

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128  
May 17<sup>th</sup>, 2023 at 3pm**

**APPROVED**

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** Called to order by **Hanelt** at 3:01pm. 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 & Laura Baynham, Karen Ottoboni, Renee Lee, Philip Thomas & Kirk Wilder. Meredith DeLuca & Eva King from The Community Foundation on Zoom to present. Wilder, Lee, Thomas & Ottoboni addressed the Board regarding the purchase of the Veterans Building from the County. The Board will visit the Veterans Building (Special Meeting of the Board) on May 31<sup>st</sup>, at 2pm to explore taking ownership of the parcel. A letter of intent will then go to the BOS to begin the procedure if it seems like a good fit. **Hanelt** asked Wilder & company to provide a packet of information such as square feet, history, needs, parcel dimensions, and inspections. Wilder & company left at 3:22pm.
3. **CORRESPONDENCE RECEIVED:** Reviewed. **McKenna** pointed out that there was an extensive park plan in the correspondence packet for the Board to review.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** Add action item: Personnel Committee met on Monday and want to address the Board with some timely recommendations. Under 7.g. Recommendation from the Personnel Committee to pay back the amounts which were withheld in taxes from employees health benefit stipends. Move Community Foundation up from 9.b. to before 6.a.
5. **CONSENT CALENDAR:**
  - a. Approval of April 19<sup>th</sup>, 2023 CSD Board Minutes.
  - b. Approval of Expenditures as Reviewed at the May 10<sup>th</sup>, 2023 Budget Committee Meeting.

*The consent calendar was accepted.*

**9.b. NEW BUSINESS:** Community Foundation of Mendocino COAD (Community Organizations Active in Disaster) presentation Meredith DeLuca at 3:15 pm: Community Foundation of Mendocino COAD (Community Organizations Active in Disaster) Presentation – Meredith DeLuca at 3:15pm. (Copy of handout attached). Meredith DeLuca and Eva King addressed the Board with a presentation of The Community Foundations’ Voluntary Organizations Active in Disaster (VOAD) which is the centralized hub communicating and coordinating the “global” effort. Community Organizations Active in Disaster (COAD) groups are the spokes of the wheel, delivering immediate localized services. VOAD includes County of Social Services & Public Health, CALOES, OES, as well as Red Cross, FEMA, Salvation Army, and other entities. The VOAD meets monthly to discuss emergency preparedness and continue to be active even in times when there is no disaster. COAD Purpose and Structure: They anticipate that there will be eight different COADs; each serving a unique part of the community. Categories include long term recovery, shelter, food, health, and volunteer connections. **Avila** and **Hanelt** suggested Meredith meet with the AVVFFA. Laura Baynham said that they have been very helpful with the AV Grange which (with two grants) have a generator, WIFI, and are now working on an updated water system and upgraded kitchen. The AV Grange may be utilized as an evacuation center at some point as well as a Local Assistant Center (LAC). **Christen** added that it is great, but might be out of the purview of the AVCSD. **Avila** said that they could schedule meetings here at the Boonville Fire Station and asked Meredith if she had a lists of the road sheds in the valley. **Christen** suggested she contact The Fire Safe Council for a list of the road sheds.

DeLuca & King left at 3:50 pm.

6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
  - a. **GENERAL MANAGER’S REPORT:** (Copy attached) Presented by **Richard: GSRMA Insurance Schedule**: The Chief and I have been working on updating our insurance schedule of vehicles and land recently. I am in the process of adjusting the prices insured for our Fed-Ex vehicle and deleting others that are not in use and our insurance representative says this should cut about \$1,800 from our bill for next

fiscal year. Of course, we're about to add the new water tender and ambulance so that will add money, but hopefully it will be a wash with what we've saved. **EMS Memberships FY 23-24:** Lots of money coming in lately for our next round of EMS memberships! Patty and I are adjusting the process as we go to streamline it more and we have started scanning all checks to live on our cloud storage now instead of the old process of photocopying them and paper filing. **CSD Switch from Dropbox to Google Drive:** Speaking of our cloud storage, we pay about \$240 per year for the CSD secretary and my cloud storage on Dropbox (\$120 per person). We've been discussing switching to Google Drive as that is what the Fire Department uses and it would be easier to have shared folders of data. I personally am only using 11GB of my 2TB plan. Google Drive has a plan for 100GB at \$24 annually (per person, \$48 for the secretary and I). If we surpass a certain amount of storage then we can go up to 200GB at \$36 (per person) annually and so on. My Dropbox plan renews on July 6, 2023 so shortly before then I will move all of our items to Google Drive. I will also be updating this expense category in the CSD budget as it will save us a bit of money.

