

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Minutes of the Regular Board of Director's Meeting
February 15, 2012

APPROVED AS SUBMITTED 4/21/12

1. **Call to Order and Roll Call:** Meeting called to order by Vice Chair **Wilder**: 5:31 p.m. Board members present: **K. Wilder, K. McKenna, and F. Martin.** Staff Members present: **C. Wilson and J. Andrews.**
2. **Recognition of Guests and Hearing of the Public:** None
3. **Approval of Minutes:** Minutes amended as follows: Page 2, No. 11, last line to read "if CalFire can land fixed wing tankers" because they can't reload there, but helicopters come in quite often" No. 12, third sentence, add "grant and they hope" it will be facilitated by MCOG. Fourth sentence to read "There are two other" competing agencies and one" is in Hopland. *Motion by McKenna to approve the minutes as amended, seconded by Martin and passed by unanimous vote.*
4. **Correspondence – For Review** No discussion
5. **Changes or Modifications to Agenda:** None. **H. Gundling** arrived at 5:37p.m.
6. **New Business:**
 - a. Draft letter to MCOG on behalf of CSD to Request a bike path planning grant for the Cycled program. Copy attached. **Wilder** said other counties have bike paths and Ventura, CA has one that covers hundreds of miles. **Wilson** corrected letter in that it's not 40 miles from Cloverdale to Highway 1, but closer to 56. **Wilson** said he did not draft a letter from the Fire Department and suggested that bike traffic is increased on new path before increasing on current roads, although he has heard of very few bike involved accidents thus far. *Motion by McKenna to submit letter as corrected to MCOG. Seconded by Gundling and passed by unanimous vote.*
 - b. Copy attached. Allocation of Fund Balance Carryovers to Reserve Accounts. *Motion by Martin to make the allocation and changes to reserve accounts as outlined in memo dated December 8th, 2011. Seconded by McKenna and passed by unanimous vote.*
 - c. 1) Copy attached. Revised CSD budget. *Motion by McKenna to accept revised CSD budget. Seconded by Gundling and passed by unanimous vote.*
2) Copy attached. Revised Fire Dept. budget. **Wilson** said large amount of changes include fund balance carryovers (see 6b.) Deficit of about \$37,000 will be funded by money that has been carried over. *Motion by Martin to accept revised Fire Department budget. Seconded by Gundling and passed by unanimous vote.* **Mark Scaramella** arrived at 6:12 p.m.
 - d. Proposed amount of \$3,000 Minimum for Capitalization/Depreciation. **Andrews** explained that policy is currently in place and auditor needs to know for depreciation schedule. Anything less than said amount will not be tracked on depreciation schedule. **McKenna** said \$4,000 is better than auditor's recommended \$3,000, to account for inflation and that it needs to be added to Policies & Procedures manual. *Motion by Gundling to set amount for capitalization and depreciation at \$4,000. Seconded by McKenna and passed by unanimous vote.*
7. **General Manager's Report:** Copy attached.
 - EDD claim update for Serina Wallace. Maximum CSD will pay is \$6,182. Just received bill for quarter 4 of 2011 for \$3,982, so remaining liability is \$1,362. No federal extension available.
 - 10-11 audit progressing well with Jim Sligh. Trial balances agreed with Rick Bowers. Put in a few extra hours in January but should not affect overall budget.
 - Hasn't been back to Philo to finish archiving job. Will try to very soon.
 - Ethics training for board members can be done from home anytime before the end of February. Directions and link have been e-mailed. Took AV Museum tour off the clock and enjoyed it.
 - Still looking for second job and hopes to be on a consistent schedule soon.

- 8. Fire Chief's Report:** Copy attached, mostly informational. **Scaramella** asked how tender #7499 gets its water. **Wilson** said Rancho Navarro station has great water supply. **Gundling** requested a day with **Wilson** to tour the scope of areas the Fire Department covers. **Wilson** said this has been done in the past for new board members, and last time was in April 2010, and a van took group. **Andrews** requested to attend also. **Wilson** set date for Saturday May 12. **McKenna** asked if ISO ratings will drop once the Holmes Ranch station is done and ISO will reassess entire district.
- 9. Fire Protection Committee Report:** Copy of minutes attached. No discussion. **Wilson** left at 6:30p.m.
- 10. Budget Committee Report:**
- a. Budget Chairperson Report & Recommendations
 - (1) Committee Recommendation to approve Teen Center Ski Trip. *Motion by McKenna to approve Teen Center Ski Trip. Seconded by Gundling and passed by unanimous vote.*
 - (2) Committee Recommendation to Approve Expenditures - *Motion by McKenna to approve expenditures as reviewed and approved at the February 8, 2012 Budget Committee meeting. Motion seconded by Gundling and passed by unanimous vote.*
 - (3) Recommendation on revised FY 11-12 budgets-CSD and Fire. Done (see 6c and 6d)
 - (4) Discussion of allocation of fund balance carryovers to reserve accounts. Done (see 6b)
 - b. Request for New Expenditures (if any) None
- 11. Airport Committee Report:** Copy of minutes attached
- Move underway to be requested at a later date to replace control tower. Possible grant since will include restroom that is ADA compliant.
 - Doing research to see if they should bale or mow hay. **Gundling** asked about pesticide on the hay. **Wilder** said it only gets sprayed around edge of runway, so hay is untouched.
 - Jim Nickless was also the licensed applicator for weed control on the Airport, currently looking for a replacement. **Wilder** said they have to use RoundUp three or four times per year so weeds don't uproot runway asphalt and mess up fence. Is possible to be trained by licensed applicator, such as local field or vineyard workers. Many are also pilots, so can work under that license. **Gundling** said that he's impressed that the airport gets no money from the CSD.
- 12. Recreation Committee Report:** Copy of minutes attached.
- Cycled program update. No further discussion.
- 13. Personnel Committee Report:**
- Did staff reviews and finished evaluations. All staff performing very well.
- 14. Policies and Procedures Committee Report:**
- a. Approval of Series 3000 by Budget Committee
 - Would like to change number of members from eight to seven so four can be a quorum. Colleen Schenk resigning from Budget Committee and no current replacement from Recreation. **Scaramella** said the committee should have a representative from Recreation and **Andrews** agreed. **McKenna** said can wait a few months to try and find replacement. The committee will discuss changing time or day of meeting to try and find replacement.
 - **McKenna** said instead of calling it "Operating Reserve" call it a "Required Minimum Balance." Paragraph moved from page 5 to page 2 as noted. *Martin moved to accept new Series 3000. Seconded by McKenna and passed by unanimous vote.*
 - b. Review Series 2000 - Personnel Committee. Discussion moved to March.
- 15. Old Business:** (if any) - **Scaramella** noted Fire Department has only spent 15% of education and training budget and would like to see more spent. **Wilder** said he thought **Wilson** was planning on training **Andres Avila** to be new chief. **Martin** said he thought there would be a Wildland Training in the spring.
- 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: No discussion

18. Closed Session ó Discussion on offering medical benefits to GM as currently in budget. Board went into closed session at 7:20 p.m. Board agreed to pay medical benefits to GM up to \$2,500 per year as stated in current budget.

19. Adjournment: Meeting adjourned 7:30 p.m.

Joy Andrews
General Manager

*For Joanie Clark
Secretary/Clerk*