

Saddle Creek Community Services District

Special Meeting of March 1, 2016

AGENDA SUPPORTING DATA

4) DISCUSSION AND ACTION ITEMS

The Board will consider providing direction to management regarding the creation of policies related to operation of the entrance gates including:

- A. Desired service levels including hours and other conditions of automatic and staffed operation
- B. Personnel authorized to access to District facilities including the entrance gatehouse
- C. Financial considerations for staffing of the gatehouse for the benefit of the community's commercial enterprises

Background

I was notified by email on February 24, 2016 that Castle & Cooke no longer intended to fund the staffing of the entrance gate on Friday evenings through Sunday; effective immediately. I responded to Castle & Cooke that if the current staffing arrangement was not continued, that the gates would be closed and placed on automatic operation through the weekend. My response resulted in a series of discussions and the mode of operation seen this past weekend.

I have since again reviewed the past meeting minute records and other written communication on this matter, and determined that a policy statement of the Board should be immediately developed to guide management's actions related to the operation of the gate. This agenda contains the primary points of discussion and direction necessary for management; with a draft policy hopefully to be presented for Board approval on March 15, 2016.

A policy statement will be developed and published so that future Board's, managers and Castle & Cooke management will have an understanding of the expected operation of the entrance gate services; without having to pour through historical meeting minutes and email communications. Once adopted, the policy will serve as guidance in the development of any formal agreements on this matter, such as an operating agreement between the District and Castle & Cooke.

Answering the following questions today will assist greatly in developing the policy:

1. Does the Board wish to allow the gates to be left open without staffing at any time?
 - a. If so, in general when is that acceptable?
2. When staffing is placed in the entrance building with access to the security features and controls, does the Board have an expectation of the level of security these employees are expected to enforce?
3. Does the Board have a level of customer service expectation for any gate house staffing? In other words, are we cautious in persons allowed to enter, accommodating or welcoming?
4. Does the Board wish to financially subsidize any staffing of the gate on weekends to accommodate commercial operations? If so, to what extent?

Recommended Motion

To be developed based on input at the meeting.