

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
April 16, 2025 at 3pm**

APPROVED

1. Closed Session 2-3pm

- 1) Personnel evaluations completed.
- 2) Meadow Estates negotiation – Drinking Water: See Water Projects report.

2. Regular Session CTO 3pm

3. 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**, Sash **Williams**, Kim **Baxter** taking minutes.

4. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella**, Norval **Johnson**, Brent **Beazor**, Kirk **Wilder**

5. CORRESPONDENCE RECEIVED: No new correspondence.

6. CHANGES OR MODIFICATION TO THIS AGENDA: (M) McKenna to move report on vet's building up on the agenda order. **(S) Snyder (P) 4-0-1**

7. CONSENT CALENDAR:

- a. 3/19/2025 minutes were approved
- b. Approval of expenditures: Approved.

8. ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:

Executive Director's Report: The FedEx water tank was removed from the Philo station. It will probably be recycled because it leaks. Prop 172 funding: there was a budget workshop in Willits with the county to discuss this issue. Approximately 1.4-million dollars has been lost due to an unchecked rate change from 5.46% to a lower rate. It has steadily decreased over the years. The County Board consented to return to the 5.46 rate moving forward. **Avila** expressed appreciation to all of the members who contacted the County Board concerning this issue. He specifically mentioned that **Nayes** drove to Willits to attend the meeting in person. GSRMA, the CSD insurance carrier, has increased 24% this year. **Avila** stated that this is unsustainable. He intends to shop for a new insurer if the rate increase continues. The FDAC White Paper is moving throughout the State with a call to action to reach out to State Legislatures and push for a return of money to fire districts. Even though the State funds fire it currently goes to CalFire even though small districts have been carrying the load concerning the fire incidents across the state in the last years. **Avila** shared his disappointment with our score from the RMAP application this year. There will be a follow up with GSRMA and an attempt to rectify our score. A score of 100% means that the CSD would get 10% of it's insurance premium back. The file sorting project is moving toward completion. All of the CSD files are now in a single, secure, location. Upon completion, at a later date, these files will be digitized. Corey's Cleaning Service has been officially hired to replace Blanca. She will clean both the fire station and the ambulance quarters. The LEEP project has been completed with the removal of trees near the playground at the Community Park.

Financial Officer's Report: none

9. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** **Snyder** reported that there is now a maintenance shop at the Philo Station. The new ambulance, 7421, is in service. 7420 is going in for new lettering making the two ambulances, for all intents and purposes, identical. **Avila** added that the ambulance was damaged while on a call. Because of the rate increase threat this repair was paid out-of-pocket. **Snyder** completed his report by mentioning the USDA grant that paid for the ambulance. The AVVFFA fronted the money to buy the ambulance outright. They have been reimbursed through the grant money. **Scaramella** reiterated that he feels that there should be an allocation of funds in place to build the funds required to purchase new apparatus. **Avila** answered that the operational funds are not sufficient enough to put a capital improvement plan in place.
- b. **BUDGET COMMITTEE:** **Nayes** reported that the budget committee discussed the board approving investing with LAIF. **(M) McKenna** motioned for the board to approve the plan to enter into LAIF. **McKenna** revised her motioned that the CSD give its approval of the resolution to add suggested signers to the LAIF account. **(S) Snyder** **Avila** added that the motion was to adopt the resolution to add parties/signers to the account. **(P) 5-0-0. Williams** left the meeting at this time. **Nayes** addressed the issue with a lack of IT stating that the executive branch has expressed interest in becoming more efficient through the utilization of it. This would be separate from the new website which is being funded by donations. This would be a complete over-haul of the current IT system in place. **Nayes** continued by stating that ALS funding could be at risk in the current climate. The ED submitted a budget

draft reflecting these concerns. **Avila** answered that draft budgets are reviewed by the Budget Committee. After a month to make adjustments, they are then resubmitted and the Budget Committee makes a recommendation to the Board. Then, the Board will approve the public viewing. After this viewing window the budgets are then adopted by the CSD Board.

