

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
May 17th, 2017 at 5:30 p.m.**

Approved

1. Called to order by Chair **Hanelt** at 5:30pm. Members present: Valerie **Hanelt**, Kathleen **McKenna**, Kirk **Wilder**, and Paul **Soderman**. Absent: Joanie **Clark**. Staff present: Patty **Liddy**, Andres **Avila** and Joy **Andrews**
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC – Mark **Scaramella**, Clay **Eubank** and Bev **Dutra**. **Scaramella** shared that Blackbird Farms has been asked to re-submit their application with the Mendocino Planning and Building Dept. There was a discussion about how some districts use Cal Fire for their safety needs, but Cal Fire isn't really equipped to deal with towns; they are more relied upon for wildland fires. There was a discussion on the Cal Trans' Philo Safety Study that Cal Trans sent to **Andrews**. **Dutra** showed the Board the response that Cal Trans sent her after they received her letter criticizing the study they made to increase the speed limit in Philo. She is going to respond to them personally, but asked the Board to consider writing another letter to say that a new study should be done and that there should be a follow-up meeting closer to Philo. **Hanelt** asked **Dutra** to draft a letter and the Board will look at it next month.

Dutra left at 5:50 pm.

3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA: None.
5. CONSENT CALENDAR
 - a. Approval of April 19th, 2017 CSD Board Minutes
 - b. Approval of Expenditures as Reviewed at the May 10th, 2017 Budget Committee Meeting Per the Minutes
No objections noted; the consent calendar was accepted.
6. NEW BUSINESS:
 - a. Options to proceed on Drinking Water Study/Planning Grant: **Hanelt** had lists and maps outlining the different options and plans for the next part of planning the drinking water grant. (Copy attached). There will be fire hydrants every 500 feet inside the water district. There will be hydrants every 1,000 feet on Anderson Valley Way when/if the water goes to the AV Elementary School. **Wilder** said that most of the water system planning will be boiler plate and that it won't cost much to include the school's expected water usage into the plan. The next step is testing wells to see where options will be. **Hanelt** wanted input about any concerns that the Board may have. There ensued a lengthy discussion in which **Hanelt** and **McKenna** were able to answer questions or write down things that they will bring up to the engineers and the Boonville Planners. There will be a meeting at the Fairgrounds in the spring of 2018 when there will be much more information. **Eubank** pointed out that the owners on AV way will win because they'll have hydrants on their property which will guarantee a lower rating on their insurance. **Hanelt** and **McKenna** will send out postcards to everyone involved to tell them to please check the web-site AVCSD.org and to click on the Drinking Water information which will bring up a list of FAQ. The Clean Water (Sewer) Project meeting will be held Aug. 3rd. There will be a different engineer for this part of the water project.
 - b. Review of Draft MOU (Memorandum of Understanding) between AV Ambulance and AVCSD. – **Avila** wanted to officially tie the two together with this "MOU" which he will change to an "agreement". (Copy attached). There were many questions from the Board about the intricacies involved in the merger such as staff concerns, budget concerns, membership drives, etc. **Scaramella** suggested a lawyer look at the MOU/Agreement. **Soderman** felt that it wasn't necessary. **Avila** said that we can always drop out of the merger after a year's trial. There was direction from the Board for **Avila** to write that into the agreement.
 - c. Vote To Merge the AV Fire Dept. With the AV Ambulance. There was a decision to not vote yet. The LAFCo protest hearing is June 5th for the AVCSD to have their latent powers. **Avila** also stressed that there is much to implement before he is convinced that this is the right fit. By the next Board meeting there should be more i's dotted and t's crossed and hence a better understanding of the complete picture of the merger. The Board will vote at the June 21st meeting.
 - d. Lunch Expense Policy for GM at Out of Town Classes – *Motion by Wilder to buy the GM lunch (\$15.00) when she has out of town classes. 2nd by McKenna. All ayes, no nays, one absent.*
 - e. Training Officer Benefits – Health benefits. Personnel Committee will review. The negotiations will take place this month and be voted on next month. **Avila** was asked by the Board to put something together and run it by the Board.

