

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

**APPROVED 9/19/12 WITH CORRECTION AS NOTED IN RED, PAGE 3, NO. 12**

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:33 p.m. Board members present: V. **Hanelt**, K. **McKenna**, K. **Wilder**, Fred **Martin** and H. **Gundling**. Staff Members present: J. **Clark**, C. **Wilson** and J. **Andrews**.
2. **Recognition of Guests and Hearing of the Public:** Clive **Silverman** and Mark **Scaramella**
  - a. Tennis Court Resurfacing Project - Clive **Silverman** representing a group responsible for resurfacing the tennis courts at the High School (copy of proposal attached) summarized the situation. The late Mike Bowman left funds to be used in updating the tennis courts, the community has also donated funds to accomplish this and the funds raised have been deposited with the Community Foundation of Mendocino County (CFMC). Total project will amount to approximately \$120,000 when completed. The school district had originally agreed to act as a financial pass through for the funds but due to restrictions in how they are limited in paying contractors, they declined. The CFMC can only write checks to a non-profit organization or a government agency. His request is that the AVCS D act as a financial pass through for the project, he has a \$90,000 check from the CFMC and he would request checks written for two contractors totaling \$60,000 if his request is approved. **Wilson** had concerns that the money should be raised before the work is done – funds up to \$96,000 are now available through the CFMC per **Silverman**. **Scaramella** expressed his concern that too many entities are involved, actual invoices made out to the school district but payment would be coming from the AVCS D. **Motion by McKenna to approve the request that the AVCS D serve as a financial pass through for resurfacing the tennis courts up to the amount available from the CFMC.** Discussion: **Wilder** suggested the motion state up to a specific amount from CFMC; **Wilson** - concerned there is still \$30,000 to be raised; **Martin** - AVCS D act as a pass through for only the money that the AVCS D receives from CFMC; **Scaramella** – checks would have to have a reference to the school's bill, refer to them to close the circle, process seems clumsy; **Wilder** – make it simple, when paid get a receipt; **Andrews** – will refer to invoice numbers and cross out the school district on the invoices. **Motion passed by unanimous vote.** **Wilson** suggested **Andrews** contact our auditor to see if there would be any problems. **McKenna** said it's \$90,000 in and money paid out. **Wilder** agreed that we are simply acting as a financial pass through.
3. **Approval of Minutes:** No changes indicated. **Motion by Wilder to approve minutes as submitted, seconded by McKenna and passed by unanimous vote.**
4. **Correspondence – For Review.** **Wilder** asked **Wilson** if the PG&E true-up bill was what he expected and **Wilson** responded yes.
5. **Changes or Modifications to Agenda:** **McKenna** would like to add Benefit Assessment Changes as 6. a., and Cycked Request for Insurance Coverage for a Booth at the Fair as 6. b. **Motion by McKenna to add the two items to the agenda because of time constraints, seconded by Wilder and passed by unanimous vote.**
6. **New Business:**
  - a. Benefit Assessment Changes - if all proposed changes are correct, there will be an increase of approximately \$3,645. Letters have been sent out advising that we believe the current assessment is incorrect and indicating what increase there would be – property owners can dispute. “Second residences” require a cooking facility and a bathroom to be counted. **Motion by Martin to approve Benefit Assessment Changes subject to corrections by property owners. Motion seconded by McKenna and passed by unanimous vote.**

- b. Cycled Program – **McKenna** – the program wants to have an informational booth during the Fair and Fair requires an insurance certificate from them. **Andrews** said that McKenna already talked to Cecilia **Pardini** at the Fair and the current certificate for the Firefighter’s booth will also satisfy the Fair’s requirement for the Cycled Program. ***Motion by McKenna to approve request for insurance coverage, seconded by Wilder and passed by unanimous vote.***

**8. General Manager’s Report:** Copy attached.

- Only action item is potential new auditor – recommendation under Budget Committee Report. Question by **Hanelt** on the extension of the Benefit Assessment – extension until the end of the month. Letters have gone out and extension will hopefully give property owners time to dispute – letter indicates no response is necessary if change is correct. If responses are received after the changes are made with the county, adjustments would be made next year.

**9. Fire Chief’s Report:** Copy attached. Informational mainly.

- Permit has not yet been issued for Holmes Ranch Station – county has been nit-picking with our permit applications. **Martin** said he has gone through everything in the last letter from the County and has answered all the questions so far. Required corrections to plans required a new set of plans, obscure regulations being cited. Two of three permits have been signed off so far. Inspections are only done on Wednesday or Thursday by the County and needs to be done before we get a permit to pour concrete – in the meantime the forms are sitting baking in the sun.
- DMV Pull Notice – question from **McKenna** on what that is – **Wilson** explained the licensing requirements for personnel driving fire apparatus – citations or any actions on those licenses will require we be notified. New requirements make the licensing process much easier, all done in-house now, 14 hours of classroom and 16 hours on the road training.
- **Hanelt** asked **Wilson** to comment on the SRA situation – **Wilson** said it is a done deal, \$150 per habitable house – one agency is prepared to sue but cannot go ahead with suit until someone pays their bill – hears they are now considering adding an acreage fee. Prevention services can be implemented as a fee not a tax, suppression services would have to be a tax so this has been directed towards prevention services. Cal Fire had nothing to do with this, the Governor and Legislature instigated – puts money into the General Fund. **Hanelt** asked if this would affect getting funds out of the county – **Wilson** said it basically kills special assessments for most communities – will have to go back eventually to community and ask for an increase in Benefit Assessments.

