

**ANDERSON VALLEY COMMUNITY SERVICES DISTRICT**  
**Minutes of the Regular Board of Director's Meeting**  
**November 16, 2011**

**Approved 12/14/2011**

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:** **Mateo LaCampagne**
3. **Approval of Minutes:** Minutes amended as follows: Page 2, No. 6, b., change last sentence to read "Matter dropped for lack of motion". No. 7, third bullet, add "**Andrews said she would mail the report to Celentano.**" *Motion by McKenna to approve the minutes as amended, seconded by Wilder and passed by unanimous vote.*
4. **Correspondence – For Review** Paget asked Wilson to explain what the letter from the Board of Forestry was about. Wilson said they have reverted back to the original fee of \$150 per parcel ó parcels with habitable structures on them ó throw out most of the credits including the one for those who reside within our district ó changed wording for credits from Fire ó Preventionö District to Fire ó Protectionö Districts ó additional structures will add a \$25 fee.  
**Wilder** commended Andrews on her response to Emil Rossi, very concise and to the point.
5. **Changes or Modifications to Agenda:** None.
6. **New Business:** None
7. **General Manager's Report:** Copy attached.
  - Audit proposal from Jim Sligh is about \$600 more than Bowers charged. Bowers has provided adjusting entries, he told Andrews to "post or give to next auditor." Wilson proposed that he and Andrews arrange a conference call with Bower.
  - Requests permission to go ahead and start on organizing the records in Philo ó discussion revealed permission was granted in September or October.
  - Excel course very beneficial. Obtained a quick course if anyone is interested in reviewing it.
  - Met with Jerry Bowers to determine internet source, etc. Bowers said the router is not giving out a strong enough signal which is why she is not able to get on line frequently or loses signal completely. Wilder suggested Andrews look into the rates for business/non-profits from AT&T ó Board directed Andrews to proceed with getting the information from AT&T.
8. **Fire Chief's Report:** Copy attached, mostly informational. LaCampagne asked where the Vista Ranch location is where they are renaming roads ó Wilson said it is off Highway 128 and County Road 152. Question on when purchase could be made on VFA grant, Andrews to follow-up on that.
9. **Fire Protection Committee Report:** Copy of minutes attached, mostly informational. Main action was review of request to expend \$25K for water tender, approval recommended to Board.
10. **Budget Committee Report:**
  - a. Budget Chairperson Report & Recommendations
    - (1) Committee Recommendation on Teen Center Request to Apply for Grant from the Mendocino Community Foundation ó discussion on stipends ó overview by Wilson ó researched with IRS and cannot pay stipend to an employee, (see attached memorandum from Wilson dated 11/14/11) must be included with wages and regular deductions made ó employee can volunteer for duties that are not included in ordinary duties. The other issue is reimbursements ó food, mileage must be made under an accountable expense with receipts and must be related to activity. Andrews asked if we met the 20% rule we would not have to make withholdings - Wilson said no, we do have to withhold anything that would be normally be deducted from wages. McKenna asked about the Boot Stipend and how we

were going to pay that Wilson said it would be paid as wages with deductions discussing perhaps making it a one-time payment yearly. Wilder asked how this affects Schenck's request to apply for grant. Wilson said they could approve the application for the grant and when we are going through the Personnel and Budget P&Ps, incorporate the necessary information. Wilder simple to put in P&Ps, comply with current P&Ps now. Wilson said he would not recommend approval of this request without the caveat included. ***Motion by LaCampagne to approve the Teen Center's request to apply for the Community Foundation Grant with the conditions that all payments are in compliance with all IRS and FLSA regulations. Motion seconded by McKenna and passed by unanimous vote.***

(2) Committee Recommendation to Approve Expenditures - ***Motion by Hanelt to approve expenditures as reviewed and approved at the November 9, 2011 Budget Committee meeting. Motion seconded by McKenna and passed by unanimous vote.***

- b. Request for New Expenditures (if any) Budget Committee recommended approval of the Fire Chief's request to expend \$25,000 for the purchase of a used water tender. The Firefighters' Association has agreed to provide \$25K contingent upon the CSD matching the funds. Will be purchasing two tenders, first to go to Rancho Navarro and the second to the new Holmes Ranch station upon its completion. Purpose for buying two is twofold first to satisfy water needs and secondly, meet ISO requirements. Rancho Navarro residents are getting their insurance cancelled or raised significantly because of the reclassification of that area by ISO. Wilder asked if Wilson had the funding in place or response was yes. ***Motion by Wilder to approve the expenditure of up to \$25K for the purchase of a used water tender, seconded by McKenna and passed by unanimous vote.*** Paget asked if the Department's agreement with Rancho Navarro included providing water for a tender? Wilson said not per se, but there is ample supply of water from a number of sources. Paget also asked if there were hydrants available on the Holmes Ranch or Wilson responded they will have the same water source as Philo (holding tanks) and other sources throughout the ranch.

