

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
September 16th, 2020 at 5:30 p.m.**

APPROVED

1. Called to order by **Hanelt** at 5:31 pm. Members present Kathleen **McKenna**, Valerie **Hanelt**, Larry **Mailliard**, Andres **Avila**, Paul **Soderman**, Joy **Andrews**, and Patty **Liddy** all on Zoom and teleconference call. François **Christen** absent.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** and Chris **Watt**. **Chris Watt** is with the North Coast California Regional Water Quality Control Board. He is on a ground water commission and just wanted to be updated on our projects. **Avila** is on a strike team and came into the meeting via phone at 5:36pm.
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA: Move 8 up to 6.a. for **Avila** so that he could rest from fighting fire.
5. CONSENT CALENDAR:
 - a. Approval of August 19th, 2020 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the September 9th, 2020 Budget Committee Meeting Per the Minutes. *The consent calendar was accepted.*
6. FIRE CHIEF'S REPORT: **Avila** reported to the Board verbally instead of with a written report as he has been out on strike teams. He said that engine 7420 hit an oak tree and got a few small dents and is being fixed. There was a fatality in the valley when a fire was too large to do a rescue that AVFD fought on Mountain View Rd. The Mendocino County Sheriff's Office is investigating the incident. **Avila** had all the first responders go through a de-briefing afterward; many of the first responders knew the person who died. He wanted to make sure all the troops were mentally well taken care of. The Chief gave an update on the officers' tasks. **DeWitt** is taking on some new training for her job. **Eubank** will soon be a certified inspector which means he can help take a lot off of **Avila's** plate (in the sense of taking on day to day inspections, etc.). See the FPC report for more details regarding the Fire Dept.
7. NEW BUSINESS:
 - a. Revised FY20-21 Fire and EMS Budgets. **Avila** explained his latest budget revisions. *Motion by McKenna to approve the new revised budget for Fire and EMS. 2nd by Mailliard. Avila said there will be another adjustment in January when strike team payments start coming in. McKenna – aye, Hanelt – aye, Mailliard – aye, Soderman – aye, Christen – absent.* Fund Balance Carryover Review Allocations recommendations. **Avila** presented the Board with his report and that Fire would carryover \$44,148.30 to reserves and that EMS would carryover \$48,924.28 to reserves (copy attached). The FPC and Budget Committee both approved this. *Motion by McKenna to approve the fund balance carryover. 2nd by Soderman. McKenna – aye, Hanelt – aye, Mailliard – aye, Soderman – aye, Christen – absent.* **Hanelt** thanked **Avila** for all his explanations as it really helps the Board see the bigger picture of the budget revision.

Avila left the meeting at 6:10pm

8. GENERAL MANAGER'S REPORT: (Copy attached):

- **Water/Wastewater Update:** Our engineer, Dave **Coleman** is developing sketches to share with the owner of the potential site for the wastewater treatment plant as a follow up to their meeting last month. Engineer Jack **Locey** has developed draft agreements for several of the drinking water well sites which will be made public once finalized.
- **Airport Stimulus Payment:** Our little Boonville airport has been awarded \$20,000 from the FAA and the funds are now available. We have four years to spend it and I'm checking to see if we can withdraw the funds.
- **GEMT & AVCSD Audits:** Clay and I are still finalizing our GEMT audit for the \$9,000 we received from the state in FY17-18. This is round 3 of the document requests. I'll be getting things to Rick **Bowers** for our district audit in early Oct. once we're able to close the books with the final interest payment from the county on our reserves.
- **COVID Office Lockdown/Furloughing:** We are still distancing from one another in our offices and staggering schedules with Patty coming in on weekends.

Calendar on schedule except for staff meeting. Audit will begin in early October.

9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE: County EMS Update - County plans are progressing but no status is reported. EMSO Report/Calendar of Events - **Eubank** has been cleaning out old ambulance gear and has found significant items that have to be restocked. A hot water installation by **Pardini** is in progress in the ambulance barn along with a new air conditioning unit. A new electrical generator is planned for next week. Ambulance 7420 had its first "ding" as an oak tree was impacted by the vehicle roof. 7421 has a need for new hub covers to protect the bearings. One EMT passed away and one EMT left the service leaving us shorthanded. USDA grant was received and two new hydraulic gurneys have been ordered. The grant also provided \$33K for fire radios. 449 ambulance insurance members are signed up - 600 is the goal. Navarro Station Trespass Issue - **Maillard** has secured the stolen wood at his property. The wood will be used by **Erickson** to make benches to auction off by Thanksgiving. The culprit's insurance has paid us \$3000. **Wilson** is planning to pin down the property line with survey and monuments. Strike Team - 7491 had been out for 9 days, then **Avila** was sent to Strike Team Training. 7471 was in LA for an extended period and is now in Santa Cruz. 7484 (Yorkville) was sent to Woodland with **Glaus** and **Eubank** and volunteers from Comptche and Mendocino. The recent lightning strikes hit us lightly, but a recent structure fire on Mt View Road resulted in a death and house loss. Fund Balance Carryover Review Allocations Recommendations - **Avila** gave a detailed report on requested carryover allocations. Some concern was voiced that unfunded liability reserve is too high, whereas **Hickenlooper** opined that it was barely adequate compared to the loss of an engine. In the end, **Hickenlooper** moved to recommend to the CSD Board that the balance carryover allocations be approved as presented. Second by **Guilianni**. Unanimous approval.

