

ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Minutes of the Regular Budget Committee Meeting
August 14, 2013

APPROVED AS SUBMITTED 9/11/13

1. **Call to Order and Roll Call:** Meeting called to order by Acting Chair **Hanelt** at 4:15 p.m. Members present: Joy **Andrews**, Mark **Scaramella**, Joanie **Clark**, and Jerry **Bowers**. Members absent: Colin **Wilson**, Kathleen **McKenna** and Fred **Martin**
2. **Announcements/Recognition of Guests-** None
3. **Approval of Minutes:** **Hanelt** – only three members present who were at the July meeting, postpone approval until next month’s meeting.
4. **Correspondence Received** – Reviewed.
5. **Changes or Modification to this Agenda** – **Clark** asked that Out-of-District Billing Recommendation be added as 8. E.
6. **General Manager’s (GM) Report:** (Copy Attached)
 - FY 12/13 Auditor – has checked references and received good responses – previous switch from **Bowers** was due to our policy to change auditors every 2-3 years. **Andrews** asked that the item be placed on next week’s Board agenda and she will make a recommendation at that time.
 - Tennis Courts – AVUSD agreed to pay the single invoice to satisfy their obligation for the tennis court grant – CSD will then pay small invoices to equal our \$1,600 – question by **Scaramella** as to which account that will come from.
 - Teen Center netted \$621 from the Not So simple Living Fair.
 - Property Taxes – Final payment has been received, total \$500 more than the county estimated but \$2,500 less than we budgeted for due to a budget error. Will speak to this more under agenda item 8. d.
 - a.. Calendar of Events – Reviewed. CAAP Grant – per **Bowers** they have not started preparing it as yet but will do so. Benefit Assessment (BA) – will be reviewing – suggestion to move the BA Changes to Board to July for their review and approval.
 - b. CSD Financial – reviewed. Question on AT&T U-verse charge being so high – **Andrews** explained that she pays the CSD portion quarterly so that is not a single month charge. Noted County Counsel charged us \$48 for an e-mail clarification question on quorums. Noted LAFCo bill increased this year - **Scaramella** wondered if the Coast Hospital bankruptcy will affect other fees and if we are charged for more costly MSRs for other areas. **Andrews** stated the CSD received 100.5% of the expected revenues and was at 98.2% for expenditures.
 - c. Fire Department Financial – Reviewed. **Scaramella** asked to have the budget reflect the new chief’s salary when it is determined (agenda item for September Board meeting). **Scaramella** also would like the Budget Committee to recommend to the Board that a training schedule be set up for the new chief (agenda item for October Board meeting). **Andrews** – 122% of projected income received – 103% expenditures. **Scaramella** would like to have **Wilson** indicate the allocations of projected carryover balances. Small Tools for last fiscal year was over – **Scaramella** would like that looked into. **Scaramella** would also like to clarify what the titles for **Wilson** and **Avila** will be during the overlapping month of October. **Clark** suggested **Avila** could be called the “Fire Chief In Training.”
 - d. Airport Financial – **Bowers** noted Resolution 2012-3 which authorized Kirk Wilder to be the CSD representative in all matters pertaining to the widening and repaving of the airport runway. (Note: this has been a matter of record since it was signed in November 2012.) Also stated the FAA will not fund the grant this year so they will apply for an engineering grant which will cover 90% of the costs. Presently working on a revised budget for 2013/2014. **Bowers** reported the Airport Day went well, \$300 in t-shirt sales and expenses of \$290 – still working on the numbers. FY 2012/2013 income at 103% - hay was cut and sold prior to July but not paid for until the new fiscal year. Second check to Wadell is estimated to be around \$40,000. **Scaramella** asked if the FAA grant is approved, when would the funds be received – **Bowers**

said he did not know – **Scaramella** also asked if the FAA has to approve grant before Wadell gets his second check – response was no. **Andrews** asked if the second payment would have to be brought to the Budget Committee prior to paying it – amount is already approved in the contract.

- d. Recreation Financial – reviewed, .52¢ interest earned in July. **Scaramella** reported the Recreation group has numerous ideas for activities – just not to the budgeting stage yet.
- e. Teen Center Financial – reviewed. **Scaramella** asked if there were any outstanding expenditures pending – response was no. **Andrews** said most of the activities have been paid for from the Community Foundation grant. It was noted that \$9,000 has been budgeted for salaries but only \$9,307 in the bank. **Scaramella** suggested putting a trigger on that line item – concerned with salary spend-down **Scaramella** said he understands the Teen Center is not currently functioning as a “center” per se, mostly field trips which are self-supporting – would like to find out what percentage of the grant covers salaries. .
- g. Oversight Review
 - (1) Cash/Checks/Deposits – July and August - **Clark** – Two missed being logged during the absence of either **Clark** or **Andrews** – now in the log.
 - (2) Bills paid in a timely manner – July and August - **Clark** –No late notices.
 - (3) Bank Reconciliations/Payroll Taxes –**McKenna** completed review, no discrepancies noted.
 - (4) Bills –**Scaramella** – nothing unusual.
 - (5) Reconcile Fire Department and Teen Center Petty Cash – No discrepancies.
 - (6) Review of Warrants for Recommendation to Board – **Andrews**– *motion to recommend approval of expenditures as reviewed on August 14, 201, seconded by Clark and passed by unanimous vote.*

7. **Old Business:** None

8. **New Business:**

- a. Requests for New Expenditures (if any): None
- b. Recreation New Class Proposals (if any): None
- c. Teen Center New Class Proposal (if any): None
- d. Discussion on final Property Tax Disbursement: **Andrews** –As noted earlier. \$2,500 less than proposed – **Andrews** has discussed with **Wilson** and he has agreed to her proposed split. Motion by **Andrews** \$2,000 to CSD and the balance to the Fire Department, motion seconded by **Scaramella** and passed by unanimous vote. This amount would only be \$800 less than the Fire Dept. budgeted for, and \$1,800 less than the CSD budgeted for, but the CSD received an unexpected \$1,000 donation from Need for Speed.
- e. Budget Committee Recommendation on OOD Billings – Reviewed letter from Patrick Weatherwax – Motion by **Andrews** to recommend the Board forgive the debt, seconded by **Scaramella** and passed by unanimous vote. **Scaramella** asked that we double check to see if he had insurance on his motorcycle.

9. **Other Business:** None.

10. **Concerns of Members:** No concerns from **Andrews**, **Bowers**, **Scaramella** or **Clark**. **Hanelt** shared that the new 7464 for Yorkville is in Ukiah getting painted and they will be picking it up next week – will be covered by the District insurance but the YCBA paid for everything but the lights, radio and decals. **Scaramella** suggested the expected maintenance, insurance, etc. be reflected in the budget. **Hanelt** went over the fund-raising methods that covered the total cost. She also announced the Ice Cream Social will be held on Monday, September 2, 2013

11. **Adjournment:** Meeting adjourned at 5:45 p.m.

Joanie Clark
Recorder