

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom  
June 16<sup>th</sup>, 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**, **François Christen**, **Joy Andrews** and **Patty Liddy** all on Zoom and teleconference call. **Larry Mailliard** absent.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** **Mark Scaramella**. **Scaramella** had a few items he wanted to discuss. 1) The letter to the Board of Supervisors regarding traffic in downtown Boonville. 2) Find out about the water supply for fire safety. 3) Any opinion on the tree trimming that PG&E is doing for fire safety. 4) Are the Directors aware of the County emergency preparedness “Know your Zone”. 5) PSPS update. 5) When the Directors will begin having in-person meetings again.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** **Hanelt** asked to have traffic letter to Sheriff under 8.e., update on computer security policy under f. 4. And in-person meetings under 8.f.
5. **CONSENT CALENDAR**
  - a. Approval of May 19<sup>th</sup>, 2021 CSD Board Minutes.
  - b. Approval of Expenditures as Reviewed at the June 9<sup>th</sup>, 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**:  
**Governor’s Executive Order/OSHA Re-Opening State:** Governor Newsom will possibly issue an executive order on June 17<sup>th</sup> stating that all vaccinated California workers don’t need to wear a mask or practice social distancing. **Water/Wastewater & Long-Term Plans:** **Andrews’** main focus for this project is still activating the water/sewer powers through LAFCo after the Proposition 218 vote is complete. If these services are voted in, **Andrews’** work will come later during construction and management of the required staff. **Christen** and **Andrews** will re-visit our role on the Ad Hoc Strategic Committee for the overall district later in the year as time and energy allows. **Bookkeeping Help:** PJ Nielsen did an in-depth training on June 2<sup>nd</sup> to go over payroll, bills and credit cards. She is very competent and she’ll be coming in every other Friday including this week.  
Calendar of Events – Reviewed
  - b. **FIRE CHIEF’S REPORT:** (Copy attached) Presented by **Avila**: **FIRE BOXES:** Fire boxes are being installed in neighborhoods now. We have installed several in the valley and intend to continue next week. Our goal is to have boxes ready for use by July 1<sup>st</sup>. **AVVFFA/AVAS MERGER:** The Anderson Valley Volunteer Fire Fighter Association (AVVFFA) and the Anderson Valley Ambulance Service (AVAS) will officially be merging on July 1<sup>st</sup> 2021. With the AVCSD/FD now running our local ambulance service, the AVAS has become a support organization for the EMS crews. Since their mission was parallel with the AVVFFA, it seemed appropriate to merge them. The AVAS will transfer assets to the AVVFFA on July 1<sup>st</sup> and after finalizing several procedural steps, officially end their status as a local nonprofit. Several AVAS Board members will join the AVVFFA to ensure EMS representation and to participate in existing programs under the merged organization. The AVAS has honorably served this community and our ambulance volunteers for decades, we thank everyone who sat on the Board over the years or supported their cause, this community is better for it! **NEXUS STUDY DELAYED AGAIN:** This was delayed again after the County did not post the agenda item correctly. We are now waiting to obtain another slot in the BOS agenda. **Avila** was told this could be in August or

September. **WILDLAND ENGINE:** After several months of waiting for painting and in-service repairs, wildland engine 7474 is now in service. The apparatus was acquisitioned from the Federal Excess program (aka - FedX) for free. It is a 2005 International type three engine with space for five firefighters. It is slated to be permanently housed in Yorkville once the building is constructed. It will be the substitute engine for Boonville Station ensuring adequate coverage when engine 7471 is sent out on Strike team. **VEHICLE REPAIRS:** Rescue 7431 went out-of-service in early May while returning from an incident. All the rescue and extrication equipment were transferred to a different apparatus until repairs could be conducted. In addition, Angus noticed that C7400 had a very minor transmission drip and requested that I have the dealer do an assessment. It needs a transmission overhaul and will be out for several more days at minimum. It is covered under warranty since it is a 2019 model. **Avila** will be using Rancho Navarro's utility for the meantime. **ANNUAL VOLUNTEER PARTICIPATION REVIEW:** Each year we contact volunteers that are not participating to the minimum training and/or response requirements. In early May we sent out a department email to prompt those falling behind to re-engage or contact their officers about their situation. In early June **Avila** sent all volunteers that appeared that they were not going to make the requirement a letter of their status. **Avila** will be following up by phone with anyone who has not contacted us after receiving their status letter. This process can be difficult with the many different reactions but is necessary to keep the roster accurate, ensure safety, and maintain camaraderie with the crews. All of the volunteers that meet and exceed the threshold will receive annual stipends and air ambulance memberships.

