

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
July 19th, 2023 at 3pm**

APPROVED

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** Called to order by **Hanelt** at 3pm. Kathleen **McKenna**, François **Christen**, Steve **Snyder**, Bill **Nayes** and Valerie **Hanelt** in person. Clay **Eubank** in for Andres **Avila**. 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:** None.
5. **CONSENT CALENDAR:**
 - a. Approval of June 21st, 2023 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the July 12th, 2023 Budget Committee Meeting.

The consent calendar was accepted.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
 - a. **GENERAL MANAGER'S REPORT:** No report. Went over the Calendar of Events. **Richard** will reach out to the AV Historical Society about their insurance.
 - b. **FIRE CHIEF'S REPORT:** Presented by **Eubank**: **BOONVILLE RESCUE STATUS:** After two months of being out of service, Rescue 7431 is back in service at Boonville Station. This is the only apparatus that can carry all the technical rescue inventory for the district. Some of the rescue equipment was put into our utility pickup 7441 so that it would be taken to scene automatically. The rest of the rescue cache was stored in Philo and would have required a special trip to pick up the equipment if an incident had occurred and the need identified. This would result in significant time delays for operations. Rescues incidents are "High Risk, Low Frequency" emergencies which we were luckily able to avoid this time. Nonetheless, this experience demonstrated our response vulnerability due to having only one apparatus designed to carry rescue equipment. To fix this issue, I have found a way to move forward with acquiring a redundant rescue apparatus while maintaining our current apparatus replacement and response plan. I had intended to bring a rescue unit proposal to the Board in July but I need more time to ensure the district financials can adequately cover the cost. Cora and I need to rerun the financials before bringing the proposal to all applicable AVCSO committees during August. **FIRE INVESTIGATION COURSE:** I will be attending wildfire investigation class this week (July 17th - 21st). This course has a competitive roster and is being held in Ukiah. This course will augment my ability to investigate fires for the district that have a vegetative component to the incident. Over the years and especially during early 2019, we had a series of structure fires that I needed to determine Cause and Origin. One went under litigation and my training records were Public Records Act (PRA) requested to challenge my experience and training. Since I had the appropriate investigations classes and previous experience, the judge threw out the case as I was considered a technical expert. This week's class will be a good refresher of the legal parameters and add the vegetation investigation element to my training records. **STRIKE TEAM ASSIGNMENTS:** AVFD is not anticipating a large amount of strike team assignments this year. This is primarily due to the number of volunteers not available to commit to these assignments. We only have a handful of personnel that qualify as Engine Boss, Engineer and FF who also have the availability to deploy for multiple weeks at a time. It would be most likely to send an engine out on a CalFire station coverage instead since the crew rotation is easier when they are local. **YORKVILLE BUILDING PROJECT:** We have been waiting for Crane of Ukiah to start construction of the metal building we will be using as the new Yorkville Station (744). Thanks to the Yorkville Community Benefits Association (YCBA), enough fundraising was accomplished to expand and relocate the existing facility in order to house four apparatus from the existing two bay location. This building will house a 2500g water tender, a 1000g interface engine, a

type 3 wildland engine (500g), and a quick response vehicle. This arrangement will achieve the threshold of 4000g of mobile water to suffice the requirements of the Insurance Services Office (ISO).

