

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
August 15th, 2018 at 5:30 p.m.**

APPROVED

1. CALL TO ORDER AND ROLL CALL: Chair **Hanelt** at 5:31pm. Members present: Valerie **Hanelt**, Paul **Soderman**, François **Christen**, Larry **Mailliard** and Kathleen **McKenna**. Staff present: Joy **Andrews**, Patty **Liddy** and Andres **Avila**. **Avila** went on call as meeting began.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** and Karen **Ottoboni**. **Scaramella** is wondering if we should adopt the State Fire Code. There are fire traps throughout the valley such as over grown brush, reckless barbecuing and abandoned buildings. Maybe there could be a fund set up to help with cost and labor for clearing brush, etc. The Chief will address the State Fire Code in his Chief's Report next month.
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA- Airport 11 a. Approval for Tree Cleaning. *Motion by McKenna to modify the agenda to include Approval for Tree Cleaning under 11 a. 2nd by Mailliard. All ayes, no nays.*
5. CONSENT CALENDAR
 - a. Approval of July 18th, 2018 CSD Board Minutes.
 - b. Approval of Expenditures as reviewed at the August 8th, 2018 Budget Committee Meeting per the Minutes-
No objections noted; the consent calendar was accepted
6. NEW BUSINESS:
 - a. Elder Home Community Garden Insurance – There was concern by a couple of members of the Community Garden that the raised beds were not healthy; the main reason being the beds' proximity to the leach field. AVCSD is involved with the garden because they carry insurance for the Elder Home Garden. Karen **Ottoboni** was present to answer any questions (copy of letters/reports attached). There was a discussion and the perusing of the reports and letters. *Motion by Mailliard to offer insurance with the proviso that all involved in the garden project sign off on this issue as fully informed. 2nd by McKenna. Christen recommended that the septic system be checked every three years and Ottoboni shared that the septic system must be legally checked annually. All ayes, no nays.*

Ottoboni left at 5:50
 - b. Water/Sewer Attorney Fee Agreement. (Copy Attached). Matthew Emrick has been working pro-bono up until this point. He has been the contact with the engineers since the beginning of this water project and comes highly recommended as a water expert. The contract was read and discussed. There will be some legal questions as things proceed; especially involving Prop 218. *Motion by McKenna that we approve this non-inclusive contract with Matthew Emrick. 2nd by Soderman. Hanelt shared that we are not compelled to use him with no retainer. All ayes, no nays.*
7. GENERAL MANAGER'S REPORT- REVIEWED. (Copy Attached): **Andrews**
 - Ambulance Membership –**Liddy** and **Andrews** both took memberships to road association meetings to get more members. More outreach will be done next year by **Eubank** to the local businesses.
 - Benefit Assessment Changes- There have been seven phone calls disputing the change in benefit assessment. **Andrews** will have a new total assessment amount for the next Budget Committee meeting.
 - Annual Airport Day – **Andrews** reported that the weather was favorable and that people were waiting in line for plane rides. **Wilder** reported that the fly-in attendance was down about two-thirds due to the fires.
8. FIRE CHIEF'S REPORT: REVIEWED (Copy Attached):

Avila discussed that he is looking for a new mechanic and that in the interim there are two mechanics in the valley who are available for any minor repairs. He gave a rundown on the benefit assessment review and the need for the Board to assist him in deciding a code for the Conex boxes of which there has been a steady increase of over the past few years. **Avila** shared with the Board that with the fires AVFD was asked to cover the local Cal Fire station under the Mendocino Cal Fire unit's Assistance-By-Hire (ABH) Agreement. Engine 7484 and crew responded to all emergency calls in the immediate area during the assignment. Utilizing this assignment to its fullest, the Chief and **Eubank** both signed off evaluation qualifications for engine boss/captain. Once the task books are done they (DeWitt, Glaus & Perez) will be qualified as engine boss on out of county strike team assignments without supervision from **Avila** or **Eubank**.
9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE REPORT: FPC did not meet.

EMS Report – REVIEWED (Copy Attached): The Fiscal Report was reviewed. There was a discussion about having a spare tire on the ambulance. They also talked about staffing and the number of EMTs on the schedule.

