

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128  
August 21<sup>st</sup>, 2019 at 5:30 p.m.**

**APPROVE**

1. Called to order by Chair **Hanelt** at 5:30 pm. Members present: Kathleen **McKenna**, Valerie **Hanelt**, François **Christen** and Paul **Soderman**. Staff present: Joy **Andrews**, Andres **Avila** and Patty **Liddy**. Larry **Mailliard** absent.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella**, Aaron **Martin** and Phil **Williams**. **Scaramella** commented on the letter he is drafting to our insurance company (GSRM) regarding workers' comp. and shared his research with the Board. There will be more about that next month. Aaron **Martin** is involved with The Mendocino Fire Safety Council. He shared that when the AVFD made a letter of commitment for outreach, the Anderson Valley Community doubled their efforts. The participation and self-organization have been amazing with "Road Sheds" (neighborhood fire safety committees) participating in defensible space clearing, wood chipping and other precautionary actions. There are now thirty of these Road Sheds. This is a 2-year program and **Martin** said that they already have far exceeded expectations within the first year's quarter. A special thank you to **Avila**, **DeWitt** and **Wilson**. **Christen** thanked **Martin** for his hard work. Cal Fire is also committed to clearing roads. **Christen** questioned how much money will be off-set by grant money. **Scaramella** wondered if evacuation plans were in place. **Martin** said that there have been presentations of evacuation awareness with **DeWitt**, **Avila** and **Wilson** going to neighborhoods to map out temporary refuge areas as well as progressive evacuation plans. **Hanelt** also thanked **Martin**.

Sarah Bennett arrived at 5:40pm

3. CORRESPONDENCE RECEIVED – Reviewed. **Christen** would like the reading file to be sent to him before the Board meeting.
4. CHANGES OR MODIFICATION TO THIS AGENDA: None
5. CONSENT CALENDAR:
  - a. Approval of July 17<sup>th</sup>, 2019 CSD Board Minutes.
  - b. Approval of Expenditures as Reviewed at the August 14<sup>th</sup>, 2019 Budget Committee Meeting Per the Minutes.  
The consent calendar was accepted.
6. NEW BUSINESS:
  - a. Retain Phil Williams as General Counsel and Water/Wastewater Project attorney. *Motion by **McKenna** to sign the contract to retain Phil Williams as our general counselor and water/wastewater project attorney. 2<sup>nd</sup> by **Soderman**. All ayes, no nays.*  
Review of Brown Act Requirements - Phil **Williams** gave a presentation about the Brown Act and there was a general discussion about emails, phone texts, etc. and how it must be Brown Acted. A quorum (for our board equals 3) may not talk about issues over which we have jurisdiction.
  - b. **Williams** reiterated that all directors should reply through the general manager rather than a chain of emails to other directors. All agendas for regular meetings must be posted 72 hours in advance. Emergency meetings need 24-hour notice. **Williams'** guidance was to not use agenda for discussions; the discussions and taking action should be at the same meeting. **Scaramella** added that his rule of thumb is that all sub-committees should be Brown Acted.
7. GENERAL MANAGER'S REPORT: (Copy attached):
  - Airport Updates – The FAA is still negotiating with Wadell Engineering on the ALP grants.
  - Water/Sewer Progress – **Andrews**, **Hanelt** and **McKenna** will be at a meeting at the County Building and Planning Offices on Monday, August 26, 2019.

- Benefit Assessment Interpretation – The Policies and Procedures Committee is working on a procedure clarifying the interpretation of a deeded parcel versus an assessor’s parcel number.
  - Audits – The FY 17-18 audit is complete and I’ll be submitting files for the FY 18-19 audit in a few weeks.
8. FIRE CHIEF’S REPORT: (Copy attached)
- Boonville Station Generator – The preparation is ready for the backup generator and should be installed quickly once it arrives.
  - Chief Truck – Engine 7400 should be in service by the end of next week. The patrol engine will be going into service as Engine 7468 in Philo at the same time. Old 7468 is slated for public auction because no fire department wanted it.
  - Electrical Storm – On Friday August 9<sup>th</sup>, a weather system moved across our district that produced several cloud-to-ground lightning strikes throughout the County. We helped Cal Fire gain access to the remote area of Alaska Ridge north of Philo.
  - Boonville Station Revamp – We are nearly complete with the fire code compliance details. Also, the AVVFFA has installed new carpet in the crew quarters for a basic upgrade in the lounge area.
9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE: (Copies attached):
- EOA Update - It looks like the EOA may be dead because of Ukiah’s decision to drop out even if the EOA is approved. This has a huge impact because it would drive the various districts to function on their own with a new plan. Funding is uncertain. The impact could be beneficial compared to the EOA, but the change might take 5-6 years, which leaves us in limbo.
  - Large Event Impact on Fire Department - More tents are being inspected. The minimum tent area requiring inspection is 400 ft<sup>2</sup> (700 without walls).
  - 7400, 7485, 7468 Engine Update - The new 7470 outfitting is underway and was inspected by the committee. 7468 is going to public bid, and 7485 is out of service. Fish Rock neighbors have asked for support of their procurement of a ranch fire engine type 3. Under discussion.
  - Yorkville Station Update - Yorkville soil compaction testing for the new facility is the next step.
  - Boonville Station Stand-by Generator Project - **Soderman** summarized progress. The generator has been ordered from Generac, but it will take 4 weeks for delivery because of California Air Resource Board air quality requirements. Electrical wires, propane lines, new propane tank and concrete pad have been installed thanks primarily to **Avila**, **Lasicki** (concrete work) and **Pardini** who ran the trencher. All is ready for the generator.
  - Boonville Station Fire Code Compliance Project - The one remaining tent inspection by **Avila** was completed. The shop area under the second floor has been sheet rocked and made fire safe. A flammable liquids cabinet was installed. All exit signs in the building have been upgraded to LED.
  - New Recruit Update - Five new recruits are on board (EMS and Fire: 3 women, 2 men).
10. BUDGET COMMITTEE REPORT: (Copy attached).
- a. Budget Chairperson Report & Recommendations:
- (1) Review and Recommend New Grant Opportunities:
  - (2) Recommendation to Accept FY17-18 Audit – Motion by McKenna to accept the FY 17-18 audit. 2<sup>nd</sup> by Soderman. **Christen** had reservations about accepting the audit as he had questions regarding the wording of the audit and would like to speak with Rick Bowers, the auditor. **Christen** moved to amend and revise the motion after meeting with the auditor. It was decided that there would be a telephone conference with the auditor at the next budget meeting and the other directors were invited to attend The Budget Committee has questions as well. **McKenna** withdrew her motion and it is tabled until next month.
  - (3) Recommendation to spend up to \$5,000 in the first year on General Counsel as a line item named professional services – *Motion by McKenna to approve transferring \$5K from CSD Contingency Reserves for general counsel. 2<sup>nd</sup> by Christen. All ayes, no nays.*
  - (4) Recommendation to transfer EMS Branch fund balance carryover of \$24,642 to reserves. *Motion by McKenna to approve transferring EMS Branch fund balance carryover of \$24,642 to reserves with the allocations as such: \$5K to contingency, \$10K to unemployment and \$9,462 to apparatus. 2<sup>nd</sup> by Christen. All ayes, no nays.*

