

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
January 19th, 2022 at 4:30 p.m.**

Approved

- 1. CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER FOR ELECTRONIC MEETINGS:**) Called to order by **Hanelt** at 5:31 pm. Kathleen **McKenna**, Larry **Mailliard**, François **Christen**, Andres **Avila**, Valerie **Hanelt** and Paul **Soderman** in person or on Zoom. Staff - Joy **Andrews** and Patty **Liddy**.
- 2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Mark **Scaramella**
- 3. CORRESPONDENCE RECEIVED:** None.
- 4. CHANGES OR MODIFICATION TO THIS AGENDA:**
- 5. CONSENT CALENDAR:**
 - a. Approval of December 17th, 2021 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the January 12th, 2021 Budget Committee Meeting.
The consent calendar was accepted.
- 6. ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS**
 - a. **GENERAL MANAGER'S REPORT:** (Copy attached) Presented by **Andrews: FY20-21 Audit Underway:** Patty and I gave all the materials to Rick Bowers a couple weeks ago to get started early on last year's audit. I've asked him to have it finished before April so I can go over it with the new General Manager before I leave in May. **Interviewing for New General Manager:** We have so far received about five qualified applicants. Once the committee selects a finalist or finalists, the Personnel Committee will do another interview and recommend a selection at the February board meeting. **Form 700s and NO Harassment Training:** Form 700s are due to the County by the beginning of April so we'll send them out to you by e-mail to return. There is no ethics or harassment training due this year.
 - b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Avila: FUEL STATION:** AVFD's fuel supply situation has become worse lately with higher costs, fuel availability, no PSPS outage preparedness, etc. Now that the new AVUSD Superintendent has had time to settle in, I reintroduced the former discussion of a combined fuel use agreement with Louise Simpson. As a contingency, the Philo Station is also considered as an alternate location for a fuel facility. I received a reply from Louise that the proposal was not desirable at the AVES but rather she generously agreed to the use the area on the corner of Mountain View Rd. and Airport Rd. near the tennis courts. Funding will be provided from the AVVFFA and some AVFD structure reserves. We have had several very generous donations that can be used to support this goal. I am told that we may have a few additional donations available if we can identify the exact costs needed for the project. To say the least, we have a very supportive community! **WATER TANKS:** We have a Wednesday morning delivery for three 3000-gallon tanks designated for the downtown Yorkville standpipe. Again, local donors contributed a large amount to assist AVFD establish another standpipe in Yorkville. **EMT CLASS:** Mendocino College will be hosting an EMT class at the Boonville Fire House over the Spring semester. 14 Students are currently enrolled. Clay Eubank has been approved by the college to instruct the class. He will be taking the place of AVFD / AVAS' Sarah McCarter who has recently retired from teaching the EMT course for over two decades. Nearly 100% of our current EMTs were taught by Sarah here in Boonville. MedStar Ambulance donated \$8500 to AVFD to sponsor AVFD personnel taking the class and as a general contribution. This donation is greatly appreciated since the ALS funding was not able to cover our training costs this year. **AMBULANCE COVERAGE AND MODEL:** I am very proud of our local volunteer ambulance system in Anderson Valley and comparatively to other volunteer ambulances throughout the nation, we are considered a healthy volunteer transport service. On the other hand, considering the downward trend of volunteerism of EMTs and firefighters countrywide, we need to plan for similar changes and challenges. I have proposed a new model to MedStar Ambulance of Ukiah that would expedite patient transport and increase our EMT confidence by joining a paramedic on our ambulance if needed.

EMS model are to ensure AVFD maintains a sustainable ambulance program with future trends, avoid employee burnout, and start succession planning before we need to react. As we face more funding challenges on the EMS branch of AVFD, I plan to request an increase in ALS funding from the county to supplement our existing program and support bolstering our program to achieve the goals stated above. If the AVCSD Board agrees to the funding request I will bring the request letter for Board approval to next month's meeting. There was a discussion about involving the Department of State Architecture if we proceed with the AVUSD and the fuel station.

