

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom  
December 15<sup>th</sup>, 2021 at 4:30 p.m.**

**Approved**

- 1. CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER FOR ELECTRONIC MEETINGS:)** Called to order by **Hanelt** at 5:31 pm. Kathleen **McKenna**, Valerie **Hanelt**, Larry **Mailliard**, Andres **Avila** and Paul **Soderman** all on Zoom. Staff - Joy **Andrews**. François **Christen** and Patty **Liddy**- absent.
- 2. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR**  
*The Board will meet in Closed Session pursuant to Gov. Code section 54956.8*
  - a. APN: 129-450-23  
Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: Anderson Valley Health Center  
Under Negotiation: Price and Terms
  - b. APN: 029-450-22  
Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: Anderson Valley Unified School District  
Under Negotiation: Price and Terms
  - c. APN: 046-170-09  
Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: Anderson Valley Unified School District  
Under Negotiation: Price and Terms
  - d. APN: 029-130-04  
Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: BRH Associates  
Under Negotiation: Price and Terms
  - e. APN: 029-110-22  
Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: BRH Associates  
Under Negotiation: Price and Terms
  - f. APN: 029-470-01  
Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: Helluva Vineyard  
Under Negotiation: Price and Terms
  - g. APNs: 029-170-18 & 029-170-19  
Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: Peter Bradford Trust  
Under Negotiation: Price and Terms
  - h. APN: 029-480-22  
Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: Newcomer and Goldie  
Under Negotiation: Price and Terms
  - i. APN: 029-480-52

Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: Meadow Estates Mutual Water Company  
Under Negotiation: Price and Terms

j. APN: 029-480-23

Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: Schreiner  
Under Negotiation: Price and Terms

k. APN: 029-480-51

Agency Negotiator: Jack Locey, P.E.  
Negotiating Parties: Wilder Trust  
Under Negotiation: Price and Terms

**CLOSED SESSION:** The negotiator provided a status on the report of the right of way and asset negotiations. Included was a discussion of how proposed compensation was being derived.

**3. RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Mark **Scaramella** and Patrick **Miller**.

**4. CORRESPONDENCE RECEIVED:** None.

**5. CHANGES OR MODIFICATION TO THIS AGENDA:** Move 9.b. to up before 7.

**6. CONSENT CALENDAR**

a. Approval of November 17<sup>th</sup>, 2021 CSD Board Minutes.

b. Approval of Expenditures as Reviewed at the December 8<sup>th</sup>, 2021 Budget Committee Meeting.

*The consent calendar was accepted.*

Patrick **Miller** addressed the directors regarding a grant for the Anderson Valley Land Trust. The Land Trust would like to work with the AVCSD to get this grant money. Miller presented the board with a resolution - authorizing the AVCSD application for grant funds to the California Department of Parks and Recreation rural recreation and tourism program in cooperation with the Anderson Valley Land Trust. *Motion by McKenna to approve this resolution. 2<sup>nd</sup> by Mailliard. Hanelt explained this is a supportive document. McKenna – aye, Mailliard – aye, Hanelt – aye, Soderman – recused, Christen – absent. Soderman recused because he works for the AVLTL part time.*

**7. 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. **Interviewing for New General Manager:** We have so far received about five qualified applicants. All have applied through indeed.com but none have completed the skill tests I sent them. I’ve responded to each one as they apply reminding them of the January 15<sup>th</sup> deadline and that we’ll call them in next month for an interview. We will likely conduct interviews on January 20<sup>th</sup> and possibly the 21<sup>st</sup> in person at the Boonville station. Once the committee selects a finalist or finalists, the Personnel Committee will do another interview and recommend a selection at the February board meeting. **Education Materials for New General Manager:** I have begun compiling a list of reading and training materials for the new General Manager for the person to complete from home when we’re not training in the office. My training program will be quite comprehensive including things such as AVCSD history, bookkeeping, administration and governmental law. However, if any board member has a specific topic, they’d like the training period to cover, please feel free to e-mail me. I have allowed an unusually long training period of two months for ample time to cover a wide array of items.

**Holiday and Medical Leave Schedule:** A reminder that the CSD office will be closed from December 23<sup>rd</sup>-26<sup>th</sup> for Christmas and again from December 29<sup>th</sup> until January 5<sup>th</sup>. I’ll be here January 6<sup>th</sup> and Patty will return to work on Saturday January 8<sup>th</sup>. PJ is going to do payroll during that week as well.

b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Avila: ANNUAL AWARDS BANQUET:** AVVFFFA held our annual Christmas awards banquet last Saturday evening. To allow all of our volunteers and their families the opportunity to participate, the AVVFFFA successfully arranged take-away meals for those who did not feel comfortable attending an indoor event while also maintaining our normal in person occasion. Although smaller than normal, approximately 70 people attended the appreciation event. "Of the Year" Awards were selected by fire department peers and were announced during the dinner: Rookie: Gideon Burdick, Ambulance Operator: Antoinette Von Grone, Engineer: Moy Perez, Leadership: Angela DeWitt, EMT: Clay Eubank, Firefighter: Mike Zaugg. A Distinguished Service Award was also given to Former Battalion Chief Roy Laird. **7431 LEAKS:** The rescue unit out of Boonville has been repaired after finding significant water leaks in the front cabinets. We discovered water leaking from cabinet welds that had rusted through from the bed. **AFG:** Clay submitted our second attempt for the Assistance to Firefighters Grant (AFG) for Self-Contained Breathing Apparatus (SCBA) on Tuesday December 14th. We tried for this grant in 2019 and were denied. In 2020 we missed the application deadline. The application is for over \$400K in SCBA equipment and will be matched out of our pre-designated reserve account. Most recipients of the AFG have said that it typically takes two or three applications until a successful grant application. Since our SCBAs are nearing their end-of-life dates, we are hopeful that this will be award. **COMMUNITY FOUNDATION GRANT:** AVFD has submitted another application for eight more fire boxes and mapping for the district's response area. The Conservation Fund matched \$1000 to assist in getting fire boxes placed strategically for their properties. If approved, the grant will also include monies for some new road signs and associated materials as unnamed roads get approved by the county.

