

# Abandoned Vehicle Abatement Service Authority Agenda

January 17, 2024, at 1:00 pm

14050 Olympic Dr., Clearlake, CA 95422  
City Council Chambers  
(In Person or ZOOM)

## Committee Members

Chairperson-Moke Simon, Lake County Supervisor  
Vice Chair/Secretary-Russ Perdock, Clearlake City Council  
Michael Froio, Lakeport City Council  
Bruno Sabatier, Lake County Supervisor  
Dan Fansler, CHP

Join Zoom Meeting

<https://lakecounty.zoom.us/j/89988675286?pwd=SkJ2Y1o5WUIJcDVBbjg1dTNvNlhXUT09>

Meeting ID: 899 8867 5286

Passcode: 532630

One tap mobile

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- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
  - +1 719 359 4580 US
  - +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
  - +1 564 217 2000 US
  - +1 646 931 3860 US
  - +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
  - +1 305 224 1968 US
  - +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
  - +1 360 209 5623 US
  - +1 386 347 5053 US
  - +1 507 473 4847 US

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Find your local number: <https://lakecounty.zoom.us/u/khbi977i4>

**Topic: AVA Project Meeting**

**Time: 1:00**

**Agenda Items:**

1. Call to Order
2. Roll Call
3. Introductions
4. Review of Minutes - October 4, 2023
  - a. Review and/or discussion of Minutes
  - b. Approval of minutes – Motion to Vote by AVA Committee members?
5. Quarterly Reports - County, City of Lakeport, and City of Clearlake
  - a. Attachment A – Reports of the Cities and County
  - b. Attachment A - Statistical Information of geographical address information of Registered Owners.
6. Attachment B - Vehicle Identification Number diagram – October 4, 2023, meeting the AVA Board inquired into the amount of “No Plate / No VIN” and locations on a vehicle to obtain VIN information.
7. Fiscal Update:
  - a. Attachment C - Disbursements to County, City of Lakeport, and City of Clearlake (*CDD Accountant*)
  - b. Attachment C - Balance of 7% Administration Fee for future audits (CDD Accountant)
8. Update – Procuring auditors / Request for Proposal for next AVA audit for fiscal years ending June 30, 2023, and 2024.
  - a. Report by Lake County Code Enforcement manager
9. Power Point presentation – City of Clearlake
  - a. The power point presentation will the City of Clearlake AVA processes
10. Discussion to raise 7% administration fee to set aside sufficient funds to cover audit costs for fiscal years 2023, 2024:
  - a. Attachment D - Projection Cost Worksheet - The current amount of funds set aside to pay for audit costs for fiscal years 2023, 2024 is insufficient. Currently anywhere from \$740 to \$888 is being set aside each quarter to pay for AVA audit costs. Future AVA audit costs are estimated to be around \$11,500. At the current 7% administration fee rate, funds being set aside for fiscal year 2023,2024 audit costs are projected to be short anywhere from \$5,900 to \$7,200. To ensure sufficient funds are set aside to cover audit costs for fiscal year 2023, 2024 it is projected that the current 7% administration fee will need to be increased.
  - b. Motion to vote by AVA Committee members?

11. Discussion to raise the 7% administration fee rate to cover future audit costs:
  - a. Attachment D - Projection Cost Worksheet - It is anticipated future audit costs will be significantly higher than previous audit costs which cost around \$4,500. It is estimated the costs of the AVA audit for fiscal year 2023, 2024 will be \$11,500, and it is reasonable to project audit costs for fiscal years beyond 2023, 2024 will increase. The current 7% administration fee being set aside for audit costs is not sufficient to cover the cost for the audit of fiscal years 2023, 2024 and future audits. It is projected that the 7% administration fee will need to be increased.
  - b. Motion to vote by AVA Committee members?
12. Update: Abandoned Boat Program (water resources)
13. Presentation and Consideration of AVA Board Members.
14. Public Input- (*No more than three (3) minutes per speaker*)
15. Consideration of Agenda Items:
16. Calendar meetings schedule:
  - a. Next meeting – Date and Location TBD
  - b. Scheduling of 2024 AVA Authority meetings
17. Adjournment