

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
April 18th, 2018 at 5:30 p.m.**

APPROVED

1. CALL TO ORDER AND ROLL CALL: Chair **Hanelt** at 5:36pm. Members present: Kathleen **McKenna**, Valerie **Hanelt**, Paul **Soderman**, Larry **Mailliard** and François **Christen**. Staff present: Joy **Andrews**, Patty **Liddy** and Andres **Avila**.
 2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** and Aaron **Martin**. **Scaramella** wondered if the AVCS D had a policy in regards to getting items put on the agenda. **Hanelt** shared that it has never been an issue. **Andrews** added that currently any staff or Board member can put an item on the agenda.
- CORRESPONDENCE RECEIVED – Reviewed. EBA water report – the drinking well shows an increase in MTBE particulates but the effluent water that is filtered for station use is okay.
3. CHANGES OR MODIFICATION TO THIS AGENDA- Move 16 to 6.a. *Motion by McKenna to modify the agenda. 2nd by Mailliard. All ayes, no nays.*
 5. CONSENT CALENDAR
 - a. Approval of March 21st, 2018 CSD Board Minutes.
 - b. Approval of Expenditures as reviewed at the April 11th, 2018 Budget Committee Meeting per the Minutes- **No objections noted; the consent calendar was accepted**
 6. CLOSED SESSION – Board shared yearly personnel review - No action taken.
 7. NEW BUSINESS –
 - a. Preview of Online Ambulance Membership Application – **Scaramella** will put out a press release to let people know that they can now sign up online.
 8. GENERAL MANAGER’S REPORT- REVIEWED. (Copy Attached):

Water and Sewer Updates – **Andrews** said that the Boonville Planners did not meet on April 16th. They anticipate a joint Note of Preparation (NOP) public meeting to be held in the early summer. After CEQA document is completed for both projects, the application process can begin with The Local Agency Formation Commission (LAFCo).

Ambulance Online Application – Final Edits were sent to REACH and they are printing the paper applications for the May 1st due date. New Phone System – The Budget Committee will review the research the **Andrews** has collected regarding a new phone system. **Andrews** shared that Kirk **Wilder** is working on the Airport draft budget.
 9. FIRE CHIEF’S REPORT – REVIEWED (Copy Attached):

Avila talked about the Long-Range Plan, the Mission Statement and Core Commitments. The AVFD website is now running an improved website. The newer version is simplified and is equally inclusive of the EMS branch. **Avila** also talked about the EMS Revenues and that he believes that the revenue from receivables as well as the annual membership revenues will provide the minimum funding needed to continue the current model of EMS transport services for another year. **Avila** and **DeWitt** are reviewing the benefit assessments using electronic copies of parcel data.
 10. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE REPORT - REVIEWED (Copy Attached):

Exclusive Operating Area (EOA) update: The dispatch issue has been sorted out and the program should remain much as it is today. Ukiah ambulance service is to be validated before EOA is established. The Long-Range Plan is now complete and ready to be approved by the Board. The sales rep. for the Wildland Engine is scheduled to come for a review of engine specs as updated by the Apparatus committee. The FPC reviewed the letter requesting the BOS continue support of the ALS Enhancement Grant funding.

EMS – Discussion of new ambulance being purchased. New protocols to go into effect 4/1/18 for full implementation/training by 7/19. Drafted a letter to go to the Board of Supervisors regarding the ALS grant. This was sent. There was a review of the Easter egg hunt and **Von Grone’s** art contest for the elementary school kids.
 11. BUDGET COMMITTEE REPORT
 - a. Budget Chairperson Report & Recommendations – **McKenna** – There will be another review of the financing for the Wildland Engine in May after the Apparatus Committee have met with the manufacturer. There was a review of the first drafts of the Fire, EMS, and Rec Committee FY 18-19 budgets (the CSD budget had been reviewed the previous meeting). There was a discussion about upgrading/replacing the internal office phone system and the costs to be split by the Fire Dept. and the CSD. This is on the May Budget Committee agenda.
 - b. Review and Recommend New Grant Opportunities: None
 - c. Recommendation to the Board that the Budget Can Absorb the 5% Merit Increase: **McKenna** presented a table with 3%, 4% and 5% increases for the next year regarding merit raises for three employees. *Motion by Scaramella to inform the*

Board that the budget can absorb a 5% increase for the three employees' merit raise. 2nd by Christen. All ayes, no nays.

12. AIRPORT COMMITTEE REPORT- No Meeting.

Kirk **Wilder** and Joy **Andrews** will be meeting to work on a draft budget.

13. RECREATION COMMITTEE REPORT- REVIEWED (Copy Attached):

The AVHS Teen Center did not receive anything from the Community Foundation Enrichment Grant; however, they did get an anonymous donation of \$10,000! More trips are planned in the near future. The running club is going well. **Espinosa** has spoken to Cal Trans about getting a rest stop in Anderson Valley. The Rec Committee wanted to know if the CSD supports this and the directors said yes.

14. POLICIES & PROCEDURES COMMITTEE REPORT:

15. PERSONEL COMMITTEE REPORT – 3%, 4% and 5% Merit Increase Table for One Year. **Motion by Soderman to approve the 5% merit increase for three employees. 2nd by McKenna. All ayes, no nays.** McKenna will explore the COLA and present it to the Budget Committee meeting in May.

16. OLD BUSINESS:

- a. Sewer: There was a discussion about including parcels in the Lambert Lane area. **McKenna** and **Hanelt** walked through the area on April 3rd and talked to as many parcel owners as they could. Out of about 15 parcel owners they have been able to contact about 12 or 13. Responses are mostly positive, pending information about costs. Consistent criteria need to be developed about what parcels should be served based on size and number of buildings, or toilets. The AV Health Clinic and AV High school would like to be served as well, so the engineering team from Brelje and Race, The Health Clinic manager and board member, the School District Superintendent and a School Board member, **Hanelt** and **McKenna** all met with Jennifer Tomey from State Water Board Financing (by speaker phone) to discuss this. The recommendation from the State is to include the Lambert Area, the High School, and the Clinic now so that the CEQA process will be done for those parcels. Drinking Water: The Project Manager Engineer for Brelje and Race is meeting with parcel owners about the possibility of hosting municipal wells. Both Sewer and Drinking Water intend to hold a Boonville Planner/community meeting by the end of May.
- b. MCAFD Update – **Mailliard** is now on the committee. Measure G may bring in some revenues for fire districts in the future.
- c. EOA Update –**Avila** – Waiting on memorandum of understanding (MOU) with Ukiah and Mendocino County to be in place. The dispatch issue has gone away. County Council and City Council will meet. The MOU has been drafted.

17. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY

BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION- None

18. CONCERNS OF DIRECTORS- **Hanelt** shared that it isn't a "concern" but showed the new CSD business cards that Tina **Walter** (volunteer firefighter and EMT) came up with. No other concerns from members.

19. ADJOURNMENT- 7:24pm

Recording Secretary – Patty **Liddy**