

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom  
April 20<sup>th</sup>, 2022 at 5:30 p.m.**

**Approved**

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER FOR ELECTRONIC MEETINGS:**) Called to order by **Hanelt** at 5:31 pm. Kathleen **McKenna**, Larry **Mailliard**, François **Christen**, Andres **Avila**, Valerie **Hanelt** and Paul **Soderman** in person or on Zoom. Staff - Joy **Andrews**, Cora **Haynes**, and Patty **Liddy**.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Mark Scaramella, Morgan Baynham, Noor Dawood, Donna Pierson-Pugh, Bill Naves, Rebecca Goldie, Norval Johnson, Corey Limbach, and Judd Duvall.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** Under new business 7.d. 1) and 2) to move up after Consent Calendar.
5. **CONSENT CALENDAR:**
  - a. Approval of March 16<sup>th</sup>, 2022 CSD Board Minutes.
  - b. Approval of Expenditures as Reviewed at the April 13<sup>th</sup>, 2022 Budget Committee Meeting.
  - c. Resolution to Continue Hybrid of Zoom and In-Person Meetings. Resolution 2022-02

*The consent calendar was accepted.*

**7.d. 1)** Presentation by the AVHS Service-Learning Team: Siting Skateboarding Park at the Community Park. Noor Dawood shared a skatepark presentation that the AVHS Service-Learning Team put together to show that kids in Anderson Valley want a skatepark. This skatepark won't be a part of the existing boundaries of the Community Park, and would require more land. There were concerns about liability and insurance, but Noor showed that many municipalities have skateparks and as long as all the codes are met, there isn't much risk. Judd Duvall who is part-time in the Valley has created similar facilities throughout California and Canada and would bring his expertise to this park.

**7.d. 2)** Proposal to Transfer Ownership of the Community Park from the AV School District to the AVCSD. *Motion by McKenna to approve the concept of purchasing the community park. 2<sup>nd</sup> by Soderman. Hanelt – aye, McKenna – aye, Soderman – aye, Christen – aye, Mailliard – aye.* Duvall, Dawood and Pierson-Pugh left at 6:20.

6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**

- a. **GENERAL MANAGER'S REPORT:** (Copy attached) Presented by **Haynes: Training for New General Manager:** Cora Haynes is doing well in her training. She has completed trainings about the Brown Act, management 101, ethics/harassment and HR boot camp through CSDA. Next month she is doing another HR course through CalChamber. She has met with representatives from different departments in the CSD such as Kirk **Wilder** (Airport) Kathleen **McKenna** (Recreation) and Clay **Eubank** (Emergency Services). She is taking a district tour with Chief **Avila** at the end of April. Joy will be filling in for her the week of May 16<sup>th</sup> and doing one final wrap up meeting on May 23<sup>rd</sup>. **Community Park Pavement Project & Bidding:** We put out a new and final RFP and accepted bids with a closing date of April 12<sup>th</sup> and our lowest bidder was Wylatti Resource Management at \$154,715.67. We have sent them a confirmation letter and pending approval from the Department of State Architecture we should be able to begin. **Board Terms Expiring:** Directors **Mailliard** and **McKenna** have terms expiring this year. Patty confirmed this and the email is in the reading file. **FY20-21 Audit Underway:** No update on the audit as we are in tax season.

