

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom**  
November 16<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 3:03 pm. Kathleen **McKenna**, François **Christen**, Andres **Avila** and Valerie **Hanelt** on zoom or in person. Staff - Cora **Richard** and Patty **Liddy**. Larry **Mailliard** was absent. **Hanelt** said that it was too bad Larry wasn't here; we didn't get to give him a send-off and thank him properly. Thank you, Larry!
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Mark **Scaramella**, Steve **Snyder**, Bill **Nayes**, Morgan **Baynham**. With new Directors joining the Board, **Scaramella** suggested that the Directors take another tour of the fire stations in the valley (Shapiro property should be included). There was a discussion about new Board members' orientation and **Christen** suggested a workshop at the beginning of the year. The Policies and Procedures Committee will work on a packet of information to give to the new Board members.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** *Motion by McKenna to put a new item under 9.c. regarding a grant application from Mendocino Community Foundation for \$7,000. The deadline is December 5<sup>th</sup>. The Board didn't know about this grant application sooner and there is a deadline. 2<sup>nd</sup> by Christen. All ayes, no nays. Mailliard absent.*
5. **CONSENT CALENDAR:**
  - a. Approval of October 19<sup>th</sup>, 2022 CSD Board Minutes.
  - b. Approval of Expenditures as Reviewed at the November 9<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: Closing the Books For 21-22 Fiscal Year:** I emailed with the woman from the Mendocino County Auditor's office who usually sends out the statements (for our accounts with the county). She said the books are still not closed but she did provide me with draft statements for our accounts. I will enter what the draft statements say and keep an eye out for the finalized ones and change them as need be. This does mean that until the county closes their books we also cannot, just in case something changes. **Steve Snyder To Take Paul Soderman's Place on AVCSD Board:** I have been getting a lot of guidance from Katrina Bartolomie and we have one last step to put Steve on the AVCSD Board. His last step is having Patty administer the Certificate of Appointment and Oath of Office to Steve. **Water Projects Audit Draft Report:** We have received our final audit report from the State Department of Finance and we have escaped unscathed! They had recommendations for grant oversight, so we will be coming up with a new and detailed policy and procedure for overseeing grants. I have reached out to Phil Williams and also posted on the CSDA forum asking for examples from other districts. **New Calendar of Events Format:** Mark and I have come up with 2 possible new formats for our Calendar of Events and I would like some input. Would it be more helpful to be able to see a whole fiscal year or half a fiscal year? Which parts of each format should we incorporate into the new final version? (Attached). Patty **Liddy** will be gone for the month of December. **Liddy** swore in **Steve Snyder** as a new Director.
  - b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Avila: Insurance Service Office (ISO):** ISO is a for-profit organization that provides risk analysis and a community risk determination for subscribing insurers to use as a determinant for insurance premiums. Two areas had a substantial impact on our decreased rating; 1) low water flow (GPM) from the two downtown Boonville fire hydrants; and 2) the 1957 structure engine that was in the small fire house across from Lemon's Market that was taken out of service. I am currently working with ISO to ensure that the correct hydrant water flows were used

and that the new Philo station across from Jacks Valley store is being included in their analysis. In recent years, we have received numerous reports from district residents stating that insurance companies are dramatically increasing insurance rates or completely dropping policies altogether for property owners. I am also told that these changes are primarily due to insurance companies using different algorithms which are primarily based on wildfire threat to individual properties. With mega fires having such a huge impact over the last five years, the insurance industry has modified their risk assessments drastically from the previous historic model. Factors such as fire severity zones, surrounding vegetation, designated water supply, topography, and building construction all influence the new metrics for insurers. **Critical Incident Stress Management (CISM):** Psychological and physical health are both important priorities for taking care of our first responders. Over the years we have successfully engaged in Critical Incident Stress Debriefings (CISD) for crews that have participated in difficult incidents. These CISDs consist only of the individuals that were involved on the incident and the meetings are held in highly confidential settings to support open discussions from the participants. The typical type of incidents that trigger a CISD can range from infant deaths, suicides, traumatic vehicle accidents, multiple patients, or witnessed deaths. CISDs have proven to help our volunteer responders deal with difficult incidents, build camaraderie and prevent cumulative stress buildup. Most importantly, our crew has built a culture of peer support and commitment to psychological wellness as they continue to respond to challenging incidents. **FLSA Training:** In early November I attended a Fair Labor Standard Act (FLSA) training specific to volunteer fire departments. As I see it, our department is currently operating within the parameters of FLSA. Several topics relating to our department were discussed. I will be reviewing the contracts for FSLA compliance with potential modifications. I recommend that the Personnel Committee also become familiar with FLSA laws to vet current staff contracts, future employee agreements, and/or future stipend decisions. **California Fire Code:** A recent plan review for a local business prompted me to refresh the Board on fire department plan reviews for CFC compliance within our district. These code requirements can sometimes be unexpected and a costly expense to the applicant. A significant code upgrade may include installing fire sprinklers which is extremely difficult in downtown Boonville because there is not a municipal water system. I am bringing this to your attention as a reminder of our OSFM code enforcement mandates, challenges for new building construction, the negative impact from a lack of a municipal water system in Boonville, and to prompt discussions or questions from new board members on this subject.

