

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128  
October 18<sup>th</sup>, 2023 at 3pm**

**Approved**

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** Called to order by **McKenna** at 3pm. Kathleen **McKenna**, Clay **Eubank** proxy for Andres **Avila**, Steve **Snyder**, François **Christen**, Bill Naves and Cora **Richard**. Valerie **Hanelt** and Patty **Liddy** were absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Donna Pierson-Pugh.
3. **CORRESPONDENCE RECEIVED:** None.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** Move 9.a. to after Consent Calendar. Add Administrative Assistant ad to Personnel Committee. *Motion by McKenna to approve these changes to the agenda, 2<sup>nd</sup> by Christen. All ayes, no nays.*
5. **CONSENT CALENDAR:**
  - a. Approval of September 20<sup>th</sup>, 2023 CSD Board Minutes. **Richard** pointed out that there was a continuation of the Closed Session on September 27<sup>th</sup> that should be a part of the minutes for September.
  - b. Approval of Expenditures as Reviewed at the October 11<sup>th</sup>, 2023 Budget Committee Meeting. *The consent calendar was accepted.*

9.a. Resolution to Approve Application for Outdoor Equity Grant, California. Donna Pierson-Pugh addressed the Board about the resolution. The grant application requires this exact language. They need to know that the governing board is aware of and approved the application. *Motion by McKenna to approve this resolution. 2<sup>nd</sup> by Snyder. All ayes, no nays.*
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
  - a. **GENERAL MANAGER'S REPORT:** (Copy attached). Presented by **Richard**: **Secretary Leave Extended:** I received an update today from our secretary who is out on leave stuck in another state with an injury. She had extended the date she might be back to November 20<sup>th</sup> but the doctor told her she won't be able to put weight on her foot until the last week of November at the earliest. **AVCSD Audit in December:** I touched on this in my budget report, but I felt it was important to bring it up to the board also- our new auditor will be coming early December. I am coordinating with Pehling & Pehling for them to come here and begin our audit. I will try to set aside extra time to organize all the items they will need in November, so it is prepared by the time they get here. **Mendocino County Auditor-Controller Suspended Without Pay:** Last Friday 10/13 Mendocino County DA David Eyster brought a felony charge of misappropriation of public funds against Mendocino County Auditor-Controller Chamise Cubbison and former payroll manager Paula June Kennedy. The charge alleges that Kennedy received about \$68,000 in unauthorized pay (date not specified). Initially authorizing this money to Kennedy was former Auditor Lloyd Weer, with Cubbison just taking over the agreement when she was elected in December of 2021. On Sunday 10/15 Cubbison and Kennedy were booked in the Mendocino County Jail and released an hour later. As of yesterday, Tuesday 10/17, Cubbison has been suspended by the Mendocino Board of Supervisors without pay. Cubbison's legal team is allegedly conferring with labor law attorneys on her behalf and her lawyer asked, "Can an elected official really be suspended without due process?" Calendar of Events reviewed. **Eubank** shared that the EMS/GEMT as an annual task may now be taken off the calendar.
  - b. **FIRE CHIEF'S REPORT:** (Copy attached). **Eubank** informed the directors that the fire dept. is looking for a replacement mechanic for Angus Loop. The Evergreen Contract that **Avila** and MacMillan have been working on was discussed. The Evergreen Contract would consolidate the contracts for three funding sources. Measure P, Prop 172, and ToT would all be in one contract with a timeline. Instead of having to go through the process of signing the contracts every year, this would keep being renewed annually. The Yorkville project is halfway done.

**EMS REPORT: Eubank** talked about the PPIGT funding and will keep track of how much money will be received versus what we are putting in. There are Med Star negotiations and **Eubank** got the directors up to speed on the latest updates regarding billing, rules, and regulations. This has been going on for a few years now.

**7. ADVISORY COMMITTEE REPORTS:**

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached). **Nayes** presented the minutes of the last meeting. The mapping project was discussed in the event of emergency by using the QRS code to identify where one is with an app. The mechanics job and the Yorkville Station were discussed. There has been development for a process for when a person leaves the organization there will be a checklist of what they can and cannot do once they are gone. The Personnel Committee may want to look at that process.
- b. **BUDGET COMMITTEE REPORT:** (Copy attached) Presented by **McKenna**. No action items at all. There was a discussion about accrual and audits. The Committee is watching the revenue of the Fire Dept. and tracking that. The only new business was the Evergreen Contract.
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.
- d. **PARKS & REC. COMMITTEE REPORT:** (Copy attached) Presented by **McKenna**: Did not get the big grant, but the high school did get 4 million dollars and they are going to build a new track and field area. The Skate Park is still on track. **McKenna** will be picking up a check from the brewery this week (money from the Beer Fest). They had an anonymous donor that gave \$3,700 to buy a family porta-potty which is also wheelchair accessible. It hasn't been ordered yet.
- e. **WATER PROJECTS:** No quorum, no minutes.
- f. **POLICIES & PROCEDURES:** Did meet and will meet again soon. They will bring up items at the Board meeting next month.
- g. **PERSONNEL COMMITTEE:** Richard showed the Board the ad for the Administrative Assistant position. *Motion by McKenna to approve the ad with a few changes such as the pay rate. 2<sup>nd</sup> by Snyder. All ayes, no nays. Motion by McKenna to approve this new job description for Administrative Assistant and to be put in Policies and Procedures. 2<sup>nd</sup> by Nayes. All ayes, no nays.* Health Insurance update: **Nayes** shared that he has been collaborating with the staff and negotiating with the insurance companies.
- h. **LOSS CONTROL COMMITTEE:** Did not meet.

**8. OLD BUSINESS:**

- a. MCAFD Update: Did not meet.
- b. JPA Update: Nothing to report.
- c. Long-Range Strategic Planning Project: Nothing to report.

**9. NEW BUSINESS:**

- a. Use of \$8000 from FD Apparatus Reserves to Purchase Vehicle Diagnostic Program and Tough Book Computer. **Eubank** explained that our mechanic recommended it. It will minimize having to drive down to Healdsburg for diagnostics; this will do the exact same thing. *Motion by McKenna to approve taking \$8K out of FD apparatus reserves to purchase the vehicle diagnostic program. 2<sup>nd</sup> by Christen. All ayes, no nays.*

**10. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION:** None.

**11. ANNOUNCEMENTS/CONCERNS OF DIRECTORS:** None.

**12. ADJOURNMENT:** 4:35pm

**13. SPECIAL MEETING of the BOARD OF DIRECTORS on Wednesday, September 27th, 2023, at 1pm CLOSED SESSION: CONTINUATION OF PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Pursuant to Gov. Code section 54957 Title: General Manager, Fire Chief, Secretary positions. We have worked out the details for the former secretary, now administrative assistant position at AVCS. We hope to begin advertising the position in the weeks that follow, starting with local avenues.**