

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Minutes of the Regular Board of Director's Meeting
October 19, 2011

Approved as amended on November 16, 2011 (Amendments noted in red)

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Paget**: 5:30 p.m. Board members present: **K. Wilder, D. Paget, V. Hanelt, K. McKenna** and **A. LaCampagne**. Staff Members present: **J. Andrews, C. Wilson** and **J. Clark**.
2. **Recognition of Guests and Hearing of the Public:** **Henry Gundling, Mark Scaramella** and **Kathy Bailey**.
 - **K. Bailey** representing the Anderson Valley Chamber of Commerce ó Pending closure of Hendy Woods State Park. Of all the parks slated to be close in California, eight are in Mendocino County. There is a hearing scheduled between the Assembly Water, Parks and Wildlife Committee and the Committee on Accountability and Administrative Review in the Assembly on November 1, 2011 on the proposed closure of state parks. Criteria for closing parks did not take into consideration the local economy ó revenues drastically down ó may actually close under Parks system but there is a bill that allows non-profits/private contractors to operate the parks ó state is responsible for parts (water systems, etc.) with the private contractor responsible for the rest ó plan initially is for a five-year period. **Bailey** is trying to get letters from our county supporting not closing Hendy Woods State Park. **Scaramella** asked who drafted the original language on the park closures ó response was that it was a trailer bill that came from budget hearings. **Scaramella** said he has heard that Hendy Woods is one of the parks they may be trying to save ó **Bailey** said there was nothing definite as yet. **Bailey** suggested that perhaps the CSD could take part in an oversight role. **Bailey** would like the AVCSO to write letters to both the Committees meeting on the first of November and also to the Governor. **Paget** asked the members of the Board if they were in favor of sending the requested letters ó **LaCampagne** asked if that was within our purview ó **Paget** said yes, this is certainly more appropriate than the marijuana dispensary issue. **Gundling** ó nothing more important than keeping Hendy Woods open ó five year deal, between the AVCSO and the Anderson Valley Land Trust, we should be able to keep it open. **Bailey** ó there are economic conglomerations that assist with getting grants and funding ó trying to come up with a ball park figure it would take to keep the park open. **Hanelt** asked if there were any models in existence that have parks being operated by non-profit organizations. **Bailey** said not really, parks have never been closed before. *Motion by Wilder to add the subject of the letters to tonight's agenda, seconded by Hanelt and passed by unanimous vote. After further discussion, Wilder amended his motion to include "letters rewritten as from the Board", again seconded by Hanelt and the motion passed by unanimous vote.* **Bailey** thanked everyone and asked that all think about ways we could do this. **Gundling** said it was not a good outlook for California in the next 3-4 years. **Bailey** left at this time.
 - **Scaramella** ó thinks there was a misunderstanding in what we provided to Emil Rossi ó letters to the editor required more information ó would like the Board to review to see if we have more debts.
3. **Approval of Minutes:** **Paget** commended **Clark** on the minutes from last month. **Scaramella** pointed out one correction ó Page 4, his comment after the break should have read "Even though the CSD has no say one way or the other, we you did send a letter to Planning and Building, and we you did invite Hamburg here to see if she could convince us to reconsider our stand against issuing a business license." *Motion by LaCampagne to approve the minutes as amended, seconded by Wilder and passed by unanimous vote.*
4. **Correspondence Received:** Reviewed

5. **Changes or Modifications to Agenda:** None.

6. **New Business:**

- a. Discussion and Decision on Posting Campaign Signs on CSD-Owned Property ó **Wilder** said he was approached by someone to post a campaign endorsement on the Airport which is part of the CSD property. **Wilder** said he does not feel it is appropriate to post such notices. **Paget** and **Hanelt** agree. **Hanelt** said we can avoid entire issue by not putting up any political posters. **Paget** ó would prefer òcampaignö instead of political. **Paget** ó what about Cal Fire? **Motion by Wilder - CSD will not allow election related and/or campaign type signs on CSD property. Motion seconded by LaCampagne and passed by unanimous vote.**
- b. Discussion and Decision on Whether or Not to Establish a Reserve Account with EDD. **Andrews** advised that if we want to establish a Reserve Account we have to do it by January and notify them in writing. We will be receiving a bill covering the last quarter. Forty-eight weeks total coverage allowed, we would not be responsible for any federal extension. **McKenna** ó have not paid in 40-years, the 1.2% of total payroll discussed at the Budget meeting may be incorrect, could be up to 5.4% or up to 20% of total payroll ó recommends we do not establish an account ó have \$6,257 in Personnel Reserve Account. **Paget** said it is her understanding we would be paying anyway even though she had another employer. **Wilder** asked if anyone was willing to make a motion one way or the other ó no response. Matter dropped for lack of a **motion.**

