

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom  
October 19<sup>th</sup>, 2022 at 3 p.m.**

**Approved**

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER FOR ELECTRONIC MEETINGS:)** Called to order by **Hanelt** at 3:02 pm. Larry **Mailliard**, Kathleen **McKenna**, François **Christen** and Valerie **Hanelt** in person. Staff - Cora **Richard**, and Patty **Liddy**. Clay **Eubank** in for Andres **Avila** who was absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Mark **Scaramella**, Morgan Baynham, Kirk **Wilder** and Bill **Nayes** in person or on zoom.
3. **CORRESPONDENCE RECEIVED:** Reviewed. There was a discussion regarding Prop 30.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** Resolution 2022-08. Approving the Department of Forestry and Fire Protection Agreement #7GF22001. This is time sensitive and the Board did not know about it. *Motion by McKenna to put Resolution 2022-08 on today's agenda under New Business 9.e. as Rural Capacity Grant. 2<sup>nd</sup> by Christen. All ayes. No nays.*
5. **CONSENT CALENDAR:**
  - a. Approval of September 21<sup>st</sup>, 2022 CSD Board Minutes.
  - b. Approval of Expenditures as Reviewed at the October 12<sup>th</sup>, 2022 Budget Committee Meeting.
  - c. Resolution to Continue Hybrid of Zoom and In-Person Meetings. Resolution 2022-02

*The consent calendar was accepted.*
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
  - a. **GENERAL MANAGER'S REPORT:** (Copy attached) Presented by **Richard: New Credit Cards from Redwood Credit Union:** I had a meeting at Redwood Credit Union Thursday (10/13), and they still require a couple of things from us in order to go forward with the business credit cards. RCU needs to know who the Authorized Signers will be and who the Controlling Individual is. They need something in our Policies and Procedures or Board Minutes which clarifies this. I have put an item on this board meeting agenda to discuss this and make a decision. Assuming that all the board members will be Authorized Signers, RCU says that they need all Authorized Signers Social Security numbers and photocopy of ID. **Steve Snyder to take Paul Soderman's place on AVCSD Board:** Steve Snyder has stepped up to fill Paul Soderman's vacancy on the AVCSD Board of Directors! On Friday (10/14) The agenda for this board meeting was posted with a note saying that we have a vacancy on the board. These will stay up for 15 days to fulfill the requirement for noticing a board members vacant seat. Paul also needs to write a letter of resignation to be forwarded to Katrina Bartolome- I am not sure if this has been done. When I forward Paul's letter of resignation to Katrina I will ask if there is anything else needed (other than a motion by the board) for Steve to be on the Board. **Water Projects Audit Draft Report:** We received our draft report of the audit from the state department of finances. We already knew most of the information that it would contain and, in the meantime, we had been correcting the problems that had been brought up. We sent our response back to the auditors on Thursday (10/13), and now we wait for the finalized report, which will be posted on their website. We should not be receiving any penalties. **Calendar of Events** – Reviewed
  - b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Eubank: PPIGT Contribution Letter of Intent:** Under the new Public Provider Intergovernmental Transfer (PPIGT) program starting on January 1<sup>st</sup>, 2023, AVFD will be contributing matching funding of \$25,460.51. Since Transient Occupancy Taxes (TOT) are currently being budgeted to cover the EMS Duty

Program, I will be utilizing the unanticipated grant funding from the DA to cover the initial payments and we can ensure proper funding is being received. This will be shown in the mid-year Budget revision. I will be signing the letter of intent after the October AVCS D board meeting unless otherwise directed by the board. **RX Burning Program:** As fire season is closing its doors and we are now transitioning into prescribed fire and burning season, AVFD will be participating in several Mendocino County Prescribed Burn Association (MCPBA) activities. Anderson Valley has had several property owners requesting assistance with these burns. Burn targets are primarily fuel reduction but some are focused on invasive vegetation, pasture management, fire training, etc. Both Angela's and my time spent on the administrative preparation and site visits for these RX burns are currently being covered under The Watershed Center Grant. **High School Internship Program:** Another AVHS student started his internship with AVFD today. He will participate with AVFD every Tuesday from 0900 to 14:15 as an off-campus class activity. Station cleaning, engine cleaning and checks, daily training, and other small tasks will be a part of his daily activities. Since his parents have already signed him off as a tier 3 Cadet, he can respond to calls during that time. In addition, the school has approved him and a different student to respond during regular school hours as long as their grades are not impacted and other rules are respected. **Baby Delivery:** Delivering and caring for a newborn baby and mother is a rare occasion for an AVFD EMT but our ambulance crew was able to be a part of such occasion last weekend. Mike Zaugg and Fred Ehnw were on duty when the call came in and they met the mother on Greenwood Road just as the delivery was happening. All went well, a healthy newborn boy was delivered without issue. Our EMTs did an excellent job and will have a great story to tell! *Motion by Hanelt to approve the authorization of signing the letter of intent to the PPIGT with the first payment followed by regular reviews by the Budget Committee moving forwards. 2<sup>nd</sup> by Mailliard. All ayes, no nays.* (This motion was not necessary as this was not an action item).

