

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
April 19th, 2023 at 2pm**

Approved

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** Called to order by **Hanelt** at 3:02pm. 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:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** Jamie Umble, Consultant on the Skatepark will present to the Board. Change agenda 7.d. (Rec Committee) to 7.a.
5. **CONSENT CALENDAR:**
 - a. Approval of March 15th, 2023 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the April 12th, 2023 Budget Committee Meeting.

The consent calendar was accepted.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
 - a. **GENERAL MANAGER'S REPORT:** (Copy attached) Presented by **Richard**: Secretary Job Posting: As many of you know now our secretary has decided to move on. after coming up on 10 years. I think we should list the job as more of an administrative assistant job, with a pay range of \$18-\$20/hr. At \$20/hr. their yearly pay would be \$24,960. I am working with our current secretary to update the job description and detailed duties, and I hope to make a job posting before the end of April. Paylocity: We ran our first payroll with Paylocity on April 7th! I talked more about this in the budget committee but it went very smoothly. We now have a new checking account set up at Savings Bank for just payroll. Brown Act Informational Webinar: I attended a free webinar hosted by our insurance company last Friday morning and learned some information regarding how to discuss employee raises in open and closed board meetings. The lawyers hosting the meeting said that all employee increases (management or other) may be discussed in open OR closed session. If discussing in closed session it must be in labor negotiations, NOT personnel matters.
 - b. **FIRE CHIEF'S REPORT:** Presented by **Avila**: Water Tender Update: The water tender is estimated to be finished in a few weeks. Due to the Yorkville Station not being completed, we will have more apparatus than engine bays. I will need to store an engine outside or start removing surplus engines from the fleet to make space and reduce costs. Fuel Station: The new fuel station is in operation at the Philo Fire Station. It is working very well for the crews to fill and access the fuel. The process is app based which provides a high level of security and ease for the system. The Station is now monitored by cameras as a redundant security feature for the storage site. AVFD Budget Process Challenges: We are seeing major impacts on the budget process for Fire and EMS branches this year and the foreseeable future. The numbers are currently resulting in a budget deficit for both branches of the Fire Department in the initial draft development for this year. As with any budget, changing some numbers within the expenses or revenues can create a balanced budget but that simple approach undermines our intent to serve efficiently. A three-dimensional understanding of the budget is critical to ensuring adequate fire department functions are maintained. I am looking into many different options to accommodate the tight circumstances but meanwhile I will need to be vigilant in monitoring for more potential losses of revenue, increases of workload or requirements, and additional or increasing expenses.

7. ADVISORY COMMITTEE REPORTS:

a. PARKS & REC. COMMITTEE REPORT:

1) Caltrans Local Grant: Application for Clean California Grant to Fund Skatepark: Jamie Umble spoke to the Board about the Clean California Grant application. There were certain details discussed like a project manager and how long that a manager might be needed. Grant writers salaries were queried as well as the bidding process, etc. It was decided that the General Manager would be the designated signee on this project. *Motion by McKenna to approve Resolution 2023-02 authorizing application for and award acceptance of the Clean California Grant. 2nd by Nayes. All ayes, no nays.*

2) Transfer of Property From AVUSD: *Motion by Hanelt to approve the key terms of the agreement and general principle and to authorize McKenna to proceed to negotiate a final agreement between AVUSD and AVUSD taking into consideration the advice of the CSD lawyer. 2nd by McKenna. All ayes, no nays.*

b. **EMERGENCY SERVICES COMMITTEE:** (Copy Attached) Presented by **Nayes**: Most of the committee minutes were discussed in the Chief's report. **Nayes** informed the Board that the Bike Monkey event was postponed until June 10th. **Avila** shared the latest development regarding the JPA.

c. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **Christen: Christen** updated the Board on the first look at the FY draft budgets for next year. He asked the Directors to find out if their own home owners insurance still used the ISO. It could be insightful into how the AVFD may be more effective. There was a general discussion regarding budgets and COLA statistics. Informational only. The Budget Committee will have another looksee at the drafts next month and then present them to the Board. Colin **Wilson** arrived at 5pm. **Avila** expressed that FD/EMS funding is considerably down and costs are up for the next fiscal year. The budget is currently in the negative and solutions are being investigated in order to balance it. **Wilson** gave the Directors a brief summary of the benefit assessment vote back in the day.

d. **AIRPORT COMMITTEE REPORT:** Did not meet.

e. **WATER PROJECTS:** (Copy attached) presented by **Hanelt**:

1) Clean Water: met with Dave Coleman and Steve from Bauer Geotech on the Valley Views site. They discussed the testing program and felt the results would be ready by the end of June.

2) Drinking Water: Jack Locey is wrapping up negotiations. We are meeting with the AV Historical Society Board this Friday to present the plans to use their well (owned by the CSD) and the placement of the treatment building. The main thing occurring now is the survey collection from the parcel owners in the Drinking Water boundary. The goal is to get about 80% of the eligible parcels to express interest in participating in the project. **Hanelt** shared the current data at this point with 48% of the 242 eligible parcels returned. We could be on track if we don't run into a lot more 'no's. We will update the results at the next water meeting on May 4th. The second public water information meeting is April 24th. This will be attended by the State agencies as well as Julia Krog from Mendocino Planning and Building., and Zach Rounds from District 3 Waterboard. There is not a presentation per se: This is an opportunity for parcel owners to ask questions to address their concerns and situations

f. **POLICIES & PROCEDURES:** Did not meet.

g. **PERSONNEL COMMITTEE:** Review of Personnel Committee Description: (Copy Attached) **Hanelt** and **Nayes** presented to the Board a re-wording of the duties and guidelines for the employee evaluations. *Motion by McKenna to make these changes to the Personnel Committee Description and approve this for Policies and Procedures. 2nd by Christen. All ayes, no nays.* It was decided that the Loss Control Committee will update their description at the next Board Meeting.

Wilson left at 6pm. He thanked the Directors for all their hard work.

h. **LOSS CONTROL COMMITTEE:** Did not meet.

8. **OLD BUSINESS:**
 - a. MCAFD Update: Met today, but nothing to report.
 - b. JPA Update: This was discussed in the Fire Chief's report.
 - c. Long-Range Plan Ad Hoc Committee Update: **Nayes & Christen** would like to meet with each Director, managers, and officers personally for an uninhibited discussion regarding ideas and suggestions about the future. **Hanelt** was concerned about the Brown Act and wanted the Ad Hoc Committee to reach out to the CSD lawyer Phil Williams to make sure that the Board stays in compliance with this venture.
9. **NEW BUSINESS:**
 - a. Resolution Number 2023-02: Board Resolution of the Anderson Valley Community Services District Authorizing Application for and Award Acceptance of the Clean California Grant: this was done under Rec Committee. See 7.a.
 - b. Approve \$5,700 to Acquire a Double-Wide Canopy for 7400 Carport: ***Motion by Hanelt to approve the \$5,700 to acquire a double-wide canopy for 7400 carport. 2nd by Nayes. All ayes, no nays.***
 - c. DSAFIE Program: Grant Funding for Defensible Space Clearance Implemented By AVFD: Defensible Space Assistance for Income-Eligible (DSAFIE) helps low-income seniors and persons with physical disabilities adhere to defensible space regulations, which are designed to protect homes and lives in wildfire-prone areas. The Mendocino Fire Safe Council will pay up to \$900 per house that qualifies for basic fire safety clean-up on properties. The AVFD will invoice the Fire Safe Council. **Avila** presented the Board with various breakdowns of the expenditures for the project. There will be no burning and no chopping down trees. Applications available through the Fire Safe Council. ***Motion by Christen to approve the DSAFIE Program in principle and authorize Avila to move forward. 2nd by McKenna. All ayes, no nays.***
10. **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:** **Hanelt** thanked **Snyder** for all his help on the carport. No other concerns.
12. **ADJOURNMENT:** 6:43