Robinson so that we can e-mail it to all Saddle Creek residents to advise them of the personal codes available to them. The e-mail will probably not be sent until the first of the year.

STAFF REPORTS

Site Manager: Greg sits on the Mosquito and Vector Control of California Board and just wanted our Board to know that they have decided to hire a new management firm to take care of the association needs, along with regulatory and lobbyist experts. He just found out yesterday that they have hired a firm that our region recommended that they hire.

He thanked the Board on behalf of Ralph, his staff and himself for consideration of the monetary increase in 2014, it will be much appreciated.

Director Robinson read in the paper a report of Yellow Fever Mosquito's and wanted to confirm that we do not have any in the area as yet. Greg confirmed we do not, that they are in the Bay Area, San Mateo and coastal areas.

General Manager: Thanksgiving and Christmas are coming up and he assumes that the Board would like to do the same thing for the employees as they did in previous years. The Board said yes to turkeys for Thanksgiving and candy for Christmas.

DIRECTORS REPORTS:

President DeBaldo – None

V/President Russ – Absent

Secretary Lazarus – None

Director Robinson – Informed the Board that our mail will be delivered by Vicky at least an hour or so later every day because they are now sorting the mail out of Sacramento and not Stockton.

Director Baker – He sees that the drain has been excavated in front of the culvert, and he would like to know if there are any further reports. Greg advised that the clean up is good. There is a little left in the drains but he is confident that the rainy season will clean out the rest of the drain. He also thanked C&C for hiring the back hoe that was used.

ADJOURNMENT – Having no further business, President DeBaldo adjourned the meeting at - 2:53 PM. CSD's next board meeting date is December 17, 2013.

Phyllis Richards, CSD Clerk/Treasurer

Charles Martin, General Manager

APPROVED BY:

Darlene DeBaldo, Board President

Kent Lazarus, Board Secretary

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