

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
April 21st, 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 5:35 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**, Chris Watt, Jay McCubbrey and Jim Brown
 - a. Presentation by Tobacco Free America, Jay McCubbrey, PhD (707) 951-6715
- 1) **CLOSED SESSION:** Approval of Updated Facilities Use Agreement Between AVCS D Recreation Department and Anderson Valley Unified School District for Community Park. **Hanelt – aye, Christen – aye, McKenna – aye, Soderman – aye, Mailliard – aye.**
3. **CORRESPONDENCE RECEIVED:** Reviewed. **Scaramella** pointed out the letter he wrote to the CSD regarding a scholarship for a paramedic in Anderson Valley. This will be revisited later this year.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** None.
5. **CONSENT CALENDAR**
 - a. Approval of March 17th, 2021 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the April 14th, 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:**
 - Finalized Park Facilities Use Agreement – The final version of the park agreement is on tonight’s agenda. This is standard for the school to have facilities use agreements with various parties using their property, but not a lease which would be much more involved and time consuming for both parties to collaborate on. Our attorney and the attorney for the school district have reviewed this.
 - Water Project Long Term Plans – **Andrews** has started a draft internal document with ideas for staffing the future water projects in the event that one or both are voted in by the residents in the service areas (s).
 - Gone the week of May 1st – **Andrews** will be gone the week of May 1st to the 9th.
 - b. **FIRE CHIEF’S REPORT:** (Copy attached) Presented by **Avila:**
 - Central Fire Training Facility – Supervisor Williams contacted **Avila** about the idea of creating a central firefighting training facility in Boonville. Funding for the facility could come from a portion of monies currently available to the county from the PG&E Settlement Funds. The concept is to bring a centrally located firefighting training facility to a county owned facility (like the Boonville Fairgrounds) and be used by any Mendocino County fire department and assist the Mendocino County Fire Chief’s Academy. The project is conceptual at this point and nothing is approved.
 - AVFD Wildland Refresher and Live Training Burn - AVFD will be conducting a multiagency wildland refresher on May 1st. The training will consist of hose lays, handline construction, fire shelter deployments, pumping, and mop-up. The following weekend (weather permitting) we will be conducting a low intensity training burn on the Vidmar Ranch in Yorkville. The ten-acre burn will provide the necessary training for all fire personnel to observe fire behavior in different fuel models, changing daytime weather conditions, and topography influences. As we all know, we are quickly moving into a very dry year again.

- Property Insurance Cancellations - **Avila** was informed of three additional in-district home insurance policies that were cancelled by their insurance carriers due to the fact that their home resided in a high wildfire severity zone. The majority of our fire department's response area is rated "high severity" with the valley floor being mostly "moderate severity". "Very high severity" is scattered around the district in a mosaic of areas. Board members can reference these FHSZ maps online on the CALFIRE website. In addition, our base AVCSD insurance premiums are expected to rise as a result of the large losses to capital assets within our insurance pool around the state.

7. ADVISORY COMMITTEE REPORTS

- a. **FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE:** (Copy attached) Presented by **Soderman**: County EMS Update - Seven EMTs qualified to give COVID-19 vaccines. A new EMT is starting 4/10/21. We lost one driver recently. \$50K has been requested from the county (PG&E funds) for a heart monitor. COVID-19 - The public can now enter the main office with masks. Yorkville Station Update - Civil work about to start. A grant was received for construction of an ADA sidewalk and garage door. Auto Aid with Cal Fire – To date, no changes have been implemented. **Avila** and Cal Fire Unit Chief had a discussion in early March about the potential auto-aid change and the likely impacts to community service and interagency relationships. EMS Subcommittee Merging with FPC - in progress, Policies and Procedures Committee to review the new committee description. Slated for start date in July. Community Foundation Community Resilience and Disaster Preparedness Grant - We were awarded a matching \$6,000 grant for the installation 12 additional fire boxes for a total of 24 boxes (emergency mapping information for individual road sheds).
- b. **BUDGET COMMITTEE REPORT:** (Copy attached): Presented by **McKenna**:
 - Nexus Study Update: SCI Consultant Blair Aas says that our fee program is scheduled to go in front of the Board of Supervisors on June 22, 2021.
 - Airport CAAP Grant In Full: We received word from the Department of Transportation (TOT) that our airport will get the full \$10,000 CAAP grant this fiscal year. Earlier in the year they were uncertain due to the economic downturn with the pandemic
 - Election Reserves Bill: The County is waiting on reimbursements from the State for some election costs. We'll receive our bill once that's finalized but the elections office thought our \$5,000 estimate was probably accurate which is in this year's budget. **Andrews** has written into next year's budget a \$1,000 transfer back into the Elections Reserve to start building that back up again.
 - 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 only being reviewed for the first time at tonight's meeting but do not yet go in front of the Board. Next month the Board will recommend them for public review to then be adopted in June. This committee has two opportunities to discuss and recommend changes.
 - FY 19-20 Audit Update: Rick Bowers expects our audit to be ready next month. This was due to the initial form being lost in the mail last fall and an unusual tax season for him with COVID-19. **Andrews** will push to get this started much earlier next fall.
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.
- d. **RECREATION COMMITTEE REPORT:** (Copy attached). Presented by **McKenna**.

