

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
June 21st, 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:** Kirk Wilder, Philip Thomas, Patrick & Jane Miller, Lisa Bauer, Morgan Bayham & Kathy Baily.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** Add action item: Move 10.a. Consideration of Veterans' Building Ownership Transfer from Mendocino County to the AVCS D Letter of Intent to before 5, Consent Calendar. Presentation by Wilder. Wilder discussed the pros and cons of whether the Vet building should be bought by the Legion or the CSD. Either buyer will be leasing the building to the Senior Center Board for at least 99 years and the Senior Center Board would take over maintenance. *Motion by McKenna to approve the letter of intent. 2nd by Snyder. All ayes, no nays.* **Hanelt** thanked Philip Thomas for all his hard work. Move 9. d. Patrick Miller, the Conservation Coordinator for the Anderson Valley Land Trust (AVLT): Progress Presentation of the Anderson Valley Land Trust's "Philo Beach Public Access and River Restoration Concept Plan" up before Consent Calendar. Use this link if you'd like to see the presentation:
https://www.dropbox.com/s/63870wkjpvx4fd/AVCS D%206-21-23_AVLT%20Presentation.pdf?dl=0 . Miller shared his power point presentation showing the progress that the AVLT has made to this plan. Wilder and Hanelt thought that the presentation was outstanding. Miller will be back in the fall with more on what the dynamics will be and with a more realistic time frame. Add action item: *Motion by Christen to add 10.d. after 6.b. "Transfer Budgeted Allocations to Reserves, Modified to Reflect Actual Development Fees Collected" to agenda. 2nd by McKenna. All ayes, no nays.*
5. **CONSENT CALENDAR:**
 - a. Approval of May 17th, 2023 CSD Board Minutes and May 31st, 2023 Special Meeting.
 - b. Approval of Expenditures as Reviewed at the May 10th, 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: FY Ending in a Week and a Half:** The Fiscal year is ending very soon, in 10 days. I have a list of items to complete before that date so I should be very busy over the next week and a half! **EMS Memberships FY 23-24:** Our total of EMS memberships received prior to the beginning of next fiscal year is at 323! Andres has budgeted for 515, which means we have received 63%. **Teeter Plan (Property Tax) Potentially on the Chopping Block:** The way we receive our property tax payout from the county is called the Teeter Plan. It was developed to help stabilize revenue for schools and special districts and benefits the county by allowing the county to keep additional revenue from property tax that might come in later from penalties and interest on late payments. We receive about 3 chunks over the course of the year. The first is 55%, second is 38%, and the last is about 7%. We do receive other payments that are the unsecured funding that trickle in over the year. The County is saying this program is a financial drain on them because they aren't getting the whole amount of property tax that they are paying out to the districts. The county says they have a \$1-\$2 million deficit in this area. It sounds like Ted Williams would like to do away with this plan and put the onus on the districts to collect their revenue but is forgetting that they have no legal way to collect property tax. Louise Simpson has written a letter of opposition published in the AVA on June 7th. **AVCS D Lawyer Phil Williams is Leaving Practice:** AVCS D's lawyer Phil Williams who we have been with for about 4 years is leaving his practice Welty & Weaver, located in Healdsburg. He is starting his own independent practice which will be in Ukiah. He asked me if we would like to stay with

Welty & Weaver or continue with him (with no price changes) and I said we would like to stay with him. If any board members need to contact him please ask me for his new email- you will get a kickback message from the old one.

- b. **FIRE CHIEF'S REPORT:** Presented by **Avila:** **WATER TENDER UPDATE:** Water tender 7498 is now in service at the Philo Station. Some additional outfitting will be done over the next week but it is in services and available. **BOONVILLE RESCUE STATUS:** In last month's Chiefs report, I reported that our only rescue unit was out of service on a major engine repair costing over \$13K. Hansel Ford had the parts on back order (expedited for emergency services equipment) and repair was expected to be delayed. At this time, parts are still on backorder with no ETA identified. Not having a replacement unit to carry essential equipment like our extrication tools, air bags, LARRO equipment, struts, etc., I will be looking into the option for acquiring a replacement unit and plan. **FUEL STATION:** Our fuel station project received final county approval on Monday. The Fuel station has been a great tool so far and accepted well by the troops. **LOCAL EVENTS / AMBULANCE STAFFING :** Our volunteers were able to barely pull off staffing the ambulance for two recent large events, Bike Monkey Race and Sierra Nevada World Music Festival (SNWMF). District staffing was maintained but stretched thin during both events. Our backup ambulance was utilized during both weekends when the other was committed on an incident. On the other hand, next week (the last week of June we may need to down-staff the ambulance due to several volunteers all becoming unavailable at the same time. Clay has sent in a request to MEDSTAR for personnel and Clay and I will be trying to fill the gap. Down staffing means that the ambulance does not have a person sitting at the ambulance quarters on shift and available to respond immediately. The ambulance will still likely respond but on a delay and if enough EMS volunteers are available.

