

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
December 18th, 2019 at 5:30 p.m.**

APPROVED

1. Called to order by Chair **Hanelt** at 5:35 pm. Members present: Kathleen **McKenna**, Larry **Mailliard**, François **Christen**, Paul **Soderman** and Valerie **Hanelt**. Staff present: Joy **Andrews**, Andres **Avila** and Patty **Liddy**
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** and David **Severn**. **Severn** wanted the Directors to know about an ad hoc committee to set up a city-wide solar system for all of Ukiah called “Keep the Lights On”. **Severn** left at 5:45. **Scaramella** shared a photo of a roof that went up in flames recently. **Scaramella** wondered if maybe there could be some sort of education for community members to find out about their roofs. **Avila** couldn’t agree more; there are four levels of roofs on some of these old homes. **Avila** informed the directors that inspections do not touch R3 (private residences).
3. CORRESPONDENCE RECEIVED – Reviewed. Everybody agreed that **Elkjer’s** news article was excellent.
4. CHANGES OR MODIFICATION TO THIS AGENDA: None.
5. CONSENT CALENDAR:
 - a. Approval of November 20th, 2019 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the December 11th, 2019 Budget Committee Meeting Per the Minutes. *The consent calendar was accepted.*
6. AIRPORT COMMITTEE REPORT: Did not meet.
7. NEW BUSINESS:
 - a. Committee Assignments for 2020. **Christen** will chair the Budget Committee meeting. **Scaramella** and Amy **Soderman** are off the Recreation Committee. **Mailliard** will now chair the Personnel Committee. The new Water Projects Committee will be **Hanelt** and **McKenna**. All the rest of Committees and Assignments are staying the same.
 - b. Community Foundation Fire Preparedness Grant. \$20K with a 25% match. **Christen** informed the Board that he has applied for a new grant through the Community Foundation for \$20K to go towards the upgrade of the AVFD radios. The radio upgrade will be state-mandated soon and will require all radios to have up to 400 channels. The upgrade will cost about \$120K, but the \$20K is all that’s available right now. *Motion by McKenna to approve the application for the Community Foundation Fire Preparedness Grant. 2nd by Soderman. All ayes, no nays.* **Avila** thanked **Christen** for all of his hard work.
 - c. Hiring a Consultant for Parcel Tax Measure. **McKenna** shared some of the research she has been conducting which included the information on three counties that have recently passed a tax for much higher funds than our benefit assessment. She wanted to speak with this consultant who was involved in all three counties getting this tax passed. **Christen** doesn’t see why we don’t at least look into it, but most of the Directors felt that now is not the time to delve into something like this. This will be tabled for now.
8. GENERAL MANAGER’S REPORT: (Copy attached):
 - Airport Updates – **Andrews** is closing out the grant for the ALP which entails getting the last \$1,800 from the FAA and the corresponding 5% match from Cal Trans Division of Aeronautics.
 - Water/Wastewater – We had our first Water Projects Committee meeting this month. No members of the public attended.
 - Boonville Fire Donations – We are still accepting monetary donations on behalf of Sueño Latino. They don’t need any more items donated.
Calendar on schedule.

9. FIRE CHIEF'S REPORT: (Copy attached)

Safety Training – The first week of December I attended an S-404 Safety Officer Training in Sacramento. Annual Awards Dinner was a success. There was about 140 in attendance. AV Brewery Donations – The AV Brewing Company has donated \$7,500 to both the Fire Dept. and the Association. This \$15,000 total donation was very generous. Structure Fires – AVFD has had a rush of structure fires over the last month. Several of these fires were large and took many hours. We had excellent efforts and response by AVFD volunteers. Elk, South Coast, Comptche, Redwood Coast, Ukiah, Hopland, Cloverdale and CalFire all provided assistance at some point. There were six fires in the last month and 25 people displaced. Four major contributors to the fires: 1) Building construction. 2) Fire codes: no fire walls and an unequal playing field. 3) Response times. 4) Reliable water source. There is not good water in this valley. Luckily two of the fires were close to water sources, but the other fires needed water tenders. Vista Ranch needed major water hauling. People need to call 911 and not rely on the office phone number or running to the fire house to inform us of a fire. Cloverdale would love to help out more.

10. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE: (Copies attached): Falk is

gone. MedStar is ramping up. A recent tragedy in Willits was caused by poor ambulance availability and/or scheduling priority. \$107K received from USDA for new ambulance, which has been ordered and should be here around March 2020. Road Naming - Supervisor support is waning and may have to be reinvigorated by emails from the road shed neighbors to the supervisors. **Avila** will draft a letter to the Board of Supervisors from the CSD Board about the importance of the Road Naming Project. Boonville Station Stand-by Generator Project - The generator is operating as designed but the permit process is not complete. 7466 Replacement - The engine has been ordered from Hansel Ford and should be here by March. Another \$1,200 donation is expected from a local resident. The extra features - winch and high-end radio - have been ordered. Review of Current Cal Fire MOU Fuel Agreement - CalFire is open to sharing fuel and costs if paperwork can be minimized by having each user simply replace what was taken without going through an approval process. This does not obviate the need for our own fuel system some day. Diesel fuel contamination at the local commercial station is a problem. Personnel issues: We have two fire and two EMS volunteers as well as three high school cadets. CalFire has left the valley for the winter. **Avila** shared that the high school will reinstate the Pathways Program.

