

**ANDERSON VALLEY COMMUNITY SERVICES DISTRICT**  
**Minutes of the Regular Board of Director's Meeting**  
**June 19, 2013**

**APPROVED AS SUBMITTED 7/17/13**

1. **Call to Order and Roll Call:** Meeting called to order by Chair **Hanelt** at 5:32 p.m. Board members present: V. **Hanelt**, K. **McKenna**, Neil **Darling**, and F. **Martin**. Board member absent: K. **Wilder** is currently in Europe. Staff Members present: J. **Clark**, C. **Wilson** and J. **Andrews**
2. **Recognition of Guests and Hearing of the Public:** Mark **Scaramella**, C. **Eubank**, Diane **Paget**, and Morgan **Baynham**.

(a) Chair **Hanelt** welcomed Diane **Paget** and stated we would hear her request for Insurance coverage for two events listed under 12. B. The first is the Not So Simple Living Fair to be held at the fairgrounds July 26<sup>th</sup> – 28<sup>th</sup> and the second is the AV Foodshed Booth at the Fair in September. Motion by **McKenna** to approve providing insurance for both events. Motion seconded by **Darling**. **Martin** – the Foodshed Booth at the Fair and the other? **Paget** explained it is the Not So Simple Living Fair which is a stand-alone event now in its fourth year. **Baynham** asked what the cost would be – response was no cost. Motion passed with four aye votes.

(b) Morgan **Baynham** introduced himself as a member of the Board of the Directors for the Fair and read a prepared statement (copy attached to original minutes). Basically, the fair is no longer funded by the state and requires realigning of their funding or the fair may be non-existent within 2-3 year. They have currently cut their staff from four to one – their PG&E bill runs \$4,000 a month and a portion of this supports activities of the AVCSD – pump that supplies water for fire trucks runs off this PG&E meter – the fair also has the burden of maintaining the system, pump replaced last year using cash reserves of \$12,000 – two fire hydrants on the highway for fire protection that they have to keep a minimum water reserve for – the fire department fills tankers from these hydrants but the fairgrounds is bearing the expense by itself - the expense is not the AVCSD's alone, the fair also uses water for fair events and to keep the football field green for the high school football team – parking lot light schedule has been changed and lights are now left on due to community concerns on after-hour activity in the parking lot – providing these lights is expensive, the community needs to contribute – they haven't set a fair amount for the pump/water/lights as yet but the Fair Manager will be contacting the AVCSD soon to establish an agreement. **Martin** said he does not recall anything in the budget which would cover these charges. **Paget** suggested waiting until **Wilson** returned to talk about the water (which the fairgrounds has billed for in previous years) and suggested the parking lot lights be added to the regular CSD lighting. **Martin** asked **Baynham** if they were using the time of day metering usage with PG&E – **Baynham** responded no, but that they were trying to change that. **Hanelt** asked if there was any chance of the state funding coming back, **Baynham** said maybe but he doesn't expect much. **Hanelt** asked if they were looking for a permanent arrangement. **Scaramella** said yes, as it should be. **Paget** said she thought this goes back to the 80's. **Baynham** said they would be approaching the high school also but the most important point is the community must share the burden. **Hanelt** thanked **Baynham** for his presentation.

**PAGET AND BAYNHAM BOTH LEFT AT 5:55 P.M.**

**Scaramella** presented a letter he received from Bev **Burger** thanking the Fire Department for their special help on a fire at her place and requesting a copy of the incident report.

- (c) 2013/2014 AVCSD Budgets – for approval and adoption. No comments forthcoming. Motion by **McKenna** to approve and adopt the budgets as presented. **Andrews** noted there may be a \$1,000 change in budgeting for next year's audit. Motion seconded by **Martin** and passed with four aye votes.

JERRY BOWERS ARRIVED AT 6:00 P.M.