- f. Vote to Re-join the CSDA (cost is \$1,500) - **Andrews** suggested the Board consider re-joining the CSDA now that there are so many irons in the fire this next year or so. What with the Water Project and the Merger happening, **Andrews** has found herself researching a vast array of perplexing questions and feels that the CSDA (who specializes in Special Districts) have a whole staff manning an information booth (or whatever the internet equivalent is). There is also three hours of legal advice included with the membership per year. **Avila** pointed out that there is a lot of money being spent on **Andrews** using up her time with researching all these new projects. *Motion by Wilder to join the CSDA for a year. 2nd by Soderman. All ayes, no nays, one absent.* **Andrews** will put on the annual calendar to review in one year.
7. FIRE CHIEF'S REPORT – (copy attached) **Avila**
10. FIRE PROTECTION COMMITTEE REPORT – (copy attached) **Soderman**
11. BUDGET COMMITTEE REPORT
- a. Budget Chairperson Report & Recommendations – **McKenna**
- (1) Review and Recommend New Grant Opportunities: None
- (2) Approve Draft 17-18 Budgets for Public Review
- (3) Revision of 16-17 Fire Budget to Include Prop 172 Funds – *Motion by McKenna to add prop 172 funds to current budget to satisfy the County requirements. 2nd by Wilder. All ayes, no nays, one absent.* **Avila** thinks we shouldn't put it on the 2017-18 draft budget until we get the funds. It can always be re-inserted during the mid-year budget revisions.
11. AIRPORT COMMITTEE REPORT- (copy attached) **Wilder** shared that the CAAP funds of \$10,000 have arrived. They are still waiting for the Cal Trans' list to be published for matching funds for the existing Federal grant to find out if the Boonville Airport is eligible.
12. RECREATION COMMITTEE REPORT – No meeting.
13. PERSONNEL COMMITTEE REPORT.
14. POLICIES & PROCEDURES: **McKenna** – Employee's Raises and **McKenna**'s Proposal: (copy attached):
Motion by McKenna to offer the hourly employees 5% merit increase in their wages as well as 1% COLA. 2nd by Soderman. All ayes, no nays, one absent. Motion by Soderman to offer the Fire Chief a 5% increase and double it another 5% because of an oversight. The Board did not give him a raise last year. 2nd by McKenna. All ayes, no nays, one absent. **Avila** thanked the Board but reminded them that we have to stay fiscally careful; the money goes so fast.
Scaramella left at 7:45 pm
15. OLD BUSINESS
- a. Ambulance EOA Update – **Avila** – The new time line seems set. The State has the contract to approve and it will be released for public review. The Contract bidders will then start and all should be known by the end of the year. The roll out date is July 2018. **Avila** pointed out that if we do the merger, we will have a year before EOA is involved.
- b. Water Project Update – **Hanelt** shared that the Clean Water (Sewer) meeting will be Aug. 3rd. LAFCo applications are next and they'll let **Andrews** know more this month.
- c. Ambulance Merger – **Avila** – The Ad Hoc Merger Committee worked on the Fire Fighter Handbook. The Board needs to approve the handbook re-drafts. It will be on the June Agenda and **Avila** will send it out for the members to read beforehand. **Avila** also conveyed that there may be an assistant for the EMS and FF Officers for a trial period of one year.
- d. MCAFD & Prop 172 Update – **McKenna** – Did not meet. **Hanelt** asked **Liddy** to spell out the MCAFD; Mendocino County Association of Fire Districts. We will update the agenda to delete the Prop 172 Updates for this time period until there's any new news.
- e. Approval of Draft FY 17-18 Budgets for Public Review: CSD, Airport, Rec and Fire Dept. draft budgets were all scrutinized and after some discussion and questions there was a motion. *Motion by Wilder to make the draft budgets available for public review. 2nd by Soderman. All ayes, no nays, one absent.*
14. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY
 BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION - None
15. CONCERNS OF DIRECTORS – None!
17. ADJOURNED: 8:20 pm
Liddy, Secretary