

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
January 20th, 2021 at 5:30 p.m.**

APPROVED

1. **CALL TO ORDER & ROLL CALL (Using Robert’s Rules of Order)** Called to order by **Hanelt** at 5:30 pm. **Kathleen McKenna**, **Valerie Hanelt**, **Andres Avila**, **Paul Soderman**, **Larry Mailliard**, **François Christen**, **Joy Andrews** and **Patty Liddy** all on Zoom and teleconference call.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** **Mark Scaramella**, **Kirk Wilder** and **Fal Allen** were present. **McKenna** shared a concern with a member of the public who wanted to know why Indian Creek Park is the only County park that is not open. **Scaramella** and **McKenna** will draft a letter and bring it to the next meeting.
3. **CORRESPONDENCE RECEIVED: Reviewed.**
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** **Hanelt** wanted to move Old Business (**13.a.**) above the Consent Calendar. Also move (**8.**) before the consent calendar so that **Wilder** could report on the Airport Committee. **Fal Allen** had another meeting and was present to talk about PG&E Settlement funds and PSPS (Public Safety Power Shutoffs). **Kirk Wilder** was also present to discuss this. There was a discussion about energy options and there will be an ad hoc committee to research and discuss ways of going forward with this. **Soderman**, **Wilder**, **Allen**, **Hanelt**, and **McKenna** and will be on this committee. Add (**7.b.2**) - presentation of FY 20-21 Mid-Year Budget Revisions. Discussion only. To be tabled until next month. **Allen** left at 6 pm.
8. **AIRPORT COMMITTEE REPORT:** (Copy attached) Presented by **Wilder** - COVID-19 has had an adverse effect on Boonville Airport Operations. There is one bit of COVID-19 related news that is beneficial to the Boonville Airport. Part of the first stimulus bill included payments to airports to help pay their operating costs. Boonville Airport qualified for and was allotted \$20,000 of Federal Monies to assist us during the next 4 years. The result is Boonville Airport is in a strong financial position and should remain so for at least the next 4 years. **Wilder** left at 5:46.
5. **CONSENT CALENDAR**
 - a. Approval of December 20th, 2020 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the January 13th, 2021 Budget Committee Meeting.
The consent calendar was accepted.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS**
 - a. **GENERAL MANAGER’S REPORT:** (Copy attached) Presented by **Andrews:**
 - Recreation Park Inspection for Prop 68 and Insurance: GSRMA did an inspection of our Boonville park/playground earlier this month as the Recreation Committee is considering leasing it from the school.
 - CalChamber Opinion on Mandating Vaccines: Three points are: 1) the time required in documenting the “interactive process” to accommodate an employee who cannot get the vaccine due to a legitimate reason such as medical condition or religious belief 2) mandating the vaccine holds morale (not moral) implications if employees have strong reservations and 3) if an employee has an adverse reaction to a required vaccine, the employer can be on the hook for a workers comp. claim.
 - CSDA Brown Act Training: Here are a few key points:
 - Any packets or supplemental paperwork that is distributed before or during the meeting must be made available to the public upon request. We already do this.

- Special meetings have no general public comment at the beginning, only comment on each agenda item.
- Closed session personnel items are only about staff who the board hires (our General Manager and Fire Chief) not about subsidiary staff.
- Hold over items (an item from a previous agenda) do not require a public comment period at the subsequent meeting(s)
- A conflict of interest for a board member arises if the dollar amount is over five hundred and goes back to the prior twelve months. That board member must leave the room during that agenda item.