7. **General Manager's Report:** Copy attached.

- CAAP Grant has been submitted..
- E-mail from Gene **Herr** with question on General Manager's duty to drive through town once a month to see if all lights are working. **Wilson** said that used to be done when the GM lived locally. **Andrews** said she would be more than willing to check the lights once a month.
- Auditor ó is waiting for proposal from Jim Sligh from Ukiah ó has received proposal from a Sacramento firm (copies provided for all Directors to review). Celentano has called again ó asking for a copy of Bower's report, is in disagreement with Bowers and wants to turn him in to the State. **Andrews** suggested we charge him for her hourly rate and copying. **Wilder** ó call him, make copy and advise him he is welcome to come in and pick up, charge him for cost of copying, etc. Should also request a copy of his report to the State on Bowers. **Andrews said she would mail the report to Celentano.**
- Received proof of insurance for the AV Youth Football program.
- Submitted second bill to Boating and Waterways.
- CSDA Webinar on Records Retention ó broad overview on reverse side of GM's Report.
- Typewriter ó requests permission to do away with typewriter, only works half the time and is taking up room that could be used otherwise. It was noted that the typewriter was loaned years ago ó not property of the CSD, no action required by CSD.
- Noted that Lake County has or is in the process of rescinding their Marijuana Dispensary Ordinance. **Paget** said she heard it was because the marijuana people are thinking/threatening to sue the county.

8. **Fire Chief's Report:** Copy attached. Mostly informational. **Scaramella** asked if **Wilson** would be bringing a request to the Budget Committee next month for \$50,000 for the tenders. **Wilson** said yes, he met with the Association earlier today and they have committed \$25,000 towards the purchase, contingent on CSD matching the funds. **Gundling** advised **Wilson** that he is always welcome to obtain water from his lake, which is 20-feet deep.

9. **Fire Protection Committee Report:** Copy of minutes attached.

- **Scaramella** asked if **Wilson** would be addressing the ongoing maintenance of the tenders ó **Wilson** responded they would be part of the Preventive Maintenance Program the department

has.

- Noted meeting time for the Committee has been changed to 4 p.m.
- Unnamed roads ó trying to get them all named, working with County.

10. Budget Committee Report:

a. Budget Chairperson Report & Recommendations

- (1) Committee Recommendation on òWebsite for CSD ó Recommending mcn.org. Line Item 6640 Publications and Legal Notices will cover cost. *Motion by Hanelt to establish and develop a website for the CSD, seconded by McKenna and passed by unanimous vote.* **McKenna** has volunteered to do so.
- (2) Committee Recommendation of Approval on Increasing Amount Airport Manager is Authorized to Spend to \$500 Without Prior Authorization. *Motion by Hanelt to increase amount to \$500, seconded by LaCampagne and passed with four aye votes, Wilder abstained.*
- (3) Committee Recommendation to Approve Expenditures - *Motion by Hanelt to approve expenditures as presented and approved at the October 12, 2011 Budget Committee meeting. Motion seconded by LaCampagne and passed by unanimous vote.*

Discussion on Budget Committee Policies and Procedures ó when we sponsor a grant, we are on the hook for the money if the organization does not meet all requirements of the grant ó we are responsible for total sum since we are paid the funds ó not following proper hiring procedures could disqualify and they could demand the money back ó Land Trust hired child of a LT member without advertising and paid as a contractor ó we need to follow stricter rules. **LaCampagne** suggests we enter into a Memorandum of Understanding (MOU) with organization asking us to sponsor, provide a waiver as we are a pass through entity only. **Paget** - if we have a MOU we would be making sure organizations know what our expectations are, but if someone screwed up, they would still come after us ó would hate to stop taking part in grants, as a public agency we are the only avenue for some grants. **Hanelt** ó to reduce our risk we would have to supervise more, doesn't think we would do that. **Wilson** said it could come back on you personally in the case of malfeasance. **Hanelt** ó feels this is something we would put in the Budget P&P under contracts. **Paget** said we may approve the Budget P&P tonight and consider this part later. **Wilson** - doesn't mean we can't do it, just be prudent in projects we choose to sponsor.

