

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128  
February 19, 2025 at 3pm**

**APPROVED**

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** MCTO by Valerie **Hanelt** at 3:01pm. **Bill Naves**, **Katleen McKenna**. **Andres Avil**, **Steve Snyder**. **Kim Baxter** taking minutes.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** **Mark Scaramella**
3. **CORRESPONDENCE RECEIVED:** No new correspondence.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** 8C Status of County Funding Chart added to Financial Report and removed from agenda as a separate item.
5. **CONSENT CALENDAR:**
  - a. 1/15/2024 minutes were approved
  - b. Approval of expenditures: Approved.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
  - a. **Executive Director's Report:** **Avila** presented a verbal report and PowerPoint with a focus on over-all revenues for the CSD. The district covers four township, Navarro, Philo, Boonville and Yorkville. The district is 156 square miles. The fire district serves 356 square miles. Census data in 2022 reflected 3, 222 residents which does not account for undocumented, travelers and second homes. The district has five fire stations, one ambulance station, one community park, one museum, street lighting in Philo and Boonville, one airport, three full time employees and three part-time employees. After presenting a macro-view of the district **Avila** broke down each part of the district according to budgets and fiscal responsibilities. He covered grants and donations. Since his start date, approximately 1990, call volume has increased from 290 to 493. Boonville has the highest call volume. He disclosed that covering nights and weekends has been a challenge. Three fire stations were closed, Fish Rock, Rancho Navarro and Philo. Signal Ridge is still in use in a reduced capacity. Several older, fire engines were removed from service. There is a forty-personnel roster made up of both fire and EMS. The ambulance is staffed 24-7, 365 days a year with volunteers. A new ambulance was recently added to the fleet. Fourteen apparatus have been purchased since 2014. A training officer and administrative assistant was added in 2018. A mechanics position was added. The Water & Sewer project is not maintained by CSD staff at this point **DeWitt** is handling the accounting part of it. Upon public approval there will be a new administrative process and new facilities and additional staff. The CSD administration receives an annual property tax allocation of 28%. The CSD also receives admin fees from various groups. They also receive the Loss Committee rebate every year. There were administrative changes and a restructuring of roles on the administrative side of the CSD. During this ongoing transition the team is identifying and resolving internal gaps. District annexation is slow but ongoing. Mapping is completed. Managing and manning the Water & Sewer project is coming soon. **Eubanks** will soon retire so a succession plan for his exit is ongoing. EMS is considering adding and Advanced MT. This would greatly increase revenue for the department as well as providing better service to the community. Facility expansion is needed as the current facility has been outgrown. Facility maintenance is ongoing with several sub-standard issues being addressed at various stations. **Avila** stated that continued growth of the district will require additional administrators to cover the increased work load. See report.
  - b. **Financial Officer's Report:** none
7. **ADVISORY COMMITTEE REPORTS:**
  - a. **EMERGENCY SERVICES COMMITTEE:** **Avila** The existing system is holding steady. PPIGT, augmented funding from the government, in the amount of \$66,000 is an ongoing part of the budget. The membership program continues to be robust. A new ambulance was added to the fleet this year. Emergency Services shows an increase in call volume. Our troops have been successfully bringing patients to the hospital on a regular basis without the support of ALS. **Snyder** reported that the new SCBAs have been put into service and are now on the rigs. A representative with the company from which the SCBAs were purchased worked with the crew. **Snyder** updated the Board on the success of the implementation of the new SCBAs and the training to use them. A representative from the company from whom they were purchased came here and fully trained the crew. He stated that the new ambulance, 7421, is here. See report. Discussion followed.

