

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
October 20th, 2021 at 5:30 p.m.**

Approved

1. **CALL TO ORDER & ROLL CALL (Using Robert's Rules of Order)** Called to order by **Hanelt** at 5:30 pm. Kathleen **McKenna**, Valerie **Hanelt**, Andres **Avila**, François **Christen**, Larry **Mailliard** and Paul **Soderman** all on Zoom. Staff - Joy **Andrews** and Patty **Liddy**.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Sandy **Mailliard** and Mark **Scaramella**. **Scaramella** shared that he has been attending CSD meetings for thirty years. The CSD directors all thanked him for his service and his knowledge. He also shared that the Lambert Lane Bridge will cost seven million dollars. Sandy **Mailliard** spoke about cars not going the speed limit in Boonville. She suggested that the signs with yellow lights that used to be in the Valley helped slow the cars down. Cal Trans has already said no to this. She suggested speed bumps. There was a discussion about different possibilities such as "Speed Radars" (like in Philo) or "Rumble Bumps". It was decided that **Scaramella**, **Hanelt** and **Mailliard** will work on a letter to ask CHP and the MCSO to visit the CSD and see if there are any feasible possibilities are out there.
3. **CORRESPONDENCE RECEIVED:** None.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** None.
5. **CONSENT CALENDAR**
 - a. Approval of September 15th, 2021 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the October 13th, 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: FY19-20 Audit Received:** We received our FY19-20 audit and it's on tonight's agenda to be accepted. The Budget Committee didn't accept it last week because they wanted their questions to be answered first, however **Andrews** did send it out to them two weeks prior hoping to avoid that delay. She'll be getting Rick Bowers the materials to start on the FY20-21 audit next week. **Recruiting Locally for New General Manager:** The word is out around the Valley that we're looking for a new General Manager. It's important to note that the person should have a background in bookkeeping and all the governmental things can be learned, just as every Board and staff member here had to. **Out for Surgery:** **Andrews** will be out for at least a week in mid-November due to surgery. She will miss the Budget Committee meeting and possibly the Board meeting. Calendar of Events: Up to date.
 - b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Avila: Strike Team Assignments:** Wildland Engine 7471 was deployed to the Fawn Fire on September 23rd. The engine was then redeployed after a few days to the Windy Incident near Fresno and remained on the line there until October 5. They were on assignment for a total of 12 days. We end the year with no injuries, no accidents, multiple deployments and several task book certifications completed. **Reserve Ambulance Deployments:** Over the last several weeks we have deployed our second ambulance (A7421) multiple times. In each situation our reserve ambulance was immediately covered by AVFD EMS volunteers that responded in a manner that avoided any medical transport delays. This extra apparatus and our EMS crews have done exceptionally well in this area. **Long Range Plan (LRP):** AVFD is currently evaluating and redrafting the LRP for the Fire and EMS Branches of the Fire Department. The LRP shows the purpose and direction of the department, the current status of each function within the department, progress made over the last few years, and areas that should be targeted for improvement. We will be reviewing it again during November with a goal of coming back to the Board next month with a recommendation for approval. **RX Burns:** As we move out of fire season, AVFD will be

leading and participating in several prescribed burns throughout the Anderson Valley area. At this time, we have an excess of over 200 acres of RX burn plans to participate in as weather allows.

7. ADVISORY COMMITTEE REPORTS

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Soderman**: Approve new presented fee schedule. Acceptance Into 2022 IGT Program/Seed Funding Donation. PG&E Settlement Funding Dedicated Uses: Recommend to Budget Committee that the \$45k be added to water tender fund. 7466 on Greenwood Rd. Noted that rig 7466 will be with Olie Erickson who will be moving a mile out of the District, but closer by travel time for responses. AVFD Long Range Plan- partial review: consensus to table for next month with Committee members reading through and making comments, suggestions, correction to Avila. Fund Balance Carryover – Combi Tools/Plotter MSP: Approve the spending of the \$45,000 from Fire Dept. carry over: For 3 Combi Electric Jaws of Life, and a plot printer. The \$6K left over in EMS will stay in EMS. Water Tender Philo: use money in reserves totaling \$200K+ to begin bid process for a new water tender.
- b. **BUDGET COMMITTEE REPORT:** Accept FY 2019-2020 Audit: Fee Schedule Revision (Development Fee Inclusion) for Fire – The Committee reviewed and approved the revised fee schedule. Fund Balance Carryover - \$45K Plus from Fire Dept. Carryover for Three Combi Electric Jaws of Life. **Avila** showed how the fund balance carryover would contribute to the purchase of three Combi Electric Jaws of Life. The carryover was changed to \$35K for the three Jaws of Life with the plot printer not being purchased for now. This is money that the Department already has from the last fiscal year. Use of PG&E Settlement Funds of \$45,450 for Water Tender Acquisition – In order to receive the funds from this settlement, the Board must send a letter to the BOS. Water Tender Philo – Use Money in Reserves, FY and PG&E Totaling \$200K Plus to Begin Bidding Process – **Avila** explained how the money would be pooled to purchase a new water tender.
 - 1) Review and Recommend New Grant Opportunities
 - 2) Accept FY 2019-2020 Audit: *Motion by McKenna to accept the FY 2019-2020 audit. 2nd by Christen. Hanelt – aye, Christen – aye, McKenna – aye, Mailliard – aye, Soderman – aye. Scaramella* complemented **Andrews** on her skills as a bookkeeper.
 - 3) Fund Balance Carryover - \$45K Plus from Fire Dept. Carryover for Three Combi Electric Jaws of Life and a Plot Printer: *Motion by McKenna to approve the amount of \$35K from fund balance carryover to be used to purchase the three jaws of life. 2nd by Christen. McKenna – aye, Christen – aye, Soderman – aye, Hanelt- aye, Mailliard – aye.*
 - 4) Use of PG&E Settlement Funds of \$45,450 for Water Tender Acquisition: *Motion by Mailliard that the PG&E augmentation funds of \$45,450 be allocated for the AVFD water tender and to approve the communication that goes to the Mendocino County Board of Supervisors. 2nd by Soderman. Hanelt – aye, Christen – aye, McKenna – aye, Mailliard – aye, Soderman – aye.*
 - 5) Water Tender Philo – Use Money in Reserves, FY and PG&E Totaling \$200K Plus to Begin Bidding Process: *Motion by McKenna to approve this financing plan to purchase a water tender. 2nd by Soderman. Mailliard – aye, Soderman – aye, Hanelt – aye, McKenna – aye, Christen – aye.*
- c. **AIRPORT COMMITTEE REPORT:** Written by **Wilder**: Boonville airport Manager’s Report: Operations and activities at the airport continue at a reduced rate of approximately 50% due to the Covid 19 situation. The airport grounds and infrastructure are in very good condition and no unusual revenue expenditures are expected in the near future.