**11. Airport Committee Report:** Copy of minutes attached

- Wilder commented that Jerry Bowers is doing a terrific job after taking over from Jim Nickless.
- Noted there was some concern by committee members on the requirement that members had to reside within the CSD boundaries.
- As of 11/1/11 \$460 in parking fees have been collected beginning in January of this year.
- Jim Nickless was also the licensed applicator for weed control on the Airport, currently looking for a replacement.

**12. Recreation Committee Report:** Copy of minutes attached.

- Determined that events requiring insurance only do not have to be submitted through the Budget Committee.
- Request to rename bank accounts: Apple Juice Funds to be renamed "Self-sustaining Seed Funds"; and the Unallocated General Fund to be renamed the "Long Term Permanent Project or Facilities". No motion required. Andrews will make changes.
- Cycled Program is continuing to raise funds.

**13. Personnel Committee Report:** No meeting.

**14. Policies and Procedures Committee Report:**

- a. Approval of Series 3000 or Budget Committee
- Budget Committee -3025 or MOU for Grant Applications reviewed or question on admin fees, etc. on grants or that is already in the approved P&P. Paget asked how Fire reimburses the CSD on federal grants or Wilson said the CSD and Fire have an agreement that since he does almost all of the work applying for federal grants, the CSD agrees to absorb any admin fees.

- Suggestion that No. 3 of the MOU be changed to read “Grantee to ensure that required Workersø Compensation and Liability Insurance coverage is provided”. (SCARAMELLA ARRIVED AT 6:50 P.M.) Scaramella suggested adding the “California Public Records Act” to No. 5. Paget asked if this, as revised, would cover all areas if Cycked came to us for a planning grant? Another suggestion to add “bidding” between “advertisements” and “interviewing” under No. 1, c. Paget requested that copies of the proposed MOU be sent to the Teen Center, Recreation, Cycked Program and the AV Land Trust for review ó Andrews to do so. MOU to be added to both Budget and Board agendas in December. Comments to be turned in to the new P&P person. Paget said it seems to her that after putting all the pieces together, the P&Ps should require final review and approval by the Board.
- b. Review Series 3000 - Personnel Committee. Paget asked that all involved review the Job Descriptions. Personnel and Fire are the only outstanding P&Ps now. Scaramella ó job description audits are done by supervisors.

**15. Old Business:**

- a. GSRMA ó Workersø Compensation Resolution. Reason held over was to decide who was to be covered ó blanket everyone or limit? Coverage of non-emergency personnel under Workersø Compensation insurance is a selective process ó do not include any and all ó only as authorized by the Board. Scaramella suggested using “authorized projects, activities”. McKenna asked if we pre-authorize?. What happens if someone gets hurt? Paget said it gives us the allowance of dealing with individually. Question ó if we didnø want to cover the Simple Living (example only) would we have to specify no? Scaramella suggested putting on box on the Recreation Forms indicating whether or not Workersø Compensation is being requested. Wilson ó should include when Workersø Compensation rights have been specifically granted. Scaramella again suggested using the check box. Paget ó if not checked, it is not authorized. Wilson suggested using two boxes; one  WC Authorized, and another  WC is not authorized. Insert Workersø Compensation is specifically authorized or not authorized. *Motion by LaCampagne to approve Resolution as amended for submission to our Insurance company, seconded by Hanelt and passed by unanimous vote.* Clark to prepare for Pagetø signature tomorrow.
- b. Retention/Organization of Records in Philo, Goal and Timelines ó Previously approved. Wilson said he is going to Ukiah and will be able to purchase the filing cabinets that have already been approved.

**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 None

**Hanelt** ó None

**McKenna** - None

**Paget** ó Announced that Jared Huffman will be at Hendy Woods on Saturday at 2:30 p.m.

**Scaramella** ó Feels keeping Hendy Woods open is at least as important as retaining a second deputy in the valley.

**18. Closed Session** ó no required

**19. Adjournment:** Meeting adjourned 7:40 p.m.

Joanie Clark  
Secretary/Clerk