10. BUDGET COMMITTEE REPORT: (Copy attached):

- a. Budget Chairperson Report & Recommendations – Presented by **McKenna**:
Everything was discussed earlier when **Avila** was at the meeting.

(1) Review and Recommend New Grant Opportunities:

11. AIRPORT COMMITTEE REPORT: Did not meet.

12. RECREATION COMMITTEE REPORT: **McKenna** presented the Board with an update about the Rec. Committee. Arthur **Folz** will continue to be with the Teen Center with two recent college graduates who have come back to the valley. Volleyball is going on until the fall. Jeff **Pugh** is mowing the grass and picking up trash at the community park. Nothing is going to happen with the weight room project as the person who was creating the proposal has a new job and is no longer involved. The Rec Committee may be getting a grant funding to the tune of \$177,000. The Committee are meeting to create a long-range plan.

13. WATER PROJECTS: (Copy Attached).

- a. **Clean Water (Waste)**: Dave **Coleman** sent the suggested layout of the waste design to the parcel owners at the corner of 128 & 253. He did not hear back so after a week he texted and discovered that they had missed the document in their emails. This morning he texted again and was told that they were looking it over and things seem to be on track. They are aware the plans can be modified. The plans include the routes through the land, future replacement fields (the requirement to have double the space needed), and irrigation turnouts so they can use the treated water for irrigation (including crops above the injection field) as well as a house hookup. The footprint is roughly 5 acres (an elongated area). The treatment building is not being considered now as the main thing is to get through negotiations. Both the owners and our engineer feel that siting the building is not a big problem. The main thing is getting beyond negotiations. The call next week will also focus on what those negotiations should look like and basically how much the state is willing to pay.
- b. **Drinking Water**: In order to satisfy State funding requirements, Jack has finished an updated engineering plan with all the features of the project. Keeping in mind the Lambert Lane well field has to be swapped out with different wells, it is getting very close to a final product. It is close enough that it has allowed a first look at possible rates. The rate study report was our first time looking at what it will cost to maintain and operate the system. Again, this is a draft and needs further work and is not ready for release. But Kathleen, Joy and I feel the possible rates are encouraging. This rate study will be presented to this board to be finalized. As the rates depend on the formula we choose (i.e. how we fund our costs – though base rates or usage or a combination of the two), this board will have to have a presentation within a couple of months to start to figure this out. We are meeting with the State Funding program (our 100% funders) next week Tues, Sep 22. We are going over both projects, but the question for Drinking water is how we go through this process of approving the Drinking Water plan and the resulting rate study which will ultimately be sent out to rate payers. We do not yet know how this is navigated. We will be helped in this by our consultant with RCAC (Rural Communities Assistance Corp). We will probably have the help of our attorney, as well. Jack **Locey** is meeting right now at Janet **Lombard's** with the Meadow Estates parcel owners to go over the component at their well field and open negotiations. He has either completed or has started negotiations with all participants. Also, the engineering report includes a hydrology report from a California based ground water geologist. They were hired by the engineers but would seem to be unbiased and as they have

already studied the Boonville ground water situation, Kathleen and I think they might be willing to host a Zoom to explain their results. Joy has been tasked to look into this. Also, after reading through the engineering plan I realize I misunderstood how many new wells would be built. There will be new wells dug in the current well field in Meadow Estates. But the only new area that doesn't already have a well is the playground site. The two Zoom panel presentations (Health and Hydrology) are not going to be scheduled until after all the components of both projects are established.

14. PERSONNEL COMMITTEE REPORT: Did not meet.

15. POLICIES & PROCEDURES COMMITTEE REPORT: Did not meet.

16. OTHER BUSINESS: None.

17. OLD BUSINESS:

a. MCAFD Update – Did not meet.

b. EMS Update – Nothing to report.

18. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY
BY

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

19. CONCERNS OF DIRECTORS: **Scaramella** is concerned with the low call volume for the ambulance. **Andrews** said that she spoke with **Eubank** and that is was only one month that had a low call volume; doesn't think there is anything to be concerned about at this time.

20. Adjourned at 6:48pm

Recording Secretary – Patty **Liddy**