

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
January 18th, 2023 at 3pm**

APPROVED

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER FOR ELECTRONIC MEETINGS:)** Called to order by **Hanelt** at 3:01 pm. Kathleen **McKenna**, François **Christen**, Steve **Snyder**, Andres **Avila**, Bill **Nayes** and Valerie **Hanelt** in person. Staff - Cora **Richard** and Patty **Liddy**.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Morgan Baynham.
3. **CORRESPONDENCE RECEIVED:** None.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** **McKenna** requested that we move the Rec. Committee up when Noor arrived. Move 7.d. up to 7.a.
5. **CONSENT CALENDAR:**
 - a. Approval of December 15th, 2022 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the January 11th, 2023 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: Received First Property Tax Payment:** We got our first property tax payment for FY 22-23, which is 55% of our total. It amounted to \$157,816.77. Along with the property tax was the fire special assessment, also 55% totaling \$83,998.77. **Health Benefit Stipends:** Andres recently brought up that after taxes his health benefit stipend was significantly smaller and only covers a fraction of his medical insurance policy. I discussed with Joy the options for company offered medical benefits: -Offering a company paid for medical plan: I believe the cost of this would be astronomically high, not to mention different employees would want different plans. I believe Andres uses Kaiser but the main coverage in Ukiah/Mendocino County is Anthem Blue Cross. -Offering an HRA, like previously used PeopleKeep: Joy said it was no longer viable for the CSD to offer this (I am not sure why) and some employees said that this option is the worst for them. -Offering a health stipend: I do not believe the solution to Andres' problem is as simple as just paying more to cover the taxes taken from the stipend. Joy did say that it was made clear when we switched to a stipend that it would be taxed. It looks like this needs to be brought to personnel and posed as: Can we offer x% raise in each employee's stipend that they are welcome to take if needed? Certain employees would end up paying more to covered CA if their stipend increased. Other employees would benefit from the additional money to go towards their medical coverage. **QuickBooks Payroll Pricing Increase- March 2023:** I was recently made aware that our current QuickBooks Payroll plan is no longer offered as of June last year. When we go to renew in March it will not be an option. I am currently comparing the plan QuickBooks would like us to switch to vs. other payroll software and even entertaining payroll services if they might be of good value to us. I will have quotes to present with cost analysis for each option at the next budget meeting in February.

b. **FIRE CHIEF'S REPORT:** Presented by **Avila: Winter Storm:** The current winter storm has had minimal impacts on our emergency response system to date. Our fire department repeater held strong and remained operational throughout the storm. **ASTL:** I was deployed on an ambulance strike team preposition deployment for the State flood response under the Emergency Medical Services Authority (EMSA). To my knowledge, this is the first time our department or county has done this. I had taken an ambulance strike team leader (ASTL) class in the bay area during early 2020 to be prepared to assist EMS resources during fire evacuations. This deployment allows AVFD to become a resource for deployment both as a ASTL and possibly future ambulance deployments (similar to our wildfire side). My ASTL Trainee was completed on this assignment and will be an available ASTL for any immediate needs in the county or the state. **Annexation Update:** This application has been on the backburner for the last two months due to many other department activities that needed to be completed. AVFD staff seems to be continually busy on a variety of projects and some limited time is coming up this next month in which this will become a major focus. **EMS Augmentation Funding:** Clay spends a considerable amount of time facilitating Ground Emergency Medical Transport (GEMT), Intergovernmental Transfers (IGT), and billing oversight. Due to his work, some of these grants that have been backlogged for payments received are starting to be received and move forward. The newest Public Provider IGT is now in affect and we are being quoted good returns. The PPIGT program is voluntary and has had a slow start which was a cause for a solvency concern but has been strengthening. If the PPIGT establishes, we should see a noticeable increase in our EMS revenues which would positively impact our current financial status and stability for our community. **Anderson Valley Fire Resiliency Workshop:** AVFD and the AV Land Trust will be hosting a community workshop on January 28th at the AV grange about fire behavior and preparedness. The half day workshop was requested after the AVLT hosted an all-day Resilient Lands Symposium in October. The attendees requested a specific workshop to address understanding basic wildfire behavior and prescribed burning for the purposes of fire hazard reduction and preparedness. Angela and my time are covered under the Watershed Grant that we are currently fiscal sponsors for. **Fleet Mechanic:** Angus Loop our fleet mechanic will be retiring from his duties with AVFD at the end of this calendar year. He has worked with us since 2018 and has been a tremendous asset to our department. He intends to assist us with bringing on a replacement mechanic and ensure a smooth changeover, including being available after he has been replaced. Insurance rates for private contractors working on emergency equipment has gone up substantially in the last few years and will be a factor in making decisions for his replacement. We do have an interested AVFD volunteer that could possibly fill the position. How the next mechanic will be employed/contracted will need to be looked into in detail before moving forward.

