

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
March 12, 2025 at 3pm**

APPROVED

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER:** MCTO by Valerie **Hanelt** at 3:05 pm. Bill **Nayes**, Katleen **McKenna**. Andres **Avil**, Steve **Snyder**. **Absent:** Sash **Williams**. 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:**
5. **CONSENT CALENDAR:**

- a. 2/19/2024 minutes were approved
- b. Approval of expenditures: Approved.

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

Executive Director's Report: **Avila** Wildland engine 7479 has been released back to the FedEx program. It was shipped to Oklahoma State University and will be used for their RX Burn program. This engine served Anderson valley for twenty-five years. The new Mendocino County Fire Chief's Representative was able to determine that several years of Prop. 172 funding had not been consistently allocated per the original percentage. Since sales taxes have produced more than was budgeted in recent years, a percentage should have resulted in an end of year true-up. Over the past seven years, an estimated one million dollars were lost in process due to not having this percentage used. We are in discussions with certain county officers and the BOS on the matter. CalFire is expanding but during their off-season and with so much fire activity state wide such as the Palisades and Eden fires, there is a shortage of resources. Local agencies including Mendocino are going down to help. Long overdue recognition is coming to these local agencies with a state level push to try to get state funding for the local agencies. **Avila** stated that as this push for funding moves forward those leading the charge will be asking for support. **Nayes** suggested that a statement from each Board in support of the effort to secure state level funding might be beneficial. **Avila** stated that typically a letter of support is sent to the state representatives. Also, a submission through a portal to the state of support or opposition is available. **Avila** provided a document called, "Fight Fire with Funding: The Urgent Need for Fire Services". The document goes into detail about the strategies being pursued to move the funding at a state level discussion forward. We have set up a mechanics shop at the Philo Station. Moving tools, parts inventory, and fluids out of Boonville will open up a bit more space at Boonville Station. We moved the AVCSD archive files back from Philo to Boonville station to be processed according to our records retention policy. **Hanelt** and **McKenna** have given a significant amount of time toward sorting through the stored documents to decide what to keep as far as retention compliance mandates. **Hanelt** has organized the documents and compiled a streamlined history of the CSD. She reported that the district has changed significantly since it's inception. One of the most notable changes was the establishment of committees and sub committees to better distribute the oversight of the district. **Hanelt** gave a brief history of the challenges that presented as the water project was getting started. Among them she mentioned a pool project that would have placed a pool on the Boonville Fairgrounds. She stated that the fair rejected the idea because the auditorium at the fair would need to be demolished to make room for the pool. Morgan **Banyham** who is on the board of the fairgrounds challenge her statements. He said that the swimming pool was to be used as water storage to be used to put out fairground's fires. The pool project was being discussed in 1978. Later in 1992 there were discussions about the Navarro River Watershed as it pertains to community drinking water. **Banyham** clarified that the pool project and the watershed discussion were separate stating that the pool project was never intended to be used as a community resource. He stated that he has compiled a large body of material covering the various meetings from various parties concerning a community wide water project. **Hanelt** suggested that, moving forward, she and **Banyham** work together to further the project of clean water for Anderson Valley. She suggested that they meet to exchange CSD records and Fairgrounds records to flush out gaps in the history of the Water Project. We have signed the contract to implement our website redesign. The kickoff meeting will be on Wednesday March 26th. **Avila** stated that he will be attending a Fire District Leadership Symposium in Napa from April 1st – April 4th. We submitted our annual Risk Management Accreditation Program (RMAP) to GSRMA on March 6th. We believe that we scored full points and are eligible for the full 10% refund of our annual premium. AVFD had the pleasure of supporting the AVHS Future Farmers of America (FFA) by playing donkey basketball with them. It was a huge success for the FFA and a great community event. Blanca Grisham has provided cleaning services for the fire house since it was built over 25 years ago. She is now retiring. The position was put out as an open bid with several candidates responding. **Avila** will make his selection within the week. This year's Loss Exposure Experience Plan (LEEP) is to remove the row of pine trees leaning over the AVCP playground.

