

***Draft Meeting Minutes***  
Amador County Wine Heritage District  
Policy Committee Meeting  
11:00 AM Tuesday, May 20, 2025

**CALL TO ORDER**

- The meeting was called to order at 11:09 by Robert D'Agostini.

**CONFLICT OF INTEREST**

- No conflict of interest stated

**ESTABLISHMENT OF QUORUM**

Present: Chair Robert D'Agostini, Beth Jones, and Jeff Runquist

- Absent: Robert Morse
- A quorum was established

**CONFLICT OF INTEREST**

- No conflict of interest stated

**MEETING MINUTES**

Beth made a motion to approve April 2025 meeting minutes.

- Seconded by Jeff Runquist
- The vote was unanimous.
- Motion approved

**ASSESSMENT COLLECTION DISCUSSION**

- Update grid with red, green colors to represent go and stop for assessment charges.

**REVIEW AND APPROVAL**

- Create an Independent Contractor Agreement
- Refine Independent Contractor Policy
  - Hold Harmless Requirement
  - Contract
  - Caterers Contractors
  - Insurance Requirements (increase if the cost for the contractor is not excessive)
- Refine Vendor Policy
  - Hold Harmless Requirement
  - Contract

- Caterers Contractors
- Insurance Requirements (increase if the cost for the contractor is not excessive)
- Create Vendor Contract Agreement
 

Beth made a motion to recommend the Board of Directors approve the Certificate of Liability Insurance Requirement for Event Participation.

  - Seconded by Jeff Runquist
  - The vote was unanimous.
  - Motion approved

Beth made a motion to recommend the Board of Directors approve the New Hire Packet.

  - Seconded by Robert D'Agostini
  - The vote was unanimous.
  - Motion approved

Beth made a motion to recommend the Board of Directors approve the Employee Handbook.

  - Seconded by Robert D'Agostini
  - The vote was unanimous.
  - Motion approved

## **NEW BUSINESS**

- Discussion regarding the AVA sign policy and revisions to fit within the WHD guidelines.
- Work with the county or state to include new signs

## **PUBLIC COMMENT**

- No public comment

## **ADJURNMENT**

Jeff Runquist made a motion to adjourn the meeting

- Second by Beth Jones
- Meeting adjourned at 12:30PM