

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
March 17th, 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 5:33 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** and Blair **Aas**.
CLOSED SESSION: Conference with Real Property Negotiators. **Hanelt** asked the Board to authorize **Andrews** to represent the CSD at any meetings to negotiate for the Community Park.
3. Announcement out of closed session: *Joy Andrews as negotiator for the AVCSD for the community park with the AVUSD.* **Scaramella** and **Avila** back at 5:55pm
4. **CORRESPONDENCE RECEIVED:** Reviewed. **Scaramella** pointed out the letter he wrote to the CSD regarding a scholarship for a paramedic in Anderson Valley. The EMS sub-committee is going to pursue this.
5. **CHANGES OR MODIFICATION TO THIS AGENDA:** Blair **Aas** will join meeting and we will move 10.a. up at that point.
6. **CONSENT CALENDAR**
 - a. Approval of February 17th, 2021 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the March 10th, 2021 Budget Committee Meeting.
The consent calendar was accepted.
7. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS**
 - a. **GENERAL MANAGER'S REPORT:** (Copy attached) Presented by **Andrews**:
 - OSHA Update Re: Positive COVID Testing/Return to Work – An employee does not have to have a negative COVID test to return to work since they will continue to test positive for up to five months but that they only need to have a normal temperature without medication for 24 hours. (Remember if an employee is asymptomatic, they only need to quarantine for ten days from the date of their first positive test.)
 - **Andrews** shared some of the interesting points from her class regarding the Brown Act.
 - Computer Security Progress – **Christen** will be setting up the NAS drive and extra storage discs soon.
 - Link to Secretary Files – **Andrews** will send out a link to the newly organized online files by the end of the month. This will include all committee and board agendas and minutes from the last several years, GM and Fire Chief report links, as well as a folder of pertinent education and information for our district and serving as a board member of AVCSD.
 - Calendar on schedule. **Andrews** pointed out that the GSRMA Loss Prevention that the CSD has done for the past 5 years has really paid off. It was a lot of hard work at the beginning but our insurance company GSRMA has awarded the CSD with the 10% refund annually for making the workplace safe.
 - b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Avila**:
 - COVID-19 - We have approximately five individuals out of 45 volunteers in the department who have not yet received the COVID-19 vaccinations. A few of these remaining individuals may be getting their vaccination soon. In addition to them, our latest recruitment wave has produced about 6 new members that will also be eligible for vaccinations now that they are on the fire department roster.

- **OFFICE REMODEL** - The office remodel is complete. Angela is now working out of the new room designated for the Training Officer. The reception desk in the front of the office is now ADA compliant and provides Patty with a professional appearance for the public entering through the front doors.
- **RADIO UPGRADES** - Over the last couple of years AVFD has been striving to complete necessary radio upgrades to stay compatible with newly increased State frequency requirements. We will be fully compliant in all of our vehicles for this upcoming wildland season. The remaining radios to be purchased will be portable radios for the troops to carry while away from the engines. Although we have several within the district, many of our existing radios are still limited in capacity. These will need to also be completely replaced over the course of the next year.
- **ISO REVIEW** - AVFD is complete with our latest Insurance Services Office (ISO) review and will submit the information package on Wednesday. This review was completed in its entirety by AVFD personnel versus the historical method of an inspector coming to the district to collect the data. I don't envision any changes to our district's existing rating unless the metrics for their analysis has changed. An important factor impacting property insurance ratings is the changing significance of using the ISO rating as a standalone value.

8. ADVISORY COMMITTEE REPORTS

- FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE:** (Copy attached) Presented by **Soderman**: There is talk of a paramedic coming to the valley, which means that drivers must be EMTs. The committee has decided to merge the EMS sub-committee into FPC. Community Foundation Resilience and Disaster Preparedness Grant - The grant would be used to install 24 fire boxes with maps and fire information inside around the valley. Thirty subdivisions could eventually benefit. Generator at Philo Station - **Hickenlooper** described opportunity and requirements for USDA grant which may be available if they cover portable generators. 25% in-house funds required. **Soderman** to do cost/spec analysis of generators.
- BUDGET COMMITTEE REPORT:** (Copy attached): Presented by **Christen**:
 - Nexus Study Update: SCI Consultant Blair **Aas** says that our fee program will likely go in front of the Board of Supervisors in March or April. Our Board is having a public hearing and adopting the necessary resolution to move forward with this process.
 - Annual Transfer to EMS Foundation: Per our calendar of events, last month our Board passed their annual resolution to transfer donations to the Foundation. Not including the \$10K donation from MedStar, the total was \$8,115.
 - Installation of Glare Shield on Street Light #28 (Meadow Estates) for \$250: Several residents requested a glare shield on one of our streetlights. If not approved the residents may ask for the removal of the light. **Andrews** is not in favor of removing this light as it is a regular pedestrian route.
 - FY 21-22 Draft Budgets Due Wed, April 7th to CSD Office: Per our Policies & Procedures, the first drafts of next year's budgets are due by close of day the first Wednesday in April. These drafts will not go to the Board to be put out for public review until their May 19th meeting.
- AIRPORT COMMITTEE REPORT:** Presented by **Soderman**. On February 19, 2021 **Wilder** applied for the latest Federal Grant which is part of the second COVID-19 Relief Act. Boonville Airport is eligible for \$9,000. However, this grant money is primarily earmarked for activities

involving sanitation, cleaning of facilities, etc. It remains to be seen if we will be able to use any of this money.

