

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Minutes of the Regular Board of Director's Meeting
December 14, 2011

Approved January 18, 2012

1. **Call to Order and Roll Call:** Meeting called to order by Vice Chair **Hanelt**: 5:30 p.m. Board members present: **K. Wilder, V. Hanelt, K. McKenna, Fred Martin** and **Henry Gundling**. Staff Members present: **J. Andrews, C. Wilson** and **J. Clark**.
 2. **Recognition of Guests and Hearing of the Public:** **Diane Paget, Andrea LaCampagne, Mateo LaCampagne, Mark Scaramella** (Scaramella arrived at 7:10 p.m.)
 3. **Approval of Minutes:** *Motion by Wilder to approve the minutes as submitted, seconded by McKenna and passed with three aye votes. Gundling and Martin did not vote*
 4. **Correspondence – For Review** Reviewed, nothing significant.
 5. **Changes or Modifications to Agenda:** **Hanelt** - items to be added are:
 - a. Approve provisional hiring of Cesar Maldonado as Teen Center Coordinator. Motion by **Wilder** to add this item to tonight's agenda, seconded by **McKenna** and passed by unanimous vote. Add under No. 16.
 - b. Two Resolutions recognizing **Diane Paget** and **Andrea LaCampagne** for their service with the Board, and Certificate of Appreciation for **Colin Wilson**. Motion by **Wilder** to add these to this agenda also, seconded by **McKenna** and passed by unanimous vote. Add after 6. B.
 6. **New Business:**
 - a. Election of Board Officers:

Chairperson - **Hanelt** nominated **Wilder** for the position of Chairperson, nomination was seconded by **McKenna**. **Wilder** declined the nomination. **McKenna** then nominated **Hanelt** for the position of Chairperson, seconded by **Wilder** and passed with four aye votes, **Hanelt** abstained. **Hanelt** advised that she would be out of the area for most of January and February due to the imminent arrival of her grand baby.

Vice Chairperson - **Martin** nominated **Wilder** for the position of Vice Chairperson, nomination was seconded by **Hanelt** and passed with four aye votes, **Wilder** abstained.
 - b. Committee appointments:

Airport ó **Kirk Wilder**
Fire Protection Committee ó **Fred Martin**
Budget Committee ó **Kathleen McKenna** (Chair) and **Henry Gundling**
Policies & Procedures ó **Valerie Hanelt** and **Kirk Wilder**
Recreation ó **Fred Martin** and **Henry Gundling**
Personnel ó **Kathleen McKenna** and **Kirk Wilder** NOTE: **Wilder** will serve on this committee until **Hanelt** returns and she will be on the Committee after that.
Loss Control ó **Fred Martin**
10. a., 3. Committee's Recommendation on Request to Proceed with Acquisition of Property and Construction of New Holmes Ranch Station and Resolution for Chief **Wilson** to Act as the Authorized Agent for the District (moved to this time period as **Wilder** has to leave shortly for another commitment.) **Wilson** said he needed a Resolution (copy attached) in order to be able to sign paperwork and record the easement for the property for the new station. *Motion by Wilder to approve Resolution No. 2011-4, seconded by Martin and passed by unanimous vote. Motion by Wilder to approve request to proceed with acquisition of said property and construction of*

new station, motion seconded by Gundling and passed by unanimous vote.

WILDER LEFT AT 6:00 P.M.

6. New Business (Continued)

- c. Staff Training ó discussed training required for new directors, **Hanelt** said the Brown Act is required every two years, not sure on the Ethics Training. **Andrews** will check on-line sources of training through CSDA.
- d. Allocation of Fund Balance Carryovers to Reserve Accounts ó **Wilson**. Copy of memo for proposed allocations attached to original minutes. **Wilson's** recommendations are: 1) Close the Communications Reserve Account and transfer balance to the Apparatus Reserve Account; and 2) Rename the Unallocated Reserves to Unfunded Liability/Emergency Reserve. This account would cover such items as his vacation pay (if not used), etc. Would also like to bump that account up to \$31,000 which would be about 10% of his annual budget. **Wilson** noted that it takes a 4/5ths vote of the Board to remove funds from Reserves. His proposed allocations and correct names of accounts are noted on Page 3 of the attached memo. No action is required at this time but would like to add this to the January agenda for action.

