

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
January 17th, 2024 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**, , Cora **Richard**, and Patty **Liddy**. Bill **Nayes** absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Morgan Baynham.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** **McKenna** explained that a resolution for the Capita Grant needs to be approved as well as an amendment for the contract for Parks & Rec. *Motion by McKenna to put this on the agenda. 2nd by Snyder. All ayes, no nays, Nayes absent.*
5. **CONSENT CALENDAR:**
The consent calendar was accepted.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
 - a. **GENERAL MANAGER'S REPORT:** (Copy attached). Presented by **Richard: Smith River Strike Team Payment Received:** We recently received a payment for the Smith River incident, and after processing payroll for the firefighters and subtracting the workers comp (and company payroll tax match) the fire department is left with \$49,933 **Brown Act & Ethics Training 1/16:** I attended the Brown Act informational training hosted by the county yesterday and I was not that impressed. Their platform seemed to be giving them problems. I did learn that our Ad Hoc committees that are not standing committee's (like the Loss Control Committee) are exempted from the Brown Act. I took part in an informational Brown Act training hosted by CSDA that I felt I learned more from and which did a better job of addressing present day nuances.
 - b. **FIRE CHIEF'S REPORT:** (Copy attached). Presented by Avila: **Annexation Update:** We were scheduled to have our Tax Share Coordination meeting with the County Auditor on Thursday. This has been delayed in order for the Auditor to further analyze Williamson Act properties and finalize the County's property tax apportionment audit. Although this is another delay, having these in place before we meet is more efficient than meeting without accurate data. **PPIGT:** At last month's CSD board meeting I said I would provide a recommendation to the Board on whether or not to continue our financial contribution to the PPIGT program. This was after the budget reports appeared to show that we were landing in the red with the program. After a careful analysis, Clay has been able to navigate the ambulance financial reports to conclude that we are making some money in the new PPIGT program. For now, we recommend continuing our contribution to this program and will continue to update the Board as things develop. **Mechanic Job Position Development:** Since we flew the AVFD mechanic position in October, we received several applications. Local contractors have been challenged by liability insurance coverage for fire apparatus resulting in them not being eligible. Others were not qualified or did not understand the part time position. On the other hand, we did get a qualified applicant from Boonville who is also an AVFD volunteer. I will be asking the CSD Board to approve accepting Eddie as our replacement mechanic. He will become a CSD employee to avoid insurance issues. The overhead impacts plus employee wages were analyzed and resulted in an estimated incumbered cost equivalent to the existing mechanic. **Yorkville Station:** A work party is being planned for next Thursday thru Saturday to install electrical in the new building. Lights, receptacles, garage doors, etc. will be installed. Electrical feeder wiring and a new distribution panel will be installed also. We had to delay the concrete pad until better construction weather.

For now, gravel will be used as a ramp for the lift and possibly for fire apparatus if we decide to move in before the concrete pad.

7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached). Presented by **Snyder**: Most of this meeting was covered in the Chief's report. There was a lengthy discussion about funding in general and specifically about the FEMA SCBA grant. **Eubank** is looking into this and working with a consultant. The MedStar contract was also discussed. The Boonville Station needs some roof repairs. The shingles are thirty years old.
- b. **BUDGET COMMITTEE REPORT:** (Copy attached). Presented by **McKenna**: The main gist of the meeting was the mid-year budget revisions. The Board looked at each dept. revisions. *Motion by McKenna to approve these budget revisions. 2nd by Christen. All ayes, no nays, Naves absent.* Next year's budget drafts begin in February. March is the first viewing, April is 'recommend to the Board,' May is public review and in June we approve the budgets.
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.
- d. **PARKS & REC. COMMITTEE REPORT:** (Copy attached). Presented by **McKenna**: The new grant from Jim Wood's office is for Parks & Rec. It will go through the CSD. As with the per capita grant, they can get 10% of the funds at a time. They will spend and then be reimbursed. Noor will be the project manager and **Richard** will be the authorized signatory. This resolution is a formality. *Motion by McKenna to approve this resolution. 2nd by Snyder. McKenna – aye, Hanelt – aye, Christen – aye, Snyder – aye, Naves – absent. Motion by McKenna to approve the amended agreement. 2nd by Christen. All ayes, no nays, Nave absent.*
- e. **WATER PROJECTS:** (Copy attached): **Clean Water:** Dave Coleman, Brelje and Race engineer reports that the testing has been set up with a local heavy equipment operator and a hydrogeologist and will be scheduled soon. **Drinking Water:** All easements have gone to final review except for the Meadow Estates agreement which is awaiting the appraisal to be finished. **Summary Reports:** Final reports from RCAC (Rural Communities Assistance Corporation) were shared and will be linked to the Water Committee website. These were the final "deliverables" from RCAC to the State DFA (Dept of Financial Assistance) at the completion of RCAC's contract to assist us in the public outreach process for both projects. The Clean Water report covered their involvement with the sewer project to date and the Drinking Water report covered their assistance with the public meetings and survey. There are many informative graphs and descriptions of both projects. Here are the links to the drop box for more information on both projects:

<https://www.dropbox.com/scl/fo/07nroa1vgcjkleqyvzvs4/h?rlkey=u7xsg3vpmoao2zs9kydu974tc&dl=0>

<https://www.dropbox.com/scl/fo/8ve82cc40dkrb1k6zjflz/h?rlkey=6ong8i3fq70fvfwf1pmi7s9wo&dl=0>

- f. **POLICIES & PROCEDURES:** Did not meet.
- g. **PERSONNEL COMMITTEE:** Did not meet. The Committee will do the personnel evaluations in March.
- h. **LOSS CONTROL COMMITTEE:** Did not meet. The Committee will be meeting in February.

8. OLD BUSINESS:

- a. MCAFD Update: The Evergreen Contract was supposed to streamline three contracts into one annual signing. It was reviewed by the County Council and the three contracts - the ToT, Measure P, and Prop 172 would have all the formulas struck out if the Evergreen Contract was accepted by the County Council. This has been tabled so that this year, the funding that is in place for those contracts can start to flow back to the Fire Districts even though we now must keep all three contracts separate.
- b. Long-Range Strategic Planning Project - Review of Benefit Assessment Status: **Nayes** was absent and this was tabled. The decision to call this “The Strategic Planning Project” was made because there already exists a “Long-Range Planning Project. **Christen** presented the Board with a table of Anderson Valley populations for the past few years and the age ranges moving to the Valley. There was a long discussion about funding and streamlining the expenses of keeping emergency responses healthy in Anderson Valley. The SCBAs will cost around \$300K if we are to outfit every engine in the fleet. ‘Is the ISO still relevant to insurance companies?’ was a question for the Board to investigate. There was talk about surveys and consultants and it was decided that the Board will have a workshop devoted to this. **Avila** shared that the Emergency Services Committee had a healthy discussion about this as well. Everything is ok now, but long term there needs to be some evaluations about how to procure more funding and lessen costs. *Motion by Christen to contact a consultant to look into getting revenue opportunities. 2nd by Snyder. All ayes, no nays, Nayes absent. Snyder and Nayes will interact with Blair soon. The Strategic Planning Project will be taken off the agenda until there is more to report.*

9. NEW BUSINESS:

- a. Discussion and Possible Approval to Establish a New Position for Mechanic at \$40/hr.: **Avila** shared that both the Budget Committee and the Emergency Services Committee both approved Eddie Pardini as the mechanic. **Avila** will work on a description for the Policies and Procedures Committee to approve. The costs of hiring a mechanic as an employee and his wages are similar to retiring mechanic Angus Loop. *Motion by Snyder to hire Pardini at \$40/hour as the AVFD mechanic. 2nd by Christen All ayes, no nays, Nayes absent. Avila* thanked the Board.
- b. Review/Recommend Adoption of Revised Hardship and Collection Practices' Policy: This is tabled until next month.

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:** **Christen** said that he will be revising the computer policy at the P&P meeting.

- 12. ADJOURNMENT:** 5:40 pm