

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128**

March 15th, 2023 at 2pm

APPROVED

1. CLOSED SESSION:

1) **To Review Status of ‘Real Property’ Negotiations for the Relevant Parcel**

Numbers: *The Board will meet in Closed Session pursuant to Gov. Code section 54956.8:* The Board was updated on Drinking Water Project negotiations; they directed the Engineer to indefinitely suspend one negotiation. No negotiations have been finalized.

2) **Personnel Evaluation Report:** Evaluation Summaries and Recommendation for Compensation Package for Employees: The Personnel committee reported on the evaluation process with the three employees (Fire Chief, District Manager, District Secretary). All three employees received positive evaluations and were recommended for merit increases if the budget allows. The salary packages for all employees will be discussed in open meeting.

2. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** Called to order by **Hanelt** at 3:35pm. **Kathleen McKenna**, **François Christen**, **Steve Snyder**, **Andres Avila**, **Bill Naves** and **Valerie Hanelt** in person. Staff - **Cora Richard**. **Patty Liddy** - absent.

3. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Morgan Baynham.

4. **CORRESPONDENCE RECEIVED:** Reviewed.

5. **CHANGES OR MODIFICATION TO THIS AGENDA:** None.

6. **CONSENT CALENDAR:**

a. Approval of February 15th, 2023 CSD Board Minutes.

b. Approval of Expenditures as Reviewed at the March 8th, 2023 Budget Committee Meeting.

The consent calendar was accepted.

7. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**

a. **GENERAL MANAGER’S REPORT:** (Copy attached) Presented by **Richard: RMAP- Loss Control**: I was able to successfully submit our RMAP application by its due date and now we wait to see what our return is! It is a self-scoring application and by my score we qualified for the whole 10% return. **New Payroll Service- Paylocity**: I recently signed the contract for Paylocity (after running it past our attorney). My next step is opening a new checking account at Savings Bank for our payroll. I hope to get this account up and running this week. Aside from employee/volunteer data (which has not been requested yet) I have given them everything else they have asked for. The QuickBooks payroll subscription is due to expire tomorrow so I fit in our last payroll today. I also called QuickBooks support to ask if I needed to export any payroll data before the subscription ended and they said no, all historical data will stay.

b. **FIRE CHIEF’S REPORT:** Presented by **Avila: Water Tender Update**: Our water tender has finally been delivered by Kenworth to Fouts Brothers Manufacturing for final buildup. This order was originally paced in November of 2021 with the anticipation of being put into service for fire season of 2022. Nationwide manufacturing and logistical issues have been the primary reason for the delay. Now that the vehicle has been delivered,

we have a 90-day buildup timeframe and we can expect to pick up the vehicle in early to mid-May. This will put the new water tender in service for the upcoming fire season. **Winter Storms:** We have endured several storms over the last two months from both rain and snow. The worse storm impact so far this season was from the February 23rd winter storm putting several inches of snow in the upper elevations and throughout Yorkville. Numerous trees created road closures (Hwy 128, Hwy 253, Fish Rock, Mountain View, Peachland, Yorkville Ranch, and many private roads). Our new 4x4 ambulance was proven to be an invaluable asset. **Boonville Station Maintenance:** Birds are starting to establish themselves under the overhang of our Boonville Station eaves. They are now starting to pull insulation out from the small cracks between the walls and roof materials. Using these new holes birds have made their way into the walls and are getting trapped. I have asked Olie Erickson to start closing in the open eaves and bird proof the eaves. I will be adding some additional lighting to the front of the apparatus bays while we have the scissor lift on site. **Zone 3 Mobile SCBA Compressor:** AVFD has commit \$5K to purchasing a mobile SCBA unit for Mendocino County Fire ZONE 3 mutual aid by our neighboring FDs during our last Fire Chief's meeting. The purpose of this unit would be to have a mobile resource available to resupply air bottles during structure fires remove the need to send a logistical support unit back to the fire house to resupply air bottles. Since filling would be onsite of the incident, the mobile unit would dramatically cut down on the timeframes for resupplying bottles and not require engines to drive back to Boonville station to resupply after a long firefight.

8. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy Attached) Presented by **Snyder & Naves:** There was much time spent on the Long-Range Plan. **Avila** explained some of the changes they would like to make soon. Secretarial position may turn into an expanded administrative job to alleviate some of the work that the Training Officers do. Full-time position could be funded by other departments, such as Water. There will be more discussion about this next month.
- b. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **McKenna:** We will be looking at the proposed draft budgets next month. No action items at this meeting.
- c. **PARKS & REC. COMMITTEE REPORT:**
 - a. Review of Previously Approved Recreation Class Proposals or Trip Report Forms: There will be ballet classes for kids.
 - b. Caltrans Local Grant: There have been many meetings regarding the Caltrans Grant which is due next month. The Committee recently received approximately \$7K from the Community Foundation to help with the grant writing for this project.
 - c. The Park Land purchase is in progress.
- d. **AIRPORT COMMITTEE REPORT:** Did not meet.
- e. **WATER PROJECTS:** (Copy attached) presented by **Hanelt:** 1) **Clean Water:** No news except the owners of the Valley Views site has given permission for the hydrogeologist to do tests. The hydrogeologists have the combination of the gate lock to bring in equipment. 2) **Drinking Water:** The Board was updated in closed session on negotiations; they directed the Engineer to indefinitely suspend one negotiation. 3) **Public Outreach:** The surveys have been coming in. The responses are largely positive. We are sending out another letter/survey including Q&A's from the March 7

informational. The next informational meeting will be in late March/early April. Our goal is to get back as many surveys as possible to help determine the rates for the Prop 218 process. The District 1 Water Board, the entity that regulates Public Water Systems in all Public Serving Establishments (schools, clinic, tasting rooms, restaurants, fairgrounds), sent out notifications in 2017 explaining that since the municipal system would probably be installed in the next few years, they would suspend enforcement of some permit requirements (while continuing to require testing for water safety). The District Water board explained that if a Public Serving establishment declined participation in the municipal system the permit process would be revisited. The Public Serving establishment would then have to comply with whatever requirements were required to obtain and maintain the permit independent of the Boonville Drinking Water Project.

- f. **PERSONNEL COMMITTEE REPORT:** Naves presented the Board with the review of the evaluations and comments. The Budget Committee will meet to look at the fiscal ramifications and some narratives regarding compensation packets and the COLA. There was a discussion about health benefits. Naves will look further into that.
9. **OLD BUSINESS:**
 - a. MCAFD Update: **Christen:** Nothing to report.
 - b. JPA Update: **Christen: Eubank** met with the Chief of Ukiah Valley. Shared information. Nothing to report.
10. **NEW BUSINESS:**
 - a. MOU Between AVFD and Internet Provider: **Christen** explained that there is no financial risk. They want to put up a tower at Holmes Ranch. We would get free high-speed internet for the Boonville, New Philo and Holmes Ranch Stations plus cameras installed outside the Boonville fire station. *Motion by Hanelt to accept the MOU with Grapevine Wireless. 2nd by Christen. All ayes, no nays.*
 - b. Watershed Group Fiscal Sponsor Material Passthrough - Mendocino Prescribed Burn Association: **Avila** shared that this is informational only for transparency reasons.
11. **ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUS BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION:** None.
12. **ANNOUNCEMENTS/CONCERNS OF DIRECTORS:** Hanelt showed the Board a rendering of the Caltrans model for bike paths/beautification project on Hwy 128. Morgan shared that the bike lane is important. He would like to be on any advisory committee regarding bike lanes. No other concerns from the Directors.
13. **ADJOURNMENT:** 5:20pm