7. ADVISORY COMMITTEE REPORTS:

a. PARKS & REC. COMMITTEE REPORT:

- 1) Review of Previously Approved Recreation Class Proposals or Trip Report Forms:
- 2) Caltrans Local Grant:
- 3) Skatepark Project Report ---Funding and Plan: Noor Dawood came to meeting at 3:45pm.

McKenna introduced Noor, who is in charge of the SLT (Service-Learning team) at the Anderson Valley High School. She presented the Board with a Memorandum of Understanding (MOU) between the Anderson Valley Unified School District and the AVCSD. She also presented the Board with a budget of how they are spending their grant and fundraiser money so far. This is a grant dependent project. *Motion by McKenna to approve contract with Frontier Skate Park Design (estimate \$5,000 for Phase 1). 2nd by Christen. All ayes, no nays. Motion by Hanelt to authorize the Recreation Committee to make financial decisions using their budget for the skate park. "Its your money, go spend it." 2nd by Naves. All ayes, no nays.*

There will be more work done on the MOU and they will bring it to the February. Board Meeting.
The Board thanked Noor; Noor thanked the Board. Noor left at 4:35pm.

- b. **EMERGENCY SERVICES COMMITTEE:** Presented by Nayas. Fuel Station Update: The slab was poured 12/7/22. Tank delivery/installation, electrical hook-up, and final touches are waiting on the weather. USDA Ambulance Grant Update (new Ambulance): The project is now in wait mode. The purchase is fully funded. Soonest delivery would be in 12 months. When the new Ambulance is ready to go, it appears that 7421 will be excessed. The Committee had a preliminary discussion regarding excess options. 7498 Water Tender has been excessed and was picked up by an agency in Washington state. Draft Revised Budget: **Avila** presented his proposals for revisions to the FY 22-23 approved budget. All proposed line-item changes were explained and discussed. Committee members understood and supported the revisions; no vote was taken. CAR (Community at Risk) Maps: Updates are complete, and new maps are being printed and laminated. 7400 Carport: tabled. Staff Health Insurance Stipend: for transparency purposes, **Avila** reported that clerical errors have resulted in a few CSD employees being under paid for their contractual Health Insurance Stipend. Staff is pursuing correction with the General Manager for possible reimbursement.
- c. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **Christen:**
 - 1) Review and Recommend New Grant Opportunities
 - 2) Approve Mid-Year Budget Revisions. *Motion by McKenna to approve the mid-year budget revisions as reviewed today with the addition of EMS/Strike Team revenues to be added later. 2nd by Snyder. All ayes, no nays.*
 - 3) Battalion Cell Phone Stipend Receipts:
 - 4) Health Insurance Stipend Correction: There was a discussion and **Richard** will be looking further into this.
- d. **AIRPORT COMMITTEE REPORT:** Did not meet.
- e. **WATER PROJECTS:** (Copy attached) presented by **Hanelt:** 1) **Drinking Water:** In open session starting at 3 PM, Jan 25th, Jack Locey will present the monthly rate and connection fee information to the Board so that we can make decisions about structuring the rates and fees. This information will be included in the Letter and Survey going out to the Drinking Water parcel owners next month. After the open session we will then go into closed session to approve the ‘real property’ water contracts. 2) **Clean Water:** Dave Coleman is hiring “geo-techs” to get drilling equipment installed at the Valley Views site as the purchase of the property has been cleared by the sellers and the State Waterboard. We will start obtaining data as soon as analysis equipment is installed and continue until end of rainy period – at least through March. 3) **Public Outreach:** RCAC (Rural Community Assistance Corporation) is working with us to create the letter and survey to send out to parcel owners. RCAC has the responsibility to follow up on the survey responses and get as back as many as possible which might include additional phone calls and visits. Kathleen and Val have the mailing list ready to send out the letter and survey. A discussion followed about the procedures of contacting and getting information from the parcel owners. We anticipate setting up a panel meeting at the end of February to address questions and concerns by the letter recipients. The Amendments for State Waterboard funding for both Drinking Water and Clean Water (Sewer) were reviewed and discussed.
- f. **POLICIES & PROCEDURES COMMITTEE REPORT:**
 - 1) Project Manager Software: There was a discussion about project manager software. This will be explored at a future P&P meeting. Table this until there is more information.
- g. **PERSONNEL COMMITTEE REPORT:** Did not meet.