3. **Approval of Minutes of Last Board Meeting:** **Hanelt** - *if there are no objections or corrections, the minutes will be approved as submitted.* **Martin** clarified the following: *Under 8. Fire chief's*

*Report – Line 6 “Well 8 in our station and dug it deep around 2000 and the water tested clean.” Clarified the well was dug in the ‘year’ 2000, not 2000 feet deep. Minutes accepted with clarification as noted.*

**4. Correspondence – Reviewed**

**5. Changes Or Modifications to this Agenda:** Other than otherwise noted, no other changes.

**6. New Business:**

- a. Funding for Expansion of Airport Runway – Bowers. Bowers explained the FAA has a rule that all runways are required to be 60 ft. wide – state had determined about a year ago that our facility was okay but the Feds will not pay for repaving if the runway is not the proper width. The Airport has contracted with a consultant (Robert Wadell) for the next five years and the FAA has approved that contract. It has been determined that some large airports are not using available funding and we may be able to get a construction grant for the widening of our runway. Wadell says our funding could be used as matching funds. Bowers reported that with the Board’s approval they went ahead with the engineering plans with Wadell and it is 75% complete, the engineering itself will become part of the project and can be paid for with 90% of grant. Working on getting the engineering completed and presented to the FAA, Wadell thinks it may get approved and done by this summer. Even if it is not funded this year or next year, the engineering will be good for many years. **Hanelt** said that hopefully we will get reimbursed – Bowers said the 90% would cover that and Wadell is very positive about the project. **Martin** asked if anyone from the Airport had talked to the FAA and Bowers said **Wilder** has talked to them. **Martin** asked if the FAA knows the airport is going this route, response was yes, he then asked if there was any chance the FAA would come back and say no. Bowers said there is always a chance, but the FAA requires the 60 ft. width for runways and we do have the matching funds. **McKenna** said she was startled that Wadell’s bill was so high, was under the impression the 75K would cover all, is there any breakdown in detailed billing. **Martin** asked what the total cost would be and Bowers replied a quarter of a million – **Martin** feels the engineering fee is high in comparison to total cost. **Scaramella** said he thought there had been no prior authorization as called for in the Wadell agreement. **Hanelt** said she had signed an agreement – **Scaramella** said he thought the authorization process was sloppy and asked for a copy of the “authorization”. Motion by **Martin** to authorize expenditure for Wadell, and seconded by **McKenna**. **Scaramella** said we need a process to authorize actions, may have authorized something but need specifics. **Hanelt** said this covers all phases, not piecemeal. Motion passed with four aye votes.

BOWERS LEFT AT 6:20 P.M.

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

- LAFCo – Draft MSR submitted and is in the reading file for perusal. Public and board comments will be accepted once the report is put out for Public Review by LAFCo.
- New Fire Chief Update – sent out survey to department personnel, only 55% responded. **Scaramella** again brought up if we are to provide insurance, we need to pursue low cost avenues. **Darling** said it all depends on how employees you have, etc.
- Teen Center Plans – Mitzi **Wagner** has presented the idea of submitting an Annual Plan for the Teen Center instead of last minute rushes getting items approved. The Coordinator position is a 10 month job with July and August normally off – she is proposing a 10 month job with no months “off” specified. The budget portion of each class/event would still go through the Budget Committee before the event.
- Insurance – Requests for coverage for Not So Simple Living Fair, Youth Football and the AVVFFA Fair Booth certificates will not be issued until after July 1 since the events take place in the new fiscal year.
- Calendar of Events – reviewed.

**8. Fire Chief’s Report:** Copy of report attached.

- Inspections – he and C. **Eubank** spent about five hours inspecting Camp Navarro in preparation

of the “Enchanted Forest” Festival to be held the end of the month. A. **Avila** conducted an inspection of Rancheria Camp. These inspections are billable but he usually does not bill. **Scaramella** thinks the Board should make a decision on that, at least how many hours to bill for. **Martin** asked if a notice had to be posted prior to inspections and the response was no. **Wilson** said if a use permit if required he will make a response, county gives him the opportunity to respond. **Scaramella** asked how it is enforced if they are required to do something – **Wilson** said he responds to the County and then the County makes up the requirements. **Martin** – how do you determine what to bill – **Wilson** determines fees per the Fee Schedule. **Hanelt** said her feeling is if the people are trying to comply..... **Wilson** feels it is beneficial to the community to not bill. **Darling** - need a policy with a fee schedule to use at Wilson’s discretion. **Scaramella** feels it needs to be formalized and requested a “Fee Schedule for Inspections” item on the July agenda. **Clark** reminded **Wilson** that we have an actual form used for such billing – **Scaramella** asked if he could have a copy in order to revise it.