7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Soderman**: There was a discussion regarding updates on the Faulkner Park situation. Fire Warden Update: Avila explained concept/process: sort of a political advocate for fire depts/issues: would be created as a new county wide fire district: going to BOS next week. Philo Water tender: On order: cost of about \$320,000. Large Donations: MedStar is giving \$5,000. To the FD/EMS and helping pay for the EMT Class. Avila gave both an overview and detailed look at the Department budgets for the FD, EMS, and County ALS Grant. Wide ranging discussion of how to handle donations that come in with Ambulance memberships. Consensus was reached that a first priority for all services would be a fueling station, possibly at the HS in conjunction with school district. Avila shared a memo regarding the Faulkner Park Tree clearing issue. The understanding is from Ted Williams that PG&E will do nothing regarding the trees in the park without the BOS permission. Thomas announced he is taking Autumn Ehnou's place as AVVFFA treasurer.
- b. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **McKenna - First Property Tax Payment Received – Significant Shortfall:** On the budget versus actual reports, you will see we only received 47% of our budgeted revenue for property taxes when the first payment is usually 55%. District-wide this payment was short by \$20k. I have a call and e-mail into the county auditor, who is currently out of the office but is checking messages from home. The goal is to have an informative answer before next week's board meeting to incorporate into the discussion with the revised budgets. If this reduction trend continues, all branches of the district will have some difficult funding decisions to make. Because the CSD operates on a "bare bones" budget, outside sources of funding would have to be pursued if a worst-case scenario arrives. **Strike Team Payments:** We recently received payments on the Fawn, Hay Creek, and River Complex fires. Stipends will be paid with the next payroll. The bank account balances page still shows \$133k outstanding which will be received in the coming months. **FY20-21 Audit/GM Exit Strategy:** There is no update this month on the audit. I have asked it to be ready by April so I can discuss it with the new GM. My scheduled last day is May 1st however, I will be available on a consulting basis and can utilize Zoom and LogMeIn if I need to remotely access the GM desk computer to assist my replacement. Accepted the Mid-Year Budget Revisions FY21-22 and the Revised Fee Schedule to Incorporate Recovery Cost of CPR Certifications. Discussion regarding donations to AVVFFA.
 - 1) Review and Recommend New Grant Opportunities.
 - 2) Mid-Year Revisions. ***Motion by McKenna to approve the Mid-Year revisions. 2nd by Christen. Hanelt – aye, Christen – aye, Soderman – aye, Mailliard – aye.***
 - 3) Revised Fee Schedule to Incorporate Recovery Cost of CPR Certification. ***Motion by McKenna to create a new ordinance with a fee schedule with a recoupment cost of \$50 to \$60 for CPR certified training. 2nd by Mailliard. Mailliard – aye, Soderman – aye, Christen – aye, McKenna – aye, Hanelt – aye.***
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.
- d. **RECREATION COMMITTEE REPORT:** Presented by **McKenna - Review activities/post-event forms:** **McKenna** shared that seven highschoolers came to the meeting "The Service-Learning

Team”. They are interested in service projects and may help on the park. The Teen Center is going to start up again. The Community Wellness Coalition is coming up with some stress reduction activities. We have had an okay that we will be getting the money and can start on the parking lot for the Community Park. The highschoolers want a skate park and a swimming pool. There was a discussion about acquiring the park. **McKenna** asked if the CSD was interested in buying the park instead of the 40-year lease agreement. Donna is going to talk to the school to see if there was any interest. Star White is a new member of the Recreation Committee.

- e. **WATER PROJECTS: (Copy attached):** Presented by **Hanelt**: Both projects: Amendments should be executed and ready to sign by end of January according to Henry Wijawa, our new project manager at Department of Financing. He has replaced Francine Fua. Wastewater: Dave Coleman is waiting for the amendments to be executed to be sure funds are available for soil studies at the preferred site. He is also waiting for more rain so the timing should work out. Drinking Water: State Financing approved using 10 gpm as our average number to assess value for well production. We are also factoring in inflation. Jack Locey is reworking all negotiations. Our meeting with the AV School District had to be postponed and is being rescheduled for the first week in Feb. That will be the last entity to start negotiations with us. We cannot do more public outreach until we know the rates we plan on charging. Rates are dependent on the components of the projects to be established. We also cannot do our LAFCO application to be an approved water district until we have approved the rates. At our next CSD regular meeting Jim Little will do a presentation about developing a MAC (Municipal Advisory Council) as there is concern about planning and managing growth once we have municipal systems. Jim is a retired Fire Chief and a retired member of the Laytonville Area MAC. Director Christen will contact various agencies to pursue studying the monitoring wells in Anderson Valley and how drought has affected them.
- f. **POLICIES & PROCEDURES COMMITTEE REPORT**: Did not meet.
- g. **PERSONNEL COMMITTEE REPORT**: Did not meet.

8. OLD BUSINESS:

- a. MCAFD Update: Mailliard shared that the MCAFD will meet next month.
- b. Application for \$177,000 Prop 68 Grant Funds for Community Park – we have been approved but no contract yet.

9. NEW BUSINESS: None.

10. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED

UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION: None.

11. ANNOUNCEMENTS/CONCERNS OF DIRECTORS: None.

12. ADJOURNMENT: 6:55pm Recording Secretary – Patty Liddy