

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

**Approved**

1. Called to order by **Hanelt** at 5:33 pm. Members present 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**, Donna **Pierson-Pugh**, Supervisor Ted **Williams** and Fal **Allen**. **Pierson-Pugh** talked about the CSD leasing the park from the school district. **Andrews** connected **Pierson-Pugh** with the insurance writer of the CSD. There would be no increase in insurance except in case there was a liability. In forty years, there has never been a claim in the history of the park. **Pierson-Pugh** shared that because of prop 68 there would soon be \$177,000 that Anderson Valley will be receiving. The issue is that the park has been a volunteer community effort and they would love it if the Rec. Department could take it over. **Hanelt** suggested putting it on the agenda for next month once Pierson-Pugh writes an action item for the Board agenda. **Hanelt** will discuss this further with **Pierson-Pugh** and **Jim Snyder** and create the formation of an Ad Hoc Committee. **Christen** wanted the Board to keep in mind that the Food Bank approached the Board about insurance and **Andrews** said they couldn't do that.
3. CORRESPONDENCE RECEIVED – **Severn's** email will go into the CEQA file for the Water Project. **Mailliard** will work out how to get the reading file scan. **Avila** suggest that emails should not get shared in the reading file. It can be misleading for the public. Only conclusive documents and reports should be in the correspondence. **Hanelt** and **Andrews** will talk about this more.
4. CHANGES OR MODIFICATION TO THIS AGENDA: **Hanelt** wanted to move New Business 6.C. above the Consent Calendar. 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 asked to talk about PSPS and whether the Veterans Hall might be a place for this. There was a discussion about water and electricity and **Allen** presented the Board with a list of things that would need to be considered for this venue. An Ad Hoc Committee will be established to explore the possibilities with **Wilder**, **Avila**, **Soderman**, **Hanelt** and **Allen**. There will be more on this next month. Ted **Williams** will be at the next Board meeting.

**Allen & Wilder** left the meeting at 6:05pm

5. CONSENT CALENDAR:
  - a. Approval of November 18<sup>th</sup>, 2020 CSD Board Minutes.
  - b. Approval of Expenditures as Reviewed at the December 9<sup>th</sup>, 2020 Budget Committee Meeting Per the Minutes. *The consent calendar was accepted.*
6. NEW BUSINESS:
  - a. Election of Chair and Vice Chair: **Hanelt** will stay as Chair and Paul **Soderman** will be Vice-Chair of the AVCSO.
  - b. Committee Assignments 2021-2023: All Board members decided to stay with the committees that they are presently on. **Andrews** will be the Chair of the Budget Committee while **McKenna** and **Christen** will still do bank reconciliations, payroll taxes and reconcile the petty cash boxes.
  - c. Request a Press Release from Mendocino County Air Quality Management re: Burn Permit Procedure: There was a discussion about the procedures for burn permits. **Avila** said that this happens every year around this time when Cal Fire is still in the Valley and the Winter Burning Season has not begun. Air Quality Management usually begins giving out the burn permits sometime in the middle of December after a few bigger storms. **Soderman** said that it is all

clearly spelled out on the AVFD website. **Avila** and Ted **Williams** will be speaking to Air Quality Management for the correct procedure. **Scaramella** and **Avila** will draft a letter.

7. **GENERAL MANAGER'S REPORT:** (Copy attached): Presented by **Andrews**:

- **Recreation Park Insurance**

The Recreation Committee has been looking into any insurance increase the district would face if any of the new state funds are used for a project such as a climbing wall or BMX track. What we're finding is that the policy cost would not increase, however if there was a claim it would, which the Recreation Committee would be responsible for. We may want to include this stipulation in any agreements going forward.