- b. **FIRE CHIEF'S REPORT:** Presented by Avila: **Water Tender Update:** The water tender will be put into service over the next week and be ready for the onset of wildland season. **Boonville Rescue is Out of Service:** During a mid-night call to Navarro last Thursday morning, rescue 7431 had a catastrophic engine failure while returning to quarters. The driver immediately pulled over and had been driving the vehicle appropriately. I was able to tow the vehicle to Philo Station where the tools and equipment were removed for towing to Santa Rosa. We have been given a price of over \$13,000 to complete the repair. I will be asking the Board for use of additional funding for this emergency repair and tow under the existing board meeting agenda item discussing the using existing reserves to cover several unanticipated liabilities. **Ambulance Gurney Repair:** Intermittent loading issues have been reported by the ambulance crew about the automatic loader not working correctly or at all. This repair / changeout will be an unanticipated \$1800 expense. **Insurance Review:** Since the FD carries the full cost of the CSD Insurance, I have been conducting a detailed review of items impacting our annual premium to reduce costs. Payroll is a large factor but is accurate. The total district Total Insured Value (TIV) of our capital equipment was \$2.3M but was being over insured by approximately \$275K of unnecessary or sold equipment. Unfortunately, this reduction will only reduce the annual contribution \$1828. The increasing costs of our overall insurance program continues to rise annually due to the accumulative exposures of GSRMAs insurance pool of fire districts, CSDs, cemeteries, water, and sewer districts, etc. **CFED Conference:** I will be attending a CALCHIEF's Conference this weekend in Southern California. The two-day event will provide important information on both Fire and EMS topics that will impact our agency. **Vacation:** I will be taking my annual vacation next week and be back in the office on the following week.

7. **ADVISORY COMMITTEE REPORTS:**

- a. **PARKS & REC. COMMITTEE REPORT:**
- 1) Caltrans Local Grant: Application for Clean California Grant to Fund Skatepark: Still in progress.
  - 2) CSD & AVUSD Community Park Property Transfer: Resolution 2023-03: Authorization for Acceptance of Land Transfer from Anderson Valley Unified School District. **Motion by McKenna to approve Resolution 2023-03: Authorization for Acceptance of Land Transfer from Anderson Valley Unified School District. 2<sup>nd</sup> by Nayes. Ayes: McKenna, Nayes, Hanelt, Snyder, and Christen. No nays.**
- b. **EMERGENCY SERVICES COMMITTEE:** (Copy Attached) Presented by Snyder: The committee minutes were discussed in the Chief's report.
- c. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by McKenna:
- 1) Review and Recommend New Grant Opportunities
  - 2) Recommendation to Put FY 2023/24 Draft Budgets out for Public Review: After presentations of the draft budgets, it was decided that they were ready for public review. **Motion by McKenna to recommend putting the FY 2023/24 draft budgets out for public review. 2<sup>nd</sup> by Christen. All ayes, no nays.** This will be notified in the Anderson Valley Advertiser for the next month as well as posted

to the CSD website. In regards to the budget for the Fire Dept., **Avila** needs to move specific funds to designated areas. *Motion by Christen to move \$57,501 from Fire Apparatus Reserves to Operating Account. 2<sup>nd</sup> by Snyder. All ayes, no nays. Motion by Christen to move \$15K from EMS Apparatus Reserves to pre-allocated reserve. 2<sup>nd</sup> by Snyder. All ayes, no nays. Motion by Christen to move \$5,398.71 from Apparatus Reserves to Operating Account for health insurance liability. 2<sup>nd</sup> by Snyder. All ayes, no nays.* **McKenna** shared that **Scaramella** is not coming back to the Budget Committee. She is going to write the AVA and thank Mark for his years of service as well as ask the public if anybody would be interested in joining the Budget Committee.

