

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
May 15th, 2020 at 5:30 p.m.**

APPROVED

1. Called to order by **Hanelt** at 5:31 pm. Members present Kathleen **McKenna**. Larry **Mailliard**, François **Christen**, Paul **Soderman** Valerie **Hanelt**, Joy **Andrews**, and Patty **Liddy** all on Zoom and teleconference call. Andres **Avila** present at the Firehouse.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella** teleconference call.
3. CORRESPONDENCE RECEIVED – Reviewed. **Scaramella** wants to look at the older LAFCo Municipal Review. **Avila** wanted to make sure that Sandy **Mailliard** gets the recognition she deserves as a key component to receiving the funds from the Community Foundation.
4. CHANGES OR MODIFICATION TO THIS AGENDA: None.
5. CONSENT CALENDAR:
 - a. Approval of April 15th, 2020 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the May 13th, 2020 Budget Committee Meeting Per the Minutes.
The consent calendar was accepted.
6. NEW BUSINESS:
 - a. Letter to Board of Supervisors Requesting Confirmation and Support for Continuing ALS Funding for FY20-21: **Avila** asked the Board to send a letter to the BOS in support of continued ALS funding. **Scaramella** suggested that the letter include mention of Prop 172 funds, but **Avila** thought that it deserved its own letter. *Motion by McKenna to accept the letter that Avila has written to the Board of Supervisors regarding the ALS grant and write another letter for Prop 172. 2nd by Christen. All ayes, no nays.* **Mailliard** can approve the Prop 172 letter after **Avila** writes it.
 - b. AVCSO Reorganization Flow Chart: **Avila** wanted to show the chart along with the draft budgets.
 - c. Ambulance Membership for Two CSD Employees \$250/year Line Item Health Benefits. Budget Committee approved this. Other personnel get their memberships paid for by the AVVFFA. **Avila** shared that he in fact did not get his membership covered and paid for his own to support the ambulance. **Andrews** said that it would be considered a health benefit. *Motion by McKenna to approve membership for \$250/for two employees for this year. 2nd by Christen. All ayes, no nays.*
 - d. Continue Insurance Coverage for Replacement Costs Only of Three AVCSO Owned Museum Buildings \$1,500/year: Informational only. **Andrews** and **Avila** just wanted to point out to the Board that the AVCSO owns the three buildings at the Anderson Valley Historical Museum and that the insurance is \$1,500 per year. The museum gives the CSD an update on their own insurance. **McKenna** wondered if we have a contract. **Andrews** will investigate that. **Andrews** will begin an annual inspection for the AV Historical Museum like she does for the Airport.
7. GENERAL MANAGER’S REPORT: (Copy attached):
 - **Water/Wastewater Update:** We have received three responses to our letter on wastewater sites. Our engineer is currently speaking with those property owners and analyzing which site would be most feasible. Drinking water is moving along and has sufficient options for well clusters, most of which are existing wells.
 - **COVID-19 Office Procedures:** The AVCSO/AVFD offices are closed to walk-in visitors until further notice. We encourage board members to utilize e-mail and phone calls instead of coming to the office in person. We are still able to offer full service to the public by phone, email, and mail. The safety of our staff is top priority during this pandemic.
 - **Security of FY20-21 Revenues and Reserves:** Despite budget cuts, the state forecasts property tax revenues to grow by 3.5% as released by the CSDA today for the governor’s May budget revision.
 - **Personnel:** **Andrews** would like to remind the Board about the increasing workload of all the AVCSO staff. The current offices cannot fit another staff member and thinks it would be prudent to begin thinking about the CSD office as the “district headquarters”. Therefore, if the water and/or wastewater projects move forward the plans already include an office for the water operator. These discussions may still be a long time out, but **Andrews** wants the Board to start thinking about the implications now. **Mailliard** thanked **Andrews** for bringing this up.

Calendar on schedule.

