

## Minutes of the Anderson Valley CSD Board of Directors 3/20/2013

**Approved as submitted 4/17. 2013**

1. **Call to Order and Roll Call:** Called to order by Chair **Hanelt** at 5:30pm. Present V. **Hanelt**, K. **McKenna**, F. **Martin**, K. **Wilder**. Staff: C. **Wilson**, J. **Andrews**. D. **Sarsgard** has resigned due to medical reasons.
2. **Recognition of Guests and Hearing of the Public:** Neil **Darling**, Clay **Eubank**, Mark **Scaramella**
3. **Approval of Minutes:** #8, page 3, 2<sup>nd</sup> bullet – race is called “Bite” Hard race, not “Bike” Hard. If there are no more corrections, the minutes will be approved as corrected. No objections stated.
4. **Correspondence Received:** 1<sup>st</sup> is Lula Vineyards request for use permit, 2<sup>nd</sup> is access to our property by engineering company that will test the well water.
5. **Changes/Modifications to Agenda:** **Wilson** requested adding access agreement noted above to agenda due to time constraint. If there are no objections, the agenda will be modified as stated. No objections stated.
6. **New Business**
  - a. **Ambulance Radio Agreement:** **Wilson** said the ambulance is getting their radio license in order and found a new requirement having formal agreement with any agencies whose frequencies they use. Martha Hyde drew this agreement up based on the requirements. Nothing has changed, just now a formal agreement. Motion by **Martin** to approve the ambulance radio agreement, seconded by **Wilder**. **Scaramella** asked what traffic volume is on frequencies. **Wilson** said most of the time almost nothing, except when an emergency, but there will be no change. Motion carried with 4 aye votes.
  - b. **MOU with Recreation and Teen Center:** Motion by **Wilder** to reflect the decision that was voted upon to strike the \$500 baseline administration fee, however the CSD will still receive 5% of any new grant, as allowed by the grant. This item will be put on the agenda for next month. **Wilder** said we should add Teen Center to Recreation policies and procedures. **Scaramella** said then we just add the personnel portion to those policies and procedures. Forming an ad hoc committee with **Hanelt**, **McKenna** and anyone else wishing to participate to formulate the Teen Center into Recreation policies and procedures and the Memorandum of Understanding between the AVCSD and the Teen Center.
  - c. **Draft Budgets for Fiscal Year 2013/2014:** This item is not due to the board until next month. **Andrews** will add budget schedule to calendar of events. Extra month in May in case of significant changes to be resubmitted to the board.
  - d. **Application for Airport Tower Permit:** **Wilder** said there has been a significant change in the requirements for building the new control tower. Because it’s public funds on public property with public access, a building permit will be required. Ron **Verdier** is going to officially draw up the plans. Motion by **McKenna** to approve the applicaton for building permit, seconded by **Martin**. Motion carried by 4 aye votes.
  - e. **Public Notice for Availability of Recreation Funds:** **McKenna** said people have mentioned the fact that the Recreation Department has funds sitting in the bank and wondering what it’s going to be used for. **Andrews** said Clive **Silverman** didn’t know the money was available until she told him,

after the tennis courts resurfacing project was almost complete. **Andrews** will e-mail Linnea **Totten** to add to next week's Recreation meeting agenda, no motion necessary.

f. **Access Agreement for Water Well Testing:** **Wilson** said we had a previous access agreement with this engineering firm, but the term expired. They have to have our permission to enter the property to test our well water. No signer listed, so either **Wilson** or a board member can sign. Need to start pressing them for a mitigation plan that they started on a year ago. The state money has dried up. Motion by **Wilder** to grant the agreement, seconded by **McKenna**. Motion carried with 4 aye votes

7. **GM Report** (copy attached) – board vacancy has been advertised as of today. Must be in 3 places for 15 days. Cutoff day to apply is April 4<sup>th</sup>. Could swear a new member in by April board meeting.

8. **Fire Chief's Report** (copy attached) - **Scaramella** said due to the tight deadline on public comment on use permit, it may be good to have a separate meeting. From now on, use permit items will go on the agenda when the Secretary or GM receives them, if time permits. **Andrews** will send a letter to the county asking for more time to respond.

9. **Fire Protection Committee** – went over draft budget.

#### 10. **Budget Committee Report**

##### a. **Budget Chairperson Report & Recommendations**

1) **Recommendation to Approve Expenditures as reviewed at the March 13, 2013 Budget Committee Meeting:** If no objections, expenditures approved. No objections noted.

2) **Class Proposals** - None

3) **Recommendation on proposed salary increase of 5% for General Manager and Secretary:** Motion by **McKenna** to raise the salary of the General Manager and Secretary by 5% starting July 1<sup>st</sup> per the proposed budgets. Seconded by **Wilder**. Motion carried by 4 aye votes.

##### b. **Request for New Expenditures**

11. **Airport Committee Report:** **Wilder** would like to clarify a statement in the board minutes that the answer to Gene Herr's question about money in the bank, if grant money is received for an airport project, it is grant specific, unless a separate project is approved by the granting agency. Would like to pay \$25 to advertise annually in the civil air patrol magazine.

12. **Recreation Committee Report:** **Hanelt** asked how John **Toohy** is working out. **Scaramella** said projects so far have been well received and takes extra time to find cheapest route. Hopes he stays on the job.

a. **Cycked Program Update:** **McKenna** said money still hasn't come to MCOG for the planning grant.

13. **Personnel Committee Report:** **Hanelt** said Personnel Committee met to recommend to Budget Committee to approve the 5% salary increase for Secretary and GM .

14. **Policies and Procedures Committee Report:** **Hanelt** asked board to review series 1000 over the next month to be revisited at next month's board meeting.

#### 15. **Old Business**

a. **Facilities & Apparatus Owned by Others and Commitments:** **Wilson** said will ask people with verbal agreements to initial this document. **Scaramella** requested that **Andrews** look at document

with current insurance requirements. Motion by McKenna to approve the document contingent on it being in line with our insurance, seconded by Wilder. Motion carried with 4 aye votes. On April board agenda form ad hoc committee for hiring of new fire chief.

b. **Fiscal Agent Form:** Board will review and put on the agenda for next month.

16. **Any special item not on the agenda:** None

17. **Concerns of Directors:** **Wilder** will not be here in June for at least a month. **Martin** won't be at next budget meeting. **Hanelt** is still concerned about lack of Recreation representation at CSD meetings. **McKenna** said policies say the representative doesn't have to be a director.

18. Adjourned at 7:17pm

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Joy Andrews, Recording Secretary