## 7. ADVISORY COMMITTEE REPORTS

- a. **FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE:** (Copy attached) Presented by **Soderman:** EMSO Report/Calendar of Events - New supplies are being purchased including EpiPens. One EMT returned. Vaccines are winding down; teens scheduled next week. EMS Billing Shortfall - Revenues improving, may make budget. Yorkville Station Update - Slow - Civil Engineer and Surveyor are one month behind because the surveyor was injured. Fed Excess Type-3 Wildland Engine Update - Progress is slow but good quality. Angus is making mechanical checks. PTO drive line too steep. Air leak fixed. Unit is in service and needs stickers. Utility Pickup Truck Update - Still waiting for a chip. EMS Sub-Committee Merging with FPC - Board should approve, though there is a question about possible charter conflict. Policies and Procedures committee to address the issue next. Rob **Giuliani** is retiring from the committee. That will give us 9 members next month if the EMS committee joins. NEXUS Study - Issue is on County Board agenda. Council dislikes some wording related to service area, which may force us into Annexation mode.
  - 1) Recommend Board to Pay \$400 Subscription to Mendocino Cooperative Aerial Fire Patrol Due to Valuable Service to Community: *Motion by Soderman to pay for \$400 subscription to Mendocino Cooperative Aerial Fire Patrol. 2<sup>nd</sup> by McKenna. Hanelt – aye, Soderman – aye, Christen – aye, McKenna – aye, Mailliard – absent.*
- b. **BUDGET COMMITTEE REPORT:** (Copy attached): Presented by **Christen:** GM Report: **Nexus Study Update:** Per Blair Aas of SCI Consulting our fee program is scheduled go in front of the Board of Supervisors on June 22. **Airport CAAP Grant in Full:** We received word from the DOT that our airport will get the full \$10,000 CAAP grant this fiscal year and should receive it soon. They had updated their forms and Patty and Kirk re-submitted per their request. **Elections Reserves Bill:** The county is still waiting on reimbursements from the state for some elections costs. We will receive our bill once that is 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. **FY21-22 Draft Budget Schedule:** Per our Policies and Procedures the first draft of next year's budgets are only being recommended to the board. This month the board will recommend them for public review to then be adopted in June. **FY19-20 Audit update:** Rick Bowers expects our audit to be ready at the end of this month. Due to the initial form being lost in the mail last fall and an unusual tax season for him with COVID. Andrews will push to get this started much earlier next fall. **TOT Revenue FY20-21:** We got notice the county is allocating \$23,800 to us for this fiscal year's TOT. The fire department had not budgeted anything as this revenue source was uncertain. The Fire Chief will add this to his fund balance carryover. Outlying and Airport contracts have been sent out. CSD Financial – Reviewed: Admin bill from County Assessor just received and there will be a mid-year budget revision. Scaramella wondered if strike team revenue goes to admin. The CSD admin is covered by taxes and Andrews suggested it as an agenda item. Fire Dept. Financial – Reviewed: Scaramella asked Andrews if the spend down was done. Andrews thinks there is more that the Fire Chief will want to spend before the fiscal year is over. Discussion about Epi-pens. Scaramella wondered about the status between the AVUSD and the AVFD regarding a fuel agreement. Ambulance/EMS Financial – Reviewed: There was a discussion of tracking the correct numbers. The call revenue and interest income should be included in the graph. Graph will start anew in July – the new fiscal year. McKenna will take a look at the graph before next month's meeting.

- 1) Recommendation to Transfer Budgeted Allocations to Specified Reserve Accounts – Motion by McKenna to approve transfer budgeted allocations to specified reserve accounts. 2<sup>nd</sup> by Christen. Hanelt – aye, Soderman – aye, McKenna – aye, Christen – aye, Mailliard – absent. *Amended motion by Christen to transfer budgeted allocation to specified reserve accounts except for \$17,000 retained for purpose of paying Worker's Compensation for next year. 2<sup>nd</sup> by McKenna. Hanelt – aye, Soderman – aye, McKenna – aye, Christen – aye, Mailliard – absent.*

c. **AIRPORT COMMITTEE REPORT:** Did not meet.

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

There was a four-week fitness project by the Wellness Coalition which will continue with summer school projects for kids. There will be a produce exchange later in the summer. Leftovers will go to the foodbank. There is soccer for little kids and it has proved to be very popular. Zumba has been on-going every weekday at the high school. There is a survey at the Community Park for people to fill out what they want for the park.