## 7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Eubank:** The AVES Water System Project is completed. The AVCS D Board has approved the proposal for new ambulance purchase. Yorkville Station Update: The site is fully prepped, and still waiting for the contractor to begin work. Fuel Station Update: The location will be the new Philo Station. Specs and slab work should be completed during the month of October, with completion targeted for early November. Measure P: The ballot effort is well underway. The Measure P committee has been active, they've developed a website, signs are being placed throughout the county, letters will be sent to voters, there are radio ads, letters of support and endorsements are being gathered. USDA Ambulance Grant Update (New Ambulance): Eubank has invited bids from 4 vendors.
- b. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **Christen:** The PG&E bills were quite high this month. **Scaramella** requested that the Fire Chief invite Advance Power (solar installer who installed Firehouse solar system) to analyze the status and condition of the Boonville Station's house rooftop solar panels for possible efficiency improvements. The Recreation Dept. received some funds from their grant and have paid off their contractor who built the parking lot for the park. There was a discussion about the AV Historical Museum and the insurance. **Richard** will follow up. **Avila** will do a fund balance carryover after all reimbursable incidents are received. **Scaramella** would like to see a strike team budget and there will be a line item for "Fuel Station Construction" as the project progresses. **Christen** is looking into help with computer backup/ NAS/LAN Management.

- c. **AIRPORT COMMITTEE REPORT:** Recommend to the Board to Approve Spending \$2,400 for Tree Removal from Airport – Paid with Airport Grant Money. Kirk Wilder presented the Board with a request to remove a tree that is impairing flight at the airport. The costs will come out of a grant. *Motion by McKenna to authorize Wilder to spend the \$2,400 for the tree removal adjacent to the airport to be paid with airport grant Covid funds. 2<sup>nd</sup> by Christen. All ayes, no nays* – Wilder left the meeting at 3:45pm.
  - d. **PARKS & REC. COMMITTEE REPORT:** (Copy attached) Presented by **McKenna:** There are more grant funds available for parks. The Rec. committee is working on this. A private donor has offered to give the Rec. Dept. \$25K, but the Department has not seen this money yet. There was a discussion about the percentage of funds that the Rec. department receives from the County taxes. It is thought that approximately \$3,000 per year will be needed to maintain the park. **Nayes** wondered if we will need a maintenance person in the near future for trash, mowing, etc. The skatepark had a \$10K donation.
  - e. **WATER PROJECTS:** Presented by **Hanelt:** **Audit:** **Hanelt** wrote response to the Draft Audit Report and submitted on Thursday 10/13/22. We have not heard back from the Auditors and await their decision about what will be in their Final Report that will be posted on their website. The Draft report and Val’s response will be discussed in closed session today. We will release the Final Report when it comes in. **Clean Water:** We are preparing our “justification” report to the State Waterboard Dept of Financial Assistance (DFA) in support of purchasing the entire Valley Views site (20.5 acres). DFA requested an appraisal by a licensed appraiser. We will discuss the appraisal that we received in Closed Session today as it falls under ‘negotiations for real property’. Once the DFA approves the purchase we can make a formal offer. There are two contingencies; soil tests prove the site is acceptable and the Clean Water project is approved by the parcel owners in the Clean Water boundary. We are now working on plans for public outreach activities leading up to the CEQA process. **Drinking Water:** The AV School district voted to consolidate the Elementary School well into the project, so we now have our final boundary. Jack Locey, Brelje and Race engineer, has about 90% of capacity covered by new and existing wells that are in negotiations. He has recently had some additional offers of private wells and is looking into those. We have a new team from the California Water Board DFA (Department of Finance) that is tasked with helping low-income communities who lack safe, adequate, and affordable drinking water. SAFER stands for “Safe and Affordable Funding for Equity and Resilience”. They will work with us to develop an educational campaign, public meeting, and a participation survey to give us data about which parcels will be signing up. We will use approximated rates in the informational material. **Maps:** We are working on getting three maps displayed on the front of this building; Drinking Water boundary map, Fire Suppression program with hydrants, and the Clean Water (sewer) boundary map.
  - f. **POLICIES & PROCEDURES COMMITTEE REPORT:** Did not meet.
  - g. **PERSONNEL COMMITTEE REPORT:** Did not meet.
8. **OLD BUSINESS:**
- a. MCAFD Update: Presented by **Mailliard:** Measure P was discussed. **Mailliard** felt that the signage was inadequate, but most of the others at the MCAFD meeting felt it was sufficient. There was a radio program on KZYX that showcased Measure P and how it will be beneficial. The Facebook page is also reaching the public. The other main discussion was that MCAFD wants to make sure that they stay in the eye of the County Board of Supervisors. It was suggested that each fire agency take turns to attend the BOS meetings.