10. BUDGET COMMITTEE REPORT (Copy Attached)
- a. Budget Chairperson Report & Recommendations –
 - b. (1) Review and Recommend New Grant Opportunities: None
 - (2) Recommendation to the Board: Long Range Plan Budgeting Considerations – **Scaramella** shared the questions with the Committee regarding budgetary considerations for the Long-Range Plan and he will speak with **Avila** in the near future:
 - Page 10 - no numbers listed for EMS reserves. What should they be?
 - Page 12 - Table should include Ambulance calls by category in the future if possible. Would be good if we could follow call trends by area and time frame along with costs and revenues.
 - Page 16 - Describes "challenges" to recruiting and retention. To what degree could additional dollars contribute to Ambulance volunteer recruiting and retention?
 - Page 17-19 - 7448 replacement, etc. Cost? Water cost? Was it the engine recently sold/replaced?
 - Page 22 - Says Yorkville tender would be "advisable." Cost estimate? YCBA?
 - Budget/reserves?
 - Page 30 - Future personnel costs? Do we need a personnel reserve? What would it cost to hire a paramedic in the future? And the three listed? A "prevention officer" sounds like a good idea, is it worth penciling out?
 There was an update on Policies & Procedures billing – **McKenna** presented the Committee with an upgraded version of the AVCSD policy & procedure used for billing. Copy attached. *Motion by McKenna for the AVCSD Board to adopt this policy amendment. 2nd by Scaramella. All ayes, no nays.* Water/Sewer Attorney – **McKenna** presented a letter to the Committee from the attorney who will be handling anything to do with the Water Project. **Long** shared that his fees were very reasonable. Copy of letter attached.
11. AIRPORT COMMITTEE REPORT
- a. Approval for Tree Cleaning. Every year or so there is a need to trim the trees surrounding the airport. *Motion by Hanelt to approve that the airport can spend their funds to have Marvin Gardens trim the trees around the airport. The Airport has the necessary funds. 2nd by McKenna. All ayes, no nays.* It was commented upon that there was a time in the past that the residents around the airport paid or trimmed their own trees. The Board will be asking **Wilder** about this in the future.
12. RECREATION COMMITTEE REPORT- did not meet
13. PERSONEL COMMITTEE REPORT – **Hanelt** and **Mailliard** followed up on the staff and all are satisfied with how the office is operating.
14. POLICIES & PROCEDURES COMMITTEE REPORT: **McKenna** presented her re-wording of the fee schedule ordinance in the AVCSD policies and procedures. (Copy attached). *Motion by McKenna to approve the changes to policy 3037 out of district billing collections. 2nd by Mailliard. All ayes, no nays.*
15. OLD BUSINESS:
- a. Water Project Update: The field studies of the CEQA (Environmental Impact Report) for the combined Clean Water (Sewer) and Drinking Water systems are being conducted. The Biotic Resources sub-consultant is finished and has been told to proceed to finalize their report. The Cultural Resources sub-consultant is expected to perform their field work one day next week (day to be determined).
 - b. MCAFD Update: **Mailliard** – The Prop 172 money has been approved and it is for \$488,000 for Mendocino Fire Districts which is about the same as last year. The Request for Proposal (RFP) has been promised again next week. **Mailliard** shared that the meeting was informative and that there was a time when there was a Fire Warden for Mendocino County who acted much like the position of the Mendocino County Sheriff's Office. The Fire Warden was a strong voice to advocate for the Fire Districts. The position was vacated in the 1990's and has never been filled since then. The State needs to help with small Fire Districts. The State has put such requirements on volunteers that the small Fire Districts have a hard time keeping the volunteers. The State needs to provide apparatus and personnel. The MCAFD want to push towards one entity to get some funding for the small Fire Districts. **Avila** back at 6:30
 - c. EOA Update: **Avila** – The Request for Proposal (RFP) is still not in and it has been promised to be in next week: again.
 - d. Engine 7448 Sold – Sold to highest bid at \$1,200. A trailer has been bought and equipped to replace Engine 7448.
16. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY
 BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION: None
17. CONCERNS OF DIRECTORS: None
18. ADJOURNMENT- 6:55 pm
- Recording Secretary – Patty **Liddy**