Calendar on schedule

b. FIRE CHIEF’S REPORT: (Copy attached) Presented by **Avila:**

- COVID-19 19 Vaccinations: 37 of AVFD fire and EMS personnel have completed the COVID-19 vaccination series. This covers the vast majority of AVFD’s crew of 45.
- Crew Quarantine: Four of AVFD’s first responders were put on home quarantine last week due to an exposure to COVID-19 during a response. AVFD was called to a “lift assist”, which are typically are not high acuity incidents. They all were cleared as negative and returned to normal status.
- Auto aid Agreement with CalFire: Over the decades CDF/CalFire has helped serve the Anderson Valley community by sending an engine, if available, to assist AVFD on all incidents within our jurisdiction. This mutual aid relationship is formally written out in an auto-aid agreement to delineate each agency’s jurisdictional responsibilities and reciprocal commitments. Two years ago, our auto-aid agreement expired and AVFD drafted a new version with no significant substance changes to renew the agreement. For unknown reasons it has not been signed by the current CalFire Unit Chief. Last week I received a newly drafted agreement that would exclude all CalFire emergency response to Anderson Valley “unless it was a fire or an auto accident with extrication”. After contacting the CalFire’s Assistant Unit Chief, I was told that this was due to avoiding firefighter fatigue. New policies being pushed from the State level and our local ranger unit are likely the sources of these new changes. I will continue to keep the CSD Board and Fire Protection Committee updated as things progress in this area.
- Demonstration Forest Landing Zone: Several recent calls out of Ranch Navarro have resulted in air ambulances declining to use the Demonstration Forest landing zone (LZ) on the Masonite Road near the Hwy 128 intersection. Our current mitigation to this issue is to use another LZ several miles east. Moving the LZ further east can be problematic due to the closest advanced life support (ALS) ambulance is arriving from the west. REACH 18 made a test flight to the LZ today to provide a consult on any LZ improvements. Several trees and large bushes have been encroaching on the approach/ departure angles and will need to be removed. AVFD will be contacting Mendocino Redwood Company (MRC) about removal of the vegetation since they are the surrounding property owner to get the LZ opened back up for use in that portion of the district.

7. ADVISORY COMMITTEE REPORTS

- a. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE:** (Copy attached) Presented by **Soderman:** 30 first responders have been vaccinated for COVID-19. Crew status is good. The county EMS Enhancement grant of \$16K is expected shortly. Ambulance membership is now 534 members (up from last year). COVID-19 - Despite vaccinations, responders will be masked when dealing with the public, but not with fellow responders who have been vaccinated. Yorkville Station Update - The landowner must make a lease agreement

with YCBA before project can proceed. Still waiting for County Supervisors to put the Nexus approval on their agenda. Chief **Avila** commended Roy **Laird** for his 37 years of service with the department - a new record.

b. BUDGET COMMITTEE REPORT: (Copy attached): Presented by **Christen**:

a. Review and Recommend New Grant Opportunities

- 1) FY 20-21 Mid-Year Budget Revisions: **Avila** and **Andrews** presented their mid-year budget revisions and answered questions. Discussion only. Will be on next month's agenda.
- 2) \$70,000 for Utility Pickup Truck. **Christen** said that **Avila** explained that these projects will all be funded by the windfall of strike team money that will be coming in. *Motion by Christen to approve \$70K for a new pickup truck for the fire dept. 2nd by Soderman. Soderman – aye, McKenna – aye, Christen – aye, Mailliard – aye, Hanelt – aye.*
- 3) Transfer \$2,000 from Recreation Facility Reserves to Operations for Grant Seed Funds. **McKenna** explained that they are not really spending it – just moving and it will be paid back by the grant. *Motion by McKenna to approve transferring \$2K from facility reserves to operations for grant seed funds. 2nd by Christen. McKenna – aye, Soderman – aye, Mailliard – aye, Hanelt – aye, Christen – aye.*
- 4) \$20,000 for Inservice Costs Federal Excess Engine. This would be to outfit and paint a free fire engine from the Federal excess engine program. *Motion by Christen to approve the \$20K to refurbish a free fire engine. 2nd by Soderman. Hanelt – aye, Soderman – aye, McKenna – aye, Christen – aye, Mailliard – aye.*
- 5) \$15,000 for Station 741 Office Remodel. **Avila** explained the building plans to switch some spaces to create another office. *Motion by Christen to approve \$15K for office remodel project. 2nd by McKenna. McKenna – aye, Hanelt – aye, Soderman – aye, Christen – aye, Mailliard – aye.*
- 6) \$7,000 Donation Toward Yorkville Hydrant. **Avila** shared that a Yorkville landowner has donated the purchasing for two or three water tanks to this project in Yorkville and how it will help with fire safety. *Motion by Christen approve the \$7,000 donation toward the Yorkville hydrant. 2nd by McKenna. Hanelt – aye, McKenna – aye, Mailliard – aye, Soderman – aye, Christen – aye.*
- 7) \$30,000 for Strike Team Advance Payment Revolving Account. *Motion by Christen to approve \$30K for strike team advance payment revolving account. 2nd by McKenna. It is not a reserve account. This account would be to pay people in advance of going on strike team and will be replenished when the strike team money comes in. Hanelt – aye, McKenna – aye, Soderman – aye, Mailliard – aye, Christen – aye.* **Scaramella** thought that this should go through Policies and Procedures. **McKenna** said that this was already done about ten years ago. **Andrews** agreed and explained that there is a procedure in place for this.

Avila left at 6:38pm.