- b. **BUDGET COMMITTEE:** **Nayes** was absent due to illness. **Williams** stated that there was nothing from the Budget Committee meeting that required Board approval. **Avila** stated that he is asking for approval on a change with designated reserves. It is on the Board agenda.
- c. **AIRPORT COMMITTEE:** **Avila** revenues are steady. The airport support itself from access fees, parking fees and hay sales. They also receive funding from CAAP grants and three Covid Grants. There has been a reduction in access agreements over the last two years.
- d. **PARKS & REC. COMMITTEE:** **Avila** Parks and Rec revenues were discussed. They were able to secure the Cal Endowment. Parks & Rec receives 1% of the annual property tax of the district from the CSD. The donor program is strong and they also get support from various grants. The CSD acquired the Community Park from the Unified School District two years ago. Park clean-up and maintenance is done by volunteers. Project planning, site development, bathrooms, pavilion, parking and skate project are all in planning phase currently. Noor **Dawood** was added as a part time employee of the Skate Park Project to oversee it as it develops. There is a \$77,000 grant for new play structures. **McKeena** updated about insurance coverage as it pertains to Parks & Rec. Currently, classes will not be insured by Parks & Rec. Each class will need to be insured by the instructor or other parties outside of the CSD. In order to be insured by the CSD policy classes must take place on CSD property and be led by CSD staff. She stated that classes previously provided by the Parks & Rec department will no longer be offered. The Adult School and the After-School Program will take over many of these programs. She cited the weight room as an example. **Hanelt** asked and **McKeena** validated that there are insurance policies available to any party who wishes to teach classes or offer programs. P&R will have a budget for approval by the April meeting. The teen Center wants to train and gain a Wilderness certificate. There will be a work day at the park in April with main focus on the parking lot. P&R has received and is still receiving significant pledges and donations. Community members have offered to buy the materials for and build a half pipe for the Skate Park. **McKeena** said that the, Skate at Your Own Risk' ordinance is already in place and the CDC now owns the property. This means that it looks promising for the skate ramp. **Avila** stated that **Dawood** can sign off on contracts and work with the engineer to move forward with the Skate Park Project.
- e. **WATER PROJECTS:** **Hanelt** stated that the Water Projects are self-supporting. All expenses, including but not limited to insurance, staff and tech, are paid for by monthly rates. It is stand-alone but under the umbrella of the CSD. Both projects are moving forward. The sewer conversation is complete. Conversation will be ongoing but **Hanelt** felt positive about what has been accomplished thus far. The map has been approved for the sewer district. She is awaiting a rate study which should complete soon. Report on CEQA: wastewater and drinking water were combined under one Environmental Impact Report (EIP) which was completed late 2019. The Wastewater project, previously stalled due to negotiations concerning treatment and disposal, is now on track. The wastewater location has been identified and there is reasonable certainty on well locations.  
 Wastewater: The draft engineering report is almost completed. They have the information needed to design the disposal field and treatment plant. Consultation with the Fairground is still needed to determine "equivalent connections" and future billing.  
 Drinking Water: According to Brent Beazor, based on his last edits of the Rate Study Calculations, predicts approximately \$105/mo. will cover base rate and 5000 gal/month usage. ME water board will be able to send out their ballot to the property owners as soon as they receive the final numbers.  
 Wastewater and Drinking water pipes will be laid on opposite sides of Hwy 128. Discussion about coordinating the Caltrans "Complete Streets" grant and the finalizing of construction. The Caltrans plan to establish the features of Complete Streets (traffic, parking, bike lanes) will have a positive impact on the costs of the Water projects. If, in addition, we are able to obtain a grant to remodel the sidewalk areas of Hwy 128, we might be looking at needing emitter connections for landscaping.
- f. **POLICIES & PROCEDURES:** Did not meet. **McKeena** mentioned a Budget Committee change that is coming up. It is on the agenda. 9c.
- g. **PERSONNEL COMMITTEE:** **Nayes** stated two processes in process. One is an evaluation of the Executive Director by the Board. Members have been instructed to enter evaluations via email. The CSD Board will evaluate **Avila**. **Avila** will evaluate the other employees. Discussion followed.  
 1) **Avila** stated that everything is in place and everyone is covered. **Eubanks** was officially terminated from the company program because he now receives Medicare.
- h. **LOSS CONTROL COMMITTEE:** There was a Loss Control meeting with GSRMA risk management on February 10. It was immediately followed by a CSD Board Workshop. Both meetings were to specifically discuss

insurance coverage and address concerns and questions. **Snyder** stated that there were many questions concerning the district's rates that could not be answered by the risk management team. These questions will need to be addressed by the GSRMA accessor. There has been specific concern about covering events and classes at locations outside of the CSD properties. **Avila** responded that the risk team sent an email updating that there will be a flow chart provided by GSRMA that will assist when determining risk of proposed activities, classes and events. **Hanelt** stated that a scholarship program could be considered as a way to assist instructors with insurance fees. Discussion followed. **Nayes** asked if there was an outcome to the investigation of alternative brokers. **Avila** responded that he is pursuing other quotes. He stated that if there is a change in brokers it won't happen for another year because of the current pledge with GSRMA. Discussion followed.

