

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
March 20th, 2024 at 3pm**

APPROVED

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** Called to order by **Hanelt** at 3:03pm. Valerie **Hanelt**, Kathleen **McKenna**, Bill **Nayes**, Andres **Avila**, Steve **Snyder**, François **Christen**, Patty **Liddy**, and Cora **Richard**.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Morgan Baynham.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** None.
5. **CONSENT CALENDAR:** *The consent calendar was accepted.*
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
 - a. **GENERAL MANAGER'S REPORT:** (Copy attached). Presented by **Richard: AVCSD Audit:** I believe Zach is mostly finished with our audit and I will check in with him to see when we can expect the draft audit report. He did submit our Special District Financial Transactions Report to the State Controller's office which was a topic of conversation at the Budget Meeting. **AVCSD General Manager- Last Board Meeting:** This will be my last board meeting as AVCSD GM and I wish everyone well! I will continue to do the books from April 8-28th while Angela is gone so you might see me here in April. **General Manager Transition:** I have started speaking with Andres and Angela about taking over my duties and have quite a few dates scheduled with them for training. In the budget meeting it sounded like the expectation is that Angela will replace me as signer on the accounts, so I can start the paperwork for that. **RMAP (Risk Management Accreditation Program) Supplemental Documents:** RMAP was submitted to our insurance company the first Monday in March, this year March 4th. GSRMA always picks a few random categories and asks for supplemental documents which they did a few days after RMAP submittal. Their list was quite long this year compared to last year and the timeline they gave us was only 1 and a half weeks to send the supplemental documents where last year I believe it was much longer. All our supporting documents are submitted and now we are waiting for an answer about our RMAP award.
 - b. **FIRE CHIEF'S REPORT:** (Copy attached). Presented by **Eubank: Annexation Update:** Director Christen and I are meeting with the LAFCo and other agencies to continue the Tax Negotiation discussion. We will meet next Monday. This is the last of the large hurdles, so I hope we can make some progress and come to some agreements. **Every 15 Minutes:** Fire and EMS volunteers from AVFD helped two senior students pull off a very successful Every 15 Minutes event. The students produced a very involved and realistic DUI scenario that demonstrates the realism of death, major injuries, family loss, and demonstrated all the emergency resources that are required when one chooses to drive under the influence. The following day was a guest speaker presentation that was very impactful. I believe that the event was a major success! **Ambulance 7421:** After a very long wait, our new ambulance has been delivered to the contractor, Leader Enterprises. They are working on the box now which means that it should be ready sooner than later. We went from an unknown status to it being ready in a month or two. This is very exciting and will be a great addition to the fleet. **Yorkville Station:** Yorkville Station is also getting closer. We are planning on moving forward with the concrete slab in the next week or two with the weather getting better. Construction material is now on site and some minor earth work is being done. In addition, several volunteers, led by Tina Walter, were able to successfully paint the interior in a single day. The last piece of this long project will be the underground trenches for the electrical piping and some drains. This last phase will unfortunately need a lot of dry weather before we will be able to complete it. **Administrative Assistant:** We had a very

good application pool for the Administrative Assistant job opening. After interviewing seven people last week, we announced two as the top choices. They were contacted for reference checks and both are still very interested in the job. Both appear to be adequately qualified for the purposes that the Board, the GM, and the FC are looking for. Clay is working on reference checks now and I am hoping that by the CSD Board meeting I will have my selection.

7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached). Presented by **Snyder**: Most of the minutes were covered in the Chief's report.
- b. **BUDGET COMMITTEE REPORT:** (Copy attached). Presented by **McKenna**: There were no action items at the meeting. There will be a first look at the draft budgets for FY 24/25 in April. There was a discussion about election reserves and about EMS donations being transferred to AVVFFA in April.
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.
- d. **PARKS & REC. COMMITTEE REPORT:** (Copy attached). Presented by **McKenna**: A handicapped porta-potty was just purchased and should arrive in 4-6 weeks. There has been a change in committee members with Elizabeth Summers leaving and Alex Korn joining.
- e. **WATER PROJECTS:** (Copy attached):
 - 1) Clean Water: Reviewed.
 - 2) Drinking Water: Reviewed.
- f. **POLICIES & PROCEDURES:** Did not meet. **McKenna** will email the committee to schedule a meeting in the next month or so.
- g. **PERSONNEL COMMITTEE:** Did not meet. **Nayes** shared that he has received the evaluation forms from the Directors and is scheduling meetings with employees.
- h. **LOSS CONTROL COMMITTEE:** Did not meet.

8. OLD BUSINESS:

- a. MCAFD Update: nothing to report.

9. NEW BUSINESS:

- a. Federal Excess Personal Property (FEPP) Agreement and Resolution 2024-01: *Motion by McKenna to approve this agreement and resolution 2024-01. 2nd by Christen. Snyder – aye, Christen – aye, Hanelt – aye, McKenna – aye, Nayes – aye.*
- b. Water Project Resolution 2024-02: *Motion by Christen to approve resolution 2024-02. 2nd by Snyder. Snyder – aye, McKenna – aye, Hanelt – aye, Nayes – aye, Christen – aye.*

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: **Eubank** shared that he recently completed a grant for \$230K for SCBAs with much help from Jamie Umble. He would like to compensate Jamie if the grant is awarded. **Hanelt** wanted to thank **Richard** and **Liddy** for all their hard work and said they were wonderful employees.

12. ADJOURNMENT: 4:30pm