

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
February 21st, 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**, Bill **Nayes**, Andres **Avila**, Steve **Snyder**, François **Christen**, and Cora **Richard**. Patty **Liddy** absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Colin Wilson, Gabriel Baker, Jan Pallazola, Morgan Baynham and Kirk Wilder.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** *Motion by McKenna to move 8.b. (Kirk Wilder) and 7.c. up to after the consent calendar. 2nd by Snyder. All ayes, no nays.*
5. **CONSENT CALENDAR:**
The consent calendar was accepted.
(7.c.) **AIRPORT COMMITTEE REPORT: Wilder:** There will be a “Fly-in” at the Boonville Airport on the weekend of May 10th through the 12th with a potluck dinner at the Riley’s on Saturday night. There is a chance some WWII flying machines may come to town.
(8.a.) Update: American Legion Purchase of the Veterans’ Building Parcel from the County: Wilder shared that he was able to get the Certificate of Occupancy from the Board of Equalization. They will be eligible to request tax exemption once the building is owned by the veterans. They cannot do this until that happens. He is waiting to hear from the County. The Senior Center Board is also in the process of getting their Certificate of Occupancy. This shouldn’t be a problem.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
 - a. **GENERAL MANAGER’S REPORT:** (Copy attached). Presented by **Richard: Mendocino City CSD**: Yesterday I got a call from the Ryan, the District Superintendent at Mendocino City CSD out on the coast. The functions they provide are as a public wastewater system/groundwater management and like us, they manage the streetlights. Interestingly they were formed just one year after us in 1971. Ryan said there was a rumor out on the coast that AVCSD had secured a 40-million-dollar construction grant for our clean and drinking water projects- which we certainly have not! He was wondering who we had used in the past as a grant writer and I referred him to the woman who assisted the skatepark with their Clean CA grant. It turns out he had made contact with her the day before! Ryan told me there had been pressure from one or two members of the public to secure grants as MCCSD had recently raised their rates. He was looking for leads on any grants and grant writers. We had a nice chat and it looks like he could definitely be a resource with our water projects. **AVCSD General Manager Resigning:** After two years I am moving on from AVCSD. I have timed my leaving to line up with our secretary, which will give AVCSD the opportunity to hire a full-time salaried person for the CSD if they so wish. This topic is on our agenda today and will be discussed in more detail later as far as what my position will morph into. Thanks for a wonderful 2 years!
 - b. **FIRE CHIEF’S REPORT:** (Copy attached). Presented by **Avila: Annexation Update:** NTR. Waiting for our next meeting and conclusions from the Auditors research into ag parcels and closing the books from the tax apportionment audit. **Clow Creek Road:** The county has officially approved the new road name of Clow Creek Rd. for the dirt road across from Jack’s Valley Store where our Philo Station and gas pump are located. The road is known to some as “Schoefield Rd” and google maps shows it as the opposite end of Whipple Ridge Rd. Some of the residents are addressed as Hwy 128 which causes confusion for locating addresses in an emergency. The name

agreed upon by the residents since the small tributary that parallels the road is locally known and mark as Clow Creek. **AB716 Update:** We have been informed by our billing entity and some recent Cal Chiefs narratives that we do not need to change our current CSD hardship policy to adhere to AB716. We should still meet with the Policies and Procedures Committee to ensure everything is still in compliance since the last version was adopted. **Volunteer Benefits:** I have added all our volunteers to a supplemental Accident and Health Benefit package offered by Benefits Advantages for Emergency Responders (BAER). This is covered under the SAFER Grant and brought to us by the California State Firefighter’s Association (CSFA). The funding will continue for 4 more years and it is free to enroll all our current volunteers. The grant will also cover our district’s Cal Chiefs membership next year (if I apply in writing for a small grant to cover our costs) since we are a small underfunded district. **Achievement in Fire District Leadership:** I am organizing a two-day Fire District governance workshop in May with Fire District Association of California (FDAC). The class will be held at the Fortuna FD. The intent of this workshop is to bring professional experts to discuss fire district law, upcoming trends, leadership, revenues, and more. I attended one of these workshops back in 2011 per Colin Wilson’s recommendation as I prepared for the Fire Chief’s position. It was extremely valuable and should be taken periodically. Fire District Directors and Fire Chiefs both are encouraged to attend. If everything works out, I will also be bringing this to Ukiah during mid-summer also but dates are being confirmed with the Ukiah Conference center now. (TBD)

7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached). Presented by **Snyder:** There was a discussion about the “Every 15 Minutes” demonstration that the AVFD facilitates with the AV High school for a trauma scenario. **Avila** informed the ESC that there will be vacancies in the CSD general manager and secretary positions. CSD department reorganization was also discussed.
- b. **BUDGET COMMITTEE REPORT:** (Copy attached). Presented by **McKenna:** There wasn’t much action items to report; **McKenna** shared that they did approve the budget revision #3 for the Fire Dept. She also said that the committee discussed the purchase of a new utility vehicle, but did not vote on it as it was not on the agenda.
- c. **PARKS & REC. COMMITTEE REPORT:** (Copy attached). Presented by **McKenna:** There are still some kinks regarding the installation of the playground equipment. It is also very wet there where the monkey bars are going. There will be a site visit from the Per Capita Grant people next week. The Teen Center is working on the trails at Faulkner Park. They started the Open Gym on the weekends.
- d. **WATER PROJECTS:** (Copy attached):
 - 1) Clean Water: Reviewed.
 - 2) Drinking Water: Reviewed.
 - 3) Val also reported that she and Kathleen have started the State Waterboard Drinking Water Construction Grant application with the DFA (CA State Water Board DFA -Dept. of Financial Assistance) project manager Henry Wijaya. This is an involved process that takes quite a while and requires uploading many supporting documents before it is ready to actually be submitted.
- 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: nothing to report.

9. NEW BUSINESS:

- a. Presentation and Discussion of Proposed AVCSD Reorganization Structure: **Avila** gave a power point presentation of some new ways to structure the CSD department now that the GM and secretary are leaving.
- b. Annual Employee Review Process and Timeline: **Nayes** handed out the evaluation forms and gave a power point presentation regarding the process of the Personnel Committee. They will be conducting confidential meetings at the end of March with each employee.
- c. Recommendation to Approve New Patrol Apparatus as a Part of the Fleet Replacement Program (\$110K): **Avila** presented the funding breakdown for the purchase of the new patrol apparatus. This is in the fire dept. budget. **Nayes** remarked that this is an economical solution. *Motion by Nayes to approve new patrol apparatus purchase. 2nd by Snyder. All ayes, no nays.*
- d. Recommendation to Adopt Fire Department Budget Revision #3: It was about the new patrol apparatus so there was no need to go over the budget revision again.
- e. Presentation by Avila of Stations and Equipment Reorganization: **Avila** showed the various ways that he is looking at restructuring the equipment and stations. There was a discussion and questions answered and **Avila** asked that the Directors mull his suggestions over as he talks more with the troops.

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