- Looks like he will be able to take a couple of weeks vacation in July.
- Boonville Water Quality – resolved issues after meeting with the EBA engineer to discuss our concerns related to the limiting of the corrective action zone which excluded some of our property.
- Kudos to Fred **Martin** for his assistance in installing the doors at Holmes Ranch – solved problems by actually reading the manuals
- **Scaramella** asked **Wilson** about the water pumped from the fairgrounds – **Wilson** said we had paid for this service in the past, will have to review.

9. **Fire Protection Committee Report:** Copy of minutes attached. **Wilson** noted the Department received a \$5,000 grant from the Bradford Foundation – had requested the check be made out to the Association but was written to the Fire Department – it is to be used specifically for the replacement engine in Boonville. 3007 Fire Protection Committee Policy and Procedure – revised by the Committee as per attached. Motion by **McKenna** to approve the revised document, motion seconded by **Darling**. Discussion suggested removing the “on” from the sentence ‘on other pertinent matters related to AVFD activities’. Motion passed with four aye votes as amended. Noted he had bumped up the amount of hose to be purchased from 1,000 ft. to 3,000 ft.

10. **Budget Committee Report:**

- a. Budget Chairperson Report & Recommendations
  - (1) Committee Recommendation to Approve Expenditures Reviewed at the June 12, 2013 Meeting with the exception of the Wadell invoice – **McKenna** – Wadell invoice can now also be approved after getting information from Bowers - *if there are no objections or corrections, the expenditures will be approved as submitted. No objections noted.*
  - (2) Committee Recommendation on Class Proposals:
    - (a) Not So Simple Living Fair – Teen Center Proposal - Teens to be involved in selling coffee and smoothie drinks along with attending events during the day – Motion by **McKenna** to approve. **Hanelt** pointed out the amount is under \$1,000, does not require approval – more discussion on does it or doesn’t it. **McKenna**’s motion proposed we go ahead and approve it since it is before the Board, seconded by **Martin** and passed with four aye votes.
    - (b) Canoeing and Camping Trip – Teen Center Class Proposal – Budget Committee recommend approval. Question on number of chaperones, only two for 16-18 students. Phone call placed to M. **Wagner** with no answer, left message to call as soon as possible. **Wilson** suggested we approve the trip contingent on adequate supervision. **Hanelt** feels there should be some type of screening, if they can’t swim...will be fighting tide and wind. Consensus to table until **Wagner** calls.
- b. Request for New Expenditures (if any):
  - (1) Financial Statements Class \$249 plus Travel to Santa Rosa – **Andrews**. Per **McKenna**, this

does not require approval as it is within the budget, on the agenda for information only.

(2) Up to \$10,000 for Hose fittings, PPE and Small Tools – **Wilson** – Budget Committee recommended approval. Motion by McKenna to approve request, seconded by Martin and passed with four aye votes.

**11. Airport Committee Report:** Copy of minutes attached. Porta-Potty has not yet been approved by Planning and Building.

**12. Recreation Committee Report:** Copy of minutes attached.

a. Cycled Program – Update – Change name to Valley Trails Coalition. **McKenna** reported the Requests for Proposals are out with a deadline of this Friday. MCOG will evaluate proposals and make a decision by July 15 and the work is to be completed by June 30, 2014.

b. Request for Insurance Coverage for Not So Simple Living Fair (July) and the Foodshed Booth during the Mendocino County Fair (September) – **Paget** - already spoken to.

c. Grant Application - Matching Grant Request for Capital Improvement or Start Up Equipment for the Recreation Department – Pierson-Pugh – Budget Committee recommended approval. **Scaramella** noted there were questions on the security of equipment. Motion to approve the request by **McKenna**, seconded by **Darling** and passed with four aye votes.