- d. **RECREATION COMMITTEE REPORT:**
 - 1) Review of Previously Approved Recreation Class Proposals or Trip Report Forms: Karate for Tiny Tigers, Pre-Ballet & Adult Ballet: *Motion by McKenna to approve all three recreation activities contingent on liability waivers. 2nd by Christen. Mailliard – nay, Christen – aye, McKenna – aye, Hanelt – aye, Soderman – aye. McKenna* will speak with the event coordinators about the waivers. **Andrews** thanked her.
 - e. **WATER PROJECTS: (Copy attached):** Presented by **Hanelt**: The Water projects committee did not meet in October. We are still waiting for the amendment process to be approved which is for additional funds for planning for both projects. Among other things, the additional funds will be used for soil investigations at the Valley Views site. There has been over a 6-month delay as we have not been able to make any progress on the waste water project while waiting for this funding, but on a positive note the current rains are helpful.
 - f. **POLICIES & PROCEDURES COMMITTEE REPORT:**
 - a. Updating Personnel Series: Tabled this for now and will wait for **Andrews** at a future meeting.
 - b. Fee Schedule Revision (Development Fee Inclusion): After discussion and presentation by **Avila** about the new fees there was a *motion by McKenna to approve the new fee schedule. 2nd by Mailliard. Mailliard – aye, Soderman – aye, McKenna – aye, Hanelt – aye, Christen – aye.*
 - g. **PERSONNEL COMMITTEE REPORT:** Did not meet.
- 8. OLD BUSINESS:**
- a. MCAFD Update – **Mailliard**: There was information about the TOT (Transient Occupancy Tax) – 75% is to be split evenly and 25% will be held in reserve and the MCAFD will decide how to spend the 25% - perhaps to hire a Fire Warden. ISO ratings were also discussed and how insurance is twice to three times higher these days. **Mailliard** also shared that every Fire District is having problems recruiting volunteers. There was talk about grants available and some Districts have several in motion. The Association thought it would be good to have some elected officials visit to hear about the needs of the Fire Districts.
 - b. EMS Update – **Avila**: Nothing to report. Asked that the EMS update be removed from agenda.
- 9. NEW BUSINESS:**
- a. Appoint Ad Hoc Hiring Committee for General Manager Position & Interview Panel – **Andrews** presented the Board with a time line for hiring. The Ad Hoc Hiring Committee needs two Board members not on the Personnel Committee. **Christen** and **McKenna** have agreed to form this committee. *Motion by Mailliard to accept McKenna and Christen as the Ad Hoc Hiring Committee. 2nd by Soderman. Hanelt – aye, Mailliard – aye, McKenna – aye, Soderman – aye, Christen -aye.* We will keep this on the agenda.
 - b. Permit Application for 18151 Ray's Road for Wedding Center Up to 1,000 Guests at a Time: **Hanelt** shared that she spoke with the applicant and that it would be a maximum of 200 guests with parking for 80 to 100 cars. We recommended on conditional approval and sent the permit to the Planning and Building Department.
 - c. Caltrans Clean California Grant: A grant for California to beautify and litter abatement. **Hanelt** proposed that the CSD's role is to be supportive of this grant.
 - d. Transfer of \$5,000 from CSD Contingency Reserves to Operating Funds to Cover Mid-Year Cashflow Shortfall Not to Increase Budget – **Andrews**. *Motion by McKenna to transfer \$5K from CSD Contingency Reserves to Operating Funds to cover mid-year cashflow shortfall. 2nd by Christen. Hanelt – aye, Christen – aye, Soderman – aye, McKenna – aye, Mailliard – aye.*

- e. Request to Transfer \$20,000 from the EMS Apparatus Reserve (\$57,485 is currently in the Apparatus Reserve) to an EMS Stipend Prepaid Revolving Account – **Avila**. **Christen** shared that the Budget Committee approved the concept. *Motion by McKenna to transfer \$20K from EMS Apparatus Reserves to Revolving Account for EMS Stipends. 2nd by Soderman. McKenna – aye, Soderman – aye, Mailliard – aye, Christen – aye, Hanelt – aye.*

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:** **Christen** will not be at the December Board meeting. **Soderman** wondered if the Board was aware that PG&E are going to take out 75 redwood trees at Faulkner Park and that there is a group called “The Friends of Faulkner Park”. **Avila** will reach out to his contact at PG&E.

- 12. ADJOURNMENT:** 8:15 pm Recording Secretary – Patty **Liddy**