

SADDLE CREEK COMMUNITY SERVICES DISTRICT MINUTES FOR  
THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
November 15, 2016

**CALL TO ORDER:**

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday November 15, 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

President	Sue Russ
Director	Darlene DeBaldo
Director	Ken Albertson
Director	Owen Bramlett
Director	Larry Hoffman

Staff: The following staff members were present:

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

Members of the public were in attendance

**CHANGES TO THE ORDER OF AGENDA:**

**PUBLIC COMMENT:** Concerns and questions were expressed and answered in regards to the gate staffing and costs within budget items.

Members of public expressed their concern about price and input regarding what is reasonable and acceptable for special tax to pass. Resident Jon Lynch believes money should be spent from reserves now, to start road improvement to show what money will be going toward, to ensure voters will support tax.

**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 October.**
- b. **Approval of the minutes of the Regular Board Meeting of October 18, 2016.**

Motion by Director Bramlett and Second by Director Albertson for approval of expenditures incurred by the district during the month of October and approval of the October 18, 2016 minutes. Motion passed unanimously.

## **Discussion and Action Items**

- a. Discussion Review of draft 2017 District budget, provide direction to staff and call a Public Hearing for December 20, 2016 to receive comments on and approve the 2017 budget.

Greg-We've been down one staff member this year, that's the biggest difference. We are filling that position in the proposed budget, takes quite a while to hire someone new. We will be working on that first of the year.

Board had concerns regarding increase; detailed discussion took place explaining reasons for cost increase between Dolores, Greg and GM Kampa. Larry expressed the revenue is not going up at the same level as expenses; there is a substantial shortfall. Concerned we don't have money. We are working with a deficit.

Ken asked where does this money come from, how do we pay for it?

GM Kampa-Explained in order to fund the year's budget we are taking money from reserve to pay this out. His suggestion is if the board wants to trim the budget, to stop the landscaping work. Then only money would come out of reserves, would be to pay for tax.

Board agreed that they do not want to lose landscaping, as they've already committed to the community.

Greg offered to continue to work one man short if he had to, but expressed it would put a strain on his crew.

GM Kampa-Reiterated we've been thrifty, it's starting to catch up with us. If the tax doesn't pass the first thing we will do is cut staff.

Board asked GM Kampa to cut what they can do without, until parcel tax passes and to bring it back for approval at next meeting.

- b. Discussion and direction regarding the draft Saddle Creek Road Improvements and Operations Special Tax scope, budget, timing of election and communication plan

### **Background**

A first draft 5-year Road improvement budget was presented at the September 20, 2016 Board meeting. At the Board meeting, significant Board and public input was received on the road improvement budget proposal. The purpose of this proposed budget is to establish a special tax funding mechanism that will cover the cost of known necessary road improvements now and into the future, as well as replace existing equipment and facilities to ensure that our services can be provided in perpetuity. The second draft budget is presented in summary form as requested by the Board. As directed, the following changes and additions were made to the first budget version:

1. Separated out the cost of staffing the entrance gate, and proposed an 11 hour per day staffing with an outside security service at an expense of \$25 per hour
2. Increased the proposed expenses for sidewalk and street light expenses to the amount estimated to be needed for long term repair and replacements
3. Evaluated and updated the capital equipment schedule and developed an annual replacement target of approximately \$60,000 per year
4. Developed a simplified version of the budget presentation to show the increased investments in maintenance and improvements with the proposed tax measure.

GM Kampa- Running into time delays, need to have a firm decision by end of December. Discussed 2 options for vote, June 6<sup>th</sup> polling would be 100% cost or with a mail ballot we would be splitting costs with another district. Board decided to go with mail ballot. We want to get information out to public 6-8 weeks before May 2, 2017.

GM Kampa presented budget for road improvements to board for direction and input. Board discovered that a missed cost increase was overlooked. Board asked that the money for manning security gate be removed. Board wants time to reflect and look at numbers again. Board gave direction to GM Kampa to keep yearly tax at \$1,600. The 2 major expenditures needed is to keep pavement up and make sure we have enough money, 2<sup>nd</sup> is the equipment. A special meeting will be held December 13<sup>th</sup> to review new numbers in order to go forward at the December 20<sup>th</sup> meeting, so that a decision can be made on the special tax in time for the May 2<sup>nd</sup> election.

- c. Adopt Resolution approving agreement with Saddle Creek II Association regarding water expense reimbursements

Greg did a lot of negotiation and agreed we will pay 12% of water bill.

GM Kampa recommended Board wait till December meeting to approve to allow the Association to review.

#### **STAFF REPORTS:**

GM Kampa-Had discussion with Scott and Castle & Cooke have agreed to increase gate staff after 1<sup>st</sup> of the year.

#### **DIRECTORS REPORTS:**

President Russ-None

Director Hoffman-None

Director Albertson- None

Director DeBaldo-None

**ADJOURNMENT** – Having no further business, President Russ adjourned the meeting at 4:46PM. CSD's next board meeting date is a Special Meeting to be held December 13, 2016 following our regular board meeting December 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, Board President

SEAL

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V/President