

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

APPROVED AS SUBMITTED 8/15/2012

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:30 p.m. Board members present: V. **Hanelt**, K. **McKenna**, K. **Wilder** and H. **Gundling**. Board member absent: Fred **Martin**. Staff Members present: J. **Clark** and J. **Andrews**. Staff member absent: Colin **Wilson**.
2. **Recognition of Guests and Hearing of the Public:** Mark **Scaramella**, Andres **Avila**, Neil **Darling** and Cindy **Wilder**.
Wilder – Representing the “Not So Simple Living Fair” – the Fair is asking the CSD to provide insurance for the event as they have done in the past. *Motion by Wilder to approve request for insurance coverage, seconded by McKenna and passed by unanimous vote.*
3. **Approval of Minutes:** *Comment by Clark on excellence of the minutes. No changes indicated. Motion by McKenna to approve minutes as submitted, seconded by Wilder and passed by unanimous vote.*
4. **Correspondence – For Review.** Nothing of note.
5. **Changes or Modifications to Agenda:** None
6. **New Business:**
 - a. Proposed Letter to Howard Dashiell, Mendocino County Department of Transportation. Letter reviewed and approved for mailing by the Board. Motion by **Wilder** to approve signing and mailing letter as submitted, seconded by **McKenna** and passed by unanimous vote. **Gundling** asked what Supervisor Hamburg's position on the bridge project was – response was he did not really express any. **Andrews** said he was present to show support of his district.
8. **General Manager's Report:** Copy attached.
 - Thanked **Wilder** for the plane ride over the valley after they completed the annual inspection of the airport.
 - Quickbooks going very smoothly. **Scaramella** asked if she will be reporting in combined format or each department – **Andrews** responded she had not been instructed to do a combined report, but that being able to run district-wide reports is one of the advantages of the new format.
 - Reviewed Calendar of Events – Outlying Area Contracts will be going out soon.
9. **Fire Chief's Report:** Copy attached. Mostly informational. Reviewed by **Avila**. **Hanelt** gave a brief update on the Benefit Assessment work she and **Wilson** are doing – long process. **Scaramella** stated he is going to be looking at the permits for the Holmes Ranch Station to see if he can do anything about them.
10. **Fire Protection Committee Report:** Copy attached. Reviewed by **Avila**, mostly informational. Noted Fred **Martin** is coordinating the annual meeting of the Lookout Program.
11. **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 July 11, 2012 Budget Committee meeting. Motion seconded by Wilder and passed by unanimous vote.*
 - (2) Committee Recommendation on Fundraising Budget Policy – Update – **McKenna**. This matter came up in June after the Tamale sale was over \$1,000 (note: this particular Tamale sale was not over \$1,000) – question if we want to establish a policy. **Hanelt** – Recreation is now trying to set up a protocol for fundraising – they are now meeting the last Thursday of

the month so will have sufficient time to submit agenda items – difficult for them to get someone to attend our meetings – question of when they need to come before the Budget and/or Board Meetings – recurring event or when we have to handle money. **McKenna** said the “Recreation Policies & Procedures specify how they have to proceed – Recreation Committee/Budget/Board. Proposed change to the Recreation P&P – insert the following as C. 1.d. with title “Exception to policy above”:

The Budget Committee’s function is to look at the budget for the proposed class/activity to determine that expenses will be covered – i.e., the proposal is ‘budget neutral’. It is the Board’s function to give the final approval. While it is not the preferred procedure, a sponsor of a class/activity may decline to attend the Budget Committee meeting to answer questions about the proposal. This will be acceptable, especially in cases where: a) the proposal is for a recurring class/activity, and b) the gross budget is under \$1,000. Also, since there is no direct budget impact, activities/classes that handle all their own finances and are only requesting approval so they can have insurance coverage do not need to go before the Budget Committee. If the Budget Committee votes not to approve the proposal (because no one was there to answer questions), it can still be put on the agenda for Board approval.

If Budget Committee does not approve they can be contacted and have time to get answers back prior to the Board Meeting. **Hanelt** asked which P&P that should go into, Recreation or Budget. **Hanelt** would like to place this item on the agenda for the August Budget meeting.

b. Request for New Expenditures (if any) None

12. Airport Committee Report: No meeting this month. **Wilder** clarified statement made by Jerry Bowers in the Budget Minutes concerning the hay sales – he did indicate it is only a partial payment from the buyer. Airport Day is scheduled for August 11 – plans are coming together – potluck dinner at 5 p.m. – rides start at noon. Noted gopher traps are working well, will be sharing information on traps with the fairgrounds.

13. Recreation Committee Report: Copy of minutes attached. **Gundling** was absent from meeting. He did ask the status of the coastal trip for the Teen Center, **Andrews** said she thought it had been postponed until August.

a. Cycked Program – **McKenna** – Cycked acted as support for the recent bike race – not as many participants as they expected but no problems – was not a fundraiser but the program will be getting about \$2,000 for supporting the race. Cycked Program will be raffling off two single speed bikes, his and hers, on exhibit at the ice cream shop and the hotel – drawing will be during the “Not So simple Living Fair”. Should find out within a couple of weeks if the program received the grant they applied for.

14. Personnel Committee Report: No meeting. **Wilder** asked to back up and talk about one more thing for the Airport Report - he stated to **Avila** that the Airport would like to have an engine and a couple of firefighters at the Airport Day, from noon to around 5 p.m. **Avila** said he would see if that could be arranged.

15. Policies and Procedures Committee Report:

a. Review/Approval of Series 2000 – Personnel. **Hanelt** reported that she and **Wilder** have finished reviewing the Personnel P&P. Jeanine **Nadel** had offered to look over the policies prior to being appointed as a Judge, will still be sending it to her. CSDA disc has been ordered, lost once but they are sending another copy of the 2005 version update. **Hanelt**, **McKenna** and **Wilder** will review, then the Personnel Committee will meet at a noticed meeting and forward the policy to **Nadel** after that meeting. Fire Department portion will probably be ready next week.

16 Old Business: None

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

18. Concerns of the Directors:

McKenna – Rumors about the Brown Act not being funded, asked if anyone knew about this. To look into further.

Wilder – none

Gundling – none

Hanelt - none

19. Adjournment: Meeting adjourned 6:25 p.m.

Joanie Clark
Secretary/Clerk