

Meeting Minutes
Amador County Wine Heritage District
Board of Directors Meeting
9:00 AM Tuesday, March 3, 2026
9313 Pacific St, Plymouth, CA 95669

Attendees: John Di Stasio, Jeff Runquist, Milind Pansare, Jess Havill, Anamieke Kegge, Paul Sobon, Jennifer Cooper, Spencer Jones, Matt Zalavar, George Eckert, and Megan Van Hook

CALL TO ORDER

- The meeting was called to order at 9:02AM by Jeff Runquist..

ESTABLISHMENT OF QUORUM

Present: Jeff Runquist, Paul Sobon, Milind Pansare, Jess Havill, John Di Stasio, and Anamieke Kegge

- Absent: Robert D'Agostini
- A quorum was established

ADOPTION OF AGENDA

Jess Havill made a motion to approve the March 3, 2026 Agenda.

- Second by Milind Pansare
- The vote was unanimous
- Motion approved

CONFLICT OF INTEREST DISCLOSURE

- No conflict of interest stated

Jess Havill made a motion to approve February 3, 2026 meeting minutes.

- Second by John Di Stasio
- The vote was unanimous
- Motion approved

Milind Pansare made a motion to approve February 17, 2026 meeting minutes with the two corrections to the minutes.

- Second by Jess Havill
- The vote was unanimous
- Motion approved

Jess Havill made a motion to approve January 2026 financials.

- Second by Paul Sobon
- The vote was unanimous
- Motion approved

DIRECTOR REPORT

Employee Updates

Compliance with SB 294 (Workplace Know Your Rights Act) Overview: As of February 2026, California enacted Senate Bill 294, requiring all employers to provide annual disclosures regarding immigration, union, and constitutional rights, and to establish new emergency notification protocols for workplace arrests.

The notice requirement was fulfilled for both employees. The Emergency Contact Protocol is maintained within employee files.

Recordkeeping: Documentation will be retained in employee files for three years, after which an update is mandated.

Completion of this form mitigates the potential for a \$500 per-employee violation for non-compliant notice. Failure to comply with emergency contact notification may result in penalties of up to \$10,000 per employee.

Brown Act Updates

- Revised "Just Cause" Remote Participation: The definition of "just cause" has expanded to include military service obligations, physical or family medical emergencies, and requirements to care for immunocompromised family members.
- Disability Accommodations: Board members with a disability may participate remotely as a reasonable accommodation, provided they comply with applicable requirements.
- Teleconferencing for Committees: There are new authorization processes and requirements for advisory bodies regarding teleconferencing, including specific findings that must be made every six months and maintaining a physical location for the public.

Map Guides - The design and addition of sponsors for the map guide has been completed and we will be sending it to production. We have secured \$1,400 in sponsorships for the guides which will help offset the cost.

Murietta Equestrian - Last week, we met with them and secured up to 10 pouring entitlements for our members. This means 10 wineries can be selected to pour during the race events and ability to sell wine at the bar. The wine must be pre-tasted, and it will be available for sale at the restaurant and during the races. Amador Wine will also receive 15–30 commercial spots on the Jumbotron for each event. More details will be provided this week.

PUBLIC COMMENT

- George - Visit Amador will be reviewing a sponsorship for Four Fires Festival

ACWHD ASSESSMENT UPDATE

Collection efforts are still being made for the fourth quarter and other delinquent quarters. Found out that if a member becomes delinquent their online account is locked and they are unable to report without having to directly contact HDL Companies, this has been a stop gap. I have worked with HDL Companies to alleviate the stop gap for members to pay.

Jess Havill made a motion to appoint Bailey Lubenko-Love from Jeff Runquist Wines to the Marketing Committee.

- Second by Milind Pansare
- The vote was unanimous
- Motion approved

Milind Pansare made a motion to approve four districts as drawn as recommended by the Education Committee with the two districts Shenandoah and Fiddletown as defined by the ava's. Sutter Creek and West End subject to future evolution

- Second by Jess Havill

- The vote was unanimous
- Motion approved

Jess Havill made a motion to approve the Education Committees Hip Map project and contract.

- Second by Milind Pansare
- The vote was unanimous
- Motion approved

Jess Havill made a motion to seek legal counsel, give contract, determine simple ways to part ways with MKW Creative.

- Second by Paul Sobon
- The vote was unanimous
- Motion approved

COMMITTEE REPORTS

Education Committee: Orderport will be able to come out at no charge to teach hospitality classes.

Marketing Committee: Social media stats are looking great and new reach. The new videography and photography team has been fantastic. Moving forward with marketing for Four Fire. New searchable plugin for Amador website and will be sent out to the members to be completed.

Events Committee: Four Fires launched and ticket sales sold 200 tickets - 125 are VIP tickets.

Waiting for Visit Amador to let us know on Wednesday if they will be our main sponsor. How to place wineries based on the regions. Include aspects of Amador's culture within the festival.

Barbera Festival vision plan is in the works. Big Crush dinner will move forward to bring the community together, how and where we are going to execute the event. Behind the Cellar Door 400 tickets sold and reaching out to participating wineries to help with marketing and resending the media guide as a separate email. Contact Fox40 about going live on Studio 40 and advertising for our events.

Finance Committee: The budget was created prior to an increase in wages for the Executive Director. The current budget will be short of \$33,000. We are working on finding additional funds, assessment is higher than anticipated, though events may have a short fall. Adjust the budget so we do not find ourselves in a position. We have 150k in savings so we are in a good position.

Policy Committee: Policy Committee was replaced with the Special Board Meeting. Brown Act, Conflict of Interest Overview, Contract Review Policy, Standard contract template including termination for convenience and indemnification clauses, and Review Signage Policy.

NEW BUSINESS

None at this time

ADJURNMENT

Motion to adjourn made by Jeff Runquist

- Second by Jess Havill
- Meeting adjourned at 11:18 AM