

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
July 17th, 2019 at 5:30 p.m.**

APPROVED

1. Called to order by Chair **Hanelt** at 5:34 pm. Members present: Kathleen **McKenna**, Valerie **Hanelt**, Larry **Mailliard** and Paul **Soderman**. Staff present: Joy **Andrews**, Andres **Avila** and Patty **Liddy**. François **Christen** absent.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** and Phil **Williams**. **Hanelt** introduced attorney **Williams** as the lawyer for the Water/Sewer projects saying that we "are working with an attorney now so that we make smart decisions and no mistakes." **Williams** has worked for water projects in Sacramento for many years. His wife grew up in Ukiah and they have been coming to Anderson Valley for many years. They have just moved to Ukiah to raise their children. (Copy of resume attached).
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA: It has been brought to the attention of the Board that because PG&E are planning to have power outages this summer and because **Avila** and **Soderman** met with an expert on generators that it was imperative to begin a strategic plan of implementation of a power backup for the Boonville Fire station. *Motion by McKenna to modify the agenda to add PG&E power outage plan because of the time crunch and expected power outages and that the technical information that Avila and Soderman found out about says that they need to move on it now. This on the agenda under 17. 2nd by Soderman. All ayes, no nays.*
5. CONSENT CALENDAR:
 - a. Approval of June 19, 2019 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the July 10th, 2019 Budget Committee Meeting Per the Minutes. The consent calendar was accepted.
6. NEW BUSINESS:
 - a. Resolution for Board to Approve OFSM Mandated Report on Inspections. **Avila** presented the Board with an excel sheet of all the inspections that were carried out this year. The Board approved the inspections and a resolution was passed. *Motion by McKenna to approved the 2019 report on inspections in Anderson Valley. 2nd by Soderman. All ayes, no nays.* Copy of Resolution 2019-05 is attached.
 - b. Fund Balance Carryover Timeline for Fire and EMS- There will be a revised budget in August and then there will be some funds to put in reserves.
 - c. FY 18/19 Reserve Allocations: Just a housekeeping issue. Need to approve putting money in to reserves.

The AVFD:

 - \$3,534 into Apparatus Reserves
 - \$5K into Structure Reserves
 - \$7K into Communication Reserves

The EMS: \$3K into Apparatus Reserves

Motion by McKenna to approve the transfer of funds to these reserve allocations. 2nd by Mailliard. All ayes, no nays.
7. GENERAL MANAGER'S REPORT: (Copy attached):
 - a. Review Proposed Benefit Assessment Changes. **McKenna** proposed that the Policy and Procedure Committee take a look at the process and come up with a step by step procedure. **Avila** is thankful to **McKenna** for all of her hard work on sorting this out.
 - Airport Updates – The FAA is still negotiating with Wadell Engineering on the ALP grants.
 - Transfer of Reserves from Delta Fire – We were paid in full for \$22K for the Delta Fire from last year.
 - Water/Sewer Progress – **Andrews** will be touring other water districts similar to Anderson Valley to get ideas on billing, ongoing operations and maintenance that will require an operator with specific certifications.
 - Proposed Benefit Assessment Changes – Per Board's request, we are not reducing any assessments until further direction is given.

8. FIRE CHIEF'S REPORT: (Copy attached)
 - District Engine Update -The Type-6 engine has been formally changed to engine 7468 and assigned to New Philo.
 - AVVFFA Crew Quarters Revamp – The Anderson Valley Volunteers Fire Fighter Association (AVVFFA) has taken on the upstairs crew quarters revamp project. They will provide new carpet, recliner and removable beds.
 - AVVFA/Foundation Merger Possibility – Philip **Thomas** brought the idea to the AVVFFA for the AVAS Ambulance Board as a discussion starter. A committee will be put together to explore the possibility of merging.
 - Boonville Station Code Compliance – There is on-going construction in the workshop area in the Boonville Engine Bay. Sound insulation was installed to reduce noise between the two floors. These upgrades are the same standards for all public inspections.
 9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE: (Copies attached):

Benefit Assessment - **McKenna** led discussion of how to properly assess parcels. The legal description is very confusing, but consensus is that parcels should be assessed individually if they are sellable or buildable. Deed numbers should only be considered to decide how to access non-sellable or non-buildable properties. This approach is consistent with the intent of the law and the initial assessment process back in 1995.

