

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
November 17th, 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 5:31 pm. Kathleen **McKenna**, Valerie **Hanelt**, Andres **Avila**, François **Christen**, and Paul **Soderman** all on Zoom. Staff - Joy **Andrews** and Patty **Liddy**. Larry **Mailliard** absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Morgan **Baynham**, Patrick **Miller** and Mark **Scaramella**. **Scaramella** wondered if there was a reply from the County Auditor regarding the letter that we sent last month asking for clarification on some of the billing. **Scaramella** thought we should send a reminder email. **Scaramella**, Sandy **Mailliard** and **Hanelt** will work on a letter regarding traffic in the Valley with an invitation to CHP and the Sherriff to discuss. Patrick **Miller**, the Conservation Coordinator for the Anderson Valley Land Trust (AVLT), addressed the Board regarding a grant opportunity that they just heard about. It is a program that “districts in non-urbanized areas” can apply for - hence the AVCSO. **Andrews** recommended that this could be an urgent item on tonight’s agenda because the deadline is January. *Motion by McKenna to include this as an agenda item tonight. 2nd by Soderman. McKenna – aye, Soderman – aye, Christen – aye, Hanelt – aye, Mailliard – absent.* We will put this under New Business 9.c. after 4. We would just be the holder of the grant.
3. **CORRESPONDENCE RECEIVED:** None. **Christen** wanted to point out the information he submitted regarding airborne electromagnetic survey for groundwater in Ukiah. Perhaps Anderson Valley may want to do this in the future.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** Add 9.c. New Business: Philo Beach Rural Recreation and Tourism Grant
9.c. Support the AVLT with the Philo Beach Rural Recreation and Tourism Grant. *Motion by McKenna to support the application and be willing to be the contracting agency for the Philo Beach Rural Recreation and Tourism grant in partnership with the AVLT. 2nd by Christen. Christen – aye, Hanelt – aye, McKenna – aye, Soderman – aye, Mailliard – absent.*
5. **CONSENT CALENDAR**
 - a. Approval of October 20th, 2021 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the November 10th, 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: FY20-21 Audit Underway:** Patty and I gave all the materials to Rick Bowers a couple weeks ago to get started early on last year’s audit. I’ve asked him to have it finished before April so I can go over it with the new General Manager before I leave in May. **Advertising for New General Manager:** The ad hoc hiring committee approved an ad for the General Manager position and it’s now been posted on indeed.com, craigslist, Facebook’s Boont Swap and Valley Hub, and will run in the AVA until mid-January. The deadline to apply is January 15th. **Patty Vacation/Joy Out for Surgery:** Patty will be taking an extended vacation for a month beginning December 6th. My surgery has been re-scheduled for Wednesday December 29th. Please note, the CSD office will be closed from December 23rd-26th for Christmas and again from December 29th until January 5th. I’ll be here January 6th and Patty will return to work on Saturday January 8th. PJ is going to do payroll during that week as well.

- b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Avila: Website Development:** The revised AVFD website is near completion. A large thank you to Director Paul Soderman. He not only developed our current website in 2016 but he has also maintained the website since! **Fire Prevention Program:** As California Fire Code (CFC) requirements continue to increase and our reliance on paper-based systems decrease, AVFD has been looking for a more efficient way to standardize our Fire Prevention program. The system can be used offline on a tablet or online here at the station. Once the inspection has connectivity it will generate an inspection report for the occupant by email. It will also provide a payment portal option. **CalFire Battalion Chief Schlafer:** Our local CALFIRE Battalion Chief Jeff Schlafer has announced his retirement for December of 2021. Anderson Valley Fire Department has had the pleasure of working with Chief Schlafer over the last half decade as he worked out of his office located at the Boonville CALFIRE Station. He has served in Mendocino County for many years and has deep ties to Anderson Valley through family, friends, and business. He has always provided first-rate service to our valley through his excellent command abilities, his support for interagency fire service cooperation, the quality engine crews at Boonville CALFIRE, and his willingness to engage in prevention activities throughout our local community. We wish Chief an excellent retirement, it is well deserved and his years of service are greatly appreciated!

7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Soderman:** Fire Warden Update: The County is working on a funding scheme to pay for the Fire Warden position. **Avila** is working with MCAFD as part of a subcommittee to develop a Job Description for the position. Yorkville Station Update: The plans have been approved through the County. The engineer and the contractor are still working out differences, however the rain has also delayed implementation as well. Philo Water Tender Update: An apparatus committee reviewed the plans for a new water tender and offered some suggestions. AVVFFA will be supporting some of the cost for the new Water Tender. AVFD Long Range Plan Review: Being held off until next month and the committee has a chance to review. \$1M Allocation to Fire Districts: AVFD has been allotted \$45,450 from the funds. Radio Grant – CalFire: A Rural Fire Capacity Grant through CalFire has been approved for new radios in the amount of \$9,000 matching funds. The new radios have been ordered. Website Demo: Still in the BETA stage. There are a few minor changes to review. There was a general consensus to have more EMS in the layout.
- b. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by McKenna - **EMS Revenues Healthy September and October:** EMS revenues were healthy for September and October with about \$12,000 and \$15,000 in payments respectively. The October bill for Wittman showed 30 tickets, about double of the average monthly bill so we were expecting an uptick in payments. **FY20-21 Audit: Liddy and Andrews** gave all the materials to Rick Bowers a couple weeks ago to get started early on last year's audit. **Andrews** asked him to have it finished before April so she can go over it with the new General Manager before she leaves in May. **Mid-Year Budget Revisions:** For those committees that meet after the monthly budget meeting they'll need to review budgets for mid-year revisions next month, per our calendar. The proposed revisions will be on the January budget committee and board agendas and any revisions need to be submitted to me by 12:00pm on Tuesday January 7th. Review and Recommend New Grant Opportunities
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.