- b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Avila:** **Ambulance Staffing Issue:** Our community has an excellent ambulance service held together by dedicated volunteers. This being said, the current trend of staffing is headed in an unsustainable direction for the long term. AVFD attempted to ask the county for supplemental funding last month but it was denied. Since then, we have been looking for as many ideas as possible to fix the problem in the short term and long term. Considering any impacts to the crew, AVFD will have a special business meeting with the crew for their input on April 27<sup>th</sup>. Funding options are being considered to support different models. This includes the recent Transient Occupancy Tax (TOT) revenues that were a product of Mendocino County Fire Districts Association efforts. They will now be transferred from the Fire Branch to the EMS Branch as a temporary augmentation this year. I will be developing a presentation for the AVCSD Directors in May for better clarity on the subject. I would like to hold a special open meeting for the AVCSD Board to go over the details in early May. This would allow time to include the crew's input and any financial information necessary in the presentation. A dedicated meeting with the intent to provide a good understanding of current EMS issues, desired direction, and the EMS long range plan will assist in clarity that cannot happen in a regular Board meeting. It is important that our public and directors know the challenges ahead. **Fuel Station:** After a long search for a suitable location for a AVFD owned fuel station, the Boonville Fairgrounds generously agreed to allow AVFD to place them on their property. The Fair Board approved the idea in concept but will need more details prior to moving forward. After I receive more specifications and details for the unit, Jim Brown and I will find a suitable location near their maintenance area. Two fuel suppliers in the area provided quotes for units (Redwood Oil \$16,110 and Westgate Petroleum >\$20,000). Additional costs will consist of a concrete pad, electrical work, permits, Fill Rite Management system, and any safety measure necessary around the unit. **Radio Grant:** The last radio replacement grant was received and implemented. We now have all radios up to MACS-441 requirements. All 22-department apparatus have the new radios and all portable radios have been upgraded. Thank you to the grant writers for this effort. **Avila** requested a special open board meeting to discuss the state of the EMS. The Board made a date for Thursday, May 5<sup>th</sup>, at 5pm on zoom and in person. **Avila** is meeting with the volunteer crew on Wednesday, April 27<sup>th</sup>.
7. **ADVISORY COMMITTEE REPORTS:**
- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Soderman:** Paul went over the minutes from the last ESC meeting. Most of these minutes addressed issues that have already been discussed in the Fire Chief's report. The Committee approved that AVFD be fiscal sponsor for the Mendocino County Prescribed Burn Association two-year grant.
- b. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **Christen:** The sub-committees are working on draft budgets. The revenue from property taxes were a little lower than expected. There was a discussion about the EMS and that's part of why we are having the special meeting. *Motion by McKenna to transfer \$1,000 from CSD personnel reserves for travel costs and in-class time to send new general manager to CSDA GM summit - registration paid by scholarship. 2<sup>nd</sup> by Christen. Hanelt – aye, Christen – aye, Soderman – aye, McKenna – aye, Mailliard – aye.*
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.
- d. **RECREATION COMMITTEE REPORT:** Presented by **McKenna:** There were bids on construction of parking lot for the Community Park. **Christen** thought it would be a good idea to have a fence around the park. **McKenna** thought it would be too expensive.
- e. **WATER PROJECTS: (Copy exhibit attached):** Presented by **Hanelt: Drinking Water:** Negotiations continue. The elementary school well/treatment building negotiation appears to be on the back burner as the AVSD is preoccupied with bringing their fire suppression back to required levels at the elementary school. Also, they have a school bond measure on the June 7 ballot. Once these issues are resolved we

will resume discussing the contract and whether the elementary school wants to participate in the Drinking Water project. If they do not elect to join, then the boundary of the Drinking Water project will stop at the AV Creek overcrossing and not go down AV Way. **Clean Water:** Very disappointing news. The Valley Views property owners have declined to participate in the project. Presentation by Dave Coleman, Brelje and Race engineer in charge of the Clean Water Project: Dave shared an exhibit that showed the map of Boonville with the soil types and the 13 sites that we have considered. He explained the outcome of each site as to its suitability and challenges and the ultimate decisions by the owners. From an engineering perspective, the preferred sites with the best soils are in private ownership. From a political perspective the most promising sites have “PF” (Public Facility) zoning. The two sites that are still viable without considering eminent domain are the AV High School (baseball diamond is a compatible use with the leach field) and the Fairgrounds (parking and camping on the back parking lot are compatible uses). We reviewed the incentives for participation (funds for leach field and 50x100’ building site, and clean water to use for irrigation, etc.). **Public Outreach:** The RCAC’s (Rural Communities Assistance Corporation) work plan has expired and the new amendment to continue to work with us has been approved but not funded yet. Our consultant, Kim Bennett, will be able to work with us again by this summer on a Drinking Water survey and public education about both projects. Coleman left at 8pm.

