

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
Minutes of the Regular Board of Director's Meeting  
January 18, 2012

**APPROVED AS AMENDED 2/15/12 (Corrections shown in red.)**

1. **Call to Order and Roll Call:** Meeting called to order by Vice Chair Wilder at: 5:30 p.m. Board members present: K. Wilder, H. Gundling, K. McKenna and F. Martin. Staff Members present: J. Andrews, C. Wilson. Director H. Gundling arrived at 5:37 p.m.
2. **Recognition of Guests & Hearing of the Public:** Kathy Bailey, Heidi Gundling, Cesar Maldonado
  - a. Cesar Maldonado introduced himself as the new Teen Center Coordinator. He also works as a liaison for the AV School District. He has many upcoming fundraisers planned and a ski and biking trip. Wilder applauded Maldonado for his effort on the "Every 15 Minutes" group. Maldonado departed at 5:05 p.m.
  - b. Kathy Bailey requests the CSD be a fiscal sponsor only to receive deposits until HWC gets their 501c3 non-profit status and submitted letter of understanding releasing the CSD from any financial responsibility and agreeing to pay CSD an admin. fee for their time. Wilson said that recently the IRS has seen a dramatic increase in requests and it could take much longer than 6 months to receive non-profit status. Bailey said she tentatively requests fiscal sponsorship from the CSD until the end of calendar year 2012. Wilder said we can consider extending the timeline if non-profit status has not yet been granted by then. Andrews submitted attached budget only for reporting purposes and created a line item bank fund under the REC Dept. based on the budget Bailey had presented last week to the Budget Committee. Bailey said they keep their own internal budget and do not expect the CSD to create one. Bailey departed at 5:30 p.m. *Motion by McKenna to approve the HendyWoods proposal. Seconded by Gundling and passed with a unanimous vote.*
3. **Approval of Minutes:** *Motion by McKenna to approve the minutes, seconded by Martin and passed by unanimous vote.*
4. **Correspondence – For Review:** No discussion
5. **Changes or Modifications to Agenda:** 14b is actually series 2000, not 3000
6. **New Business:**
  - a. Allocation of Fund Balance Carryovers to Reserve Accounts ó Wilson ó Postponed until February
  - b. Revised Fire Department Budget ó Wilson ó Postponed until February
7. **General Manager's Report:** Copy attached.
  - Began audit yesterday with Jim Sligh. Going very well and will give more update in February. Will make sure books are in line from Rick Bowers' 09-10 audit before proceeding.
  - Spoke to Celentano regarding complaint to state against Rick Bowers. Majority of complaint regards a different agency in Mendocino, but our name is mentioned. Additional adjusting entries that Bowers gave afterwards to Andrews in September may explain the discrepancy.
  - Records in Philo are mostly sorted. Much to discard after Kathleen McKenna, Gene Herr, and Valerie Hanelt looked over and consulted Public Records Act. Wilson offered to discard unneeded documents.
  - New AT&T internet service successfully installed in Boonville station. Andrews' computer still occasionally won't connect, even though her signal strength says excellent. Will consider purchasing new computer within next 1-2 years for necessary and timely upgrade.
  - Reminders for AV Museum tour January 25<sup>th</sup> at 5:00pm and online ethics training February 22<sup>nd</sup> from 10:00am-noon.
8. **Fire Chief's Report:** Copy attached, mostly informational. Wilder asked Wilson about issues at school after inspection. Wilson said there were some minor and major issues, but the school is working with him and will get them resolved. Tim Holliday is no longer battalion chief in Yorkville,

but now in engineer position. Andres Avila is the new battalion chief and Sarah Farber has replaced Avila as captain.

9. **Fire Protection Committee Report:** Copy of minutes attached, mostly informational. Approved new budget and fund balance carryover, but subsequent to that, **Wilson** found changes that need to be made and will revisit in February.

10. **Budget Committee Report:**

a. Budget Chairperson Report & Recommendations

(1) Committee Recommendation on Recreation Department's Request to act as fiscal sponsor for Hendy Woods Community, Inc. ó already approved under 2b.

(2) Committee Recommendation to Approve Expenditures - ***Motion by McKenna to approve expenditures as reviewed and approved at the January 11, 2012 Budget Committee meeting. Motion seconded by Gundling and passed by unanimous vote.***

b. Request for New Expenditures - None

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

- Annual selection of new members: Gerald Bowers ó chair, Pete Beneville, Kirk Wilder ó liaison to board, Janet Lombard ó secretary, Bill Gawthrop ó replacing Jim Nickless.
- Ongoing maintenance continues.
- Finding out from county what's required for herbicide certification to apply Roundup to weeds since Jim Nickless no longer is able to. Will notify CSD board when new person is chosen.
- Reviewed insurance and approved. **Andrews** paid annual premium to Pik\* West.
- AOPA magazine named Boonville airport as having one of the best T-shirts in the country. Many people now requesting T-shirts by e-mail to AOPA and will forward onto **Wilder**.
- **Wilder** told **McKenna** airport portion of website needs some corrections that are easy to do. **Martin** asked about the slurry sealing. **Wilder** said not anytime soon and that we apply for grants, both state and federal. We have actually gotten 3 federal grants in the past. **Gundling** asked if CalFire can land **fixed wing tankers** at the airport. **Wilder** said they don't because they can't reload there, **but helicopters come in quite often**

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

- **McKenna** said Cycked has raised over \$5,000. She went to the MCOG meeting on January 17<sup>th</sup>. They're applying for a bike path planning grant and **they hope** it will be facilitated by MCOG, therefore the CSD will not be financially responsible. **There are two other competing agencies and one is in Hopland.** Cycked has to write a concept proposal to MCOG by February 17<sup>th</sup> for their March meeting. MCOG is the regional transport authority for this county. An agency in Westport got a grant for a similar purpose, but it ended up that CalTrans agreed to build 80% of the miles anyways. **McKenna** requested that CSD write on letterhead that the CSD supports the idea, but not in money or time. **McKenna** said she is willing to draft a letter for approval at the February 15<sup>th</sup> CSD board meeting. **Martin** said Melissa Meader contacted him asking for an additional letter of support from the Fire Department. Requested that both letter be put on the February agenda for approval.
- 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.
- Cycked Program is continuing to raise funds.

13. **Personnel Committee Report:** **Wilder** said the evaluations are ready to start and that all staff and board members can fill out and put in his or **McKenna's** box within 7 days so they can proceed with employee reviews. Employees will also evaluate themselves.

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

- a. Approval of Series 3000 óBudget Committee
  - Budget Committee -3025 ó MOU for Grant Applications ó *Motion by McKenna to approve MOU, seconded by Gundling and passed with a unanimous vote.*
- b. Review Series 2000 - Personnel Committee. **Wilder** suggested moving discussion on Series 2000 to the February meeting so new board members have more time to review.

**15. Old Business:** none.

**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:**

**Gundling** - None

**McKenna** ó None

**Martin** ó None

**Wilder** - None

**18. Closed Session** ó GM benefits. Decision postponed until February pending performance evaluation.

**Wilder** hadn't realized that even though employment agreement stated raise after one year pending performance evaluation that board agreed last July to implement raise at start of fiscal year 11-12.

**19. Adjournment:** Meeting adjourned 7:00 p.m.

Joy Andrews *on behalf of Joanie Clark*  
General Manager-Bookkeeper