- d. **RECREATION COMMITTEE REPORT: Presented by McKenna - Review activities/post-event forms:** Vaccination status of coaches was all completed; soccer has finished 3 teams with 14 in each very successful. Pre-Ballet – 6 – 8 kids masked. SOBO is requiring all people who are eligible for a vaccine must be vaccinated. Kathleen is checking on Karate. Adult Ballet 1.5 hours and everyone is welcome Weds 5:30 – 7:00 bar and center work. Elizabeth is working on getting tumbling set up at the Grange. Boont Tribe is having parent activities provided as an ASP. **Update on the Per Capita Funding:** DSA fees are paid and all forms are submitted, CEQA needs to be completed for the Per Capita app – **Update on ideas for communication of recreation activities/venues including ideas for the community, teens and elementary aged kids for safe activities-** Phonebook quote for printing 1000– raise funds for business cards published for a cost, and cost of the phonebook. Possibilities: School versions of a phonebook, online version that can be updated. **New Activities/Business - Ballet, Pre-Ballet** (see attached class proposals below) and Approve Tai Chi – Karen Difalco Volleyball- Flick McDonald. Approve advertisement for a new Rec Co member- Request to have CSD sponsor a new CA State grant to improve the beach access on Greenwood Road.
- e. **WATER PROJECTS: (Copy attached):** Presented by **Hanelt:** Drinking Water: **Hanelt** met with the Meadow Estates Water Board at the well field area to go over concerns and questions. This Friday, 11/19, a field crew from Brelje and Race will stake out the components being installed at the Meadow Estates well field. We have exchanged emails with the Anderson Valley School Water committee and are now setting up a Zoom meeting to continue going over their concerns and questions. This will be followed by an in-person meeting with both engineers at the schools to discuss the features of the two projects. The High School will have both Drinking Water and Clean Water (Wastewater) and the Elementary School will have just Drinking Water. Clean Water (Wastewater): Yesterday, 11/16/21, Val and Kathleen had a Zoom with the engineers and project managers at State Financing about the progress of the funding amendment to provide both projects with additional funds. We were informed the memo about the funding amendment was getting the last signatures and we would be advised hopefully by the end of next week that the approval process was complete. That will ensure the funds will be available within two or three months. The soils testing can be scheduled, and the invoices will be held until the funds are released. We hope the testing can be done by the end of January. Also, we are considering speaking to the Meadow Estates parcel owners as to whether they would like to be in the wastewater boundary. The State and District 1 Waterboard both feel it would be feasible to include them. We are scheduling a one-hour Closed Session starting at 4:30 PM to go over the contracts that the Drinking Water project has ready for review and approval by the CSD. The status of all the Drinking Water agreements that have not been completed will also be reported on.
- f. **POLICIES & PROCEDURES COMMITTEE REPORT:** Did not meet.
- g. **PERSONNEL COMMITTEE REPORT:** Did not meet.
8. **OLD BUSINESS:**
- a. MCAFD Update – **Avila** shared that the County fire chiefs will be meeting on Friday, November 19, to talk about funding and Fire Warden candidates. They will then go back to the BOS in Mid-Dec to start putting together the needs of the fire chiefs.
- b. Approval of the AVFD Long Range Plan – **Avila** presented the Board with the 8th version of the long-range plan and asked what the directors thought. There was a discussion regarding property, fuel and water storage for fire suppression. **Motion by Christen to accept the Long-Range Plan and encourage the Chief to move forward. 2nd by McKenna. Soderman – aye, McKenna – aye, Hanelt – aye, Christen – aye, Mailliard – absent.** **Hanelt** wondered how often the LRP is revised. **Avila** says it is an average of every four to five years but there is no set date – it just seems to happen when changes occur.

9. NEW BUSINESS:

- a. New Water Tender Purchase – Tabled until next month.
- b. AVCSD Support for Protecting Faulkner Park Redwoods from PG&E Cutting – Presented by **Soderman** – *Motion by Soderman to support the “Friends of Faulkner Park” cause and to send the letter written by Soderman to the Board of Supervisors asking them to put pressure on PG&E to not cut the Faulkner Park old growth redwoods. 2nd by McKenna. McKenna – aye, Soderman – aye, Christen – aye, Hanelt – aye, Mailliard – absent.* The letter was revised to say “on behalf of the AVCSD board of directors” with **Hanelt** as the signer.

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:** **Hanelt** no concerns, but wants to talk to Anya about the Water Project and how to make it more “user friendly” on the new website. **Christen** is gone in December. There will be a closed session on Dec. 15th at 4:30pm. No other concerns.

- 12. ADJOURNMENT:** 6:55pm Recording Secretary – Patty **Liddy**