7. General Manager's Report: Copy attached.

- Has obtained three excellent references on Jim Sligh, CPA
- Records in Philo ó making good progress in organizing the archived records. Thanked **Clark** for labeling everything since 2002. **Hanelt** also commended **Clark**.
- Internet Service óAT&T will bundle all current lines (5) and the internet access for just under \$260 a month, which will be less than we are paying now just for the phone services. **Martin** said he is very satisfied with the service he has through Advanced Link ó although it does require a direct line of sight to Cold Springs.
- Signature cards for new Board members are available to sign.

8. Fire Chief's Report: Copy attached, mostly informational. Reviewed Proposed Funding Plan for the construction of the new Holmes Ranch Station.

9. Fire Protection Committee Report: Copy of minutes attached, mostly informational.

10. Budget Committee Report:

a. Budget Chairperson Report & Recommendations

- (1) Committee Recommendation on Teen Center Request Approval of Overnight Cultural Trip to San Francisco, 12/19&20/2011. Noted that salary paid to the instructor, Cesar Maldonado, will be paid via regular payroll with required deductions. Maldonado has been hired as the new Teen Center Coordinator. Discussion on accepting the letter from the school system verifying that all three adults going on this trip have been fingerprinted through the school. Maldonado is also in the process of being fingerprinted for the CSD. Motion by **McKenna** to accept the letter signed by Donna Pierson-Pugh from the Anderson Valley Unified School District verifying fingerprinting has been done, motion seconded by **Martin** and passed with four aye votes. *Motion by **Martin** to approve the Trip request, seconded by **McKenna** and passed with four aye votes.*
- (2) Committee Recommendation to Approve Expenditures - *Motion by **McKenna** to approve expenditures as reviewed and approved at the December 7, 2011 Budget Committee meeting. Motion seconded by **Gundling** and passed with four aye votes vote.*
- (4) Committee Recommends Hiring of Jim Sligh, CPA, to Complete 2010/2011 Audit at the cost of \$6,2000 - Motion by **McKenna** to approve request, seconded by **Gundling** and passed with four aye votes.

b. Request for New Expenditures (if any)

- (1) Request to Expend up to \$320 to Upgrade Quickbooks ó Motion by **McKenna** to approve request, seconded by **Martin** and passed with four aye votes. **Andrews** said the upgrade is

necessary for our proposed new budgeting system, requires class tracking with balance sheets which is not available for new formatting on our current version.

11. **Airport Committee Report:** No meeting.
12. **Recreation Committee Report:** Copy of minutes attached.
13. **Personnel Committee Report:** No meeting.
14. **Policies and Procedures Committee Report:**
 - a. Approval of Series 3000 óBudget Committee and Draft MOU for Grant Applications - The MOU is the last part of the Budget Committee Policies and Procedures. **Hanelt** reviewed concerns which lead to the MOU ó want grantees to comply with all regulations, federal and state, some irregularities in hiring procedures previously. Motion by **McKenna** to accept the MOU as written, to be applied to any future grants. Further discussion resulted in deferring the issue until January. Since **Hanelt** will not be here in January, she would like to go on record as approving the MOU as written.

SCARAMELLA ARRIVED AT 7: 10P.M.

- b. Review Series 3000 - Personnel Committee ó Defer until March of 2012. Fire will be reviewed in April 2012.
15. **Old Business:** None
16. **Any Special Item Not on the Agenda but Approved Unanimously by the Board or Legally Required or Authorized for Immediate Action** ó Motion by **McKenna** to approve recommendation by the Teen Center to hire Cesar Maldonado as the Teen Center Coordinator. Motion seconded by **Martin** and passed with four aye votes.

17. Concerns of the Directors:

Martin – Would like to get a copy of the Budget P&P, **Clark** will e-mail to both **Martin & Gundling**.

Gundling - Would like to have Kathy **Bailey** come back and address the CSD re Hendy Woods, the Governor has signed a bill that would allow non-profits to run state parks for a 5-year period, thinks it would be very good for the CSD, work with the Land Trust and others, at least coordinate project. **Martin** asked if that would require funding from the CSD ó response by **Scaramella** was no, \$268,000 being taken in but not that much being spent on Hendy Woods. **Hanelt** recalled the Friends of Anderson Valley Emergency Services (FAVES), a group of volunteers that had been formed some years ago. (To be placed on January Agenda, Gundling to invite Bailey to attend January 18th meeting.)

McKenna - None

Hanelt - None

18. **Closed Session** ó none required
19. **Adjournment:** Meeting adjourned 7:35 p.m.

Joanie Clark
Secretary/Clerk