- f. **POLICIES & PROCEDURES COMMITTEE REPORT:** Did not meet.
- g. **PERSONNEL COMMITTEE REPORT:** Presented by **Mailliard:** The COLA is 5.9% this year – it was 3% last year. *Motion by McKenna to approve paying the COLA to staff. 2<sup>nd</sup> by Hanelt. Christen – aye, Soderman – aye, Hanelt – aye, McKenna – aye, Mailliard – aye.*
- 8. **OLD BUSINESS:**
  - a. MCAFD Update -Mailliard: Explained AB 1717. A template has been provided to write a letter of opposition to AB 1717. *Motion by McKenna to approve this template and send the letter of opposition off. 2<sup>nd</sup> by Hanelt. Avila and Mailliard will work on the template. Soderman – aye, Christen – aye, Hanelt – aye, Mailliard – aye, McKenna – aye. Mailliard* talked about Fire Recovery USA and how they have had success in recovering funds from insurance companies billed by first responders. There was a Transient Occupancy Tax (TOT) update and a conversation about becoming a non-profit 501C3 to make the MCAFD a unified entity.
  - b. ~~KZYX to AVFD Philo Station Property – Facilities Use Agreement:~~ table for next month
  - c. Anderson Valley Beautification Cal Trans Clean California \$50K Grant: **Hanelt** said the new agenda name will be: “The Cal Trans Cooperative Agreement Bench Project”. These are discretionary funds through Cal Trans associated with the Clean California grant. The agreement is being worked out for an approximately \$50-60K grant. An original obstacle was that Cal Trans would have to contract the bench project through Mendocino County; the new arrangement is a direct negotiation between Cal Trans and the CSD. Art benches are also a new concept for funding by Cal Trans and the CSD will need to get an engineering stamp on the bench designs which will be done by a local structural engineer. The engineer and anyone who works on the projects must be paid prevailing wage. The bench contracts with local artisans will include maintenance for five years. We have seventeen people who are interested in jurying the designs to pick out 8-10 bench designs. The bench committee is under the umbrella of the Recreation committee and will be a regular item on the Recreation Committee agenda until the project is finished

9. **NEW BUSINESS:**

- a. Approve the Enlistment of a Summer Intern for **Christen** at \$15/Hr. for 80 Hours Over the Summer. *Motion by McKenna to approve the enlistment of a summer intern for \$15/hour for 80 over the summer. 2<sup>nd</sup> by Christen. Christen – aye, McKenna – aye, Hanelt – aye, Soderman – aye, Mailliard – aye.*
  - b. Resolution for Dr. Apfel for 44 Years of Service: *Motion by McKenna to approve this resolution honoring Dr. Apfel for 44 years of service. 2<sup>nd</sup> by Mailliard. McKenna – aye, Mailliard – aye, Soderman – aye, Christen – aye, Hanelt – aye.*
  - c. Fiscal Sponsor for the MCPBA Two-Year Grant – **Avila:** This is a non-profit, fuel control organization. The AVFD will be the fiscal sponsor to have contractors who will be getting paid that would benefit the fire department. There is no liability. This is just an implementation process. It will be for \$62K in funding over two years. *Motion by McKenna to approve that the AVFD be the fiscal sponsor for the MCPBA. 2<sup>nd</sup> by Mailliard. Mailliard – aye, Hanelt – aye, McKenna – aye, Soderman – aye, Christen – aye.*
  - d. Fuel Station Project – Use Apparatus Reserves for up to \$55K – **Avila:** This item will be tabled until next month.
10. **ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUS BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION:** None.
11. **ANNOUNCEMENTS/CONCERNS OF DIRECTORS:** None. **Hanelt** will be gone for the next Board meeting. **McKenna** will chair the next Board meeting.
12. **ADJOURNMENT:** 8:45pm

Recording Secretary – Patty **Liddy**