Wilson and Gundling left at 7:04 p.m.

b. Request for New Expenditures (if any) None

11. Airport Committee Report: Copy of minutes attached

- Records kept of aircraft that park overnight, if they do not pay, a letter is sent requesting payment and they usually respond with payment.
- Tie down ropes will eventually be replaced with chain.

12. Recreation Committee Report: Copy of minutes attached.

- No Teen Center Coordinator as yet.
- Cycled Event last Saturday raised a little over \$3,500
- Reviewed report of AVCSA Teen Center Participants 2010/11

13. Personnel Committee Report: No meeting. **LaCampagne** started but did not finish Personnel P&P, will present next month. **Wilder** stated he had problems with opening documents, editing or working on documents. **Paget** suggested polling people before you update, check to see if you are compatible with all recipients.

14. Policies and Procedures Committee Report:

a. Approval of Series 3000 ó Airport and Budget Committee

- Airport - Access Agreement already approved. Changes to 3005 indicating òcommittee

members must reside within the boundaries of the AVCSD,ö rearranging paragraph on posting notices, and 3060 under action ó change to read ö .and use will continue only with respect for the needs *permission* of the CSD, legalí .. Last sentence to read öAccess ~~must~~ is revocable by the CSD for a property owner/renterø failure to abide by all stipulations set forth ~~by permit~~ *in the Access Agreement* and physical access requirements. **Motion by LaCampagne to approve with noted corrections, seconded by Wilder and passed by unanimous vote.**

- Budget Committee -3025 ó Grant Applications, one more paragraph to be added re MOUs, use boilerplate MOU that we can modify to our needs. **Paget** suggested postponing approval, add paragraph and resubmit in November. Add to November Agenda for approval. 3020 ó 7th paragraph ó öall fundraising projects must be approved by the board.ö Perhaps should read öAny event requiring CSD financial management must be submitted to the budget committee for review and for approval of the board.ö Programs that are requiring insurance only should not have to go through the budget committee. **Scaramella** stated if no budget implications and Board approves, there should be no budget committee interest. **McKenna** ó in order to be covered by our insurance, the CSD has to sponsor. **Paget** ó will be coming back to this policy ó research further and be prepared to clarify ó Barbara Goodell would be a good source.

b. Review Series 3000 - Personnel Committee. Will be reviewed next month.

15. Old Business:

- a. GSRMA ó Workersø Compensation Resolution. Question on who is to be covered. **LaCampagne** suggested any volunteers who are authorized to perform services for the CSD. Volunteers helping to build station ó fire spotters ó chaperones on TC trips???? **Paget** asked that everyone think about it and bring suggestions back next month.
- b. Proposed Policy for Removal of District Records from District Facilities - **Hanelt**. **Scaramella** thought we do not need a policy to comply with the Public Records Act. **Paget** offered that it is easier to consult your own policies that checking with the Public Records Act. Clarified this is for removal of documents from district facilities. **Motion by Hanelt to approve as submitted, seconded by Wilder and passed by unanimous vote.**
- c. Reconsideration of Letter to Building and Planning re Marijuana Dispensary ó moot point, no action required. County 9.3.2 put on hold because of the Federal actions (raids on dispensaries.)

16. Any Special Item Not on the Agenda but Approved Unanimously by the Board or Legally Required or Authorized for Immediate Action - none.

17. Concerns of the Directors:

LaCampagne - None

Wilder ó Is hungry

Hanelt ó None, turned her signed Oath of Office in for the files

McKenna - None

Paget - None

18. Closed Session ó no required

19. Adjournment: Meeting adjourned 8:30 p.m.

Joanie Clark
Secretary/Clerk