

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
February 21st, 2018 at 5:30 p.m.**

Approved

1. CALL TO ORDER AND ROLL CALL: Chair **Hanelt** at 5:31pm. Members present: Kathleen **McKenna**, Valerie **Hanelt**, Paul **Soderman** and Francois **Christen**. Staff present: Joy **Andrews**, Patty **Liddy** and Andres **Avila**. Absent: Larry **Mailliard**.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** and Aaron **Martin**.
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA- Move 6.c to 6.a.
5. CONSENT CALENDAR
 - a. Approval of January 17th, 2018 CSD Board Minutes.
 - b. Approval of Expenditures as reviewed at the February 14th, 2018 Budget Committee Meeting per the Minutes- **No objections noted; the consent calendar was accepted.**
6. NEW BUSINESS:
 - a. Francois Christen - Oath of Office for Vacant Director
 - b. Business Cards
 - c. Wildland Engine Financing: A Wildland Engine is a revenue generator. Several funding options were discussed including bank or vendor supplied loans, but the best option may be to join a Cal Fire contract and obtain one engine of their design. A BME engine might be had for as little as \$268K. **Motion by Soderman to authorize Chief Avila to research funding options for purchasing a wildland engine in time for the 2019 fire season with authorization to purchase to be requested at a later time. 2nd by McKenna. All ayes, no nays.**
7. GENERAL MANAGER’S REPORT- REVIEWED. (Copy Attached):
 - Water and Sewer Updates
 - Ambulance Medi-Cal Application
 - CSDA Membership
8. FIRE CHIEF’S REPORT – REVIEWED (Copy Attached)
9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE REPORT- REVIEWED (Copy Attached)
10. BUDGET COMMITTEE REPORT- REVIEWED-
 - a. Budget Chairperson Report & Recommendations:
 - (1) Review and Recommend New Grant Opportunities:
11. AIRPORT COMMITTEE REPORT- No Meeting.
12. RECREATION COMMITTEE REPORT- REVIEWED (Copy Attached)
13. POLICIES & PROCEDURES COMMITTEE REPORT:
 - (1) Non-Contracted Volunteer Policy: 2178 Volunteers--Code of Conduct
Volunteers are expected to adhere to the same code of conduct as employees. They are expected to comply with all policies that apply to employees and are subject to the same grounds for discipline as employees as outlined in section 2260. Volunteer Emergency Responders are considered employees and are eligible for Unemployment Insurance, Workers' Compensation and are fully covered by the District's insurance program when working for the District in accordance with District policies. Volunteers who are providing non-emergency support are covered by the District's insurance policy when working for the District and complying with District policies. Non-emergency support providers may be covered by workers' compensation insurance when, in the judgment of the Board and the Fire Chief there is justification for doing so (see Emergency Responders' Handbook). **Motion by McKenna to insert these into our Policies and Procedures sections with the addition of the General Manager to judge as well as the Board and Fire Chief. 2nd by Soderman. All ayes, no nays.**

- (2) Competitive Bidding Policy: The Budget Committee will be advised of proposed fire expenditures of over \$5,000. The Fire Chief is authorized to spend up to \$5,000 on previously budgeted items without prior approval, if there are funds in the appropriate account. The Fire Chief is also authorized to expend funds for emergency expenditures to restore a vehicle or equipment to operating conditions if there are sufficient funds to do so. The Fire Chief is authorized to possess and use a district general credit card within the expenditure policies as stated in this document. Credit accounts established with various common vendors shall be subject to purchase order rules as agreed upon between the Fire Chief and GM. *Motion by McKenna to adopt this policy and procedure for \$5,000 instead of \$2,000 in Budget Policy. 2nd by Christen. All ayes, no nays.*

14. PERSONNEL COMMITTEE: **Hanelt** and **Mailliard** will meet March 6th, 2018 to conduct annual personnel evaluations.

15. OLD BUSINESS:

- a. **Hanelt** reported on the Water Projects, which are both in the second year of two-year planning grants.

The Sewer project is analyzing two different collection methods: Gravity system or Pressure sewer (with grinder pumps). Originally another system, STEP, was considered, but the State has discouraged the consideration of a STEP system due to the after-construction maintenance expenses. The Engineers are considering two disposal alternatives in the Asti field; subsurface disposal (leach field) or spray irrigation with a pond. **Hanelt** shared the map showing the route of the hook ups as well as the Asti field plans.

The Drinking Water project is working on siting wells and has gathered a lot of data about existing wells and needs to find two existing wells for more extensive testing. A cluster of wells is planned for the airport area, another for the Asti field area to the far north of the treatment area, and perhaps another cluster in the Lambert Lane area. It might also be necessary to have a well or two at the end of AV way to serve the elementary school and the hook ups on AV way. The plan is for each cluster of wells to have a treatment component so the water is treated before it enters the system. Two 130,000-gal elevated storage tanks are to be sited at the northeast end of the valley. We are waiting for the Drinking Water projects to resolve the well issues and the Sewer projects to decide which systems they recommend before we have a Boonville Planners meeting.

- b. MCAFD Update – **McKenna** – There was a large meeting today and **McKenna** will write up the notes for the next Board meeting. The BOS standing committee now consists of McCowen and Hamburg for the Prop 172 monies.
- c. EOA Update – **Avila** – Coastal Valley probable leave was discussed.

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

BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION- None

17. CONCERNS OF DIRECTORS- None.

18. ADJOURNMENT- 7:50pm

Recording Secretary – Patty **Liddy**