- **New Cal-OSHA Regulations for COVID Positive Employees**

Cal-OSHA released new regulations that went into effect November 30<sup>th</sup>. Any employee who tests positive for COVID-19 must take a leave from work to quarantine. In addition, contact tracing must be done so anyone who was within six feet or less from the positive person for a total of 15 minutes (even if not all at once and a mask was worn) in a 24-hour period during the high-risk phase of the diagnosis can be tested. The high-risk time is two days before and ten days after an asymptomatic person got a positive test or a symptomatic person had symptoms. At that time, the employer would need to decide if any paid leave is granted based on state or federal regulations. We trace and take temperatures and symptoms of anyone entering the building at the Boonville station.

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

Patty and I are working on creating a single document (and possible renumbering) of the P&P this winter. The P&P Committee is still working on the computer security policy and relation of Department Heads to Board of Directors. These will come to you soon.

- **Holiday Vacation**

I will be taking the last two weeks off of December; HOWEVER, I will be working along with Patty in person on Tuesday December 29<sup>th</sup>. Patty will be out of the office during Christmas weekend, but she'll be checking e-mail and working remotely at various times while I am gone.

Calendar on schedule.

8. **FIRE CHIEF'S REPORT:** Presented by **Avila**:

- **COVID 19 VACCINATIONS:** Last Thursday afternoon the county requested that we to put together a list of first responder names, due on the following day at noon, for AVFD's first responders that wanted the COVID 19 vaccine. Out of 42 responses we have 30 first responders that are signed up and are going to receive the vaccine. I have been told that fire districts are on the 2<sup>nd</sup> tier of the rollout plan along with law enforcement. Because we have an EMS transport function, we may qualify for the first tier since our ambulance is considered to be a health care provider. I am sure that our tier determinant will be directly dependent on vaccine availability with only 975 doses allocated to the county.
- **NEW ROAD NAMES ADOPTED:** Over the past year plus, Colin **Wilson** has been working diligently to get county approval for local emergency services to identify and sponsor the naming of unnamed roads. With the support of the Mendocino County Fire Chiefs, the Sheriff, CalFire, and the Mendocino County Fire Districts association, the process has been adopted and the first five roads have been approved in Anderson Valley. Last Friday the local road shed of Honey Ridge met to install the first new road sign in the district. Next week we will be installing Grey Fox Rd., Josephina Rd., Denmark Creek Rd., and Highlands Ridge Rd. These new names will assist local responders in locating addresses quicker and ultimately, we will be able to serve our community better. We have identified approximately 15 additional unnamed roads throughout the valley that have either been problematic during responses over the years or have multiple residence on unnamed roads with the potential for confusion during an emergency.
- **MID YEAR REVISION:** The first portion of this FY has triggered several large changes in the fire department budget. I want to give the Board a heads-up well in advance due to the many

different items to be discussed in the EMS, Fire Protection, and the Budget committees. Due to our many fire deployments with multiple apparatus over the last summer, we need to adjust the budget for \$515K in incident invoices. This will include \$279,011 in payments to our FFs, \$17,046 in insurance impacts, and \$214,487 in department net revenues. On the other hand, we have identified a shortfall in the EMS branch billings which will need to be adjusted for. Other large ticket items on the table to be incorporated into this revision are the following: Boonville Station office remodel to accommodate the recent CSD reorganization, Hydrant project for the downtown Yorkville area, Purchase of a new utility pickup truck for Boonville Station, A dedicated reserve to provide advance payment for strike team personnel and Federal Excess Wildland Engine in-service costs.

9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE: (copies attached)

Presented by **Soderman**: There was a discussion about EMS shortfall but not much else to report. There was a donation of \$10,000 from MedStar. There are two new volunteers for the Fire Protection Committee. **Andrews** said this will go through Policies and Procedures. **Avila** asked the Board to recommend that Policies and Procedures re-write that the FPC would be five to seven members; not to exceed seven. This will give the FPC more flexibility. **Avila** asked the AVAS if they'd consider being on the FPC, but had no takers. **Eubank** will be on the committee on the EMS behalf.