b. JPA Update. **Christen** spoke with BOS Williams and they may have a meeting with the Ukiah Fire Chief soon.

**CLOSED SESSION:** **Richard** declared: “The Board met in closed session and took no recordable action.”

8. **OLD BUSINESS (Continued):**

c. LAFCo Application to Annex Sphere of Influence (Copy attached). **Christen** presented the Board with the latest that needs to happen to annex the sphere of influence (SOI) that the Board green-lighted last year, but as an agency we did not pursue. *Motion by McKenna to approve the annexation resolution 2022-10. 2<sup>nd</sup> by Christen. All ayes, no nays. Motion by Christen to approve the justification of proposal. 2<sup>nd</sup> by Mailliard. All ayes, no nays. Motion by McKenna to approve a deposit of \$6K to LAFCo for annexation to come out of Fire Dept. budget. 2<sup>nd</sup> by Christen. All ayes, no nays.* This will be on the Budget Committee agenda.

9. **NEW BUSINESS:**

a. Filling Vacant Director Position for Remainder of Paul **Soderman**’s 2020-2024 Term – **Hanelt** is working on a letter to the BOS to recommend Steve Snyder.

b. Fed Ex Surplus – Cull Water Tender 7498: Because it is federal surplus, we cannot sell this old water tender. *Motion by McKenna to start the process to give 7498 back to Fed Ex program. 2<sup>nd</sup> by Mailliard. All ayes, no nays.*

c. Recommendation to Accept the Ambulance Quote Of \$294,038.51 From Leader Revgroup to Replace AVFD’s Existing Ambulance: **Eubank** answered questions regarding this acquisition. *Motion by Christen to accept the ambulance quote and shared that the Budget Committee went over the details. 2<sup>nd</sup> by Mailliard. All ayes, no nays.*

d. Resolution 2022-09 - General Manager as AVCSD Treasurer. This is a formality for the new General Manager Cora **Richard** to be a fiscally responsible agent who is an authorized signer and a controlling individual for the Anderson Valley Community Services District. *Motion by McKenna to approve Resolution 2022-09. 2<sup>nd</sup> by Christen. All ayes, no nays.*

e. Rural Capacity Grant - Resolution 2022-08: Approving the Dept. of Forestry and Fire Protection agreement that provides an award up to and no more than \$2,472.50. *Motion by McKenna to approve Resolution 2022-08 agreement #7GF22001. 2<sup>nd</sup> by Christen. All ayes, no nays.*

10. **ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUS BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION:** None.

11. **ANNOUNCEMENTS/CONCERNS OF DIRECTORS:** **Hanelt** pointed out that the Directors term begins December 2 at noon. **Christen** may not be at the Board Meeting in November, and **Mailliard** will not be at the Board meeting in November.

12. **ADJOURNMENT:** 6:10 pm

Recording Secretary – Patty **Liddy**