- c. **AIRPORT COMMITTEE:** **Wilder** reported that the airport is status quo. He reported that revenue from tie-down fees and visitors is extremely low. The money will be coming in this year from the harvest of hay. No capital improvement online at this time as everything is in good condition.
- d. **PARKS & REC. COMMITTEE:** **McKeena** reported that Parks & Rec met with a focus on clarifying the P&R operating account and the funds in it. The bank statements and QuickBooks are slightly off. This is being resolved between the P&R Committee and **DeWitt**, the Financial Officer. She said that the main focus of this month's meeting was to discuss Park Day. Volunteers come together as a group twice a year. The next project will be to tackle the parking lot bumpers to prevent people from driving across the grass. There will also be new 'rules' signs installed and a general clean-up of the slash left over from the tree removal. Lastly, she showed pictures and discussed a mosaic project that has taken place over the last several months. Different groups completed a mosaic panel with the help of several artists. It was covered by a grant from the Community Foundation. **Martha Crawford** wrote an article showing the art and progress of the project.
- e. **WATER PROJECTS:**
 - 1) Clean Water: **Hanelt** reported: **Dave Coleman** (engineer – **Brelje** and **Race**) stated that the Draft Engineering Report is complete and is now in Quality Review. He will submit to CSD and State for review. Discussion about the idea of allowing the Fairgrounds to keep the current system of septic tanks and leach fields in case of a power outage during the Fair. **Dave** explained that the septic system would not be functional as it would not have the anaerobic action to digest the raw sewage. Alternative is providing a robust generator as part of the system. **Mike Reese**, our permitting agency (North Coast Water District) pointed out the regulatory complications of having raw sewage in our plan. The conclusion was that the generator was the only acceptable alternative. **Dave** is planning a system with fewer collection points than the Fair currently uses. Discussion about generators throughout the sewer collection system.
 - 2) Drinking Water: **Brent Beazor** (engineer- **Brelje** and **Race**) was in attendance on Zoom and reported that the Draft Engineering Report and the Rate Studies are complete and in "Quality Control". This is the final check before releasing to the CSD Board and the State for review. The CSD will be meeting in special session when both reports are ready. **Brent** explained the sequence of the Engineering reports, the EIRs (Environmental Impact Review) for the CEQA process, **LAFCo**, and then the Proposition 218 protest letter.Meadow Estates negotiations: **Norval Johnson**, board chair of the Meadow Estates Mutual Water Company, shared the concerns and intentions of his board. They have 51 parcels and have received 31 "yes", 14 "no", and 4 outstanding. The Board has decided that they want to get every response back. Discussion about the following: Why is the agreement for "6 years?" The 6 years (hopefully much less) is needed to get the project funded. If the CSD receives funds the project can proceed.
Concern about not being compensated for their legal expenses. As determined in 2024 with the DFA (Department of Financial Assistance) the legal expenses are not 'grant eligible'.
Concern that the appraisal amount for the 5-acre well field is too low. The DFA response (2024) is that they can only fund up to the value as determined by a licensed appraiser.
Norval pointed out that the Meadow Estates Board has decided that joining the project is up to the Board and is not determined by a majority vote.
Directors told **Norval** that due to the whole project being delayed for over 6 months by the Meadow Estates decision we are going to proceed without them unless we get an answer by their next board meeting (April 28). This will require sourcing one more well and installing the treatment facility at the Community Park on Airport Dr. Should Meadow Estates desire to rejoin the project at a future date they will be charged the costs of changing the project as well as the costs to change back to re-accommodate them.
- f. **POLICIES & PROCEDURES:** did not meet.
- g. **PERSONNEL COMMITTEE:** **Nayes** reported that the Personnel Committee will address two issues. The first is the merit increase for the Executive Officer. The second topic is to limit the discretionary power of the executive officer when it comes to the distribution of merit increases for the staff. Discussion followed. (M) **McKeena** to approve 5% merit increase for the executive officer. (S) **Nayes** (P) 4-0-1.

- h. **LOSS CONTROL COMMITTEE: Hanelt** asked about the attendance to the Mendocino County Association of Fire Districts. **Avila** answered that he has been attending to date. He would appreciate if a Board member chose to attend. Discussion followed.

10. OLD BUSINESS:

- a. **Wilder** reported that the transfer of the Vet's building is still held up by the county. He stated that the county is currently redistributing the parcel between the Fairgrounds dump station and the Vet's building. The dump station will remain as county property. The remaining, downsized, parcel will hopefully be retained by the vets. The building is sinking and is in disrepair. Once acquired fund raising will begin to repair the building.
- b. **Avila** presented a chart and discussed tax allocation negotiations with the county. He said that there is not enough tax revenue available in the district to carry on with the process required to gain tax revenue. He said that he doesn't foresee an increase in tax allocation from the county. Increased tax allocation would require doubling the size of the district available for annexation. He pointed out that there is nothing there to annex but, with growth, this could change in the future. Discussion followed. (M) **McKeena** move forward with county tax allocation negotiations. (S) **Nayes** (P) 4-0-1.

11. NEW BUSINESS:

- a) Moved to next month awaiting Budget Committee recommendation.
- b) LAIF signers were approved earlier in the meeting.
- c) **Avila** reported that there is an accrual in development fees. These fees must be used on anything that expands. The Holmes/Ranch concrete driveway qualifies as expansion. Therefore, he wants to take the cost of the Holmes/Ranch repair from the reserves to be used for that project. (M) **Nayes** (S) **Snyder** (P) 4-0-1

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

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

14. ANNOUNCEMENTS/CONCERNS OF DIRECTORS: none.

15. ADJOURNMENT: 5:30 pm

Next meeting 4/21/2025

Minutes: Kim **Baxter**