**8. ADVISORY COMMITTEE REPORTS:**

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Soderman:** Discussed prescribed burning. Yorkville Station Update: Community Foundation Grant possible by Dec. 2<sup>nd</sup> through YCBA. For increased construction costs. Philo Water Tender Update: There was a consensus of 'yes', but no quorum. Reviewed specs and contract. Streamline Inspection Program: \$1M Allocation to Fire Districts: Discussed. AFG Grant – SCBA: Eubank: The AFG grant requires a matching fund of 5%. Mid-December budget revision into pre-allocated reserves. Community Foundation Grant – Fire Boxes/Mapping Road Naming.
- b. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **McKenna - EMS Revenues**  
**Loss Prevention Subsidy Grant:** Our insurance agency offers up to \$1,000 a year for safety training and this year the Fire Department used it on a Low Angle Rope Rescue class. We will get that check very soon once we submit the final paperwork. **USDA and Community Foundation Grants:** Clay has been simultaneously working on applications for both of these grants; I've provided him the necessary financial reports. **FY20-21 Audit:** 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. **Mid-Year Budget Revisions:** For those committees that meet after the monthly budget meeting they'll need to review budgets for mid-year revisions this month, per our calendar. The proposed revisions will be on the January budget committee and board agendas. Date change: Please e-mail me your revisions by 12pm on Thursday January 6<sup>th</sup> so I can send them out for review. I will either be in on the 6<sup>th</sup> or 7<sup>th</sup>, depending on the recovery from my December 29<sup>th</sup> surgery. Recommendation to Purchase a New Water Tender for \$310,000. **Avila** showed the Committee the funding for the Water Tender.
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.

- d. **RECREATION COMMITTEE REPORT: Presented by McKenna - Review activities/post-event forms:** McKenna shared that seven highschoolers came to the meeting. They are interested in service projects and may help on the park. Star White is a new member of the Recreation Committee.
- e. **WATER PROJECTS: (Copy attached):** Presented by Hanelt: Hanelt reported that negotiations for all components in the Drinking Water project were discussed and how the proposed compensations are derived in closed session. The engineer Jack Locey is meeting with the AV School District Board on Jan 10<sup>th</sup> “on the ground” to discuss the elementary school well and go over proposed negotiation details. State Financing confirmed that the schools will be providing laterals to all buildings. Hanelt shared that the boundaries of the projects will be determined during the LAFCO proceedings and that it might be decided to include Meadow Estates within the boundary so that if they decide to participate in the future, they will not have to reapply to LAFCO to change the boundary. Clean Water: The amendment for more funds was approved but not yet “executed” by the accounting department. It will take 6-8 more weeks before invoices for soils investigations can be submitted. The engineer, Dave Coleman, would like to wait for more rain anyway, so the timing will work out. Public Outreach: We need the project components to be settled, then the engineers can work on the rate studies. The Board will need to consider the rates for both projects and approve the rate structure. At that point we can do the LAFCO process as well as start public education and outreach. It is our intention to talk to all parcel owners individually to make sure all questions are answered.
- f. **POLICIES & PROCEDURES COMMITTEE REPORT:** Did not meet.
- g. **PERSONNEL COMMITTEE REPORT:** Did not meet.

**9. OLD BUSINESS:**

- a. MCAFD Update: **Mailliard** shared an update regarding a Fire Warden. A Fire Warden cannot be elected but will be an employee of the County. The funding position would come from the Fire Districts. Avila explained that the fire chiefs all have their own take on what they want in a fire warden. There will be many more discussions about this in the future. There is talk of using the 25% of the TOT taxes to help fund this position.
- b. AVL Grant: Moved up to above 7.a.
- c. Faulkner Park Follow-up: **Soderman** gave an update. It is still very nebulous. **Scaramella** recommended reading Wilson’s assessment of the situation. There was a discussion regarding fire analysis.

**10. NEW BUSINESS:**

- a. New Tactical Water Tender Purchase for \$310,000: **Avila** presented the directors with the Water Tender that was picked out. Other vehicles were looked at and this included used vehicles. The Apparatus Committee felt that this was the best one. **Avila** showed the funding scheme. **Motion by McKenna to approve the purchase of the Water Tender. 2<sup>nd</sup> by Soderman. McKenna – aye, Soderman – aye, Mailliard – aye, Hanelt – aye, Christen – absent.**

**11. 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:**

**12. ADJOURNMENT:** 6:48pm Recording Secretary – Patty Liddy