

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Minutes of the Regular Board of Director's Meeting
March 21, 2012

APPROVED AS AMENDED 4/18/12 (Corrections in red)

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:33 p.m. Board members present: V. **Hanelt**, K. **McKenna**, and H. **Gundling**. Staff Members present: C. **Wilson**, J. **Clark** and J. **Andrews**.
2. **Recognition of Guests and Hearing of the Public:** Mark **Scaramella**
3. **Approval of Minutes:** Postponed until K. **Wilder**'s arrival (had advised he would be about 15 minutes late.)
4. **Correspondence – For Review.**
 - **Scaramella** pointed out an increase in the Municipal Service Review (MSR) portion of the LAFCO proposed budget and asked if any MSR was scheduled for us ó **Wilson**'s response was no. **Scaramella** thought we should question the increase, **Wilson** said the best way to do that would be to attend the hearing. **Scaramella** thought a letter from the Board would be sufficient - overall reduction in the proposed budget. **Scaramella** said he would prepare a draft letter to LAFCO.
 - **Hanelt** read a late addition to the Reading File from the Community Action Coalition (CAC) ó Invitation is asking every organization in the valley to send 2-3 delegates to a Delegate's Tea on April 17, from 6-8 p.m. at the Live Oak Building. Purpose of the meeting is to discuss the future of the Anderson Valley and the Coalition. öThe CAC has received Drug-Free Communities funding from the federal government for nine years and has one last year of funding available. The Coalition will only continue beyond the funding as a volunteer organization. How can we continue to be responsive to the issues of the health and safety of the community? We invite you to meet with us on the 17th to plan how we can keep the connection and responsiveness going.ö
- K. **WILDER ARRIVED AT 5:45 p.m.** Minutes reviewed at this time ó *motion by McKenna to approve minutes as submitted, seconded by Wilder and passed with three aye votes, Hanelt abstained because she was not in attendance.* Clark commended **Andrews** for a great job on the minutes.
5. **Changes or Modifications to Agenda:** Move 14. A to 6. C.
6. **New Business:**
 - a. Draft Budgets ó for review. Per **Wilson**, the draft budgets should not go to the Board until next month, no need to discuss tonight.
 - b. Authorization to Go to Bid for the New Holmes Ranch Station ó **Wilson**. Requesting permission to go to bid for the new building, will advertise in the Ukiah Daily Journal, set a date for bid opening for two weeks after bid goes out, Fire Protection Committee, with the assistance of one additional Board member, reviews and makes recommendation to the Board. *Motion by Wilder to authorize the Fire Chief to proceed with the process, seconded by McKenna and passed with four aye votes.* It was noted that the Budget Committee had also reviewed and recommended approval of the request.
 - c. **Ricard** Property ó **McKenna**. **McKenna** would like to find out if there is some sort of ordinance or anything we can enact in order to do something about the buildings in question. **Wilson** said he attempted to have an ordinance enacted 13-14 years ago to adopt a fire code for the valley but it was defeated ó says even if the fire code was in effect now he would not condemn the building as long as it is kept secure. **Scaramella** said he had drafted a letter in 2007 for the Board to send to **Ricard**, Board watered content down and wound up not really asking much of **Ricard**. **Wilder** ó different Board now, resubmit the letter for review. *Motion by Wilder requesting Scaramella draft a letter for review at next month's meeting, seconded by*

McKenna. Scaramella said there is a new nuisance ordinance in the county that might apply to a situation like this. **Wilson** said **Ricard** has been responsive to all issues pointed out by him. Current building is right up against the right of way, any new building would have to be set back 30 feet. **Motion for draft letter by Scaramella passed with four aye votes.** Current ordinances are Benefit Assessment and False Alarms.

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

- Completed a CSDA Webinar yesterday on reconsolidating districts
- New office hours will be Tuesday and Wednesday from 12:00 to 4:00 p.m.
- Noted article in Ukiah Daily Journal on AB 1589, bill to save the state parks has passed the first hurdle.

