

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
November 18th, 2020 at 5:30 p.m.**

APPROVED

1. Called to order by **Hanelt** at 5:32 pm. Members present Kathleen **McKenna**, Valerie **Hanelt**, Andres **Avila**, Paul **Soderman**, François **Christen**, Joy **Andrews** and Patty **Liddy** all on Zoom and teleconference call. Larry **Mailliard**, absent.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella**, Jim **Brown**, Deborah **Cahn**, Scott **Morris** and Morgan **Baynham**.
3. CORRESPONDENCE RECEIVED – Reviewed. **Scaramella** shared that the County has come into some funds – \$12 million in unallocated funds. Perhaps the CSD should be pursuing some of these monies. **Christen** requested a copy of the Robert’s Rules of Order. **McKenna** asked if the Board should talk about the redwood tree offer in Ukiah. **Avila** will investigate this. **Soderman** wondered what the election results were for the Board. **Hanelt** said that the three incumbents received the most votes, but **Scaramella** said that it has not been certified yet.
4. CHANGES OR MODIFICATION TO THIS AGENDA: None.
5. CONSENT CALENDAR:
 - a. Approval of October 21st, 2020 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the November 11th, 2020 Budget Committee Meeting Per the Minutes. *The consent calendar was accepted.*
6. NEW BUSINESS:
 - a. Agenda Template – **Christen** went to a LAFCo meeting recently and wanted to add “information sharing”. (agenda template copy attached) **Hanelt** liked the idea of administrative reports and then having the committee reports. There was a discussion that Old Business and New Business should be higher up on the agenda. **Christen** liked that idea. **Hanelt** thought that announcements should be added to Concerns of Directors. **Hanelt** asked **Andrews** to work on this for the next month. **Andrews** wants to make sure that the Board is not sharing information in case it may not be adhering to the Brown Act. **Christen** said he started working on the agenda because he had seen “information sharing” at the LAFCo meeting. He feels strongly that information sharing is a legitimate part of our discussion. **Avila** said that if you need to move new business ahead of reports there is item four (modifying the agenda) for that. The committee reports have information in them that may need action taken by the Board and so the new business should be placed after the reports are given. **Hanelt** felt that information sharing is not necessary because we already have agenda items, and we will not be discussing any other topics not on the agenda. Anything that is ambivalent **Hanelt** would not like. **Christen** feels strongly that it should be included; you share information relevant to the topics and committees that are on the agenda. **Scaramella** says the Board of Supervisors call this “Supervisors’ Reports” and ours could be called “Board Members’ Reports”. More about this next month.
 - b. Vote for Two LAFCo Representatives to Represent Special Districts: The Board received a lot of background information on the people running for this. **Christen** is running and so he recused himself from the vote. There was a discussion about the candidates. **Christen** signed out. *Motion by McKenna to vote for Christen for the four-year term. 2nd by Soderman. McKenna – aye, Soderman – aye, Hanelt – aye. Mailliard absent. Christen abstained. Motion by McKenna to vote for Michael Schaeffer. Nobody gave a second for that motion. Motion by Soderman to vote for Terry Gross, 2nd by McKenna. Soderman – aye, McKenna – aye, Hanelt – aye. Mailliard absent and Christen abstained.*

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

- **Recreation Public Hearing**

Because the Recreation Department is eligible for \$177,000 in Proposition 68 funding, they had a public hearing yesterday to get community input on ways to spend the monies. **Andrews** listened in briefly and there were a lot of good ideas including classes on technology to building a recreation center. One huge consideration though is the ongoing maintenance of any project. Several groups were represented at the meeting and Donna Pearson-Pugh did a great job facilitating and involving the crowd. Any decision on applying or spending the grant will go to this board first. On tonight's agenda is simply an MOU between us and the AV Unified School District for one hypothetical potential piece of this grant but in no way yet binds us to anything yet until this board finalizes.

- **Policies and Procedures (P&P) Updates**

The P&P Committee is meeting tomorrow to go over a policy on computer security and an update to Personnel Committee to state in writing the existing relationship between the department heads and who they report to – the Board of Directors as a collaborative body. This second item stemmed out of recent conversations with our legal counsel and will be helpful for future staff and boards to have in writing. **Scaramella** asked when the P&P meeting was. **Andrews** replied at 3:30.

- **CSDA General Manager Seminar**

Andrews has enrolled in a ten-month series through CSDA called the Certified Special District Manager Study Group that was only \$100 total. It is a collaborative group that only allows 35 members and one of the months **Andrews** will have to present a topic. This should be useful and is very inexpensive.

- **AVCSD & GEMT Audits**

Our Fiscal Year 2019-2020 audit is underway and should be returned early 2021. We submitted the closing papers for our Fiscal Year GEMT funding audit 2017-2018. There are going to be some minimal adjustments to the \$9,000 we received, and we will know that amount in the next 30 to 60 days.

Calendar on schedule. Everything is on track except for paying the stipends to the EMS volunteers.

Andrews reminded the Board that there will be committee assignments coming up next month. **Hanelt** asked the Board to think about what the members' preferences will be.