10.a. NEW BUSINESS: Capital Fire Facilities and Equipment Plan - Blair **Aas** from SCI arrived at 6:38pm to speak about the next phase of the Nexus Study. There will be a public meeting on Tuesday, March 23rd to discuss the CIP (copy attached) as the County had required before the AVFD can proceed. The resolution was also discussed and will be on the agenda for the meeting on Tuesday. **Avila** walked the Board through his long-range plan. **Aas** left at 7pm.

d. **RECREATION COMMITTEE REPORT:** (Copy attached). Presented by **McKenna**.

1) Review of Previously Approved Recreation Class Proposals or Trip Report Forms: Azzi Academy for basketball, The Community Garden and Soccer Camp all submitted forms

e. **WATER PROJECTS: (Copy attached)** Presented by **Hanelt**:

1) Drinking Water: All negotiations with parcel and well owners except the AV School District appear to agree and are proceeding. Meadow Estates is proceeding again. No final agreements yet. The well proposed for the corner of the Community Park will be a part of the upcoming discussions with the School District.

2) Clean Water: The Engineer, Dave Coleman, is waiting for this next rain coming tomorrow and Friday. Then he will do a visual assessment of the Fair Grounds, Shapiro, and the High School. Depending on these first analyses he will recommend sites for more extensive soil tests.

Andrews and Kim **Strong** are working on a Power Point presentation, which will be finalized soon. It will be debuted at the June 3 Water Projects meeting before the virtual tour of the Smith River MBR. There was some delay in the production of the Smith River MBR video because of the difficulty getting to it as Highway One has been severed by a mudslide. The Power Point will be shared with the Directors as soon as the Water Projects and the Engineer have signed off on it.

a. Revised Budget Planning Costs: The Amendments to the Planning Grants for both Drinking and Clean were reviewed. ***Motion by McKenna to approve the enhancements to the grants proposed budget amendments. 2nd by Soderman. Soderman – aye, McKenna – aye, Hanelt – aye, Christen – aye, Mailliard – aye.*** Drinking is asking for an additional \$114,000 and Clean is asking for an additional \$138,000. The CSD is not financially affected by these amendments.

f. **POLICIES & PROCEDURES COMMITTEE REPORT:** Did not meet.

g. **PERSONNEL COMMITTEE REPORT:**

1) Compensation/Plus – **Mailliard** expressed concerns about COLA and covering the raises with our budget. **Hanelt** would like to track the past compensations. **McKenna** has a spread sheet of the salary increases over the past seven years and will send to **Mailliard**.

Mailliard stressed that this was not a problem, he just thinks we need a plan.

h. **LOSS CONTROL**

1) Five Year Loss Experience Power Point – **Andrews** presented a chart from GSRMA showing a 5-year General Liability Loss for special districts. The AVCSD comes out very well.

9. OLD BUSINESS

a. MCAFD Update – **Mailliard** – did not meet. **Avila** shared an update of the Steering Committee of the MCAFD. They are gearing up to steer the MCAFD to get their share of funding from Prop 172, the TOT (which was supposed to be allocated to fire districts) and any monies from the cannabis funds.

b. EMS Update – **Avila** pointed out that it is not “EMS Update” per say, but “County Interaction”. Ukiah has been working on a “one billing agency” for about a year. This could

mean a paramedic for the valley. Now with the PG&E settlement funds our LEMSA (Coastal Valley) will put a model together for a program. Dispatch will be a part of this program.

- c. PG&E Settlement Funds and PSPS Center – **Hanelt** shared that Ted Williams and Reef Atwell will be working on the PSPS application for the Veterans Building because the County owns that building. The CSD will not be involved the application process.

10. NEW BUSINESS:

- a. Capital Fire Facilities and Equipment Plan (addressed earlier).
- b. Wording of EMS Membership Applications for Donations. **Andrews** and **Ehnow** changed the language of the application which was a bit cloudy about where the applicant’s donations were going to. Information only.
- c. Install Glare Reducer on Meadow Estates Light #28 for PG&E Mandated Cost of \$250. **Andrews** shared that a complaint came from a resident about the glare of the streetlight. **Andrews** said we have money for this in the streetlight budget. Information only.

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

12. ANNOUNCEMENTS/CONCERNS OF DIRECTORS: None.

13. ADJOURNMENT: 7:56pm

Recording Secretary – Patty **Liddy**