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

- (1) Review and Recommend New Grant Opportunities
- (2) \$300 Stipend for Secretary Personal Computer for Work-from-Home Schedule: *Motion by Christen to approve the \$300 expense for the computer. 2<sup>nd</sup> by McKenna. Christen – aye, McKenna – aye, Soderman – aye, Mailliard – aye, Hanelt – aye.*
- (3) MOU with the AVAS for \$18,000 for IGT Seed Monies: (The MOU copy is attached). **Avila** shared the draft MOU and explained that this loan will not have any interest and the AVFD will pay it back. There's no guarantee that we'll get double, but if we get double back then we can pay them back and keep the funds for the next year to apply. The Budget Committee approved this and recommended to the Board to approve it. *Motion by Christen to proceed with this loan from the AVAS for the Intergovernmental Transfer Program. 2<sup>nd</sup> by McKenna. Hanelt asked if this is the first year and will it roll over every year? Avila said yes and it would be an annual program. Mailliard – aye, Soderman – aye, Christen – aye, McKenna – aye, Hanelt – aye.* **Avila** thanked the Board.
- (4) MedStar Ambulance Donation \$10,000: This will go toward the EMS shortfall. **Avila** wanted to thank MedStar for the donation. Leonard **Winter** and Teresa **Gowan** dropped off the check today.

11. AIRPORT COMMITTEE REPORT: Did not meet. **Soderman** said he would ask if **Wilder** would come to some of the Board meetings if there's anything to report.

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

- a. Review of Previously Approved Recreation Class Proposals or Trip Report Forms:
- b. Revised MOU Between AVCSD and AV Unified School District for Capita Funds (copy attached): The MOU is needed to apply for the grant. *Motion by McKenna to approve the MOU with the elementary school in regards to the play structure. 2<sup>nd</sup> by Soderman.* The Rec. Committee is the grant applicant for Prop 68 funds and \$177,000 is our cut. There was concern about whether the CSD would be on the hook if there was a liability claim. **Mailliard**, **Christen** and **Andrews** all think that the CSD lawyer **Phil Williams** should look at the MOU. This motion is tabled until next month. **Hanelt** queried whether there are funds for admin. Yes and the CSD can bill hours for **Andrews** who will submit a time sheet.

13. WATER PROJECTS:

- a. Clean Water: A report about the Fairgrounds Meeting on Dec 14<sup>th</sup> was given. They are now aware of the \$70K per acre offer that the State would pay to the County for the site. The Fair Board voted “To not accept the project with the information we have at this time.” The Zoom transcript from the Waste panel discussion on 12/3/20 was discussed. The ADU program was discussed including the County’s offer of pre-designed and engineered ADU plans. Director **Christen** shared a Power Point presentation that will help us organize our approach when doing presentations going forward. Supervisor Ted **Williams** suggested interacting with individual Supervisors so that they understood what our project was about.
- b. Drinking Water: Jack **Locey** is still working on all the easement documents. Phil **Williams** is reviewing them. Planning Grants are both running very low on available funds. We have started talking to USDA about funding short falls. They can potentially fund \$30K to each project for specific items such as soil studies, separating the CEQAs, rate study, etc. Quinn **Donovan** from USDA and the engineers are exploring this and we will bring this up as an agenda item next month if we are applying for USDA funds. We are also talking with the State about amending the Planning Grants to increase funds.

14. PERSONNEL COMMITTEE REPORT: Did not meet.

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

16. OTHER BUSINESS:

17. OLD BUSINESS:

- a. Agenda Template: **Andrews** presented the Board with a re-working of the Board Meeting agenda. *Motion by McKenna to accept the new design for the Board agenda. 2<sup>nd</sup> by Soderman. McKenna – aye, Mailliard – aye, Soderman – aye, Christen – aye, Hanelt – aye.* The Board thought it all looked very good and thanked **Andrews** for putting this together. **Hanelt** thanked **Christen** for being the catalyst for this.
- b. MCAFD Update – Did not meet.
- c. EMS Update – Nothing new 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: **Hanelt** thanked **Scaramella** for being a conduit for Board of Supervisor news. Supervisor Ted **Williams** will be at the next Board meeting.

20. Adjourned at 8:20 pm

Recording Secretary – Patty **Liddy**