10.d. Transfer Budgeted Allocations to Reserves, Modified to Reflect Actual Development Fees Collected: This is a routine annual practice. *Motion by McKenna to transfer to reserves \$19,346.90 to actual received capital improvements. 2nd by Nayes. All ayes, no nays.*

7. **ADVISORY COMMITTEE REPORTS:**

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached): Presented by **Nayes.** It was all covered in the Fire Chief's report.
- b. **BUDGET COMMITTEE REPORT:** (Copy attached) Presented by **Christen:** **Christen** shared that the security cameras will be up by July (Loss Control has given us our full refund in part because of these cameras). Also, we received \$15K more than anticipated from the County. The new auditor will be able to execute a 2-year audit for the CSD.
- 1) Review and Recommend New Grant Opportunities
- c. **AIRPORT COMMITTEE REPORT:** Did not meet. Wilder will send the Ad Hoc Long-Range Strategic Planning Project Committee a long-term plan for the Boonville Airport federal grants.
- d. **PARKS & REC. COMMITTEE REPORT:** (Copy attached) Presented by **McKenna:** Update on the Community Park. There is gate restoration happening and there will soon be a water fountain and trash cans with trash pickup once a month by Solid Waste.
- e. **WATER PROJECTS:** (Copy attached) presented by **Hanelt:** **Clean Water:** No more results from the soils testing yet beyond the news that the soil borings were collected May 30/31 and they look very positive and will support our leach fields. Once the engineers have completed their tests (hopefully by the end of June) then they will send them to the State engineers for concurrence. Then we will have to wait until the State responds. **Drinking Water:** **Hanelt** shared that we still have about 53 (non-Meadow Estate) surveys to collect out of 241 total parcels. Meadow Estate will be a "consolidation" so all their parcels are joining the project. We are running at about 75-80% yeses from the surveys collected. This Sunday afternoon Val, Kathleen and Donna Pierson Pugh are walking to connect with more parcel owners. Donna has volunteered to help with Spanish speakers. Afterwards, we will send out a fourth mailing to the final "non-responders." This will be a personal letter (including all the project information) with a handwritten envelope and handwritten return address to the CSD. We suspect the previous letters may not have been opened as the recipients may not recognize the RCAC

return address. We will be asking State Dept of Financial Assistance how the non-responders are considered as we develop our rates. We do not know if the non-responders are considered 'not interested' responses. We would like to use the 80% level of interest we have from the responses turned in and not be penalized by non-responses. This will be an important topic this coming month during our meetings with the State DFA, SAFER, RCAC and our engineers.

- f. **POLICIES & PROCEDURES:** Did not meet.
 - g. **PERSONNEL COMMITTEE:** Did not meet
 - h. **LOSS CONTROL COMMITTEE:** Did not meet.
- 8. OLD BUSINESS:**
- a. MCAFD Update: The committee is losing momentum due to poor attendance and one member retiring, but the Fire Chiefs Association has a strategic planning committee and is entertaining the possibility of a Fire Warden who could act as a liaison authority between the BOS and the Fire Chiefs. There is still much work to be done as far as agreeing on job description, payment of salary (may come out of TOT funds). This is still in the early stages.
 - b. JPA Update: Nothing to report.
 - c. Adoption of the FY 23-24 Budgets: *Motion by Hanelt to approve the FY 23-24 budgets factoring in the new increase in the estimated tax income. 2nd by McKenna. All ayes, no nays.*
 - d. Long-Range Strategic Planning Project: Naves reported on the progress and shared that they will soon send a list to the Board of proposed community members and others that they would like to interview.
- 9. NEW BUSINESS:**
- a. Ambulance Membership for Three CSD Employees \$450/year Line-Item Health Benefits: *Motion by McKenna to always pay for the ambulance memberships to the CSD staff who are not included in the payment of the AVVFFA memberships. 2nd by Christen. All ayes, no nays, Snyder absent.*
 - b. Request by General Manager for Additional Five Hours a Week to her Schedule: *Motion by McKenna to approve up to five hours more a week for the General Manager. 2nd by Christen. All ayes, no nays, Snyder absent.*
- 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:** 6pm.

Secretary Patty Liddy