8. **Fire Chief's Report:** Copy attached, information, no action items.

9. **Fire Protection Committee Report:** No meeting in March.

10. **Budget Committee Report:**

a. Budget Chairperson Report & Recommendations

(1) Committee Recommendation to Approve Expenditures - **Motion by McKenna to approve expenditures as reviewed and approved at the March 14, 2012 Budget Committee meeting. Motion seconded by Wilder and passed with four aye votes.**

(2) Recommendation on Revised FY 11/12 Budgets ó Teen Center ó reviewed decreases in grant and payroll figures. **Motion to approve revised budget by McKenna, seconded by Wilder and passed with four aye votes.**

b. Request for New Expenditures (if any) None

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

- Has confirmed that Ernesto Soto will purchase all hay produced this year.
- Ron Verdier has agreed to draw up the construction plans **for the control tower restroom** in exchange for a T-shirt.
- Draft Budget will be ready next month.

12. **Recreation Committee Report:** Copy of minutes attached and reviewed by **Gundling**.

- Noted Tamale Sale by Teen Center made \$1,200.
- Ski-Trip ó Two chaperones have not come in to get the fingerprinting forms per **Andrews**. Trip only a week away ó **Hanelt** asked **Andrews** to follow-up, trip will be cancelled if all requirements have not been met. **Andrews** sent a text to the Teen Center Coordinator and he advised that the chaperones that would be going on the trip are parents of some of the children so do not require fingerprinting.
- **McKenna** noted that the Paleo Camp and Soccer will not be handled through the CSD, will the programs still happen? **Wilder** responded **that as far as he knew the Paleo Camp would be held.**
- Cycled program update. MCOG did vote to sponsor the program and write grant ó might be in a good position for grant next year but probably not this year per **McKenna**.
- Discussion on whether or not a member of the Recreation Committee will remain on the Budget Committee. **Hanelt** said her understanding was that a part of the admin fee being waived was that someone from Rec would be on the Budget Committee, **and now that there are no admin fees do we still require them to have a member on the Budget Committee?** Counter-argument to that is they should attend meetings to see how we function. Decided to keep number of Budget Committee members at eight. **Scaramella** noted that both he and **Wilson** stated they would vote no on anything not submitted without complete information and no one present to answer any questions that might arise. Question ó why can't Teen Center Coordinator be the representative since it is part of Recreation ó no reason he could not be. **Andrews noted that he would have to be paid for at least two hours.**

13. Personnel Committee Report: No meeting

14. Policies and Procedures Committee Report:

- a. Approval of Series 2000 ó Personnel. **Hanelt** advise this was written by A. **LaCampagne** from her perspective as a lawyer ó taken from various companies ó need to page through and review. Would like to concentrate on Job Descriptions at this time.
 - Airport Manager ó has already been approved under the Airport P&P, move to Personnel and cross reference.
 - General Manager/Bookkeeper ó noted three minor changes, mainly deletion of extraneous wording.
 - Secretary/Clerk ó **Clark** stated she has never completed an inventory and did not think she could with her current hours. **Scaramella** pointed out that a record would be required in order to file an insurance claim for any loses. **Wilson** suggested we hire a person who records inventories by video camera. Discussion on setting value of items to be recorded ó **Wilson** said the repeater is on our insurance and we have a comprehensive fleet list that is covered ó also approximately \$100,000 worth of equipment in all buildings. **Scaramella** suggested exempting the Fire Department in initial phase. **Andrews** said she would be happy to compile a list of computers, etc.
 - **Andrews** noted a job description for the Teen Center Coordinator needs to be added.
 - **Hanelt** ó homework assignment will be to review sections 2005 through 2250 for suggestions/corrections to be reviewed next month. Submit changes to **Clark** by April 11.
 - Discussion on other job descriptions 2321 ó 2327, refer to Firefighters Handbook.

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: None

18. Closed Session ó None required

19. Adjournment: Meeting adjourned 7:13 p.m.

Joanie
Secretary/Clerk