8. **OLD BUSINESS:**
 - a. MCAFD Update: Did not meet.
 - b. JPA Update: **Avila** explained how if the PPIGT does begin to pick up steam, it could mean that the AVFD won't have to join up with any other medical services and can stay independent.
 - c. Board Workshops – **Christen**: There was a discussion about what to do after the tour. It was decided that the Long-Range-Plan would be next and that the Emergency Services Committee will start the ball rolling. May or June might be a better time to begin some other workshops.
9. **NEW BUSINESS:**
 - a. Vote on Draft Audit Report – Richard presented the Board with the audit report: ***Motion by McKenna to accept the audit report. 2nd by Hanelt. All ayes, no nays.***
 - b. Computer Consultant Proposal – **Christen**: He will be taking the proposal back to the Budget Committee after further research.
 - c. Vote to Change Time of Budget Committee Meeting to 3pm: ***Motion by McKenna to change the time of the budget committee meeting to 3pm. 2nd by Christen. All ayes, no nays.***
 - d. Move \$119,302 From the Fire Branch FBC To the Fire Branch Apparatus Reserves
 - e. Move All But \$10K From the Fire Branch Communications Reserves (12450) To the Fire Branch Apparatus Reserves
 - f. Move \$10K From the EMS Branch Stipend Advance Revolving Acct (12555) To the EMS Branch Apparatus Reserves (12530), And to Return \$15K of the EMS Branch Stipend Revolving Acct to the AVVFFA.
 - g. Move \$60K From the EMS Branch Operating Start-Up Fund to The EMS Branch Apparatus Reserves (12530) this one will be later on in the year. ***Motion by McKenna to approve the above transactions (9.d through 9.g). 2nd by Naves. 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:** None.
12. **ADJOURNMENT:** 6:45pm

**MINUTES for SPECIAL MEETING of the BOARD OF DIRECTORS
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
Wednesday, January 25th, 2023, at 3pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/4629819537?pwd=UUZ3OTU3aXR6MUN1SGY5VkVUR1RRZz09>

APPROVED

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER FOR ELECTRONIC MEETINGS:** Called to order by **Hanelt** at 3:01 pm. **Kathleen McKenna**, **François Christen**, **Andres Avila**, **Bill Naves** and **Valerie Hanelt** in person. Staff - **Cora Richard** and **Patty Liddy**. **Jack Locey** presenting.
2. **RECOGNITION OF GUESTS & PUBLIC COMMENT:** **Jim Lutticken**, **Lew Chicester**, **Cory Limbach**, **Gwyn Leeman**, **Stephanie Gold**, **Norval Johnson**, **Bryan Wyant**, **Janet Lombard**, **Morgan Bayham**, **Deb Cahn**, **Yoriko Kishimoto**, **Thom Elkjer**, **Jody Williams**, **Zach Rounds**, and **Ryan Thissen** all on zoom. **Hans Hickenlooper** in person.
3. **NEW BUSINESS:** Presentation of Rate Construction Methodology Recommended by Consultant (Brelje & Race). Provide Direction to Consultant Regarding Allocation of Cost (Operations, Maintenance and Replacement) When Establishing Monthly Base Rate and Water Usage Charge. General Discussion of

Impact on Rates Associated with Various Levels of Non-Participation by Residentially Developed Properties. A presentation of possible rate structures for the Drinking Water project was given by Jack Locey, Engineer from Brelje and Race. The purpose of the Board's initial discussion about rate structure was to give direction to Jack so that he could develop a range of possible rates to include in our public outreach letter to the parcel owners in the Drinking Water boundary.

4. **BOARD DELIBERATION:** After reviewing the information on the slides (see attached) the Board's straw vote was to structure the rates, which include base rate and water usage fees, in such a way that a percentage collected would cover ongoing administration expenses (both fixed and variable) with another percentage going toward short and long-term asset replacement funding. While an actual rate structure was not chosen at this time, the Board directed Jack to return with specifics once we get our surveys returned so that we can consider actual numbers.

The following letter and survey (see attached) was approved to send out to the parcel owners by RCAC (Rural Communities Assistance Corporation), the agency hired by the State to assist us with public outreach. RCAC is tasked with following up and contacting parcel owners to get 100% of the surveys returned.

A panel meeting is being scheduled the first week of March at the Fairgrounds in the evening so that parcel owners in the boundary can get information and ask questions. The possible participants are State Dept of Financing, RCAC, SAFER, AVCSD, AV Fire Chief, Brelje and Race, District 3 Waterboard, and County Planning and Health Agencies. The date will depend on the availability of panel members and is still to be decided, but hopefully will be either March 7 or 9th at 7 pm at the Fair Grounds Dining Room.

5. **CLOSED SESSION:** The Board then went into Closed Session to get an update on all Drinking Water negotiations (parcels with wells, treatment buildings, and tanks) with property owners. No action was taken.
6. **ADJOURNEMENT:** 5:45pm

**Minutes from the
SPECIAL MEETING of the BOARD OF DIRECTORS
ANDERSON VALLEY
COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
Friday, January 27th, 2023 9 am**

APPROVED

SPECIAL MEETING

1. Called to order by Chair **Hanelt** at 9:00 am.
2. Members present: Valerie **Hanelt**, Steve **Snyder**, Kathleen **McKenna**, François **Christen**, Bill **Nayes**.
Staff present: Andres **Avila**.
3. **CHANGES OR MODIFICATION TO THIS AGENDA:** None
4. **NEW BUSINESS:**
 - a. Tour of Anderson Valley Fire Stations. – All Directors Attending. **Avila** drove the Directors to all of the Fire Stations throughout Anderson Valley beginning at the Boonville and finishing up at the Rancho Navarro Station. Many of the first responders were at each of the stations to answer questions and guide the tour for the Directors.
5. Adjourned at 4:30 pm