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

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

- 1) Clean Water: May 30/31 is date for soils testing on the Valley Views site. The results will be sent to the lab and, if the site appears suitable, the results will be sent to the State to concur. This could result in a delay as interacting with the State typically is affected by their scheduling.
- 2) Drinking Water: Outstanding negotiations continue with the AV Historical Board and Meadow Estates Water Company. While the CSD owns the parcel that the Museum well is on, the agreement between the CSD and the AV Historical Society Board requires an agreement between the parties. Hanelt went over the Public Outreach Survey data for the Drinking Water project and showed calculations supporting the current 69% approval rating. As Meadow Estates is not in that calculation due to the ongoing negotiations, the approval rating could be much higher once those 52 parcels are factored in. There are still 67 “non-responders” to be canvassed (out of 242 parcels). The third letter (with Spanish translations) is being sent out next week. It asks for a response by June 15. After that date Kathleen and Val (with help from the two agencies SAFER and RCAC) will be attempting to contact every owner as we want as many “yeses” as possible to help determine the rates. Once the 242 parcels are resolved we can go into the Proposition 218 process.

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

g. **PERSONNEL COMMITTEE:** 1) Recommendation from the Personnel Committee to pay back the amounts which were withheld in taxes from employees health benefit stipends. There was a lengthy discussion regarding COLA and it was decided that because the COLA has increased 8.7% this year, there would be no merit raise on any employee this year. *Motion by McKenna to approve the 8.7% COLA increase to all employees. 2<sup>nd</sup> by Christen. All ayes, no nays.* **Nayes** shared his findings regarding group insurance. After an explanation of how the employees had all been paying tax on their insurance stipends, it was decided to fix this oversight. *Motion by McKenna to “true up” the health insurance shortfall. 2<sup>nd</sup> by Snyder. All ayes, no nays. Motion by Nayes to continue this process until the end of November, 2023. 2<sup>nd</sup> by McKenna. All ayes, no nays.*

h. **LOSS CONTROL COMMITTEE:** Review of committee description. **Snyder** and **Richard** said there was only one change to make in Policies & Procedures: The committee shall consist of one (1) board member, the general manager of the AVCSD (who shall act as secretary, fire chief or fire chief’s designee, one (1) representative from the airport committee, and a representative from the recreation committee. The only change is to say “may” have a representative from airport committee or recreation committee. *Motion by McKenna to accept this change for Policies & Procedures. 2<sup>nd</sup> by Nayes. All ayes, no nays.*

## 8. OLD BUSINESS:

a. MCAFD Update: Nothing to report.

b. JPA Update: They are waiting on Mendocino County Counsel which will be meeting soon.

- c. Clarification of the Scope and Objectives of the Long-Range Strategic Planning Project– **Christen & Naves**: They have reached out to Phil Williams regarding the Brown Act and were assured that they may interview staff and community members to ask about their views on long-range plans and visions as long as the individual Board members views are not shared with other Board members outside of a noticed meeting. ***Motion by Naves for the Ad Hoc Committee to discuss with key members of staff and Board members their visions. They will report back to the Board for future action. 2<sup>nd</sup> by McKenna. All ayes, no nays.*** **Avila** pointed out that public opinion is important.
- 9. NEW BUSINESS:**
  - a. Resolution 2023-01: Acknowledging Receipt of Report Made by AVFD Regarding Annual Inspection of Certain Occupancies: **Avila** explained the procedure to the new Board members. ***Motion by McKenna to approve Resolution 2023-0: Acknowledging Receipt of Report Made by AVFD Regarding Annual Inspection of Certain Occupancies 2<sup>nd</sup> by Snyder. 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:** No concerns.
- 12. ADJOURNMENT:** 6:40 pm.

Secretary Patty **Liddy**