11. AIRPORT COMMITTEE REPORT: (Copy attached) Did not meet, but **Wilder** sent an update of progress.
12. RECREATION COMMITTEE REPORT: Did not meet.
13. PERSONNEL COMMITTEE REPORT: Did not meet.
14. POLICIES & PROCEDURES COMMITTEE REPORT: **McKenna** said that the P&P Committee will be meeting before the next Budget Committee and Board Committee meetings.
15. OTHER BUSINESS: None
16. OLD BUSINESS:
  - a. Water/Wastewater Project Update -**Hanelt** - Status Report on Water Projects for Mendocino Building and Planning Housing Element - The letter to Jessie Davis and Brent Schultz was approved with one edit. The report will be on the website presentation to Fairground Board: The presentation the CSD made to the Fair Board was reviewed. The Presentation and the Engineers' responses to Fair Board members' questions will be on the website. **Hanelt, McKenna, Andrews,** and Phil **Williams** (attorney) are attending a meeting Monday 8/26/19 in Ukiah with the County executive officers as well as County Building and Planning to discuss the possible use of the back-parking lot of the Fairgrounds. If the site is tentatively approved, then soil surveys can begin to see if the site will actually support an absorption field.
  - b. MCAFD - **Maillard** was absent, but **Avila** shared that the MCAFD had met earlier that day. The Ad Hoc Committee from the BOS that is addressing funding ideas for Mendocino County Fire agencies were both at the meeting today. **Williams** and **McCowan** came to the meeting to discuss ways to generate funds for fire agencies. If RV parks and campgrounds would be included in the transient occupancy taxes (TOT), the increase might go to fire/ems. Now only hotels/motels and B&Bs are taxed. Perhaps the fire agencies could lobby for more fire specific tax money. This was an hour and a half long discussion and **Avila** is pleased that the MCAFD finally has some County support and that the BOS want to help. This is a monumental step in the right direction. **Avila** also talked about the ISO (insurance rating system for home owners) and how that is becoming obsolete in a “High Fire Severity Zone” which Anderson Valley is. We have stations throughout the Valley so that the insurance rates could stay down but now this model might not serve us well. Cutting down costs by cutting stations but not cutting service may be something to ponder. **Scaramella** quipped that the marijuana taxes were supposed to generate funds for the County.
  - c. EOA update - The EOA's proposers bid submission due date is Sept. 3<sup>rd</sup>. The County had concerns about the poorly written RFP (Request for Proposal). Ukiah has backed out and it kills the EOA if they are not in it. **Scaramella** said the “EOA is DOA”. The attorney that the AVFD has hired is an expert on EOA dealings. Ukiah would like to hire this same legal firm but it would be a conflict of interest. **Avila** thanked **Christen** for getting us the “best in the business”. **Christen** pointed out that we have an exclusive contract with the legal firm. **Avila** also informed the Board that the EMS has a critical staffing issue with ambulance. **Christen** wondered if we would be able to continue operating our ambulance service for the next 2,3 or 4 years. **Avila** said that the EOA was going to “up our game” with lots of new standards qualifications. There are many conceptual ideas out there but none of them have come to fruition. We can survive but he believes it doesn't mean that we are not in a dire situation. Reliability would go way down if a few key players stopped volunteering. **Eubank** does a phenomenal job. **McKenna** wondered if we will continue to get funding from ALS grants until the EOA comes in. We don't know.
17. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION
18. CONCERNS OF DIRECTORS- None
19. Adjourned at 8:25 pm

Recording Secretary – Patty **Liddy**