7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** Did not meet.
- b. **BUDGET COMMITTEE REPORT:** (Copy attached) Presented by **McKenna:** Fiscal Year Wrap-up was discussed. Benefit assessment update was looked at. Auditor information was shared.
 - 1) Review and Recommend New Grant Opportunities:
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.
- d. **PARKS & REC. COMMITTEE REPORT:** (Copy attached) Presented by **McKenna:** Improvements to the Community Park were discussed. **McKenna** shared some of the activities going on with the Teen Center and some of the events being held. Per Capita update : Parlin Fork picnic tables have arrived; chained and locked and it's to be determined how to secure them permanently. Nicklaus Landscaping has specs to provide installation quote (water fountain, trash/recycling bins, play equipment, parking lot fix, Arch gate landscaping). Address of the park: Property is officially transferred and is 13551 Airport Road, Boonville CA.
- e. **WATER PROJECTS:** (Copy attached) presented by **Hanelt:**
 - 1) Clean Water: Dave reported that there were preliminary positive results about the level of the ground water. As ground water flows into the valley floor for quite some time after rains, late May/ early June were the dates to get the highest readings of "seasonal high ground water." The site data showed ground water levels ranged from 11-19' which indicated there was sufficient room for our leach areas. Dave was still waiting on the permeability results but felt that the site would be acceptable. The finalized results (Ground water and permeability) should be available in a couple of weeks. The State will accept the technical results from the hydrologist, Steve Klick. We already had two Notice of Preparation meetings for Wastewater (Oct 12, 2017 and Nov 1, 2018) for the CEQA process; there are no more public meetings needed for this. Dave will also add Mendocino Building and Planning department as a "Responsible Agency" on the CEQA documents in case they need to issue a permit. Julia Krog (head of B&P) was not sure they would be involved as it is a State project, but she recommended being on the CEQA document just in case so there are no delays. Dave says he will be able to do the Rate Study for Wastewater by the end of August which is the date that we have on our agreement for planning grant funding. Once we have the Rate Study we can start going through the LAFCo process as well.
 - 2) Drinking Water: Brent reported that the negotiations with the Museum and the Health Clinic were being finalized and accepted. Meadow Estates is still waiting on the CSD attorney.
- f. **POLICIES & PROCEDURES:** (Copy attached) Emergency Services Committee Description.
- g. **PERSONNEL COMMITTEE:** **Nayes** shared that they met to discuss the description for the Secretary position with hours and wage changes. GM position to transition to salary. The contract is in progress.
- h. **LOSS CONTROL COMMITTEE:** Did not meet.

8. OLD BUSINESS:

- a. MCAFD Update: Nothing to report.
- b. JPA Update: Nothing to report.
- c. Long-Range Strategic Planning Project: Nothing to report.
- d. Veterans' Building Ownership Transfer: **Hanelt** shared an update from Kirk Wilder: "American Legion Post 385 is currently negotiating with the County of Mendocino concerning the transfer of a currently county owned parcel containing the Boonville Veterans Building from county ownership to Post 385 ownership. The County has stated Post 385 qualifies for this transfer at little or no cost. The concern the Post has is if the Post will qualify for property tax exemption. It appears that the Post will be granted exemption, however it is an involved process to obtain a definitive answer. The Post is in the process of filing a claim for an organizational clearance certificate-veterans' organization

exemption. In order to file this, claim the Post must provide formative documents showing the Post is a non-profit and tax-exempt organization. These documents have been requested from the CA Sec of State's office and have yet been delivered. Once received, the Post will then file the claim for an organizational clearance certificate with the CA Board of Equalization. If the Certificate is granted then the Post must file an application with the Mendocino County Assessor's office. They are the entity who will make the final determination regarding the property tax exemption requested by the Post. If granted, the Post has every intention of continuing negotiations with the County to obtain the said property. If not granted, the Post will decline to proceed and request the County initiate negotiations with the AVCSO. That is where we are at this moment. I am hopeful the Post will hear something soon from the Sec. of State. However, I am departing Monday morning on a three-week vacation, so I do not expect anything to happen until I return. I have informed the County of my vacation plans and the above outline process I have initiated, and they understand."

9. NEW BUSINESS:

- a. Idea for Funding Maintenance for Future Public Improvements in Anderson Valley: **Hanelt** shared that she had met with Patrick Miller and that they discussed a foundation to support Anderson Valley projects. Miller will come in August to further discuss the One Percent Program. There was talk about a 501c3. **Christen** suggested reaching out to Megan Allende from The Community Foundation. This is preliminary and may not even happen for three or four years down the road.

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: 4:35pm.

Secretary Patty **Liddy**