8. **FIRE CHIEF'S REPORT:** (Copy attached): Presented by **Avila** – **Avila** wanted to thank **Soderman** for all his help. **Soderman** has been working diligently and was able to put together an analysis to send to the County which means that we will not have to dig up the line for the generator. **Avila** also wanted to share that he is not doing the annual inspections at this time because of COVID-19. **AP TRITON CONSULTANT/ NEW EMS/FIRE MODEL:** Progress on this model has slowed down during the last month. Ukiah FD and the consultant are nearly complete with the model numbers but are currently waiting on some final details that need to be provided from MedStar Ambulance. We should see a draft version of model moving forward to be vetted by the stakeholders soon. **COVID 19 UPDATE:** AVFD provided district COVID 19 protocols which have been well accepted and followed throughout the department. We have started to provide in person trainings here at the Boonville station but with standards in place. Since wildland fire season is nearly upon us, we will be conducting outdoor trainings with gloves and masks on. Zoom training can only go so far, we will be cautiously moving forward with skills training to ensure proficiency in wildfire and other emergency settings. Currently our roster is holding strong. The issue of volunteers not being available because of work obligations and travel are not a factor during this pandemic. Some have chosen to stand down because of the risk to their close relatives, but those that have become more available due to the shutdown has outweighed the others. In addition, we have also picked up a couple excellent ambulance volunteers from Comptche FD to assist with ambulance shifts. **AMBULANCE 7420:** Our new ambulance is ready for service! We are expecting it to be in "In service and first out" starting as early as Wednesday night. I am pleased to say that this new ambulance will better serve our community for many years to come. Some of its many features are automatic gurney lifter, liquid suspension, upgraded radios, more attendant and storage space, four-wheel drive, specialized lighting, close turning radius, etc. It has been painted AVFD fleet red and has logos that match the rest of our apparatus, taking another step in further unifying our EMS and fire branches. This new edition was funded in full by both the communities' generous donations to the Anderson Valley Ambulance Service and a 55% grant match from the US Department of Agriculture. **ENGINE 7466:** 7466 has been fully outfitted with emergency lights, radios, skid mount fire unit, department stripping and logos, and other accessories. We are being held up by missing light bar brackets that were never sent with the original order. They should arrive and be installed on Friday. This patrol will be ready to serve Signal Ridge and Anderson Valley starting Monday of next week. **CONTROL/ TRAINING BURNS:** AVFD will be participating in a private control burn of approximately 120 acres on the Cooley Ranch in Yorkville this weekend. The controlled burn will be in steep terrain and mostly heavy brush. These types of control burns are mostly observation with our units on standby for escapes and control efforts. We will be sending a Type 6 Patrol unit and I will also be attending. In mid-June (either the 13th or the 20th) AVFD will be hosting a controlled burn in Philo at the Gowan Ranch. The 18-acre burn will be broken up into small strategic blocks to create appropriate safety lines and training scenarios for our firefighters. This open field is 100% open grass fuels and is surrounded by irrigated crops, the Navarro River, and Hendy woods. I will be inviting our immediate coastal fire department neighbors to also participate in the training.
9. **FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE:** (Copy attached): **Soderman** presented. **Soderman** felt that most of the FPC report was already addressed in the Chief's report. The ambulance got a new hot water heater. We lost four crew members because of COVID concerns, but staffing has been augmented by two people from Comptche. Boonville Station Stand-by Generator Project - No progress has been made by the contractor to resolve the fuel line size issue affecting the county permit process. It would be difficult to dig up the existing line because a tree is in the way and the line goes under the new concrete slab. **Soderman** has offered to do an engineering analysis of the fuel line with the caveat that his state mechanical engineering license has expired. 7466 Replacement - The new engine is in the Philo station for final build of emergency lights, winch, etc. Completion is close. A neighbor of the Navarro Station cut down a large redwood tree close to the station and belonging to the department. He then milled the lumber next door. Additionally, he installed a faulty culvert on our property. **Avilla** contacted the Sheriff, the neighbor in question, and a forester to resolve the problem. The neighbor admitted his error and will be billed for three times the lumber value. Approximately 2,500 board feet of wood was estimated. The culvert will also be improved. **Avila** outlined the extensive plans to reorganize the department into a more efficient operation. Project assignments will be better aligned with personnel job specialties. Some additional hours for **DeWitt** will be requested.

