

# Saddle Creek CSD Management Objectives

Update Report - November 2017

## Ongoing Objectives

**Stay abreast of trends and technology related to District Operations.**

Actions - Attended CSDA annual conference and Board meetings, Professional Development Committee, review and present CSDA legislative actions

**Oversees annual budget for the District.**

Actions - Transitioned budget to July 1-June 30 fiscal year, adopted preliminary and final budget. Performing to budget

**Board member input into agenda development and delivery of meeting materials a minimum of three days in advance of meetings.**

Actions - On track with improvement seen now with Board Clerk in place.

**Advises the Board of Directors on issues, programs and financial status, prepares and recommends long and short-range plans for District service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future District needs.**

Actions -

- Evaluated loan options for road improvements
- Contracted with Human Resources firm for policy manual update, hiring process documents

**Meet regularly with Board President regarding district matters and to receive input regarding community issues.**

Actions - Occurring on a monthly basis

**Oversee and evaluate CSD staff; update job descriptions and define individual responsibilities.**

Actions - Currently reviewing/revising job descriptions for maintenance positions

**Improve website to notify residents when new items are added or updated.**

Actions - Added projects page, notification sign up process in place, 51 signed up

**Pursue available grant funds whenever appropriate, as a means of preserving its resources for other needed priorities.**

Actions - Regularly reviewing funding notices

**Invest available funds in accordance with District Investment Policy and state law so as to safeguard District funds, meet District liquidity needs and achieve the highest prudent return on investment and report to the Board quarterly.**

Actions - Total invested funds are reported monthly in the Statement of Cash Flows and Balance sheet. Board approved LAIF as potential investment, and CDs may be invested in LAIF in March 2018, depending on interest rates and cash needs

**Work closely with allied agencies, i.e. Castle & Cooke (C&C), Calaveras County Water District (CCWD), and other agencies to achieve CSD goals and objectives.**

Actions - Met with Scott Thayer and working through water meter related issues; engineering likely needed.

**Continuously improve the quality and usability of information available on website, coordinating with HOA and others to clarify responsibilities when possible.**

Actions - Additional information will be added in the coming months as Clerk and GM time allows

## March 2018 (6 month goals)

**Develop cost effective plan for drought tolerant landscaping.**

Start - January 2017

End - Estimated July 2018 completion

On track - Reviewing architect proposals, expect contract award in December with 180 day project completion timeline

**Implement "New CSD Board Member" orientation in a timely manner.**

Start - September 2017

End - February 2018

On Track - Manual updated from 2016, scheduling orientation and full board reintroduction in February each year

**Implement Pavement Improvement Program.**

Start - September 2017

End - June 2018

On Track – Preliminary Design Report completed, Estimate construction spring/summer 2018

**Establish Fiscal Reserves for critical equipment and infrastructure replacement as a result of Measure A passage, including upgrade of Board Clerk PC and laptop immediately and install appropriate software, and lease appropriate office copier.**

Start - September 2017

End - Estimate full completion February 2018

On track – Purchased laptop, software subscriptions, leased copier. Preliminary reserve policy reviewed by Board, final pending Capital Equipment Replacement Schedule update

**Begin to develop drought tolerant landscaping project.**

Start - September 2017

End - June 2018

On track - Worked with Ad Hoc Committee to develop recommendations to the Board for landscape architect contract

**Continue to improve communication with CSD Staff and Board President.**

Start - September 2017

Ongoing

On track - Additional Effort necessary, this presentation is solid means of communication

- *Need additional means of measuring success of this objective, or move to Ongoing management responsibilities*

**Develop a process to document and track responses to Board recommendations and public input and concerns in monthly General Manager's reports and ongoing Q&A documents.**

Start - September 2017

Ongoing, estimate February 2018

On Track - Board Norms and Protocol scheduled for initial discussion on November 21, 2017 and December 2017

**Second Gate: Research with C&C and Calaveras County as to what funds are available, where they reside, and how they can be accessed.**

Start -- September 2017

Ongoing, estimate March 2018

On track - Reviewing original development agreements, correspondence in files, initial Board discussion regarding an engagement letter on agenda November 21, 2017

- *Need clarification on success measure for this objective*

**Monitor SB1 Tax allocation in an effort to influence distribution to Special Services Districts.**

Start - September 2017

Ongoing, no action

***Stalled - Requires law changes.***

**Complete personnel handbook update and development.**

Start - September 2017

End - Estimate March 2018

On track - however the task is larger than expected due to historical method of action - Working with HR consultant, also proposing some policies on agenda individually.

**Improve and automate records management system.**

Start - September 2017

Ongoing, estimate June 2018 completion

On track – established OneDrive cloud based file system based on CSD computers, organized naming convention, developed file tree.

## **February 2019 (18 month Goals)**

**Implement a Capital Improvement Plan.**

Actions -

- Completed road condition assessment update and estimated capital and maintenance needs into future
- Willdan to complete long term maintenance program description
- Landscape architect to complete long term maintenance program document

Estimated Completion - February 2019

**Involve Community in a Goals and Priority Setting Session.**

Started - September 2017

Ongoing as needs arise

Actions -

- Landscape committee is working diligently toward community beautification
- Measure A process included multiple town hall meetings with significant input on priorities
- ***Need Board input on success measure for this objective. Is this a policy statement regarding public input expectations? Is this directing the need for an overall strategic plan or community plan for additional services or amenities?***

**Conduct asset inventory with condition index.**

- Spreadsheet containing all capital equipment and rolling stock is in place; needs condition assessment and estimated replacement date and cost
- Inventory of infrastructure assets such as storm drains, lighting, conduit, and buildings not yet started
- Must be completed and values assigned prior to reserve policies being finalized
- ***Potential engineering study in 2018/19 fiscal year***

**Develop road construction standards and encroachment permit process for Board approval.**

Start - September 2017

- Willdan to prepare construction standards and specifications in 2018/19 fiscal year; for Board adoption
- Potential consulting study needed to establish permit program and fees (Proposition 26 compliance)

Estimated completion - Road standards June 2018; Encroachment Permit process - February 2019

**Finalize reserve policies.**

- Initial policy discussion with Board in March 2017 as part of Measure A planning process
- Final policies to be developed after asset inventory, condition/replacement schedule developed and valuation completed

Estimated completion - Feb 2019

**Develop a list of entities with which the District has interaction**

Started - September 2017

- Process of identification has begun and being completed as time allows; lower overall priority

Estimated completion February 2019