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

a. Ad Hoc committee for Hiring of New Fire Chief - Progress Report – In-House or Open Hiring? – **Darling**. Copy of survey forms attached to original minutes. **Darling** reported sending out 44 survey and received 24 responses which he said is an excellent response – 80% favor an internal hiring. Four of the five Ad Hoc Committee members also agreed to go with the internal hire. There is a suggestion that the Board may want to place a notice in the local paper advising of this course of action and that other interested persons may also apply. Even though there is a strong preference for an internal hire and this is where the efforts will be focused, it is not unanimous. Therefore, it may be unwise to close the door on other possibly qualified candidates from the community. Questions to the Board are: 1) Do you support the Teams conclusion to first focus on internal candidates; 2) Do you concur that a notice as discussed above should be place in the AVA; 3) What salary range is being offered for this position; and 4) What benefits package (pension, disability, vacation, etc.) is being offered? **Hanelt** said the locals know the position is coming open, if others outside the department apply, we should at least consider. **Scaramella** suggested using a Help Wanted ad with minimum qualifications note – **Darling** would prefer it as a Public Notice. **Wilson** suggested indicating anyone with local fire department/emergency response experience, not going to get a large response. **Darling** noted that because of the situation we will be concentrating on internal personnel. **Wilson** – if using CalPers it would be 10% cost to each, if offering salary \$50-70,000 the department could comfortably afford that – CalPers available for retirement – Health benefits, offer fixed figure, not an open ended figure – all to be negotiated. **Andrews** said the auditor prefers writing check directly to health care provider. **Darling** noted that the health benefit is not taxable, where a stipend is, similar to an IRA, the IRS monitors it. **Hanelt** said it would not be a stipend but a payment to the health care provider. **Eubank** mentioned it is not taxable but also goes away at the end of the year if you don't use it. **Andrews** asked **Darling** if he would like the notice to start next week – he responded he needs to put the packages together and will get them to her.

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

a. Series 1000 –Purpose of Board Policies, Claim Form added as 1040 – for approval. **Scaramella** advised the proposed form is a clone of the County Claim Form. **Hanelt** asked what the difference is between over \$2,000 or under \$2,000 – **Scaramella** said it according to how its handled – if its going to be significant or not. Consensus to delete that reference to dollar amount but good to go with the rest of the form. **Scaramella** said if we had this type of form we could hand it to whoever during an incident or response, when received assign a number, agendize it, etc. **Martin** asked if this form would be used for when a firefighter dies, **Wilson**

said that would be covered by Workers' Compensation. Motion by **McKenna** to approve as amended and include in the Policies and Procedures, seconded by **Martin** and passed with four aye votes.

- b. Series 3006 P&P Committee; 3007 Fire Protection Committee; and 3095 Removal of district Records – for approval. Series 3006 – change to *two* Directors, delete “~~and two other members~~”, Second paragraph to read “ The duty of the Policy and Procedures Committee is to *make recommendations as directed by the Board on* additions, deletions and changes to the policies and procedures of the AVCS D in an effort to keep the written policies and procedures in accordance with current practice *and legal requirement.*” Third paragraph to read “The committee shall meet *on an as-needed basis* to review, evaluate.....” Delete the fourth paragraph. Series 3095 – Removal of District Records. Motion by **Martin** to approve and seconded by **McKenna**. **Hanelt** said this policy had been approved and signed off by herself, Gene Herr and Colin **Wilson**, but evidently did not receive approval by the Board. Policy to remain the same with the exception of changing wording in third paragraph, second sentence from “A fee will be assessed...” to “A fee *may* be assessed”. Motion passed as amended with four aye votes.

**MITZI WAGNER** ARRIVED ABOUT 8:00 P.M. Questions arose on number of chaperones during previous discussion. **Wagner** said the ratio is one adult to every five teens. She said there would be one adult swimmer per boat and they are using outriggers for safety reasons. She noted the third chaperone is an 18 year old high school student who is a certified lifeguard. Question if she was aware of the tidal situations which could become a problem. Window of time for use of boats is 2 ½ hours weather permitting – fingerprinting has already been done. **Wagner** thanked the Board for their patience and assistance. **McKenna** relayed to **Wagner** that she like the idea of submitting an annual plan for the Teen Center – **Wagner** said it would be submitted in August.

#### **15 Old Business:**

- a. Review of Memorandum of Understanding (MOU) with Recreation and Teen Center – Postponed further to July. **Hanelt** reported it is a work in progress and they are close, a draft copy with be sent to **Wagner** for review.
- b. Ambulance Issue – Exclusive Operating Area Study – Update – **Martin** said he had checked the website, they are waiting for submission of reports so nothing has changed.
- c. Out-of-District Billings – Collection Agency Update – Draft Proposal Policy for Use of Collection Agency – **Wilson**. Copy of Draft policy attached. Minor changes as far as the CSD Board forgiving debt. Motion by **Martin** to approved as amended, seconded by **McKenna** and passed with four aye votes.

#### **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 concerns from any of the Directors present.

**18. Adjournment:** Regular meeting adjourned 8:35 p.m.

Joanie Clark  
Secretary/Clerk