

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
December 18, 2024 at 3pm**

Approved

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** MCTO by Valerie **Hanelt** at 3:01pm. **Bill Naves**, **Katleen McKenna**. **Andres Avil**, **Steve Snyder**. Absent: **Kirk Wilder**, **Kim Baxter** taking minutes.
2. **(M) MCKENNA** nominated **HANELT** for chair. **(S) SNYDER**. **(P) 5/0/0**
3. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** **Mark Scaramella**
4. **CORRESPONDENCE RECEIVED:** No new correspondence.
5. **CHANGES OR MODIFICATION TO THIS AGENDA:**
6. **CONSENT CALENDAR:**
 - a. 11/20/2024 minutes were approved
 - b. Approved.
7. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
 - a. **Executive Director's Report:** **Avila** explained the ongoing status of multiple insurance topics. Discussion followed. See report.
 - b. **Avila** discussed Anderson Valley Community Park Project program manager position. Moving forward with position as AV Staff because of insurances concerns.
 - c. **Financial Officer's Report:** **DeWitt** absent **Avila** updated about transfer from Paylocity to Quick Books. Reimbursement for CAAP Grant in discovery. **Scaramella** suggested contacting other airports in the area for clarity concerning forms and process. Donor Perfect is being considered for the fire and ambulance membership programs. Possible database merge with Emergency Services and AVVFFA. It is subscription based. Discussion followed. See report.
8. **ADVISORY COMMITTEE REPORTS:**
 - a. **EMERGENCY SERVICES COMMITTEE:** **Snyder** asked if there was a map secured for annexation services. **Avila** explained that the District was surveyed at no cost. Ongoing but very close. New ambulance is back at FORD with harness wiring issues. **Avila** demonstrated SCBA. Discussion followed.
 - b. **BUDGET COMMITTEE:** **Naves:** Parks and Rec to consolidate their budget format into CSD budget format achieving a uniform budget presentation. **Hanelt** stated that there are no CSD funds associate with the Water Project to date. Quick Books to develop W2 forms. SCBA funding and how the expenses are represented in the budget. Strike team funds and how they are presented in the budget. Comprehensive discussions delayed until FO returns.
 - c. **AIRPORT COMMITTEE:** nothing to report.
 - d. **PARKS & REC. COMMITTEE:** **McKenna** updated. There is need for clarity concerning which events and activities will be covered under the current insurance policy. She is awaiting clarification from the insurer. **Avila** added that there might be an extension of the current certificate or, an option of enlisting special events coverage. A resolution for volunteers might be used which would put the volunteers under the CSD certificate. Parameters are being discussed by Loss Control and a presentation to the Board is being prepared. **McKenna** reported that the Rec Committee voted to recommend to the Board to approve the contract for the program manager. Because of ongoing insurance concerns, the weight room at the high school is now part of the Adult School. Discussion followed.
 - e. **WATER PROJECTS:** **Hanelt** Clean Water: Design is complete with features that will reduce monthly rates (stainless steel, etc.) Boundary is virtually complete with a couple of parcels still under consideration. Clean Water just submitted the quarterly report and disbursement request and is up to date.
Drinking Water: Finalizing boundary. Still waiting for a decision from Medow Estates as to whether they will join the project. The negotiation has not changed in any substantial way for the year. We need to know whether to include them to complete the drinking water rate study. Quarterly report is coming.
Both projects will be able to start the LAFCo process with the completed boundary maps and rate studies. CEQA will also be finished and submitted to LAFCo.
Public Outreach: The CEQA process has a public meeting. As part of the LAFCo process there will be a

notification about the new districts (Swee and Drinking Water) to the parcels within the proposed districts. After LAFCo we (AVCSD) will send out the “218” letters for a protest opportunity for our proposed rates. Review timeline and steps. It is difficult to predict when construction will start as the LAFCo and Construction Grant application can take quite a while and there is nothing we can do but wait during those periods. We will notice the Feb 2025 Water Committee meeting so that all Directors can attend and be updated on the projects. There will be another Special (not closed) meeting with the Engineers to review their rate study reports and select rate options for both services. **Scaramella** voiced concerns about whether refilling the tanks after a fire incident would draw down the neighboring wells. **Hanelt** assured that all concerns will be addressed by the engineers. **Avila** addressed concerns for the Community Park Project vaults and the possible addition of septic lines. There are concerns that digging in the park might inhibit future well sites. **Hanelt** stated that the plans will move forward with the vault. Discussion followed.

- f. **POLICIES & PROCEDURES:** Did not meet.
 - g. **PERSONNEL COMMITTEE:** **Nayes** updated that discussions are ongoing about the new job description for the Community Park program manager and funding and insuring the position. The actual contract for the position is still in drafting phase. **(M) Nayes:** approve the position in January and move forward with bringing **Dawood** onboard. **(S) McKenna (P) 5/0/0**
 - h. **LOSS CONTROL COMMITTEE:** **Avila** presented a chart and explained auxiliary insurance coverage. Discussions are ongoing concerning liability of the CSD and the responsibility of the district to cover special events. Discussion followed.
9. **OLD BUSINESS:**
- a. No update on Vet’s building.
 - b. **Nayes** no tax allocation update. The County is reassigning committee members. These reassignments will affect the points of contact for the CSD.
 - c. Status of County Funding Tracking Chart postponed until financial officer is present.
10. **NEW BUSINESS:**
- a. Committee Assignments: Sash **Williams** will join the Budget Committee, Steve **Snyder** will continue with ESC and Loss Control, Bill **Nayes** will continue with the Budget and Personnel Committees, Kathleen **McKenna** will continue with Parks and Rec, continue with the Water Committee, and will continue with Policies and Procedures. **Hanelt** will continue as Chair for the CSD Board, will continue with the Water Committee, will continue with the Personnel Committee, and will be on the Policies and Procedures Committee.
 - b. Online presence of board members: **Snyder** spoke about taking pictures of current committee members and adding them to the website. **Nayes** questioned if the website should be upgraded. Discussion followed.
11. **ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION:** None.
12. **ANNOUNCEMENTS/CONCERNS OF DIRECTORS:**
13. **ADJOURNMENT:** 4:48 pm

Next meeting 1/22/2025

Minutes: Kim **Baxter**