

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

**Approved as submitted 5/16/2012**

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:31 p.m. Board members present: **V. Hanelt, K. McKenna, F. Martin, K. Wilder** and **H. Gundling**. Staff Members present: **J. Clark** and **J. Andrews**.
2. **Recognition of Guests and Hearing of the Public:** **Mark Scaramella** and **Andres Avila**.
3. **Approval of Minutes:** Corrections as noted: Page 1, 6. c. – first line typo, correct “our” to “*out*”; Page 2, 11., second bullet, correct to read “Ron Verdier has agreed to draw up the construction plans *for the control tower restroom* in exchange for a T-shirt”; 12., third bullet, last sentence, correct to read “**Wilder** responded *that as far as he knew Paleo Camp would be held.*”; 12. Fifth bullet, third sentence, insert after Budget Committee, “*and now that there are no admin fees do we still require them to have a member on the Budget Committee?*” Add after last sentence, *Andrews noted that he would have to be paid for at least two hours.* *Motion to approve minutes as amended by McKenna, seconded by Wilder and passed with 4 aye votes, Martin abstained since he was not in attendance last month.*
4. **Correspondence – For Review.**
  - **Scaramella** asked what the letter from Lucy Simonson was in response to – **Andrews** said she had requested a breakdown of tax payments. **Scaramella** asked to add this item to the May Budget Agenda.
  - **Hanelt** noted an e-mail from Patrick **Miller** that refers to the Philo-Greenwood Road Replacement Project. **Miller** will be making a presentation in June on the Boating and Waterways Survey they completed and will also be speaking about the replacement of the Greenwood/Philo Bridge and the possible environmental impact on the swimming area, etc.. Kathy **Bailey** would also like to attend and possibly open the meeting for a public hearing on the concerns. There will be a representative from the County attending and Dan **Hamburg** has expressed an interest in attending also. Will add Patrick **Miller** to June agenda for an informational report under New Business.
5. **Changes or Modifications to Agenda:** None.
6. **New Business:**
  - a. Draft Budgets – for review.
    - CSD – Question on Donations/Rewards Fund – Shares Program payments should be under donations. Education & Training – does that cover everyone – response was yes.
    - Fire Department – noted 10-11 was actual, 11-12 Projected, should be Budgeted. **Scaramella** asked if the Department would be doing any Strike Team responses this year – nothing entered. Will have to check with **Wilson** to see if included in previous year’s budgets. **Avila** said the intention is to form response teams – one small glitch yet to be solved. Noted the Firefighter’s stipend has been increased from \$8.50 to \$10.30 to compensate for payroll taxes to be deducted. Line Item 62184 Fire Prevention – **Scaramella** asked why the Department would be responsible for installing street signs – would like the Fire Protection Committee to address this question (add to May agenda for FPC).
    - Airport – pretty straightforward. Anticipate a decline in Access Fees but have a commitment to buy all hay produced this year. Noted \$4,500 has been budgeted for Improvements, Construction – has discovered the funds are also available in the current year

for the construction being completed now.

- Recreation – **Gundling** asked how many kids there are in the valley who could participate in programs – has many ideas for local trips, i.e., visiting lighthouse, whale watching, etc, important that our youth learn about Mendocino County. **Scaramella** said **Gundling** could call the school and get a figure on kids in the valley. **Hanelt** asked that this be discussed during the Recreation Committee report, not during review of the Budget. No drastic changes in budget.

- Recreation Cycked - **McKenna** said it's simple, money coming in but very little going out at the present time.

- Teen Center – Question on lack of budgeted amount for Personnel Screening. **Gundling** to ask for clarification from Recreation Committee.

b. Donations Agreement – Mailliard Water Tender (Fish Rock Apparatus) – Not available at this time, retain on next month's agenda.

c. Proposed Letter to LAFCO re 2012/2013 Budget – Proposed letter by **Scaramella** reviewed – *motion by Wilder that we accept the letter and send to LAFCO, seconded by Martin.* Discussion - reviewed differences in Lines 10, 24 and 28. **Martin** suggested we ask LAFCO to discuss and include our letter in the minutes of the May 7, 2012 meeting. *Wilder amended his motion to include Martin's request, Martin again seconded the motion and it passed by unanimous vote.*

d. Revised Policy on Payments to Battalion Chiefs for Cell Phone Use – **Andrews** – Chief requires each Battalion Chief to carry a cell phone – formerly paid a flat \$50 per month which triggered a 1099 at the end of the year. Checked with auditor – will received a copy of bill and basic rate will be paid.

e. Revised Payments of Firefighter Stipend – Info Only – **Andrews** - Decision has been made to pay once a year as a bonus on December 15 – have 3-4 quarters that were to be paid by June 15 but there is a problem with entering information required in QuickBooks so may wait until later. **Scaramella** suggested adding that task to the Calendar of Events and **Andrews** agreed to do so.