- 1) Review of Previously Approved Recreation Class Proposals or Trip Report Forms:
- e. **WATER PROJECTS: (Copy attached) Presented by Hanelt:**
 - 1) Drinking Water: Still working on negotiations and getting agreements signed. Waiting for new Superintendent of AV Schools and the new Elementary Principal to do a presentation to the School Board about both projects.
 - 2) Clean Water: The Shapiro parcels are being studied for suitability for injection fields. State is aware of market value of \$70K/acre but their concern is justifying purchasing more land than the project needs. Cannot proceed with negotiations until Dave Coleman submits plans. Then we will know how much land we will require.
 - 3) Public Outreach: We are picking an evening date for a Zoom Waste Water meeting. It will combine a Power Point presentation about the Waste Project and a virtual tour of an MBR. The tour “guide” is a MBR operator and will answer questions.
Discussed concerns about capacity of system and how to be sure system can handle expected development with the new infrastructure. We need to meet with the engineers and county/state to discuss.
- f. **POLICIES & PROCEDURES COMMITTEE REPORT:** Did not meet.
- g. **PERSONNEL COMMITTEE REPORT:**
 - 2) Recommendation for Salary Increase of 2% Merit Plus COLA for General Manager, Fire Chief, Secretary, and EMS Officer. *Motion by Soderman to approve the salary increase of 3.3% for General Manager, Fire Chief, Secretary and EMS Officer. 2nd by Christen. Hanelt – aye, Christen – aye, McKenna – aye, Soderman – aye, Mailliard – aye.*
 - 3) Recommendation for Initial Salary Increase After Completion of First Year Probationary Period of \$6,240 for AV Fire Department Training Officer. *Motion by Christen to approve the salary increase for one time of \$6,240 for training officer. 2nd by McKenna. Hanelt – aye, Soderman – aye, Christen – aye, McKenna – aye, Mailliard – aye.*
 - 4) Recommendation to Pay Secretary \$75/mo. Health Benefits Reimbursement Retroactive July 1st, 2020. *Motion by McKenna to pay secretary \$75/month health benefit reimbursement retroactive July 1st, 2020. 2nd by Mailliard. Hanelt – aye, McKenna – aye, Christen – aye, Soderman – aye, Mailliard – aye.*

8. OLD BUSINESS:

- a. Approval of Updated Facilities Use Agreement Between AVCS D Recreation Department and Anderson Valley Unified School District for Community Park
- b. MCAFD Update – **Mailliard** shared an update from the last meeting. The need for a unanimous front is imperative to make the County Planning Dept. consider fire districts.
- c. EMS Update – **Avila** – nothing to report.
- d. PG&E Settlement Funds and PSPS Center – **Hanelt** asked that this be taken off the agenda since it is a USDA representative that will be helping with the grant and they will work with the County. There was a discussion about the possibility that the Veterans’ Building might be a good location for the training center that Ted Williams is considering.

9. NEW BUSINESS:

- a. Future AVCSD Office and Meeting Space Infrastructure Needs Relating to Water/Wastewater Initiatives and Funding Under the Biden Administration’s COVID-19 Package – **Christen** thinks there should be a Long-Range-Plan for the CSD and that with grant money we might want to start applying for some funds. **Christen** proposed a committee to further investigate this. The fire house has no more room and we may need to expand in the next five years. **Hanelt** appointed **Christen** and **Andrews** to an Ad Hoc Committee for this purpose.
- b. Resolution 2021-03 – Fire Inspection Resolution for Office of the State Fire Marshal. *Motion by McKenna to approve Resolution 2021-03. 2nd by Soderman. Hanelt – aye, Mailliard – aye, Christen – aye, Soderman – aye, McKenna – aye.*
- c. Protocol and Schedule to Resume In-Person AVCSD Committee and Board Meetings. It was decided to put this on the table for the near future and wait.

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

11. ANNOUNCEMENTS/CONCERNS OF DIRECTORS: None.

12. ADJOURNMENT: 8:15 pm

Recording Secretary – Patty **Liddy**