This project was not budgeted this year but can be funded by the unanticipated monies coming from the county's State audit reimbursement. McKeena stated that it was her understanding that if Parks & Rec takes the lead in writing up the LEEP project they will get a percentage of the RMAP rebate. **Avila** clarified that the funding came in as an unexpected true-up from the County. He took advantage of the funds to remove the trees because the funds were not in the budget and would not affect any of the departments. He stated that he asked the Skate Park to lead the project. There has been no discussion of this leadership role resulting in Parks & Rec gaining a share of the RMAP refund. The contract was put up for bid and a contract has been written for the contractor. Once the contract is signed the project is expected to complete quickly. **Avila** mentioned putting together a water project in Philo at the suggestion of **Scaramella**. **Scaramella** is supporting Charlie Paget as he puts together a design for this project. Infrastructure issues need to be addressed including removing an old, water tanker that is leaking and is empty. He is asking for approval to dispose of this tank. It is a FedX asset and will go back to them. **Avila** pointed out that until this storage is resolved Philo doesn't have water storage. The project is a priority and is on-going. See report.

Financial Officer's Report: none

7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** did not meet.
- b. **BUDGET COMMITTEE:** **Nayes** reported that the Budget Committee discussed the LEEP project. He also mentioned that the committee is looking into LAIF as a way to get a better return on the CSD investment monies. No recommendations were made to the Board for these projects because there were no approvals required.
- c. **AIRPORT COMMITTEE:** nothing to report.
- d. **PARKS & REC. COMMITTEE:** **McKeena** reported that the Parks & Rec budget was discussed and it is planned for presentation to the Budget Committee in April. There was discussion and a course charted for new signage for the park. There is a class proposal for the teen center. Wilderness first aid trip. The trip was approved and will happen April 18th and 19th. Along with wilderness first aid they also want to conduct a CPR class. **DeWitt** was asked to teach the class possibly in May. **Avila** asked **McKeena** for clarification concerning approval for the Wilderness trip. **McKeena** replied that generally it has been policy that the Executive Director will give final approval after it has been approved by the Parks & Rec Department. **McKeena** reported that the fund raising and the donor program for the Community Park Project is vigorous. She specifically mentioned a recent ten-thousand-dollar donation. She also mentioned that there was at least one grant, Statewide Park Development and Community Revitalization Program, that looks promising. **Scaramella** asked if the Park Project would be submitting a budget to the Budget Committee for approval. **McKeena** replied that Parks & Rec will submit their budget as a whole next month of which the Park Project is a part. **Nayes** asked about protocol of budget approval. Do budgets go to the Executive Director first or to the Budget Committee. **Avila** answered that Parks and Rec presents their budget and that he, as Executive Director, writes and presents to the Budget Committee budgets for fire, medical and the district. **McKeena** suggested that, once the budgets are submitted and approved and added into QuickBooks it might be beneficial to have a master copy of the Parks & Rec budget.

- e. **WATER PROJECTS:** **Hanelt** stated that the mapping exhibit of the sewer boundary for LAFCo has been finished. The engineer is still working on the rate study and the draft engineer study. Concerning drinking water, she stated that there has been a decision by Meadow Estates but she is still awaiting the official letter. They have passed the twenty one of fifty-six parcels' approval for abandoning the Meadow Estates system and joining the municipal system. **Norval Johnson** reported that several of the responses want to have more say in the agreement and might be asking for modifications. **Hanelt** asked if the parcel owners understood that the survey is to decide whether to continue with the Meadow Estates system or to join the Boonville municipal system and that it is not a contract and they can still decide on joining the municipal system in the future? **Justin Witt** will convey that there is a concern about the new wells being dug in ME will affect the production of the wells that some are relying on for their source of water. **Justin**: geohydrologist will be developing the report (the cone of depression) for each well for the CEQA study. This will show its impact on wells in close vicinity. **Zach Rounds** (District 1 Water Board) asked if the Brewery had been considered to be part of the system. We reported that they wanted to stay with their own wells and we would not be interested in processing their system. **Zach** reported that they currently have 10 working wells but they are "source deficient" for the max that they need. They are in the 'change of ownership' process and that involves a reevaluation of their water system. **Zach** is also interested in the Fairgrounds domestic water production vis a vis their use (including "sudden burst" activities) as well as the fire suppression use. **Zach** was wondering how not needing the current water storage for fire suppression (2/3 of the tank is dedicated to fire suppression for the Fairgrounds hydrant) would change the domestic water arrangement at

