

**ANDERSON VALLEY COMMUNITY SERVICES DISTRICT**  
**Minutes of the Regular Board of Director's Meeting**  
**December 19, 2012**

**APPROVED AS SUBMITTED 1/17/2013**

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**, D. **Sarsgard**, and F. **Martin**. Staff Members present: J. **Clark** and C. **Wilson**. Staff Member Absent: J. **Andrews**
2. **Recognition of Guests and Hearing of the Public:** None. Noted Wendy Boise, CPA was not coming to this meeting, entered on agenda in error.
3. **Approval of Minutes of Last Board Meeting:** **Hanelt** - *if there are no objections or corrections, the minutes of November 14, 2012 will be approved as submitted.* **Hanelt** noted there should be an "s" on Ethic in 7., third bullet; change comma to a period after "kerosene" under 6. C.; and correct spelling of "medevac" to "medivac". *No further recommendation or corrections noted, the minutes will stand as approved as amended.* (Note: upon further review, the original spelling of "medevac" is correct.)
4. **Correspondence – For Review.** Reviewed.
5. **Changes Or Modifications to this Agenda:** **Hanelt** noticed there was not an agenda item on the agreements between the Fire Department and different entities, would like this item added to the January agenda. **Wilson** clarified that a status report is what is being asked for at this time, **Hanelt** responded yes. No other changes required.
6. **New Business:**
  - a. LAFCO Municipal Services Review (MSR): **Wilson** gave a status report – initial phone call on Tuesday with consultants, **Andrews** will be sending them additional information. **Wilder** asked just what LAFCO does – **Wilson** explained that it is the Local Agency Formation Committee, creating or annexing new districts, required to complete the MSRs every five years (have not been completed in recent years). **Wilder** asked what authority they had over the Airport since the FAA and Cal Trans governs the Airport, with the licensing by Cal Trans Department of Aeronautics.. **Wilson** responded they have no authority over the Airport per se but they do have control over the CSD, they would be more concerned over the management of the Airport by the CSD. **Wilder** asked why they needed a copy of the Airport Layout Plan (ALP) and **Wilson** said he wasn't sure they wanted a copy of the ALP but they want to look at the long range plans for all areas of the CSD. **McKenna** asked how time consuming it was to complete the call – **Wilson** said they spent about an hour on the phone and satisfied most questions – initial paperwork from years ago was slightly overwhelming but they have now hired a consulting firm so should be less cumbersome.
7. **General Manager's Report:** Copy attached. **Hanelt** reviewed report and advised **Andrews** would be picking up the Property Tax payment from the county offices tomorrow.
8. **Fire Chief's Report:** Copy of report attached.
  - Fire Safe Council Grant Program – will be doing about \$10-12,000 worth of work in the valley again this year, mainly clearance along roadways and then some chipping if funds are still available.
  - Completed renaming of Ravens Pike Road – formerly unnamed road off Mountain View, will be putting up road signs early next year.
  - Holmes Ranch Station – beginning the process of framing interior walls so wiring, lights, receptacles and switches can be mounted. Electrical hookup was made two weeks ago. Twenty yards of rock has been spread in the parking area and the entryway. Storage unit is ready to be returned to Crane of Ukiah. Hope to get a final inspection in January.

- Reviewed his suggested hiring of a new Chief schedule – spoke briefly on benefits, **Andrews** is also researching. It was noted that the new Secretary may also want some kind of benefits, all according to who is hired. **Hanelt** said she would like an item placed on the agenda as “Transition Planning” until the hiring process is completed. List under Personnel Committee.
  - 2012 Awards Dinner – thanked the Board for their help in making it a great success.
  - New Expenses – VFA grant funded but was already approved for matching funds so he has started making the purchases.
  - Department very busy lately with moving van overturned and a missing person search – billed a little over \$6,300 for those two incidents.
- 9. Fire Protection Committee Report:** No meeting. **Martin** asked if there would be a meeting on January 2 and **Wilson** said there would.
- 10. Budget Committee Report:**
- a. Budget Chairperson Report & Recommendations
    - (1) Committee Recommendation to Approve Expenditures Reviewed at the December 12, 2012 Meeting – **McKenna** – *if there are no objections or corrections, the expenditures will be approved as submitted. No objections noted.*
    - (2) Committee Recommendation on Teen Center Class Proposal – None
    - (3) **McKenna** noted there had been a motion by **Scaramella** to recommend to the Board that no extra money be spent on the MSR without prior approval of the Budget Committee – but the motion was not included on the agenda so no further action will be taken tonight. **Hanelt** - Wendy Boise, CPA attended the Budget Committee meeting and reviewed the draft audit – she was very impressed, Boise was able to answer all questions very clearly and methodically.
  - b. Request for New Expenditures (if any) – None.
- 11. Airport Committee Report:** Copy of minutes attached. **Wilder** reported he was unable to attend the meeting due to being ill. The meeting with the FAA, **Wilder**, Wadell and Bowers was also canceled for the same reason. Hope to reschedule in January.
- 12. Recreation Committee Report:** No minutes submitted.
- **Sarsgard** reported their regular meeting of November 29 was rescheduled to December 14 because the proposals for three events were not ready, and the meeting on December 14<sup>th</sup> was canceled because **Toohy** was ill. Clarification on one grant thought to initially require outdoor trips but is not restricted to that. Three events are in the planning stages: January 20-21 to San Francisco; February 22-24 Ski Trip; and February 17 Tamale Fundraiser. Proposals will be submitted next month. **Hanelt** asked **Sarsgard** to make sure the Recreation Department has a copy of the flow-chart delineating requirements for submitting proposals. All grants, out of town trips and overnight trips need to be approved by the Board
- 13. Personnel Committee Report:** No meeting. **Hanelt** said she would have to schedule a meeting in January to begin the personnel evaluation process.
- 14. Policies and Procedures Committee Report:** None to review at this time.
- 15 Old Business:**
- a. Fire Department Reserve Allocation – **Wilson** said he would deal with this at the Mid-Year Budget Revision
- 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:**  
**Hanelt** – Discussed the positions for Directors next year, nomination and voting for Chair, etc. **Wilder, McKenna, Martin** and **Sarsgard** said they would all be willing keep their current assignments.

**McKenna** – None

**Wilder** – None

**Sarsgard** - None

**Martin** – None

**Scaramella arrived at 6:40 p.m.**

**18. Adjournment:** Meeting adjourned 6:44 p.m.

Joanie Clark  
Secretary/Clerk