**10. Fire Protection Committee Report:** No meeting this month.

**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 August 8, 2012 Budget Committee meeting. Motion seconded by Wilder and passed by unanimous vote.***
- (2) Committee Recommendation on Teen Center Class Proposal – Labor Day Bike Race Pit Stop – Teen Center requesting approval to man “Boontling Pit Stop” at the Anderson Valley Brewing Company grounds during the Vida Real bike race from Hopland. Race sponsors are offering a contest to three youth serving organizations to sponsor pit stops for the racers - \$250 minimum award with winner to be awarded \$1,000. Discussion on possibility of overnight camping for teens – question arose on fingerprint requirements for chaperones – attempt made to contact Dona Pierson-Pugh for clarification was unsuccessful. Suggestion made not to approve the overnight camping until more information has been supplied. ***Motion by McKenna to approve the A. M. portion of the event. Motion seconded by Martin. Motion amended by McKenna to approve A. M. event and the overnight camping as long as all the chaperones are fingerprinted and on file. Martin seconded amended***

*motion and it passed by unanimous vote.* **Hanelt** left a message advising Pierson-Pugh of the requirements for the approval of the overnight camping.

- (3) Committee Recommendation on Auditor for 11/12 FY Audit - Proposal received from Wendy **Boise** from Fort Bragg – **McKenna** and **Andrews** contacted the references given and received nothing but good reports. Recommend signing for one year with an option for a three year contract. Discussion –**Andrews** was given **Boise**'s name by the Mendocino Community Services District and they gave her good references. **McKenna** reported Boise had done audits of community services districts and fire districts, all comments are good. **Scaramella** advised that when he spoke to Norm **Thurston**, he had recommended we hire a CPA with municipal/organizational experience – thinks we should do a three year proposal – why pay extra for first year – Three year contract with an option for the second and third year. *Motion by Wilder to offer a three year contract to Wendy Boise at \$5,000 per year with an option to pay \$5,500 for the first year if we change our minds about the second and third year. Motion seconded by McKenna and passed by unanimous vote.*

**Chief Wilson left at 6:42 p.m.**

- (4) Committee Recommendation on Proposed Amendment to P&P for Approving Class/Activity/Event - copy attached. **McKenna** reviewed proposal and went over the flow chart attached. Question – doesn't this have to go through the Recreation and P&P Committees? **McKenna** explained that it started with the Recreation Committee and **Scaramella** said it part of an established P&P so does not need to go through that committee. *Motion by Wilder to approve the recommended changes to the Recreation P&P, adding the paragraph, flow chart and changing date of meeting. Motion seconded by McKenna and passed by unanimous vote.* **Hanelt** commended **McKenna** for creating the flow chart so effectively.

**Clive Silverman left at 6:55 p.m.**

- b. Request for New Expenditures (if any) None

**12. Airport Committee Report:** Copy of minutes attached. **Wilder** reported a very successful Airport Open House – brought in \$109 in T-shirt sales and ~~\$300~~ **\$100** for Tie Down fees. 105 free rides were given. Reviewed minutes – update on possibility of hangars at south end of runway – have been advised there is no room for hangar(s) unless additional property is acquired. Corrected cost of baling the hay this year is \$2.75, not \$2.50 per bale as previously reported. CAAP application has been completed and submitted.

**13. Recreation Committee Report:** Copy of minutes attached. **Gundling** said he has resigned as Board representative to the Recreation committee. **McKenna** asked if he had notified anyone on the committee about his term ending in December, response was no so she asked that he give his official notice to that effect. **Gundling** also informed the Board that he only intended to remain a Board member through December when his one year term was up. It was clarified that his term is for four years, not one year. **Gundling** said he will be resigning in December. **Hanelt** stated we will have to follow the P&P procedures for filling vacancy – **Scaramella** clarified it is not a P&P – we are required to notify the County of the vacancy, etc. Need to start recruiting for new Director.

- a. Cycked Program – **McKenna** – Grant of \$150,000 has been received – to be used to hire professional planner, etc. for bike path project – MCOG receives the actual funds but Cycked people will be involved.

**Clark left at 7:15 p.m.**

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

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

- a. Review/Approval of Series 2000 – Personnel. **Hanelt** – homework to review the attached Personnel section – will be an action item on the September agenda.

**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** – None

**Wilder** – Wanted to thank the U. S. Coast Guard for their fly-by at past airport days - they like supporting us, much more than some of the big air shows.

**Martin** - None

**Gundling** – Thinks the bridge at Hendy Woods is very important and it should be kept at the same width for safety reasons.

**Hanelt** – None

**Andrews** – Reminded **McKenna**, **Hanelt** and **Martin** of their Webinar on August 29<sup>th</sup>.

**19. Adjournment:** Meeting adjourned 7:32 p.m.

Joanie **Clark**  
Secretary/Clerk