

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
December 20th, 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**, Andres **Avila**, Steve **Snyder**, François **Christen**, Bill **Nayes**, 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:** *Motion by McKenna to change the agenda. 7.c. up to 5.c. and 8.d. up to 5.d. Kirk Wilder to give update on Airport and Veterans Building. 2nd by Christen. All ayes, no nays.*
5. **CONSENT CALENDAR:**
 - a. Approval of November 15th, 2023 CSD Board Minutes. **Christen** had concerns about not having an account of the actual amount of money being funded. Regarding the November minutes, E.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”. This amendment amount is still to be determined. Morgan Baynham informed us that he was at the last Board meeting.
 - b. Approval of Expenditures as Reviewed at the December 13th, 2023 Budget Committee Meeting. *The consent calendar was accepted.*
 - c. **AIRPORT COMMITTEE REPORT:** **Wilder** informed the Board that the Airport was in good shape financially and that it is slow this time of year.
 - d. **Veterans Building Update:** **Wilder** notified the Board that American Legion #385 just received the confirmation from the Secretary of State that the Legion’s request to amend their articles of incorporation had been approved. This action was required by the Board of Equalization in order to apply for the certificate of occupancy necessary in the process of obtaining the Veterans exemption from property taxes on the Veterans Building and parcel that the County wants to sell to the Legion. He will now resubmit this request to the Board of Equalization. He will let the Board know the response from the Board of Equalization. **Hanelt** thanked **Wilder** for his hard work.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
 - a. **GENERAL MANAGER’S REPORT:** (Copy attached). Presented by **Richard**: **IRS Mileage Rate Increase Jan 1, 2024:** The IRS Mileage reimbursement amount is increasing January 1 from 65.5 cents a mile to 67 cents a mile. This will primarily affect the EMS volunteers who we pay mileage to. The chief is aware and I’m sure is planning to revise his budget accordingly. **Brown Act & Ethics Training Opportunity:** Tuesday January 16, 2024 from 9am-11am Mendocino County is offering a free Brown Act & Ethics training on the online platform Teams. I will be participating in it, please let me know if you are interested and I will send the link if you did not already receive it from LAFCo. **California New Employment Laws Taking Effect Jan 1, 2024:** There are a few updates to employment laws in CA taking effect January 1. The minimum wage is increasing to \$16/hr. for employers of all sizes. Paid sick leave is increasing from 24 hours (3 days) to 40 hours (5 days). All employees who work more than 30 days for one employer in a year and satisfy a 90-day employment period before taking sick pay are

eligible for sick leave UNLESS: They are retired annuitants working for a government entity will be asking a lawyer if we should be providing our EMS volunteers that meet this criterion with sick pay because I do not know the nuances.

- b. **FIRE CHIEF'S REPORT:** (Copy attached). **AFG Grant Results:** Our application to the Assistance to Firefighters Grant (AFG) has again been denied for the third year in a row. Our self-contained breathing apparatus (SCBA) units are going out of compliance this year after their 15-year life span. The direct replacement cost is nearly \$300,000 under a reduced purchasing price by using a CALFIRE purchase agreement. **Annual Boot Stipend:** Each year AVFD issues a boot stipend to all volunteers around Christmas time. We pay for each volunteer's first pair of boots, then they pick up the cost for all their replacement boots after that. This is because most volunteers wear them on personal affairs. We provide a \$8.50 per call stipend with an additional employee payroll tax offset bringing the total stipend amount up to \$10.30 per call to cover stipend related income taxes. **CALFIRE Down staffed For The Winter:** It is that time again where CALFIRE Boonville station gets down-staffed until May. This is always a hard transition because it requires the volunteers to adjust their normal response areas to backfill CALFIRE's vacancy. At times, especially in the first month, we normally experience limited response to night calls and low acuity calls because of the adjustment. CALFIRE's presence is very beneficial, especially to Boonville at night time, because they are out the door in three minutes with three fire fighters. Our volunteers, like all volunteer FDs, respond from home and are intermittent because of life obligations and work schedules. **Mechanic Job Position Development:** Eddie Pardini is interested in this position. He has been shadowing Angus Loop and getting familiar with the job and other details. Cora posted the position on Indeed and three additional results came in today. **Yorkville Station Progress:** The YCBA is looking for a contractor to pour a concrete slab outside the new building. **Sicular Rx Burn:** We had another successful burn in the Nash Ranch Subdivision during late November. This burn was smaller in size but more technical than the Gowan RX burn. The burn was primarily understory slash on the downhill side of a roadway. Consumption and control objectives were met without incident.