10. BUDGET COMMITTEE REPORT: (Copy attached):

- (1) Budget Chairperson Report – Presented by **Christen**: Review and Recommend New Grant Opportunities:
- (2) Review and Recommend to the Board to Release FY 20-21 Budgets for Public Review: The Board looked at the departments' draft budgets. **Avila** showed his reorganization flow chart and how it pertained to the Fire Dept. Budget. A full time employee who would work under **Avila** and **Eubank** would help both the Fire Dept. and the EMS. **Andrews** agreed and said that **Eubank** is overworked and if we had to replace him it would cost far too much. **Avila** wanted to stress that he and **Andrews** have looked thoroughly at all the funds for this year and what it looks like is that this year is good. **Avila** thinks that next year is really the big question. **Hanelt** shared that this was a good decision because the Board wants to encourage **Avila** to take another week's vacation. The Board is encouraging **Avila** to have a person who can step in when needed to help with trainings, and it makes sense to have this full time person. **Mailliard** agrees with this and asked **Avila** if he had a contract written up for this position. **Avila** said he did and it was 95% complete and that he could probably send it to them by Friday. *Motion by McKenna to approve these budgets and to put these budgets out for public review making a provision for an exempt employee for the Fire Dept. 2nd by Christen. All ayes, no nays.* **Mailliard** wanted to applaud **Avila** for all his impressive work on the flow charts, etc. **Hanelt** agreed.
- (3) Sale of Old Engine 7483: *Motion by McKenna to sell engine 7483 at market rate. 2nd by Christen. All ayes, no nays.*

11. AIRPORT COMMITTEE REPORT: Did not meet.

12. RECREATION COMMITTEE REPORT: Presented by **McKenna** – not much to report except that the Community Gardens is happening.

13. WATER PROJECTS: (Copy Attached): **Hanelt** presented - Waste: We have received three positive responses to our outreach letter campaign. The most desirable site is currently being studied by our engineer. The other parcel owners are being kept abreast of developments. Every parcel has advantages and disadvantages and we will do not know if one of them will work out yet. Drinking Water: If the current parcel and well negotiations continue positively, we will have enough volume for the system. Planning and negotiations will still take several months. We have not started any projects yet with RCAC (Rural Communities Assistance Corporation), our consultants hired by the State to help us with the final hurdles such as public outreach, education, surveys, etc. We cannot start that phase until we have our final sites for both projects. Our contract is only for another 10 months, so we are hopeful that we will be getting to the "rate letter" phase by late this year or early next year. We are discussing having live stream sessions for educating our public. We have some leads for excellent speakers, especially for managing our health problems with a water system. The other program about hydrology will have to wait until we know how many wells we will have and their location. Jack, the engineer, has reported that we will probably have only three (at the most six) new wells. The rest are existing wells. **Christen** wondered if Personnel Committee should start working on job description for water employee.

14. PERSONNEL COMMITTEE REPORT:

15. POLICIES & PROCEDURES COMMITTEE REPORT:

- a. Reserve Policy: **McKenna** presented – **McKenna** showed the Board the P&P reserve policy and the renaming of the types of accounts. (copy attached). *Motion by McKenna to approve these changes to this part of the Budget Committee policy for reserves. 2nd by Christen. All ayes, no nays.*
- b. Attorney Authorized Work Policy: (Copy attached). **Andrews** showed the Board the Procedure for Authorizing Expenditures for Legal Advice. **Hanelt** wondered if it should specify who Department heads are. P&P Committee will modify this and bring it back for review next month.

16. OTHER BUSINESS: Navarro Trespass/Tree Removal Issue: **Avila** shared photos and informed the Board of the various conversations he had with officials and the property owner who took the tree down. There was discussion about reimbursement and fining. **Mailliard** stated that the cost is three times \$3,000 for that size of a tree = \$9,000. **McKenna** thought the fine should not be too harsh since the person did not know better. **Avila** will ask the person to fix the culvert and will have Fish & Game inspect and verify that it is done. *Motion by Mailliard for Avila to write a letter to the property owner to pay \$7,500 and that the culvert be put back to its natural state. 2nd by McKenna. All ayes, no nays.*

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-

20. Adjourned at 8:05 pm

Recording Secretary – Patty **Liddy**