

**ANDERSON VALLEY COMMUNITY SERVICES DISTRICT**  
**Minutes of the Regular Board of Director's Meeting**  
**December 18, 2013**

**DRAFT**

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:32 p.m. Board members present: **K. McKenna, N. Darling, V. Hanelt, F. Martin** and **K. Wilder**. Staff Members present: **A. Avila, P. Liddy, J. Andrews** and **J. Clark**.
  2. **Recognition of Guests and Hearing of the Public:** **Mark Scaramella** and **Patty Wilson**. **Colin Wilson** arrived a little after 6:00 p.m.
  3. **Approval of Minutes of Last Board Meeting** - No. 9 Chief's Report – add “due to lack of rain” to last bullet. If there are no further corrections the minutes will be approved as amended. No further corrections noted.
  4. **Correspondence – Reviewed.**
  5. **Changes Or Modifications to this Agenda:** The following will be added to the agenda under No. 6 New Business:
    - g – Proclamation
    - h. - Committee Assignments
    - i. – Proposed Committee to Evaluate Pros and Cons of Incorporating Anderson ValleyMove 6. b. to No. 12. Recreation – **Wagner** cannot be here until 6:30 p.m.  
*Motion by McKenna to add “Health Reimbursement Account” to the agenda under 10. B., motion seconded by Darling and passed with five aye votes.*
  6. **New Business:**
    - a. Resolution 2013-4 Department of Justice Account – Discussion on who would be listed, will amend to include fire department personnel. *Motion to approve as amended by McKenna, seconded by Wilder and passed with five aye votes.*
    - b. Moved to No. 12
    - c. North Bay/North Coast Broadband Consortium – Copy of request for support attached – more regional than local. *Motion by McKenna to write a letter of support, seconded by Wilder. Andrews instructed to write letter. Martin* asked that he have a chance to review the information prior to a letter bring written. *McKenna withdrew her motion, this item will be added to the January agenda.*
    - d. Bill of Sale for Carports – **McKenna** reported the Budget Committee recommended approval. *Motion by Martin to accept Budget's recommendation to approve, seconded by Darling and passed with five aye votes.*
    - e. Possible Unemployment Claim - **Andrews** has disputed the claim – exploring ways to set aside funds from Strike Team payments to cover this – would have to have 20% of our annual payroll in bank in order to maintain an account with EDD. **Avila** advised that if this becomes a larger problem we may have to consider not going on Strike Teams. **Darling** – heads up on employees, may have to provide some healthcare under Obamacare.
    - f. Proclamation – at this time **Colin Wilson** totally embarrassed **Clark** by reading a proclamation “Recognizing **Joanie Clark** for Over Ten Years of Service to the People of Anderson Valley” (copy attached to minutes) and presented her with a retirement gift of a shotgun/.22 rifle combination (long story). Both **Patty** and **Colin** left after the presentation.
    - g. CSDA Membership – Discussion on need for membership, no longer are insured by them. Cost jumped from \$800 to \$1,324 per year. Further research needs to be done on feasibility of being a member, **Andrews** was instructed to hold up on paying invoice in January.
    - h. Committee Assignments – Reviewed and made corrections as needed. Copies will be distributed when corrections are made.
- Wagner arrived at 6:30 p.m.** Decision to address item moved to No. 12.
12. Recreation: **Wagner** distributed copies of the Annual Plan for the AV Teen Center for the 2013-

2014 year. Discussed the revised Teen Center budget. Reviewed Annual Plan. Is going to put up posters for sign-ups in January for possible future trips. **Hanelt** suggested the Teen Center do a fundraiser the morning after the Beer Festival by selling coffee and bagels or something else that would be simple to provide. Wagner advised her position as Teen Center Coordinator has become very limited due to budget constraints – already has three jobs but will stay on board to organize as much as she can but will not be able to continue at some point. Mentioned other fundraising ideas – possible letter campaign and also advised that Meyer Family Cellars may be willing to sponsor an event. Wagner advised she does not feel right using \$85 of the Teen Center budget to provide fingerprints – said she has been fingerprinted through the school, the Boy Scouts and Covered California. Was advised to contact one of those entities and request a copy of the results so she can provide the information to the CSD.

**Wagner left at 7:30 p.m.**

6. i. Proposed Committee to Evaluate Pros and Cons of Incorporating Anderson Valley – **Darling**. (Copy of Proposal attached to the minutes.) Question if it wasn't unusual for the incorporation on an entire valley, **Darling** said our current District covers the entire valley. Would need to and have the support of 25% of the voters or 25% of land owners in order to petition LAFCo. **Scaramella** - issue at hand now is the formation of a committee to evaluate the possibilities and he would be willing to volunteer. Question on members of such a committee – Board m petition LAFCo embers and any other interested parties, would be an Ad Hoc committee. ***Motion by Darling to have the CSD Board set up an Ad Hoc Committee of volunteers to evaluate the pros and cons of incorporating Anderson Valley as a self-governing municipality under California State law, seconded by McKenna and passed with five aye votes.*** Volunteers tonight are **McKenna, Avila, Scaramella** and **Darling**.