Review of Engines 7483, 7435, 7485 -

7485 in Fishrock is 46 years old and is out of service for multiple mechanical issues. **Avila** has talked to the neighbors and owners of the engine about taking it out of service and proposed to do that. **7435** may have a few more years left in it and will be on standby until the new Yorkville auxiliary building is operational.

7483 in Navarro is in marginal condition and, according to **Avila**, should be replaced by a type 6 engine. **Avila** made a motion to take 7485 out of service because of a) mechanical problems, b) neighbor concurrence, and c) engine owners concurrence (**Maillard**). All ayes.
 10. BUDGET COMMITTEE REPORT: (Copy attached).
 - a. Budget Chairperson Report & Recommendations:
 - (1) Review and Recommend New Grant Opportunities:

From the GM's report:

 - EMS Target Revenues – The EMS branch has a target of \$123K operating (not ALS) revenue this fiscal year – \$108K budgeted for the current year plus a shortfall of \$15K from last year. We'll need to keep this in mind when analyzing the budget vs. actual. Andres and I will meet before the next budget meeting and bring a proposal to the committee for transfers to reserves. **Avila** wants to stress once again that this “target” met was the minimum needed to fund the EMS branch as is; with nothing currently allocated to reserves, supplementing EMSO's wage, offsetting last year's shortfall, or augmenting the current budget.
 - Incoming Payments – We received payment in full for the Delta Fire so I did not need to transfer the \$15,000 the Board voted to allocate for the personnel portion. Total payment including the department's portion was over \$20,000. We also received the full 10% back from our insurance company for our participation in their Loss Control program. This is part of fiscal year 18-19 and is booked directly as a reduction in the insurance expense.
 - Final Review of FY 18-19 Budgets – The packet includes budget versus actual for both fiscal years although very little activity has occurred in the new fiscal year.
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: Did not meet.
15. OTHER BUSINESS: None

16. OLD BUSINESS:

- a. Water Project Update – **Hanelt** shared the conceptual plan for the back-parking area/campsite at the Fairgrounds. The North Coast Water Quality Control Board has approved this plan which will allow continued use for parking and the limited camping that is done during the Brewfest and the Sierra Music Festival. The treated water would be injected and the only visible element will be a 50x100 metal building. The Brelje and Race Engineers and we are doing a presentation on August 12th during their regular 7 pm meeting to acquaint the directors with the proposal. The MOU between Mendocino County and the Fairgrounds was also reviewed. The MOU expired in 2017 and is being renewed on a yearly basis. It is not clear who has jurisdiction over the approval of the site being used for the treatment plant. Ted Williams, our supervisor, has been tasked with getting clarification on this.

Drinking Water: Jack Locey, the lead Brelje and Race engineer, has been meeting individually with parcel owners who have elements of the infrastructure on their property, either tanks or wells. This first meeting is to answer questions about the elements going on their property and how the negotiations will proceed. We are attempting to keep most of the financial remuneration on the "front end" (i.e. coming out of the construction grant) rather than future monthly arrangements so that we can keep costs for rate payers as low as possible.

- c. MCAFD – Did not meet.
- d. EOA Update: As of now there are three potential bidders for the EOA: AMR, Medstar and Paramedics Plus. The best option for our AVFD would be if they could supplement us. We still need to see what they propose. There will be a Selection Committee that will need technical advisors. MCAFD will have a representative. The Letter of Intent is due by September 3rd 2019.
- There is now a road naming committee at the BOS and Colin **Wilson** is working on getting road names for some of the Anderson Valley roads. So far there is approval by the residents

17. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION

- a. Impact of Possible PG&E Public Safety Power Outages – **Avila** and **Soderman** met with a Ft. Bragg expert electrician who installs generators all over the County. He visited the Boonville Fire Station and recommended which generator would work efficiently for the AVFD. Because of imminent fire risk, **Avila** felt it imperative to begin the process immediately. *Motion by Mailliard that the Board authorize the Fire Chief to move forward with the Generator Project to acquire and install at the earliest possible time so that the Boonville Fire Station is operating at 100% capacity and that the cost not exceed \$20K which will be funded out of Structure Reserves. 2nd by McKenna. All ayes, no nays.*
18. CONCERNS OF DIRECTORS- **Scaramella** is concerned about all the generators being set up at homes around the Valley and thinks the FPC could put it on their agenda.
19. Adjourned at 7:45 pm

Recording Secretary – Patty **Liddy**