## 7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Snyder:** Most of the ESC minutes were already discussed in the Chief's report.
- b. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **McKenna:** Most of the Budget Committee minutes were discussed in the GM's report.
- c. **AIRPORT COMMITTEE REPORT:** Nothing to report.
- d. **PARKS & REC. COMMITTEE REPORT:** (Copy attached) Presented by **McKenna:** The Teen Center is up and running again. There are trips planned and other activities are being considered. Caltrans Local Grant: **McKenna** and **Hanelt** went to a workshop for this grant. There is another one in December. The School Board voted 4-0 to give the CSD the property for the Skate Park.
- e. **WATER PROJECTS:** Minutes from the Nov. 3<sup>rd</sup> meeting presented by **Hanelt:** 1) **Drinking Water:** Jack Locey gave an update. The Acquisition Draft Agreement with the Anderson Valley School Board is being submitted to their sub-committee for review. We are also requesting permission to put a well at the Community Park which currently is on the High School grounds. The park may be transferred to the AVCSD and that would mean that particular well is on the AVCSD property. The School Board is voting on the transfer of the Community Park to the AVCSD on Nov 8. Additional testing of wells (pump tests and water quality) has resulted in Jack's recommendation to not pursue one well. Two other locations are being studied; both owners are willing. One is a good prospect, and Jack is in town today to test the other well. If both work out there will be enough capacity for the project. Once the components work out, there will be enough information to prepare the draft water rates. This would

allow public outreach to start in the early months of 2023 leading up to the Prop 218 vote. This presupposes that all negotiations go to final approval with the CSD board. Jack took questions and reviewed the time-line for the project. 2) **Clean Water:** Dave Coleman was unable to attend today. The appraisal for the Valley Views property was completed and was submitted to the owners and the State Waterboard Dept. of Finance (DFA) as well as Mendocino County Planning as they will be permitting the use of the property. We are waiting to hear whether DFA will fund the site. 3) **Public Outreach:** Tara & Max explained the Drinking Water campaign; a letter to explain the project, an in-person panel discussion, and a participation survey to all parcel owners in the drinking water boundary. RCAC will follow up and attempt to get a participation response from every parcel owner in the boundary. There will be personal contact with the owners who have not submitted their survey. The goal is to get the best idea possible as to how many will be hooking up. There will be approximate rates on the survey to help parcel owners make an informed decision. RCAC will also be developing an outreach letter about the Sewer project and will help set up a panel discussion meeting. There is not a participation survey associated with Clean Water. Both outreach projects will be completed before the CEQA process of public outreach and meetings. Val suggested a field trip to the Coyote Indian Gambling Casino at Redwood Valley as they have just opened their MBR sewage plant.

- f. **POLICIES & PROCEDURES COMMITTEE REPORT:** Develop the following policies and procedures as recommended by State Audit: Improve grant oversight practices by developing and implementing written policies and procedures to ensure all grant requirements are met, including proper monitoring over consultant contract terms, ensuring expenditures are allowable and supported by authorized rates and contracts, and quarterly reports are accurately completed and submitted timely. The Policies and Procedures Committee will meet soon to look at this.

- g. **PERSONNEL COMMITTEE REPORT:** Did not meet.

8. **OLD BUSINESS:**

- a. MCAF Update: Did not meet.
- b. JPA Update. **Christen – Christen and Avila** met with Supervisor Williams and Ukiah Fire Chief Hutchinson recently. The LEMSA people are now on board with a JPA. Measure P passed.
- c. LAFCo Application to Annex Sphere of Influence Resolution 2022-11 – **Avila – Motion by McKenna to approve resolution 2022-11.** *2<sup>nd</sup> by Snyder. All ayes, no nays. Mailliard absent.*

9. **NEW BUSINESS:**

- a. Public Provider Intergovernmental Transfer (PPIGT) Program Starting on January 1<sup>st</sup>, 2023, AVFD Will Be Contributing Matching Funding of \$25,460.51. Consensus to begin doing this.
- b. Begin Discussion About Future Municipal Maintenance Budget for Improvements (Public Bathroom, Street Trees, Mowing New Treatment Plant Parcels, Etc.) This will be a topic for the Directors' workshop.
- c. Application for a Grant from the Mendocino Community Foundation for \$7,000 for the Skate Park.  
*Motion by McKenna to support this application process for the Community Foundation Grant. 2<sup>nd</sup> by Christen. All ayes, no nays. Mailliard absent. Another topic for the workshop would be an employee for the maintenance projects coming up in the next few years.*

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:** Due to Directors' holiday travel plans, **Christen** wanted to know if it would be possible to have the next Board meeting earlier than December 21<sup>st</sup>. It was decided that the Board would meet on Thursday, December 15<sup>th</sup> at 1pm. This would be the day after the Budget Committee meeting. *Motion by Christen to move the Board meeting to December 15<sup>th</sup>, 2022 at 1pm. 2<sup>nd</sup> by McKenna. All ayes, no nays. Mailliard absent.*

12. **ADJOURNMENT:** 5:45pm

Recording Secretary – Patty **Liddy**