

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
Minutes of the Regular Board of Director's Meeting  
May 21<sup>st</sup>, 2014

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:30 p.m. Board members present: **K. McKenna, N. Darling, V. Hanelt, F. Martin** and **K. Wilder**. Staff Members present: **A. Avila, P. Liddy** and **J. Andrews**.
2. **Recognition of Guests and Hearing of the Public:** **Mark Scaramella, Mayte Guerrero** and **Diane Paget**. **Gene Herr** and **Donna Pierson-Pugh** arrived at 5:33.
3. **Approval of Minutes of Last Board Meeting** – approved with corrections.
4. **Correspondence** – Reviewed. **Andrews** will forward information on the correspondence regarding the tax mandate research.
5. **Changes or Modifications to this Agenda:** Moving 12 a. and b. up before 6. Moving 15 after 12 Moving 6 b. before 6 a. This is to accommodate guests **Guerrero, Paget** and **Pierson-Pugh**.

**12. Recreation Committee Report:**

- a. Teen Center Strategic Planning Report – (attached) Steering Committee has been created to watch over a program coordinator, funding coordinator, outreach coordinator and a facilities coordinator – all volunteer positions.
- b. Canoe Trip for Teens – 18 teens are interested/4 adults will supervise. **Donna Pierson-Pugh** wanted to get approval from the board for insuring the trip. Half of the money will come from the Teen Center and students will pay \$12.00 each. Catch-A-Canoe will provide life preservers. **Hanelt** wants to make sure that the parents sign a waiver regarding safety by the water. ***Motion made by Wilder to approve this trip pending approval from the Rec Committee. McKenna 2<sup>nd</sup>. All ayes, no nays.***

**15. Loss Control Committee Report**

- a. The Not So Simple Living Fair – A discussion was had about the CSD providing insurance. **Paget** came to present the information. More will be discussed next month.

**6. New Business:**

- b. Elimination of the Teen Coordinator Position: ***Motion by Wilder to accept the Recreation Committee recommendation to eliminate the Teen Center Coordinator position. Martin 2<sup>nd</sup>, all ayes, no nays.***

a. Approval of Long Range Plan, Final Version – **Avila** received copies back from **Hanelt** and **McKenna** with grammatical corrections. **Darling** did not get a copy (was not at the last meeting). **Scaramella** wanted to know what the costs would be. **Avila** says no particular costs, each station has a rundown of what's needed to be replaced. **Herr** brought up the possibility of a foundation to make sure grant endowments stay in place. The AVVFD is a preliminary to a foundation. Grants can come and go and a foundation could make sure the money is there in 10 or 15 years when we could find our resources dwindling. **Avila** wants to consider a foundation in the long term for alternative funding. **Herr** wanted to change the wording in the mission statement to include "to protect lives". **McKenna** had a correction about a page number. ***Motion made by Wilder to approve the Long Range Plan, 2<sup>nd</sup> by McKenna. All ayes, no nays, Darling abstained.***

c. Request to Purchase Overhead Projector (up to \$2,500 – already budgeted). **Avila** believes it will only costs around \$1,600. **Avila** will do the actual work to set it up (white board, television moving, etc.). ***Motion by Martin to approve the purchase of an Overhead Projector with a \$2,500 cap. Darling 2<sup>nd</sup>, all ayes no nays.*** **Paget** left at 6:30.

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

- Audit Process had begun.
- LiveScan Billing Account Update
- LAFCo MSR Update - GM will request that a few corrections be fixed.
- Cal OES Reimbursement for Unemployment Claim

- Insurance Meeting – The Loss Control Committee met with the new insurance company.
- In conjunction with the new projector and white board, it is hoped that the meetings at the fire house can be more paperless. Andrews explained how reports can be emailed or scanned via a link. Reports may be printed out by request and one hard copy will always be in the binder.

**Calendar of Events** – reviewed.

**8. Fire Chief’s Report:** Copy Attached.

- a. Training Officer - The Personnel Committee has completed an interview and has drafted a contract offer for the applicant per the FPC and Budget Committees recommendations for the board to review.
- b. Drought Report – Mendocino County Cal Fire Unit has declared “Fire Season” throughout Mendocino County. AVFD is focusing all upcoming trainings on wildfire tactics and safety.
- c. 7484 Accident – The engine is almost ready
- d. New 7481 – Structure Engine for Boonville Station is almost ready. The old 7481 will fit into the Navarro Station and will be replacing the old rig which will now be surplus and needs to be removed from the fleet.

**9. Fire Protection Committee Report:** FPC Report: (copy of minutes attached). Notice of one spelling correction in the minutes.

**10. Budget Committee Report:**

- a. Budget Chairperson Report and Recommendations
  1. Committee Recommendation to Approve Expenditures as Reviewed on May 14, 2014 Budget Committee Meeting. *If there are no objections or corrections the expenditures will be approved as submitted. No objections noted.*
  2. Committee Recommendation on Class Proposals (if any): None
  3. Recommendation to Approve FY 14-15 Draft Budgets. *If there are no objections or corrections the FY 14-15 Draft Budgets will be approved as submitted. No objections noted.*

**11. Airport Committee Report:** Did not meet this month. Bob Waddell donated 2 desks to the AVFD. Still waiting to see if hay can get cut. CAAP grant arrived. Both Los Banos and Cable Airports have given us their entitlement funds (\$300,000 altogether). Waddell working with FAA to transfer to our funds – apply with FAA for construction grant. Will widen runway 10 feet and repave. Should start in the middle of August.

**13. Personnel Committee Report:**

- a. General Manager Salary Discussion – 4.5% increased approved by the budget committee. Based on merit and a step increase when employee is learning and doing a good job. *Motion made by Martin to approve a 4.5% increase of the General Manager’s salary. Wilder 2<sup>nd</sup>. All Ayes, One Nay by McKenna. Scaramella left at 7:35*

**14. Policies and Procedures Report:** None.

**16. Old Business:**

- a. Ambulance Update – EOA Update. Mendocino County has just closed the bidding process in June for proposals as to who will get the job.
- b. Anderson Valley, Inc. Study Update/Recommendation – **Darling** – There were 10 responses to the survey. **Martin** suggested other Ad Hoc committees to explore possibilities to wield more influence for the Anderson Valley. Motion made by **Darling** to wrap up the Ad Hoc committee for AV, Inc. due to lack of interest and state level opposition. **McKenna** 2<sup>nd</sup>. All ayes, no nays.

**18. Any special item not on the agenda but approved unanimously:** None.

**19. Concerns of Directors:** **Martin** wants to discuss the Anderson Valley Health Clinic concerns in June. **McKenna** wanted the board to know the update of the Valley Trail plan progress. Copies are available locally at the CSD, Boontberry, and The General Store, and also online at the CSD web-site. The deadline for comments has been extended to May 30<sup>th</sup>. **Liddy** left at 8:10.

**17. Closed Session** – Appointment and Employment Contract for Training Officer. Outcome of closed session: Contract for Training Officer was reviewed to offer to the applicant for the position

**20. Adjournment – 9:00**