

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
June 19th, 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**, Andres **Avila**, Steve **Snyder**, Bill **Nayes**. François **Christen** absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Morgan Baynham, Mark Scaramella, Johnny Schmitt, Sash Williams, Marcus Magdeleno. Noor Dawood made a brief appearance to discuss item 7.d.2).
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** 7.d.2) will be moved to the arrival of Noor Dawood. 7.a.2) Presentation of Bradford Grant to be added. 7.a.3) Presentation of CFFG to be added. 7.f.1) Presentation and discussion of edited Policies and Procedures to be added. Item 8.c. Presentation of Resolution Thanking Patty Liddy for her service is to be added upon the arrival of Patty Liddy. **McKenna** moves to approve, **Nayes** 2nd. All ayes, no nays.
5. **CONSENT CALENDAR:**
 - a. 5/15/2024 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. **Nayes** suggests finding a way to quantify the costs and the value of the services provided by the Department to strengthen the case for annexation to the county Board of Directors.
7. **ADVISORY COMMITTEE REPORTS:**
 - a. **EMERGENCY SERVICES COMMITTEE:** Presented by **Snyder**: Reviewed.
 - 1) Proposal to Approve Volunteer Fire Capacity 2024 Grant Application: Approved.
 - 2) Presentation of Bradford Grant: **Eubank** spoke about the grant availability and scope.
 - 3) Presentation of CFFG: **Eubank** spoke about the grant availability and scope.
 - b. **BUDGET COMMITTEE REPORT:** Presented by **McKenna & Nayes**: Reviewed.
 - c. **AIRPORT COMMITTEE REPORT:** Not Reviewed.
 - d. **PARKS & REC. COMMITTEE REPORT:** Presented by **McKenna**.
 - 1) Approve Application for Art in the Park Grant: Struck. Grant deadline has passed.
 - 2) Catamount Designs Proposed Contract for Skate Park: **Dawood** presented an overview of the Skate Park project scope and general procedure. **Avila** voiced concerns about procedures and liabilities of signing off on large contract without oversight as public works projects and cash flow oversight. **Hanelt** comments that the scope of the Skate Park project has been approved but also observes two things: the desire to approve the current contract as well as set a precedent for procedures in the future regarding large contracts. **McKenna** moves to approve the current contract for Catamount Designs. **Nayes** 2nd. Director Hanelt is to sign the contract in place of Executive Director Avila due to lack of Budget Committee review. All Ayes no nays.
 - e. **WATER PROJECTS:** Did not meet.
 - 1) Clean Water: Reviewed. **Hanelt** presented. Currently the Clean Water Engineer is working on the treatment plant design based on the soil analyses. Once that is finished the Engineer will be able to tackle the Rate Study for Clean Water. The next step after the Rate Study is beginning the LAFCo process to have the Sewer District boundary approved. The Clean Water CEQA process has been on-going, and most site studies have been finished.
 - 2) Drinking Water: Reviewed. **Hanelt** presented. All negotiations are being finalized and the last four agreements are with our attorney and will be signed off soon. The Drinking Water Engineer will be finishing the Rate Study and Drinking Water can also start the LAFCo process. It appears that both

projects can go through LAFCo together. The Drinking Water CEQA process has been on-going, and most site studies have been finished.

3) Public outreach: LAFCo has a public notification process that allows the parcel owners within the proposed boundaries to protest the formation of the new municipal districts. Once the LAFCo notification is done the CSD can send out the next notification which will include rates. This is the “Proposition 218 Letter”. The project can continue if we do not receive 50% (plus one) protests.

Hanelt also shared that Caltrans received the Complete Streets Grant for Boonville and is adding sidewalks and bike lanes to the resurfacing scheduled for summer 2027. The State Waterboard is attempting to coordinate the projects so that they proceed in the proper sequence as summer 2027 looks to also be the probable start date for installing the Boonville municipal projects.

f. **POLICIES & PROCEDURES:** Presented by **Avila**. P&P committee has been going over the document in full to bring it up to date.

1) Presentation and discussion of edited Policies and Procedures: **Avila** would like to present the draft formally to the board for review and have a motion to approve it at the next Board Meeting.

g. **PERSONNEL COMMITTEE:** Reviewed. Presented by **Nayes**. **Nayes** had done some research in to COLA increase. The Social Security department projects it to be 3.2%, leaving 2.8% as per the previous discussion of 6% allocated budget for raises. Personnel Committee is working on the Executive Director compensation.

h. **LOSS CONTROL COMMITTEE:** Did not meet. **Not** reviewed.

8. OLD BUSINESS:

a. MCAFD Update: **Avila**. Emily Tecchio, interim Fire Representative of the Fire Safe Council, will be the representative at the County meetings and will be visiting the District to familiarize herself. **Avila** would like to suggest to keep the autonomy of the AVCSD intact within the new representative structure.

b. Adoption of the FY 24-25 Budgets: **McKenna** makes a motion to adopt. **Nayes** 2nd. Modifications to be made: 1) IGT funding adjustment in EMS Budget 2) Executive Director Salary Adjustment Funding placed in Contingency line item and 3) Measure P funding to be verified. All Ayes, no nays.

c. Presentation of Resolution Thanking Patty Liddy for her service: Patty was awarded a copy of the resolution thanking her for her service that was approved at the April Board Meeting.

9. NEW BUSINESS:

a. EMS Billing Bad Debt Write Down: **Eubank** presented a brief overview of outstanding debts from 2021-2023 due to go to collections. There was a discussion of what the procedure should be regarding sending them or reviewing them further for forgiveness. **Avila** suggested adding an ambulance-specific procedure for collections to be added to the Policies and Procedures. It was decided to add an optional closed session to the next Board Meeting to review the outstanding debts and determine the action.

b. Wells Fargo Assigned Access: **McKenna** made a motion: Regarding the AVCSD Wells Fargo Business Credit Account, the AVCSD Board of Directors assigns full administrative access and oversight to Executive Director Andres Avila and Financial Officer Angela DeWitt. Further, administrative access shall be revoked from Margot Hoyt, Leslie Hummel, Judy Long, and Eva Johnson, as they no longer hold positions of any sort with the Anderson Valley Community Services District. **Nayes** 2nd. All ayes, no nays.

c. Transfer Budgeted Allocations to Reserves, Modified to Reflect Actual Development Fees Collected: **Nayes** moves to approve. **Snyder** 2nd. 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: Add “Accept 21-22 & 22-23 Audit” to next Board Meeting Agenda.

11. **ANNOUNCEMENTS/CONCERNS OF DIRECTORS:** Hanelt announced that there are three Board positions up for election and encouraged potential candidates to go to the County Clerk-Recorder's office and declare their candidacy.
12. **ADJOURNMENT:** 5:44pm