11. BUDGET COMMITTEE REPORT: (Copy attached).

(1) Budget Chairperson Report & Recommendations:

(2) EMS Target Revenues – For call revenue only, our EMS branch has budgeted \$65,000 for the new 19-20 fiscal year or \$5,548/month. As of today, we are at about \$62,000 and at \$55,000 as of the end of November (see budget versus actual). The budget will be revised mid-year to reflect this. We were also approved for a \$50,000 grant from the USDA towards a new ambulance and it's possible we may receive more. Membership revenue is on track; we continue to receive at least one application per week. Audits – I submitted everything for our FY 18-19 audit to Mr. Bowers a couple of weeks ago. Water/Wastewater – We're starting to expend more funds for both drinking water and wastewater now that we've taken on attorney, **Phil Williams**. Wastewater pays for any administration costs and Drinking Water will utilize Mr. **Williams** for negotiations with property owners on siting well clusters. We had the first meeting of the Water Projects Standing Committee last week. Proposal to Apply for a Grant from the Community Foundation for up to \$20K for Communications Equipment (Informational Only) – **Christen** informed the Budget Committee that there is a new program to apply to through the Community Foundation called the 2020 Community Resiliency and Disaster Preparedness Grant Program. The AVFD would come up with a 25% match (\$5,000 if fully funded). He is working on an application to get some of these funds for radio upgrades to meet the 2024 State requirements. The new state mandate calls for first responder radios to have a minimum of 400 channels. This equates to approximately \$120K if pagers are included and \$97.5K without pagers. **Christen** will submit the grant application on Monday, Dec. 16th. **Avila** thanked him for all his help and **Christen** thanked **Avila** for all

of his input to get this grant in on time. Concerns of Members: **Scaramella** wonders if there are budget implications from the Pic-n-Pay fire. There was one fire fighter injury during the fire and workers comp is involved. **Avila** said that with this latest fire it is even more evident that water is needed in this town. **Avila** also shared that the USDA grant has added another \$57K. With this additional funding the USDA grant for an ambulance is now up to \$107K! **Avila** wants the committee to know how much hard work **Eubank** has done to make this happen. Thank you, Clay!

12. RECREATION COMMITTEE REPORT: Did not meet. **McKenna** shared with the Board that in the past the Rec. Committee received some funds from the CSD. They don't need them now, but a tiny portion may go to them in the future.
13. WATER PROJECTS: **Waste Water**: **Christen** shared the draft of the informational mailer/flyer we are working on. *Motion by McKenna to send out the flyer (after revision) to all four zip codes. 2nd by Soderman. All ayes, no nays.* We will continue editing it at the next Water Projects meeting in January. **Waste Water** is still looking for a site. **Drinking Water**: Most easements and agreements are now going out to private parcel owners and public entities siting wells. Negotiations about terms and financial remuneration are beginning. Our Engineers and attorney will begin discussions with the parties and will then include the Water Project Committee as negotiations develop. Ultimately the tentative agreements will come before the CSD.
14. PERSONNEL COMMITTEE REPORT: Did not meet.
15. POLICIES & PROCEDURES COMMITTEE REPORT: Benefit Assessment (Copy Attached). This procedure has been reviewed twice by the P&P Committee. **Avila** agrees with this procedure process. *Motion by McKenna to approve this version of the Benefit Assessment review. 2nd by Christen. All ayes, no nays.*
16. OTHER BUSINESS: None
17. OLD BUSINESS:
 - a. MCAFD - **Mailliard** – There has been an ambulance “draw down”. The interfacility transfers are making it difficult to ensure that there are available ambulances in the County. Ukiah Valley has hired a consultant to explore the viability of running their own ambulance service. There are some special districts out there to model this on and this possibility could come to fruition. There is a new campground tax (TOT -Transient Occupancy Tax) that is on the next ballot and those funds should be going to Fire and EMS. The election in March 3. **Mailliard** also shared an approved Strategic Plan for “a better future”; a vision for the MCAFD that has been adopted by the Fire Chiefs. **Avila** was a huge force behind this plan. Effective in January 2020 it will be the responsibility of each district's Board of Directors, not the Chiefs, to have inspections performed, even in districts with all-volunteer departments. An update on the Mendocino Fire Safe Council – they've received up to \$1,925,000 in grants. They support local Fires Safe Councils. Some to these funds will help establish fire walls throughout the County. He also shared that the new rules for special districts is that they are required to have web-sites with their agendas in black and white. Our CSD is already doing everything that is being required, so we are up to date. There was a good discussion about re-allocating a Fire Marshall back in our County. We need a representative like the Sheriff is to the police force.
 - b. EMS Update – **Avila** – the EMS update was discussed under the MCAFD.
18. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION-NONE
19. CONCERNS OF DIRECTORS- **McKenna** was looking into old Board minutes in the 1980's and wanted to share that they used to have a Traffic Committee that met every month as well as a Haz Mat Committee and people could turn in their old batteries and such. Also, the Concerns of the Directors used to be at the beginning of the meetings. No other concerns.
20. Adjourned at 8:05pm

Recording Secretary – Patty **Liddy**