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

- Audit – auditor has draft comments ready to be picked up. MD&A will be prepared by herself and the Budget Committee.

- Boating and Waterways Grant – Report has been submitted to the state. Final invoice sent in, when payment received the admin fees will be paid.

- Ski-Trip – went very well, one student taken to the Emergency Room with a sprained ankle, all paperwork was in order for treatment.

- Records in Philo – will be going back before long to finish job.

- Cal Chamber Membership – for \$399 would have access to their website for up-to-date labor law information and employer requirements. For an additional \$100 we would have access to their hotline and talk to their advisors, including attorneys and state advisors that can be consulted with instead of hiring an expensive lawyer. **Hanelt** – says she thinks if questions can be answered easily by e-mail or phone, Jeanine Nadel would not charge the District. **Martin** would like the Cal Chamber membership added to next month's Board agenda.

- Reviewed letter from Jim Sligh – does not have any objections to any of his comments. He did note the failure to allocate budgeted insurance between CSD and Fire – **Andrews** had discussed with **Wilson** and decided to let it remain at the time. Overall, we have nothing to worry about on the audit.

- Calendar of Events – did report two light poles out.

8. **Fire Chief's Report:** Copy attached.

- Proposed alternate date for the station Tour of May 19<sup>th</sup> – everyone to e-mail **Wilson** to confirm

attendance. **Avila** volunteered to contact the Senior Center to see if we could use their bus, 10-12 people.

- **Martin** had a question on Benefit Assessment – asked how two homes were charged – **Hanelt** said initial home is \$72, each additional is \$36 each – to be designated as second residence has to have a kitchen.

**9. Fire Protection Committee Report:** Copy attached. **Martin** advised the Chief wants all volunteers to get a Class B License.

**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 April 11, 2012 Budget Committee meeting. Motion seconded by Wilder and passed with five aye votes.*
  - (2) Only other recommendation was to recommend approval of draft budgets.
- b. Request for New Expenditures (if any) None

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

- Funds budgeted in current year for repairs to the Port-A-Potty
- Gopher problem – hope to control
- Completed a list of assets for the Airport.

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

- **Gundling** mentioned he had seen a Peacock in the woods today.
- Advised he thought the ladies on the Recreation Committee are very competent.
- **Wilder** suggested **Gundling** pursue his ideas for activities with the Recreation/Teen Center groups.

**13. Personnel Committee Report:** **Wilder** announced the Personnel Committee is scheduling their meeting for next week. Will be meeting with counsel in closed session under complaint against employee and will report to the board at our next meeting.

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

- a. Review/Approval of Series 2000 – Personnel. **Hanelt** advised that Jeanine Nadel has offered to review the policy for us – **Hanelt** and **Wilder** will review changes noted in copy passed out tonight and then take to Nadel for her review.

**15. Old Business:**

- a. **Ricard** Property – **McKenna** - Proposed Letter Prepared by **Scaramella**. **McKenna** reported she had contacted the Code Enforcement section of Building and Planning – **Ray Madrigal** – was to check into and get back to her – cannot do anything as it is – there is a Graffiti ordinance but **Madrigal** says that is handled by the Sheriff’s Office. **McKenna** then talked to Deputy Walker who said he was not aware of the ordinance – Walker talked to **Wilson** and advised he “took care of it”, but **McKenna** is not sure what that means. **Scaramella** gave a short history of the property – **Ricard** bought it at an estate sale for very little and has been sitting on it since. **Hanelt** - what has not been mentioned is the fact that if he started all over he would lose 30 ft. to a setback **Wilder** said he felt we can touch up the letter and send to **Ricard**, with a copy to the local paper. **Martin** asked if we could suggest using the site for a training burn. **Hanelt** asked **Scaramella** if they would be willing to run the letter with a current photo and an additional message that if locals would like to contact Mr. **Ricard** concerning the site, please do so, **Scaramella’s** response was yes. *Motion by Wilder to prepare amended letter as discussed and send to Ricard on CSD letterhead, seconded by Martin and passed by unanimous vote.* Pursuit of the graffiti ordinance will be next step.

**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:**

**McKenna** – none

**Martin** – None

**Wilder** – none

**Gundling** – none

**Hanelt** - none

**18. Closed Session** – None required

**19. Adjournment:** Meeting adjourned 8:00 p.m.

Joanie Clark  
Secretary/Clerk