9. RECREATION COMMITTEE REPORT: Presented by **McKenna**.

- a. Review of Previously Approved Recreation Class Proposals or Trip Report Forms: None.
- b. **Budget Report** – Teen Center has \$17,700 in bank; Recreation Dept almost \$12,000, \$9,300 of which is designated for long term facilities. \$2,000 of these funds have been transferred to operating account to pay possible up-front expense for the Prop 68 grant. **Teen Center Report** – A small group of mostly 9th and 10th graders has been meeting via zoom, crafts day, pizza demo and virtual games are planned. **AV Community Wellness Coalition** – The group met after a 1-year hiatus; a walking group has started; there was discussion about COVID-19 relief for food insecurity and the meal program at the AV Schools. **Community Park** – The AVHC has given approval to put trash from park into their

dumpster. Volleyball was cancelled by the Superintendent, but has since been reinstated, after adopting additional precautions outlined by Public Health Department and used by City of Ukiah recreation programs. **Update on the Per Capita Funding** – AV School Superintendent does not want to accept grant funding for infrastructure on school grounds, wants to lease Community Park to CSD before grant money is spent at park. Question raised whether the planned play structure at the elementary school could still be built without Prop 68 funds. An ad hoc committee is being set up with **Pierson-Pugh, Jensen, Avila, Hanelt, McKenna** and **Andrews** to look at further options and details concerning the community park.

Donna **Pierson-Pugh** left at 7:36pm.

10. WATER PROJECTS: (Copy attached) Presented by Hanelt:

- a. Drinking Water: Negotiations continue with all parties. Final negotiations will be with the Anderson Valley School District. Our engineer Jack **Locey** and our attorney Phil **Williams** are working with the School District on negotiations for two wells: at the Community Park and at the Anderson Valley Elementary School. **Hanelt** explained there is some concern by parcel owners close to the Elementary School that our use of the Elementary well will affect the old plume of contaminants from the Bus Barn case in the 1990's. This issue was discussed at a meeting with North Coast Regional Water Board, our engineers, our CSD team, and a concerned citizen. The current Elementary School's well, which is used exclusively for the Elementary School, is closely monitored and has had no issues with those contaminants. When that well becomes a municipal well, it will be tasked with supplying water to the Elementary School at the current level. However, we continue to discuss whether more testing is necessary on our part. The second well is the Community Park well, also on School property. The CSD is currently considering leasing the Community Park so the agreement for the placement of that well needs to be addressed before we finalize that lease.
- b. Clean Water: We are working with two parcel owners who have indicated a willingness to work with us. One is the County property at the Fairgrounds where we are in the process of setting up soil and environmental tests. The other parcel (actually several parcels) is undeveloped land on the east side of Boonville. The engineers are studying whether there is enough room for the injection field. The owner would be willing to consider selling the parcels to the CSD if so. We are applying for an additional \$100,000 for the planning grant for each project. We are also considering applying for an additional \$20,000 to cover the rate study for the Clean Water project. As we have two possible sites for Clean Water, we are suspending considering separating the CEQA process for the projects as there continues to be a possibility that the projects will go through the CEQA process at roughly the same time.

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

12. PERSONNEL COMMITTEE REPORT: Did not meet.

13. OLD BUSINESS

- a. PG &E Settlement Funds and PSPS Center – discussed at the beginning of the meeting.
- b. MCAFD Update – **Mailliard** – did not meet.
- c. EMS Update – **Avila** - Nothing to report.

Avila back at 7:08 pm

14. NEW BUSINESS

- a. Recreation Department Grants and Community Park Lease/Ownership – Discussion above. **Avila** added that he supports utilizing the grant funds but cautions that there needs to be a long term look at the allocation of funding to sustain the project in the years to come. **Hanelt** will ask **Pierson-Pugh** to relay to the School Superintendent that “We will probably like to acquire the park, but we need more details”.

- b. Format of E-mailing Large Documents to Board Packet – **Christen** wanted to have links to the drop box instead of a PDF scan of the Board Packet. **Andrews** suggested links for the secretary drop box. **Christen** explained that the links would make it much easier to search from and that it is hard to do with a PDF. Discussion about going forward with this option and keeping the scan for some of the Board members.
- c. Direct Deposit for Employees – **Andrews** shared that first responders could sign up for direct deposit when their stipends came in. It would cost \$1.75 for each transaction. The Board decided to table this until next month.

15. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION-None.

16. ANNOUNCEMENTS/CONCERNS OF DIRECTORS: None.

17. ADJOURNMENT: 8:00 pm

Recording Secretary – **Patty Liddy**