

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
May 15th, 2024 at 3pm**

Approved

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** Called to order by **Hanelt** at 3:04pm. Valerie **Hanelt**, Kathleen **McKenna**, Andres **Avila**, Steve **Snyder**, François **Christen**, and Caleigh **Bennett**. Bill **Nayes** absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Morgan Baynham, Mark Scaramella.
3. **CORRESPONDENCE RECEIVED:** None to review.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** Item 8a tabled until Patty Liddy can attend. F1 withdrawn by staff.
5. **CONSENT CALENDAR:**
 - a. 4/17/2024 minutes were approved
 - b. Approved.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
 - a. **EXECUTIVE DIRECTOR'S REPORT:** **Avila** presented the Director's Report as included in the packet. **Avila** proposed that the Board accept edits done to the Policies and Procedures done thus far, which have been mostly formatting, be accepted so the document can be further overhauled. Approved unanimously.
7. **ADVISORY COMMITTEE REPORTS:**
 - a. **EMERGENCY SERVICES COMMITTEE:** Presented by **Snyder**: Reviewed.
 - b. **BUDGET COMMITTEE REPORT:** Presented by **McKenna**: Reviewed. A consensus was requested to transfer the remaining balance for the ambulance purchase from reserve fund to available funds. **McKenna** moves to put budgets for FY 24/25 out for public review. **Christen** 2nd. **Scaramella** would like to verify measure P funding.
 - c. **AIRPORT COMMITTEE REPORT:** Reviewed.
 - d. **PARKS & REC. COMMITTEE REPORT:** Presented by **McKenna**. There was a discussion of the contractor issues with the new play equipment at the park and announcement of three small grants available to the Parks & Rec for projects.
 - e. **WATER PROJECTS:** (Copy attached):
 - 1) Clean Water: Reviewed. **Hanelt** presented.
 - 2) Drinking Water: Reviewed. **Hanelt** Water project minutes were reviewed. **Hanelt** reported that the engineers' invoices were submitted to the DFA in time for them to be paid in this fiscal year. **Hanelt** will provide the engineers' reports and invoices to the budget committee for informational purposes as well as put in the Directors' reading packets in the future.
 - f. **POLICIES & PROCEDURES:** Presented by **McKenna**. P&P committee has been going over the document in full to bring it up to date. Still a work in progress, projected for presentation to board at the June meeting.
 - 1) Hardship policy: Withdrawn by staff
 - 2) Fee schedule revision: **Christen** moves to adopt Ordinance 2024-01. 2nd by **Snyder**. All ayes, one absent.
 - g. **PERSONNEL COMMITTEE:** Reviewed.
 - 1) **McKenna** moves to propose budgeting for as much as 6% raise to paid employees for COLA and Merit. **Snyder** 2nd. All ayes, one absent. It is noted that there is also increased duties to consider for raises.
 - h. **LOSS CONTROL COMMITTEE:** Did not meet. **Scaramella** would like to see insurance rates compared due to the projected increase in insurance costs.
8. **OLD BUSINESS:**
 - a. Honoring the Service of Patty Liddy Resolution 2024-02: Tabled

- b. MCAFD Update: Avila described an interim trial process of Fire Safe council sponsoring a Fire Representative.
- 9. **NEW BUSINESS:**
 - a. Resolution 2024-04 Acknowledging Receipt of Report made by AVFD Regarding Annual Inspection of Certain Occupancies: **McKenna** moves to adopt. **Snyder** 2nd. All ayes, one absent.
 - b. Volunteer Fire Capacity 2024 Grant: Grant will be used to purchase updated PPE for firefighters. CalFire is to match 50% through the grant. **McKenna** moves to approve. **Christen** 2nd. All ayes, one absent.
- 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:** **Christen** suggested that the website could use an update.
- 12. **ADJOURNMENT:** 5:57pm