

SADDLE CREEK COMMUNITY SERVICES DISTRICT MINUTES  
FOR THE REGULAR MEETING OF THE BOARD  
OF DIRECTORS  
**August 16, 2016**

**CALL TO ORDER:**

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday August 16, 2016. President Russ 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	Sue Russ
Director	Ken Albertson
Director	Owen Bramlett
Director	Darlene DeBaldo
Director	Larry Hoffman

Staff:  
present: The following staff members were

General Manager/ Treasurer	Peter Kampa Site
Manager:	Greg Hubbard
Clerk	Michele Menzies
CSD Accountant	Larry Bain

Members of the public were in attendance

**CHANGES TO THE ORDER OF AGENDA:**

**PUBLIC COMMENT:** Expressed some concerns for another fire exit and brought up turf conditions and wanted an update for the green spots.

**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. **Review of monthly financial report and approval of bills and claims or the month of July 2016.**
- b. **Approval of the minutes of the Regular Board Meeting of July 19, 2016.**

Motion by Director Bramlett and Second by Director Albertson for approval of expenditures incurred by the district during the months of July and approval of the July 19, 2016 minutes. Motion passed unanimously.

**Discussion and Action Items**

- a. Receive, review and approval to file 2015 fiscal year audit.  
Larry Bain-We transitioned accountants very well from Karen to Delores. Financial statements were straight forward, looking into setting up reserves for road funding. We

might want to adopt a GASB 54 policy for the reserve funding.

Motion by Director Bramlett and Second by Director Hoffman for Approval to file 2015 fiscal year audit. Motion passed unanimously.

- b. Status update and review of the agreement between the district and Castle & Cooke regarding the operation of the entrance gate and related matters.

GM Kampa-We came to an agreement that the gates will remain staffed until they can pitch a solution for the gates at their (Castel & Cooke) October meeting. They will be deciding whether they will relocate gates or continue to staff it, as it is currently operating. We are hoping to have more information by our November meeting.

- c. Adopt Resolution approving agreement with NBS Government Financial Group for assistance with development of a special tax measure to fund road improvements.

Director Hoffman-We need to identify long term assets, and then determine a value for a reserve account. It can't be one lump sum it needs to be separated under different categories for funding and incorporate them into our funding before we can go forward. We don't have any reserves it hasn't been done in the past because of broken promises and Castle & Cooke has reached a point where they are no longer doing repairs for us. It's our responsibility to take this on. We have to follow Special District and government accounting standards and we have to man up and put these items in the budget for the future, which requires the homeowners to man up and approve the increase. The roads in Saddle Creek, once inside the gates are the responsibility of CSD and the taxpayers- not the county. Director Hoffman would like to purpose an encroachment or road impact fee for the trucks on our roads, they are heavy trucks and CSD should be getting paid for the damage they cause.

GM Kampa-What the CSD will have is a capitol rolling fund in the budget reserves. GM Kampa would like to put together a purposed budget by the October meeting. We need to find a way to get more public input. This item will be added and discussed at next month's meeting.

Motion by Director Hoffman and Second by Director Albertson for approval of Resolution approving agreement with NBS Government Financial Group for assistance with development of a special tax measure to fund road improvements. Motion passed.

## **STAFF REPORTS:**

Greg-We have been working on creating an emergency fire exit, I will be contacting the fire and sheriff departments and working on creating a map for them. We will start working on the green spots in September we need to prep the grass this is a process that won't be done overnight. There is a process, that has to be followed after seeding to make sure the seeds don't dry out otherwise, you're just wasting your time. First area we will start on is the green, over at the fitness area by the pond and tennis courts and then the 17th Green. We will try a test area for drought resistant plants

outside the gates. Bottom line some areas will start before the end of the year others at the beginning.

GM Kampa-None

**DIRECTORS REPORTS:**

President Russ-None Director  
Hoffman-None Director Albertson-  
None Director DeBaldo-None

**CLOSED SESSION**

Performance Evaluation of the General Manager pursuant to California Government Code 54957.

President Russ announced that the Board was going into closed session to conduct a performance evaluation and asked if there was any public comment on this item, and stated that after closed session, the Board will reconvene open session and announce any action taken in closed session. No public comment was received, and the Board adjourned to closed session. The Closed Session adjourned at 5:50PM, and the regular meeting was reopened. With no remaining audience, and nothing to report from Closed Session, the meeting was adjourned.

**ADJOURNMENT** – Having no further business, President Russ adjourned the meeting at 5:55 PM. CSD’s next board meeting date is to be held September 20, 2016.

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Michele Menzies, CSD Clerk

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Peter Kampa, General Manager

APPROVED BY:

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Sue Russ, BoardPresident

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V/President

SEAL