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

- MSR Update – re-draft still has not been completed, will report on it at January 6<sup>th</sup> meeting.
- Application for Live Scan Account still in progress. Resolution is required and is on tonight's agenda. Will take about 120 days to process.
- Health Reimbursement Account – In order to back-date the Fire Department's contribution for October through December, the account must be set up before the end of the year. Will speak to further under Request for New Expenditures (10. B.)
- Revised Budgets in binders, final drafts will be available for approval in January.
- Calendar of Events – reviewed. Will be picking up our first property tax payment from the county tomorrow and depositing in the bank the same day.

8. **Fire Chief's Report** - Copy of report attached. Mostly information.

- Inspections – Completed all from last month. The new principle at the high school is doing a good job fulfilling all the violation corrections on campus and the school is now signed off.
- Water Tender – Have inspected seven to date, one was nearly purchased but could not agree on the cost. Will continue the search.
- Holms Ranch Station – needs additional work to improve the functioning of the garage door. Crane of Ukiah will send out some workmen in January and **Wilson** and/or **Martin** will be on hand to work with them.
- Repeater Update - Relocation of the antenna for County Fire Red 1 seems to have solved most of the problems with reception. Antenna and cabling for AV TAC Tone 1 has been ordered and will be installed upon arrival. The County has received a grant to install amplifiers on all the mountain-top repeaters in the county which should recover much of the decreased capability from the narrow-banding process.
- Water Update – EBA Engineering Quarterly report shows that the traceable MCBE particulates are still present but at a lower level than in the past. Filtration system is completely removing all contaminants for a “nothing detected” result on the station tap water.
- Mutual Aid – Redrafted Auto Aid Agreement with Cal Fire and Mutual Aid Agreements with

Cal Fire, Cloverdale FD and Hopland FD. This brings them up to date and will renew our current dispatch protocols for five more years starting in 2014

9. **Fire Protection Committee Report** - Copy of minutes attached, mostly informational.

10. **Budget Committee Report: Copy of minutes attached.**

a. Budget Chairperson Report & Recommendations

(1) Committee Recommendation to Approve Expenditures Reviewed at the December 11, 2013 (date corrected from November 13th) meeting. *If there are no objections or corrections, the expenditures will be approved as submitted. No objections noted.*

(2) Committee Recommendation on Class Proposals:

(a) Teen Center Class Proposal – None

(3) Committee Recommendation on Reallocation of SHARES Program - **McKenna** reported that the Recreation Committee would like these funds be reallocated to them (\$13.17 this quarter) *Motion by McKenna to approve request, seconded by Darling and passed with five aye votes.* **McKenna** to distribute SHARES cards to the Recreation Department.

b. Request for New Expenditures (if any) –

(1) Health Reimbursement Account (HRA) – Health plan for **Avila** – one-time set-up fee of \$400 which will take care of the legal documents required (since the funds are tax-exempt for payroll taxes) and the software set-up. Must be set-up by the end of the year in order to include October through December. Cost can be addressed by **Avila** in the mid-year budget revision when it is adopted next month.

11. **Airport Committee Report:** Copy of minutes attached. **Andrews** is required to have a document notarized in order to log on to accounts with FAA and request payments – **Wilder** advised that Loretta at the Laughing Dog is a notary. **Wilder** reported his meeting with Wadell and the FAA was very productive – will be receiving from \$72-\$73,000 grant funding, working with **Andrews** on paperwork. Was told the Airport will be receiving the CAAP funds of \$10,000 in March 2014. ACIP - \$600,000 entitlement funds available to the Boonville Airport with another \$300,000 entitlement funds from another airport that did not use their funds, which will cover the \$900,000 for the scheduled project. FAA has assured the Airport they can do this. **Wilder** said after all is said and done, Boonville will have a beautiful airport.

13. **Recreation Committee Report** - Copy of minutes attached. Very quiet.

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

15. **Policies and Procedures Committee Report** – None at this time.

16. **Old Business:**

a. Ambulance Issue – Exclusive Operating Area Study – Update – Nothing to report at this time

b. Holmes Ranch Water Tender Update – **Avila**. Already spoken to.

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** – None

**Wilder** – None

**Darling** – Mentioned if the incorporation issue is printed in the AVA there will be concerns, loss of identity for different areas, etc.

**Hanelt** – Reminded Directors to take revised budgets home to review prior to next month's meeting. Also, with the consensus of the other Board members, meetings for January will be 1/9/14 for the Fire Protection Committee; 1/15/14 for Budget Committee; and 1/22/14 for the Board meeting.

**Martin** – None

19. **Adjournment:** Regular meeting adjourned 8:10 p.m.

Joanie Clark  
Secretary