

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128  
November 15<sup>th</sup>, 2023 at 3pm**

**Approved**

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** Called to order by **Hanelt** at 3pm. Valerie **Hanelt**, Kathleen **McKenna**, Clay **Eubank** proxy for **Avila**, Steve **Snyder**, François **Christen**, Bill **Nayes** and Cora **Richard**. Patty **Liddy** and Andres **Avila** were absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Morgan Baynham.
3. **CORRESPONDENCE RECEIVED:** None.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** Amendment approval added to Drinking Water 7 E 2
5. **CONSENT CALENDAR:**
  - a. Approval of October 18<sup>th</sup>, 2023 CSD Board Minutes.
  - b. Approval of Expenditures as Reviewed at the November 8<sup>th</sup>, 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**:  
**Administrative Assistant Hiring Update:** I began advertising our administrative assistant position early November and have not received any resumes, emails, or phone calls regarding the position. We had an ad that ran in the Anderson Valley Advertiser Nov 1 and Nov 8, and we posted a flyer with a link on Facebook in a couple different pages and groups. Yesterday I posted the job on the website Indeed so as to not waste any more time. **AVCSD Audit in December:** Zach Pehling will be here December 5<sup>th</sup> and 6<sup>th</sup> to get things started for the FY 22-23 & 21-22 audits. **EMS Memberships:** We just surpassed our budgeted amount for EMS Memberships! We have received 527 as of yesterday. Our budget percentage is 100.9%
  - b. **FIRE CHIEF'S REPORT:** (Copy attached). **Annual Christmas Party:** AVVFFA is hosting our annual holiday party on December 2<sup>nd</sup>. All CSD Board members and staff are invited to attend. This event has always been a great way to show appreciation for our volunteers and to get to know them outside of the regular business setting. We have an excellent crew of EMS and fire volunteers who deserve this little night off! **Structure Engine Loan To Mendocino Ff Academy:** The Mendocino County Fire Chiefs Fire Academy is now being hosted under Mendocino College. I am working with them to allow a temporary loan of E7488. This is the engine we purchased for \$1 from Brooktrails to be house in Philo for ISO purposes. This loan will not reduce response efficiency since it is not a first (or second) out apparatus but will instead support this essential training program. A contract is being developed to ensure liability and damages are covered. **Mechanic Job Position Development:** We did not receive any applications for the mechanic's position. We are now posting this job as an "open until filled" application period. Angus has sent the solicitation to peers in Sonoma County, and I am pushing this around with other fire districts. We had a very interested applicant who did not apply because of insurance red tape regarding emergency responder maintenance. **LAFCo Annexation Update:** I will be meeting with LAFCo next Tuesday about the tax sharing process for the annexation area. With the recent changes in the Auditor's Office,

we are trying to move forward with the interim Auditor. At this point, I see little to no property revenues being gained out of the increased area unless the County agrees to forfeit funding to the general fund to cover fire services in that area. At this time, this area does fund a fire service. AVFD resources are stationed to cover these areas and respond accordingly. AVFD bills for services rendered after an incident but this does not cover the reoccurring cost of strategic station and apparatus deployment nor the overhead to keep them stocked and in service throughout the uncovered 176 square miles. **Yorkville Station Progress:** The main structure has been built including rollup and side access doors. The remaining projects are the concrete driveway, the electrical, and the remaining underground drainpipes. This is a major accomplishment coming to fruition, I hope that CSD Board members attend any ribbon cutting ceremonies that may occur in the near future. Additional engines and improved facilities will undoubtedly improve our service to the east side of our district. **Gowan Rx / Training Burn:** We successfully burned off 21 acres of grassland in Philo in mid-November. This burn provided our troops with live fire training to participate in firing activities, observe weather impacts, and experience holding capacities in a safe setting. This burn was successful in the consumption and smoke management objectives without using a single drop of water or injuries. Thanks to the Gowan Ranch for the opportunity.

**7. ADVISORY COMMITTEE REPORTS:**

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached). Items were covered in the Chief's report.
- b. **BUDGET COMMITTEE REPORT:** (Copy attached). Financials were reviewed. There were no action items.
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.
- d. **PARKS & REC. COMMITTEE REPORT:** (Copy attached). CA Endowment: waiting on second installment, was reimbursed \$7,969 from Per Capita reimbursement. Per Capita: PENDING final reimbursement after inspection and final forms (audit checklist, final funding sources form, project completion certification form, and payment request form and GEF) completed. We can now purchase larger porta-potty but will wait until after the new year. We will then lock the old porta-potty.
- e. **WATER PROJECTS:** (Copy attached)
  - 1) **CLEAN WATER:** Updates were given.
  - 2) **DRINKING WATER:** Updates were given.
  - 3) Amendment 4 to the State Waterboard DFA was approved to allow more funding to cover easement negotiations and extend the dates on the Drinking Water Planning Grant. The amendment amount is still being determined. *Motion by McKenna to approve Amendment 4 to the State Waterboard DFA. 2<sup>nd</sup> by Christen. All ayes, no nays.*
- f. **POLICIES & PROCEDURES:**
  - 1) Security Camera Policy: New policy for the accessibility to the camera recordings was adopted: *Motion by Christen to approve this policy. 2<sup>nd</sup> by Naves. All ayes, no nays.*
  - 2) Review Budget Audit Procedure/Budget Committee Description: This was pulled for more review and will be presented later.
  - 3) Startup Budget for FY beginning: This item got tabled.
  - 4) Grant Administration: Approved.

- 5) Rec Committee Description: The updated Rec Committee description was discussed and approved: *Motion by McKenna to approve the description for the Rec Committee. 2<sup>nd</sup> by Naves. All ayes, no nays.*
- g. **PERSONNEL COMMITTEE:** Naves made a presentation for the new employee healthcare provider which was approved. *Motion by McKenna to approve the new healthcare provider. 2<sup>nd</sup> by Naves. All ayes, no nays.*
- h. **LOSS CONTROL COMMITTEE:** Did not meet.
- 8. **OLD BUSINESS:**
  - a. MCAFD Update: Did not meet.
  - b. JPA Update: Nothing to report.
  - a. Long-Range Strategic Planning Project: **Christen** and **Naves** shared their plans for a series of interviews with public citizens and “influencers.” They intend to develop a questionnaire to use for the interviews.
- 9. **NEW BUSINESS:**
  - a. Roles and Responsibilities of Board Members/Best practices for AVCSD: Discussion about Board Director responsibilities and compartment.
  - b. Committee Assignments and Chair Rotation for 2024: This will be on the December agenda. There will be a Chair election between the Board members that express willingness to serve as Chair.
- 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:** None.
- 12. **ADJOURNMENT:** 6:10pm