7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached). Presented by **Snyder:** There was a discussion about the hiring of the administrative assistant and the mechanic.
- b. **BUDGET COMMITTEE REPORT:** (Copy attached). Presented by **McKenna:** There was a discussion about the money lasting until the end of the year. **McKenna** feels that now that the year is almost over we are okay. There is now a checklist process for the auditor to follow every month. Financials were reviewed. There were no action items. A discussion about the health benefits for the Chief was had. This will be discussed further under 9.d.
- c. **PARKS & REC. COMMITTEE REPORT:** (Copy attached). Presented by **McKenna:** Volleyball Club is continuing. There will be new equipment coming for the Community Park and Rossi's Hardware has volunteered to store it until it is ready to install at the park. Money for the Skatepark continues to roll in.

d. **WATER PROJECTS:** (Copy attached)

1) **CLEAN WATER:** Updates were given.

2) **DRINKING WATER:** Updates were given.

Shortly after the Water project meeting **Hanelt** and **McKenna** met with LAFCo and are now working on the application to have the CSD's Sewer and Water powers activated. We have to decide whether both projects will proceed through the process together or get started on the first one that is ready. Each LAFCo process can take 4-6 months and cannot proceed until the Rate Study for that project is submitted. We will get everything done on the extensive checklist so that when the Rate Study is turned in the clock can start. Also, it was decided to add the Quarterly Progress Reports from the project engineers to the Board reading file when they come in. This was an oversight by the Water Committee when we changed managers last year and we will start it up again.

3) Proposed Motion: In The Interest Of Keeping The AVCSO Board And The Anderson Valley Community Informed About Progress On The Water Projects, The AVCSO Board Instructs The Water Committee To Request Support From The State Water Board And Brelje And Race (Engineers) To Develop A Detailed Project Plan Of The Planning Phase Of The Clean Water And Sewer Projects. The Project Plan Should Show The Project Milestones, Timeline, And Estimated Costs For Each Milestone, And It Should Show Interdependencies (Such As CEQA) Between Project Phases. It Should Also Show Which Milestones Will Be Conducted In The Planning Phase Of The Project And In The Subsequent Implementation Phase. The Project Plan Should Be Developed Using An App Such As Microsoft Project. – **Christen**. This did not get a second. PUBLIC COMMENT:[**Baynham** told the Board that he felt that there should be a project manager for the Water Project. **Baynham** said, "There have been four or five amendments that have already taken place. This is a multi-million-dollar project. It is a very complicated project and we need somebody to coordinate this. There is a timeline that needs to be kept. There is no consistency here." **Baynham** is supporting the project but feels that the Board needs to rethink this.]

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

f. **PERSONNEL COMMITTEE:** Did not meet.

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

8. **OLD BUSINESS:**

a. MCAFD Update: Did not meet. Keep on the agenda.

b. JPA Update: Nothing to report. Take off this agenda and keep on the ESC agenda.

c. Long-Range Strategic Planning Project: Did not meet.

9. **NEW BUSINESS:**

a. Committee Assignments and Chair Selection for 2024 – there were a few changes to the committees. **Christen** felt that there should be a rotation to the Chair, but **McKenna** pointed out the bylaws state that the board shall elect a Chair. **Hanelt** was reelected as Chair as no-one else put their name in. Motion by **Christen** to be a part of the Emergency Services Committee. No second. Budget Committee members were changed with **Nayes** on the committee instead of **Christen**.

The Board will consider having our attorney Phil Williams come to a meeting regarding the Brown Act....**Hanelt** will investigate it. Add ‘Ad Hoc Long-Range Plan Committee – **Nayes** and **Christen**’ to the Committee Assignments for 2024.

- b. Recommendation to Adopt the California 2022 Fire Code (Ordinance 2023-02)– **Avila** explained the procedure – this is purely administrative. ***Motion by Snyder to adopt the California 2022 Fire Code. 2nd by Nayes. Snyder – aye, Nayes – aye, Hanelt – aye, McKenna – aye, Christen – aye.***
- c. Resolution for Prop 218 (Resolution 2023-06) – Our Rules for Tabulation – **McKenna** explained that this was a procedure that we could adopt so that we’d be ready when voting happened with the Water Project. This was approved and edited by the RCAC (Rural Communities Assistance Corp) people. ***Motion by McKenna to approve Resolution 2023-06. 2nd by Nayes. McKenna – aye, Nayes – aye, Christen – aye, Hanelt – aye, Snyder – aye.***
Avila left at 5:45pm.
- d. Approve Health Care Benefit Increase for Andres **Avila** – **Nayes** presented the Board with a spreadsheet outlining the different strategies for Fire Chief’s health care. ***Motion by Christen to give the Fire Chief an extra \$1,000 a month for the next calendar year toward his insurance. 2nd by McKenna. All ayes, no nays.*** He will renegotiate his contract in 2025.

- 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:** 6:25pm