**8. OLD BUSINESS:**

- a. No update on Vet's building.
- b. Nothing to report.

**9. NEW BUSINESS:**

- a. **Avila** updated LAIF. **DeWitt** pitched the idea of going with someone other than the county for CSD investments. This suggestion was put before the Budget Committee. The Committee decided to test LAIF and move forward one step at a time as opposed to going all in. **DeWitt** updated the board on her discovery concerning this topic. She has spoken with another volunteer fire department (Mendocino) who has chosen LAIF as their investor. She reported that they are pleased with LAIF so far. Opacity and speed of access to the account are two of the greatest concerns in dealing with the county. LAIF would be better suited as far as these concerns go because their process is smoother. Discussion followed. (M) **McKeena** Board approves trying out LAIF by moving partial funds into an account there. (S) **Snyder** (P) 6/0/0 **DeWitt** will provide a sample resolution that is required to open the account which can be presented to the Board for approval.
- b. Approval of all budgets for all committees. (M) **McKeena** Reapprove the budget revisions of all committees. (S) **Williams** (P) 6-0-0
- c. Because of nonattendance by some members and because the Parks & Rec Department is growing, **McKeena** is seeking a restructuring of the Budget Committee. **McKeena** presented two options to the Budget Committee. proposed change#1: change: "...one Anderson Valley Volunteer Firefighters Association (AVVFFA) member, one member of the Airport Committee ..." to: "...two members of the public with ties to specific CSD departments..."

OR proposed change#2:

change: "...one Anderson Valley Volunteer Firefighters Association (AVVFFA) member, one member of the Airport Committee, and one member of the public." to: "...three members of the public..." (M) **McKeena** Change the members of the Budget Committee to two members of the public with specific ties to CSD departments. (S) **Williams** (P) 6-0-0

- d. **Avila** stated that he bought a new apparatus for 25K. He used his discretion to make the purchase because it was an opportunity to get it at a greatly reduced price and timing was essential. He intends to fund the purchase using part of the apparatus fire reserve. (M) **Snyder**- **Avila** is authorized to spend 25K of the total reserve from the apparatus fire reserve to purchase a new fire engine. (S) **McKeena** (P) 6-0-0. (M) **McKeena** - **Avila** is authorized to move to 25K from the apparatus fire reserve account to the regular operating account to fund the purchase of a new apparatus. (S) **McKeena** (P) 6-0-0.
- e. Two resolutions to accept and easement for the Yorkville Hydrant Project. **Avila** It is the consensus of the board through resolution that we would like to enter this easement for the properties of Marcott and Bokoff which provided access to water pipes and tank. (M) **McKeena** Approve the two resolutions to accept easement from Marcott and Bokoff. (S) **Williams** (P) 6-0-0.
- f. Approval of access agreement with Resource Conservation District of Mendocino for Rancho Navarro Firehouse Tank Project. Resolution to have accesses of easement as the tenant of the Rancho Navarro property. Discussion followed. (M) **Snyder** (S) **McKeena** (P) 6-0-0.

- g. (M) **Avila** Motion to surplus the out-of-commission SCBAs to Cabo San Lucas (M) **McKeena** surplus obsolete SCBAS to Cabo San Lucas. (S) **Snyder. Naves** asked if the CSD would be exposed to any liability. **Avila** responded that there should be no liability because they are being shipped out of the US. (P) 6-0-0.
- h. **Avila** is requesting permission to surplus and release engine 7479 back to the Fed Ex Program because of its age. (M) **McKeena** Surplus engine 7479 (S) **Williams** (P) 6-0-0.
- i. **Avila** wanted to make the board aware that the fee schedule adoption was addressed in the Budget Committee and other branches. There are no suggestions for change.
- j. **Avila** The state did an audit of the County records. LEEP They found that some of the past property taxes contained some deficits to the CSD. There was approximately 10K in revenue that is being returned to the district. **Avila** suggest that these funds, along with the CAAP grant, be used to remove hazard trees from the property where the Skate Park Project is located.

- 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: 5:20 pm**

Next meeting 3/19/2025

Minutes: Kim **Baxter**