the Fairgrounds. Morgan **Baynham** reported that the fire suppression water must be full at all times (2/3 of tank) for insurance purposes. **Hanelt** will request an in-person summit meeting at the Fairgrounds with Jim **Brown** (Fairground manager), the engineers, Zach & Melia (drinking water), Mike **Reese** (sewer), Brent **Beazor**, Dave **Coleman** (B&R engineers) and Justin **Witt** (B&R environmental engineer). Justin will help set this up and report back. Discussion with Zach **Rounds** and Malia about the Brewery water situation. Brent will follow up. **Hanelt** shared the 1982 Mendocino Dept of Public Health (Craig McMillan) study of 93 wells that showed 36% had no contamination, 10% had light contamination, 15% had moderate contamination, and 40% had serious contamination. Craig pointed out that fully 65% of the wells showed some degree of contamination. (101% total?) **Banyham** suggests that **Hanelt** attend the next Fairground Board meeting to discuss the current state of the Water Project. **Hanelt** expressed concern that questions might be asked for which the engineers would be better suited to answer. **Banyham** stated that he would represent the CSD position to which **Hanelt** agreed. **Scaramella** asked if Beerfest would happen at the Fairgrounds this year. **Banyham** replied that dates have been reserved for both Beerfest and the Sierre Nevada Music Festival. Although, Sierre Nevada will be a staff only gathering this year. **Hanelt** completed her report by presenting a well survey from 1982 showing the contamination in the wells of the district at that time. There was extensive contamination and many of those wells are still in operation today. This study will be incorporated into the current engineering report.

- f. **POLICIES & PROCEDURES:** did not meet.
- g. **PERSONNEL COMMITTEE:** **Nayes** stated that all input for evaluation forms was received from **Avila**. These were consolidated into a single evaluation with the comments attached. He requested a date be established with **Hanelt** for a review. **Avila** stated that his staff has
- h. **LOSS CONTROL COMMITTEE:** no new business.

8. OLD BUSINESS:

- a. No update on Vet's building. **Wilder** did not attend this meeting so there was no new update.
- b. **Avila** updated that the district mapping was not yet completed. Although, it now has been completed and he has received a formal certificate stating as such.

9. NEW BUSINESS:

- a) Authorization was required of two board members for Savings Bank of Mendocino County. The letter has been signed and was returned to the Financial Officer.
- b) Auditor's FY24 Budget Report moved to next month.
- c) EMSO Annual Inspections were completed for this year and the EMSO presented a letter of completion and a resolution for annual inspections. **Avila** stated that the State Fire Marshall said that the Fire Chief was not the sole responsible party to ensure that fire inspections were done in the district. It is now the responsibility of the board.
- (M) **Hanelt** to pass a resolution affirming that all annual fire inspections have been completed. (S) **Snyder** 2025-4 was passed 4-0-0. Absent: **Williams**. Before the vote, **Scaramella** asked whether Air B&Bs qualify for inspections. **Avila** answered that they do not but this is highly debated at the state level. He stated that the state is still determining how to handle transient occupancy.

10. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY

11. BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION: None.

12. ANNOUNCEMENTS/CONCERNS OF DIRECTORS: none.

13. ADJOURNMENT: 5:00 pm

Next meeting 4/16/2025

Minutes: Kim **Baxter**