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

- 1) Drinking Water: Contracts with all parties continue. We are waiting for July 1<sup>st</sup> start date for the new Superintendent of the AV School District to pursue negotiations for the last two wells on AV School district property (the existing well at the Elementary School and the new well at the corner of the Community Park next to the AV Clinic driveway on Airport Road). We have requested being on the August school board meeting agenda to ask that someone from the schools be authorized to negotiate with us.
- 2) Clean Water: We are waiting for the funding amendment to come through for an additional \$100K for planning for each project. Waste will then be able to subcontract the soils studies for

the Shapiro property. That will determine the amount of land we need for our injection field and building site. Both Drinking and Clean Water projects will be able to produce Rate Studies with the increased planning grant funding. Before the increase in funding the Clean Water Rate Study was to be done by RCAC (Rural Communities Assistance Corporation), but now Brelje and Race engineers will be responsible for both project Rate Studies. With the completed Rate Studies, we can approach LAFCO (Local Area Formation Commission) to activate our latent powers to provide Drinking and Waste services. The State will allow more capacity in our planning designs if we submit a growth projection report. This is in response to our concern that Boonville has a pent-up need to develop parcels. Mendocino Planning and Building has been approached and they have responded that they will meet with us soon. The Engineers state that increasing capacity does not translate into a significant increase in Operation and Maintenance as most of those costs are fixed. This would support purchasing more acres of the potential waste site with grant money so that there is room to enlarge the injection field in the future.

Board members asked questions relating to drought, recharging of wells, etc. Once the engineers have the components in place, we will invite them to attend one of our board meetings to directly answer these questions. Meanwhile, directors are welcome to submit questions to the engineers through Joy during the monthly water project standing committee meetings.

The Smith River MBR virtual tour now has a link from our website.

[https://www.youtube.com/watch?v=H\\_HMaoSCNPA](https://www.youtube.com/watch?v=H_HMaoSCNPA)

The Power Point slide presentation about the Clean Water project is on our website:

<http://avcsd.org/docs/PP052521.pdf>

**f. POLICIES & PROCEDURES COMMITTEE REPORT:** Presented by **McKenna**:

- 1) Updating Personnel Series 2005 General Philosophy – after a discussion the P&P Committee will re-visit this.
- 2) Merging Fire Protection Committee & EMS Sub-Committee (Copy attached): The new name for the merger is the Emergency Services Committee. *Motion by McKenna to approve the merging of The Fire Protection Committee and the EMS Sub-Committee and change the name to The Emergency Services Committee. Also change the number of members from “up to eleven” and replace with “up to nine” members. 2<sup>nd</sup> by Christen. Hanelt – aye, McKenna – aye, Soderman – aye, Christen – aye, Mailliard – absent.*
- 3) Revise By Laws to Include Ambulance Powers (Copy attached): One paragraph was changed in District Powers under active powers to add item e. Ambulance Transport Services. *Motion by Christen to add item e. in the By Laws to include Ambulance Transport Services. 2<sup>nd</sup> by McKenna. Hanelt – aye, Christen – aye, Soderman – aye, McKenna – aye, Mailliard – absent.*
- 4) Update on Computer Security: Presented by **Christen**. Informational only.

**g. PERSONNEL COMMITTEE REPORT:** Did not meet.

**8. OLD BUSINESS:**

- a. MCAFD Update – **Avila** shared that they met that morning. They are trying to reconsolidate after a year of zoom meetings and COVID. There will be a Steering Committee meeting next Friday at the Boonville Station with Ted Williams. The hope is to start a two-way conversation between the MCAFD and the BOS.
- b. EMS Update – **Avila**: Nothing to report.
- c. PSPS at Veterans’ Building Update – **Hanelt**. This situation is murky at best. The idea was to use the Veterans’ Building. The USDA grant had to be submitted by the County for that grant. The County is looking into a few options. The County’s concern is that existing issues with the Veterans’ Building must be dealt with before there is any change in use. **Avila** will bring it up at the next meeting with Williams. This will stay on the agenda for now.
- d. Adoption of the FY 21-22 Budgets – presented by **Andrews** (Copies attached): **Andrews** showed the budgets to the Board. ***Motion by Christen to adopt the budgets for FY 2021/2022. 2<sup>nd</sup> by McKenna. Hanelt – aye, Christen – aye, Soderman – aye, McKenna – aye, Mailliard – absent.***
- e. Letter to Sheriff Kendall Regarding Traffic in Anderson Valley. **Hanelt** will sign the letter and send it out on Friday.
- f. In-Person Meetings to Resume – The Board and Budget Committee meetings will resume in July or August.

**9. NEW BUSINESS:** None.

**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:** 7:42 pm

Recording Secretary – Patty **Liddy**