

Draft
SADDLE CREEK COMMUNITY SERVICES DISTRICT
MINUTES FOR THE REGULAR MEETING OF THE BOARD
OF DIRECTORS
May 17, 2016

CALL TO ORDER:

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday May 17, 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
Vice President	Lawrence Hoffman
Director	Ken Albertson
Director	Owen Bramlett

Staff: The following staff members were present:

General Manager/ Treasurer	Peter Kampa
Site Manager:	Greg Hubbard
Clerk	Michele Menzies

Members of the public were in attendance

Don Vezinaw
Lora Warner
Roger Golden

CHANGES TO THE ORDER OF AGENDA:

PUBLIC COMMENT: Expressed concern for the water and condition of the ponds as well as the Quail Trail. GM Kampa recommended the public review we will start doing small blog information to search for concerns of ponds, fire prevention etc. which will be coming soon, until then they are free to contact him.

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 April 2016.**
- b. **Approval of the minutes of the Regular Board Meeting of April 19, 2016.**

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

Discussion and Action Items

- a. Approval of appointment of a replacement Board member pursuant to the California Elections Code Section 1780 and District Notice of Vacancy posted on April 22, 2016.

Motion by Director Bramlett and Second by Director Albertson for approval of appointment of Darlene DeBaldo former Board Member, as the new Board member pursuant to the California Elections Code Section 1780 and District Notice of Vacancy posted on April 22, 2016. Motion passed unanimously.

- b. Consideration of adoption of a Fire Prevention Ordinance Code establishing property maintenance standards for vacant and developed parcels, and enacting a schedule of fees and charges for clearing of vegetation by the District and certain enforcement actions.

Background

The District was approved on its creation to provide weed control and fire fuel break maintenance services in support of community fire protection. The District records do not show the creation of a property maintenance standard for weeds, or the Board adoption of a specific process for property owner notification or levying of fees for abatement of weeds and fire hazards.

In conducting the weed control services, District staff is entering onto private property and conducting mowing activities. We then charge a nominal fee for providing these services. When we bill property owners, and in many cases we are not paid for the work performed, and currently have no legal remedy requiring payment for the services. If we are comfortable receiving payment from only a portion of customers billed, then we can proceed by adopting an updated fee that covers the current cost of providing the service, and notifying/completing the work as we currently do.

If the Board wishes to employ a more effective fee system in terms of collectability, then the District must adopt a standard to which all property must be maintained, allow property owners to perform the maintenance themselves within an appropriate timeframe annually or upon notification, and establish a system for District inspection and completion of the lot clearing following District inspection, with appropriate fees to be charged for District conducted clearing. In this case, the process has many administrative steps including identification, notification, conducting public hearings, and levying the fee as primarily a punitive measure for property owners not maintaining their property to the District's fire safety standard.

One additional option for implementation of the lot mowing services and effective cost recovery is to propose the lot mowing service as an activity funded through an assessment or special tax. In this case, voters would be asked whether they want the District to clear vacant parcels as a consistent and convenient service,

funded through the tax with the tax revenue paying the cost to administer the program and complete the lot clearing services.

In summary, our lot mowing/fire protection services and requirements are currently “compliance voluntary” and therefore customers who authorize us to be on their property for mowing purposes may or may not pay the associated cost out of convenience. In order for the fee to be mandatory and collection of the fees certain, additional action is required by the Board. This item is on the Board’s agenda for input and direction, and included herein is language typical for a Fire Protection District in enacting mandatory fire protection regulations.

GM Kampa- Recommends the Board set a standards and look into expenses to create an accurate fee for mowing lots. We will need to have a public hearing and adopt an Ordinance. Board agrees with GM Kampa and would like to proceed forward.

- c. Review of the Saddle Creek Road Report and provide direction on the various funding mechanisms available to provide a source of revenue to fund long term road maintenance and improvements as identified in the report.

Background

The District road report is still in development due to the difficulty in securing engineering contractors interested in performing the update of the road/pavement condition assessment. As discussed at the last Board meeting, we secured the services of a qualified Civil Engineer to update the report, with the expected report completion date for consideration at this meeting. I was notified last week by our consultant that the update report completion date is now estimated to be May 27, 2016. I will work closely with the consultant to ensure completion of the report by that date, and submittal of the final road report to the Board at our June 21, 2016 meeting.

Other than the continued deterioration of the road system, our primary reason for expediting completion of the road condition update report was to be able to submit a tax measure to the voters in the November 2016 election. We have engaged the services of NBS Government Financial Services to assist the District Board of Directors in determining the appropriate tax or assessment funding mechanism to be used to fund the necessary road improvements and maintenance work. NBS will also provide information with regard to the timing, schedule, process and probability of support for each of the types of potential funding mechanisms.

NBS expert Tim Seufert has prepared the attached presentation information and will be in attendance at the meeting to present the information and address our questions. The goal of the discussion is to determine the optimal funding solution, which will drive the upcoming related actions of the Board and staff in placing the funding measure before the voters or property owners. The final amount of revenue needed to be generated by the new tax or assessment will be calculated using the updated road repair and maintenance cost estimates provided in the updated pavement condition report. Considering the tax vehicle at this meeting will allow staff to be prepared with the appropriate actions of the Board at our June

21 meeting.

Following Board direction at this meeting on the appropriate tax vehicle and timing, staff will be evaluating the necessary ongoing expenditures for the current special tax, projected increases in administrative and overhead expenses related to providing road services. The estimated updated road repair and maintenance costs will then be evaluated and included in preparation for the June 21 meeting.

Tim Seufert presented his report and answered questions made by the public and Board pertaining to the Funding Assessment Report.

Director Hoffman recommends we create ad hoc-committee to make sure this goes forward. Appointed members of committee will be director Hoffman and Bramlett.

STAFF REPORTS:

Greg-Start mowing later this week and we will be doing mosquitos abatement for next 3 months. Regarding drought resistance medians we can reduce the lawn by 1/3 or 50% by using rocks and if Board wants to fund a test spot we can in September.

Peter Kampa-In June I'll be attending the General Management-Leadership Summit and then the CSDA Leadership Academy in July.

DIRECTORS REPORTS:

President Russ-None

Director Hoffman-None

Director Albertson-None

ADJOURNMENT – Having no further business, President Russ adjourned the meeting at 4:09 PM. CSD's next board meeting date is a special meeting to be held June 21, 2016.

Michele Menzies, CSD Clerk

Peter Kampa, GeneralManager

APPROVED BY:

Sue Russ, BoardPresident

V/President_____

SEAL