8. **FIRE CHIEF'S REPORT:**

- **COMPUTERS - Avila** purchased a new computer to replace his current Acer laptop. It recently has had intermittent screen glitches that indicate that it is nearing the end. Colin **Wilson** has been borrowing **DeWitt's** laptop on weekends for mapping and prevention projects. To eliminate the logistics and hassle of sharing that computer, **Avila** is stripping down his existing laptop except the Microsoft programs and Arc GIS license.
- **7499 REAREND - Water Tender 7499** had a rear end failure. It had problems on the August Complex and was thought to be a wiring issue to the electric motor. It failed again and we had to take out the rear end. **Avila** picked up a single stage rear end with a lower gear ratio from Gilroy on Tuesday. This was cheaper than a split rear end and should help avoid shifting challenges for our drivers.
- **GOWAN TRAINING BURN -**We held a successful training burn at the Gowan Ranch in Philo last week. The burn consisted of multiple burn plots of grassland totaling a little over 18 acres. The intent of the training was to familiarize firefighters with firing operations, weather, and simply take the mystery out of basic wildfire. Many of our new volunteers, and even some of our volunteers that do not get out of county, need to become more familiar with low intensity fires to think clearly and calmly during routine responses. By the end of the day, the troops were very comfortable with lighting and controlling fire that setting.

- ANNUAL AWARDS/ APPRECAITION DINNER - No party this year; the AVVFFA had to come up with a different approach to say thank you to the volunteers. The fire and EMS volunteers along with other contributors were given the option to get takeout dinners for their household from several local restaurants. Awards nominees and voting remained the same, but the announcement will be done at main training night next Tuesday. The winners are going to have their pictures taken and posted on social media, announced in the AV Advertiser, and several signs will be placed around town. In addition, two large road signs spanning across the highway will be installed to thank all our dedicated responders. Jim Brown, with approval from the Fair Board, has generously agreed to help us hang the highway banners so they get installed correctly and we will not need to rent lift equipment. Jim felt his assistance was reciprocal because of our first aid assistance at large events, traffic control at the parade, and his way to say thank you to our first responders.
9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE: **FPC** did not meet because of an emergency call. **EMS:** (copy attached) They will add Theresa Gowan to Crew Training emails. Concern of getting a new EMT class off the ground. Phase I of ALS grant is complete. Timing of payment may affect time of payment of stipends. Lots of drivers, short on EMTs right now. Equipment: Antennae of 7420 has been replaced, 7421 was out of service due to wheels and auto ejector of shoreline plug issues. All grant monies have been expended: new Ambulance, new gurney, gurney lifter, blood pressure monitors. CQI (Continuous Quality Improvement) of principal events; review and include crew.
 10. BUDGET COMMITTEE REPORT: (Copy attached):
 - (1) Budget Chairperson Report & Recommendations – Presented by **Christen: Andrews** shared that the Loss Prevention Plan from our insurance recently reimbursed the CSD 10% back from the premium which comes to \$4,500. Ambulance/EMS Financial- Reviewed. There was a discussion on comparisons between the receivables on the books and the amount that is to be received from private calls. **Christen** and **Scaramella** would like to see a spread sheet regarding the billing and **Andrews** will get more in-depth reports from Wittman. **Christen** will be working with **Avila** on forecasting revenues for the EMS. **Christen** also wanted to know if there was anything being done about getting the Nexus Study on the BOS agenda. **Scaramella** said that the best way to get an item on the Board of Supervisors’ agenda is to write a letter to find out when it will be on the on agenda. **Andrews** already passed on this suggestion to **Avila** and our Nexus study person Blair. **Avila** shared that he as well as the Fire Chief of Willits have both sent emails and now the Chiefs are contacting their district supervisors (Ted Williams: Anderson Valley and John Haschak: Willits) for support to get this expedited. **Avila** would like to see Willits and Anderson Valley come together to get this passed. He feels it has been re-energized. **Christen** also shared that they approved a \$300 Stipend Towards New Secretary Home Computer Due to COVID-19 Precautions and Impacts. **Scaramella** shared that the mid-year budgets will be coming up soon and that there will be some extra revenue from the strike teams. **Avila** will be working on this.
 11. AIRPORT COMMITTEE REPORT: Did not meet.
 12. RECREATION COMMITTEE REPORT:
 - a. MOU Between AVCSD and AV Unified School District for Per Capita Funds: Presented by **McKenna:** (Copy attached). There was a meeting about what projects to fund when/if the monies come in from the Prop 68 grant. There were many suggestions such as a parking lot by the park, bleachers for the soccer field, a pool, etc. Many of the suggestions came from a post that **Espinoza** put on face book regarding this. The committee members will rate these ideas and come forward about how to allocate the funds that they are given. **McKenna** presented a draft of the MOU. It all hinges on whether it is a project that involves the school. **Hanelt** wondered if the CSD would have a small fee for administrative costs. **Andrews** shared that this particular grant may require a project manager. **Christen** wondered if we would have the MOU reviewed

by an attorney. **Andrews** said that it will be reviewed by the school's attorney and she suggested that the Rec committee pay for the attorney fees for the CSD. She also said that the school does these sorts of MOUs often and are familiar with them. McKenna said that they have not even applied for the grant yet, but Donna Pierson-Pugh hopes to get the application done by January. ***Motion by McKenna that the Board agrees to the concept of an MOU between AVCSD and AVUSD, but we want our attorney to review it. 2nd by Christen. McKenna – aye, Christen – aye, Soderman – aye, Hanelt – aye. Mailliard absent.***

- b. Long Range Master Plan (copy attached): **McKenna** presented the Board with a long-range plan. ***Motion by McKenna to accept the recreation long range plan. 2nd by Soderman. McKenna – aye, Christen – aye, Soderman – aye, Hanelt – aye. Mailliard absent.***

13. WATER PROJECTS:

- a. Clean Water: Recommendation by the CSD Board to Pursue Waste Site at the County Fairgrounds: ***Motion by Hanelt to request the County of Mendocino to Study the Feasibility of siting the Boonville Clean water project at the Fairgrounds. 2nd by McKenna. McKenna – aye, Christen – aye, Soderman – aye, Hanelt – aye. Mailliard - absent.***