

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
October 24th, 2018 at 5:30 p.m.
APPROVED**

1. Called to order by Chair **McKenna** at 5:30pm. Members present: Kathleen **McKenna**, Paul **Soderman**, Francois **Christen**. Members absent: Valerie **Hanelt**, Larry **Mailliard**. Staff present: Joy **Andrews**, Andres **Avila**. Staff absent: Patty **Liddy**
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** and Laura **Diamondstone**. **Scaramella** asked **Avila** for an opinion as a follow up on his request the district consider adopting the fire code. **Avila** said it will be discussed in tonight's chief's report, item 8. **Diamondstone** was asked by **Hanelt** to attend tonight's meeting to start a discussion on getting a full-service ATM in the valley for local residents and businesses to be able to make deposits, not just withdrawals. Last year **Diamondstone** and **Andrews** had the president of Community First Credit Union (formerly Mendo-Lake Credit Union) meet with them in Boonville along with John Schmidt from the Boonville Hotel. A site was approved next door to the CSD by property owner Aaron Weintraub that is ADA accessible. However, the credit union said the \$100,000 was too costly. Pt. Arena has a Redwood Credit Union ATM that serves far less people and dollars; one is also being proposed in Albion. *For November Agenda "Letter of Support and Invitation to Credit Unions to Attend CSD Meeting."* **Andrews** and **Diamondstone** will draft a letter of support for the board to review.
3. CORRESPONDENCE RECEIVED – **Avila** cautioned the board on the process with Ted Williams. We're facing some critical issues with the EOA and LEMSA. He has had zero contact with Williams on fire issues except by e-mail and prefers to meet in person. Williams has been invited to the November 1st water meeting.
4. CHANGES OR MODIFICATION TO THIS AGENDA- None
5. CONSENT CALENDAR
 - a. Approval of September 19th, 2018 CSD Board Minutes
 - b. Approval of Expenditures as Reviewed at the October 10th, 2018 Budget Committee Meeting Per the MinutesThe consent calendar was accepted.
6. NEW BUSINESS-None
7. GENERAL MANAGER'S REPORT (COPY ATTACHED)
 - Audit: FY16-17 to be finalized this week with corrections. FY17-18 audit materials and reports were sent to Mr. Bowers last week.
 - Airport Committee: Sandra **Nimmons** is on the Budget and Airport committees. Airport has a full five members now and will meet very soon.
 - Water/Sewer County Meeting: **Hanelt**, **McKenna**, and **Andrews** met with County Building and Planning and Environmental Health. Discovered additional permitting required but likely covered by construction grant.
 - Staff Out of Office 10/23: Secretary is on vacation until November 6th. General Manager on vacation October 19th – 23rd
8. FIRE CHIEF'S REPORT (COPY ATTACHED)
 - Fire Code Adoption: The state fire marshal now requires local districts that have a paid fire chief to enforce the state fire code as part of the building code in inspecting "conditions hazardous to life or property in the use or occupancy of buildings or premises."
 - Annual Inspection Program: With adoption of fire code, will have a lot more places to inspect and will start a four-year rotation program by establishment type, most likely starting with vineyards (who have never been inspected). Wants to be very consistent with all inspected properties. Will not charge for inspections, even though it's in fee schedule, unless they are asked to correct something and it is not, he will then charge for all preceding inspections. Will send out a flier ahead of time with a checklist. **Andrews** will help **Liddy** establish a database of properties and do a mail merge for fliers.
 - Mechanic Solicitation: Winter maintenance cycle approaching. Will be running public solicitation for applicants. One local volunteer is interested and would be a benefit as he knows the fleet, however an outside mechanic such as one from Cal Fire would have extensive knowledge of fire engines specifically.
 - New AVFD Patch: Started over since last draft, bringing back a version of the older patch and our roots with the oaks, firs, deer, and river. Fire and EMS listed equally. Several commented that the river looks like the highway and needs to be lighter blue.

9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE:
10. BUDGET COMMITTEE REPORT:
 - a. Budget Chairperson Report & Recommendations:
 - (1) Review and Recommend New Grant Opportunities-CAAP Grant has been submitted for airport
 - (2) Benefit Assessment Structure Query (copy attached): **Avila** clarified that according to Measure A this only applies to commercially zoned properties, not cottage industries, or for a property that substantially employs one or more non-family members. *Motion by **McKenna** to approve the Benefit Assessment statement "Any Conex box, green house, or other structure that has any permanently installed utilities, a foundation, modifications that create a site-specific structure, or has remained on the site for over a year for any purpose, shall be assessed as a 'structure' if the parcel is classified as a Type 3." Seconded by **Christen**. Approved unanimously.*
 - (3) Review the Vanguard Simple IRA: **Christen** did some research on different plans and found the Simple IRA would work best for our district. The entire cost to all departments would be about \$6,000/year and only regular employees currently qualify, not strike team. The budget committee will look at revising the budget to include it in the calendar year 2019, otherwise it will be the next fiscal year. *Put on December board agenda*
 - (4) FY 16-17 Audit – Accept the Audit with Corrections: *Motion by **McKenna** to accept the FY16-17 audit with corrections, seconded by **Soderman**. Approved unanimously*
 - (5) 5% Raise for Fire Chief (Retroactive from July 1, 2018): **McKenna** noted that the raise was already written into the budget, but that **Avila** was passed over. *Motion by **Christen** to approve the 5% raise from the budget, retroactively. Seconded by **Soderman**. Approved unanimously.*
11. AIRPORT COMMITTEE REPORT: Sandra Nimmons is now on Airport Committee and the Budget Committee and the Airport committee will be meeting very soon.
12. RECREATION COMMITTEE REPORT: Had a big clean-up day at the park and new playground equipment. Only activity going still is karate.

Review of Recreation Class Proposals or Trip Report Forms: None
13. PERSONNEL COMMITTEE REPORT: None
14. POLICIES & PROCEDURES COMMITTEE REPORT: None
15. OLD BUSINESS
 - a. Water Project Update – **McKenna** said the November 1st meeting will be a scoping session to gather questions on the EIR.
 - b. MCAFD Update – **Avila** said the MCAFD has lost the attention of the Board of Supervisors. Need to let them know where we stand with emergency services with two new supervisors coming in. Hopes Ted Williams will establish a fire conduit similar to the EOCC. There's discussion about merging some of the smaller fire departments in the county to pool resources. Next year's county budget will be tight. As the volunteer model crumbles, we need to be prepared.
 - c. EOA Update – **Avila** said the three options for the county LEMSA are doing their own, a hybrid version, or staying with Coast Valleys. Three slots would cost \$600,000/year as the skills are very specialized. As long as it's unaddressed, there won't be an EOA. We need a minimum number of ambulances and a LEMSA could coordinate the ambulances.
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. Adjourned at 7:10pm

Joy Andrews, Recording Secretary (for Patty Liddy)