

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
February 16th, 2022 at 4:30 p.m.**

APPROVED

- 1. CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER FOR ELECTRONIC MEETINGS:)** Called to order by **Hanelt** at 5:30 pm. Kathleen **McKenna**, Larry **Mailliard**, François **Christen**, Andres **Avila**, Valerie **Hanelt** and Paul **Soderman** in person or on Zoom. Staff - Joy **Andrews** and Patty **Liddy**.
- 2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Mark Scaramella, Jim Little, Josh Mathias, Morgan Baynham, John Schmitt, Rebecca Johnson, Marty Durlin and Greg Krouse.
- 3. CORRESPONDENCE RECEIVED:** Reviewed. **Soderman** shared that there will be a television crew with PG&E at Faulkner Park on February 28th at 11am.
- 4. CHANGES OR MODIFICATION TO THIS AGENDA:** *Motion by McKenna to move 8.b. and 9.d. up to after 5.b. 2nd by Soderman. Hanelt – aye, Mailliard – aye, Christen – aye, Soderman – aye, McKenna – aye.*
- 5. CONSENT CALENDAR:**
 - a. Approval of January 19th, 2021 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the February 9th, 2021 Budget Committee Meeting.

The consent calendar was accepted.

(8.b.) Traffic Safety Committee Report: Scaramella presented the Board with a few diagrams regarding traffic safety. He spoke with the Sheriff last week about the logging trucks speeding through downtown. **Avila** shared that he spoke with the logging truck company rep. and they were very receptive to making sure their drivers slowed down in town. Cal Trans gave the Traffic Safety Committee some recommendations such as “rumble strips”, parallel parking, flock cameras and restriping.

(9.d.) Caltrans Clean California Project - Central Boonville Beautification – Clean California is a grant program to clean up the highways. Cal Tran has discretionary money and they want to know if we want trees and sculptures in downtown Boonville. April is the deadline for this funding. The requirement is to take on the on-going maintenance. Schmitt talked about his idea of “parklets”; like Calistoga has recently done. Parklets can add another 6 to 8 feet on the road. It could narrow the highway if we had one parklet on one side and two on the other side. Usually, the parklet is a wooden deck structure. You can use planters and create a zone where people may gather. Johnson is working with Schmitt on this and feels that art has a broader scope these days and that the parklets could be sittable art. Creating places where people who live here or tourists can find a spot for public spaces is Johnson’s vision. Perhaps create a history trail through town. Another idea from Schmitt is to take the empty lots in town and create screens of the outlines of the original buildings and could come up with murals. Hanelt informed the group that Boonville is scheduled for a complete repaving project with bike lanes in 2026. They will coordinate with the projects. Scaramella wondered who has liability if something happens to the parklets like someone running into one. Schmitt and Johnson thanked the Board. *Motion by McKenna to move KZYX (9.c.) next on the agenda. 2nd by Christen. Hanelt – aye, Mailliard – aye, Christen – aye, Soderman – aye, McKenna – aye.*

(9.c.) KZYX Request to Site a Trailer at the New Philo Fire station: Marty Durlin (station manager of KZYX) and Greg Krouse (programmer). Durlin and Krouse asked the Board to consider the radio station having a site at the New Philo Fire Station. Krouse and Avila did a walk around the property. There is some logistics (septic, water, electricity) to work out. Durlin and Krouse will come back next month with some more information.

Motion by McKenna to move 9.a. up the agenda. 2nd by Mailliard. Hanelt – aye, Mailliard – aye, Christen – aye, Soderman – aye, McKenna – aye.

(9.a.) Municipal Advisory Council (MAC) Presentation by Jim Little. **Hanelt** explained that she was tasked to find out more about MACs so she invited Jim Little, formerly on the Laytonville MAC, to do a presentation. Jim explained that a MAC does not have jurisdiction to take action but, rather, serves in an advisory capacity to the Board of Supervisors when they are taking action that affects their local community. The MAC meets when an action item comes up that affects the community and the community wants to have influence over the decision. The MAC seeks input from Valley districts/organizations/residents and makes a recommendation. Jim pointed out that MAC recommendations carry a lot of clout with the Supervisors as local MACs study situations in more depth. A future Anderson Valley MAC would have to define the area represented as well as who would serve and their terms.

6. ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:

- a. **GENERAL MANAGER’S REPORT:** (Copy attached) Presented by **Andrews: Interviewing for New General Manager:** The screening committee interviewed all qualified applicants. There were only four after we received a few last-minute cancellations and one no-show. It was narrowed down to two applicants and the next step is for the Personnel Committee to do an interview and make a recommendation to be adopted by the board; this is the process per our Policies and Procedures. I can move my end date out until May 15th if necessary. **Fuel Tank Installation:** If Andres decides to move forward with a fuel tank project, it looks like we’ll need to do a competitive bidding process and make sure the contractor selected is registered with the Department of Industrial Relations (DIR) and pays prevailing wage. We also have to enter the project in the DIR system under our account as a “public works project” since it will likely be over \$25,000 but don’t have to do any reporting beyond that. Depending on the timing I can take care of this and/or make sure my replacement has all the information and laws for this and any future project. **Form 700s Needed Back by Mid-March:** Form 700s are due to the county by the beginning of April so Patty is sending them out to you this week by e-mail and the original should be signed and returned to us by Mid-March. **FY20-21 Audit Underway:** Patty and I gave all the materials to Rick Bowers a couple weeks ago to get started early on last year’s audit. I’ve asked him to have it finished before April so I can go over it with the new General Manager before I leave in May. Under Item 4 on the agenda there has been an update on the GM search. *Motion by Mailliard to have a closed session under government code 54957(b) Personnel Matters to discuss the general manager. 2nd by McKenna. This is last minutes information and is urgent. Hanelt – aye, Mailliard – aye, Christen – aye, Soderman – aye, McKenna – aye.*
- b. **FIRE CHIEF’S REPORT:** (Copy attached) Presented by **Avila: FUEL STATION/ PROPERTY NEEDED:** Fuel has become a real issue for AVFD’s day to day activities. The Redwood Drive-In no longer provides diesel fuel and our volunteers are now driving the apparatus to either the Rancho Navarro Store or to Cloverdale. After spending a bit of time designing and researching fuel tanks, permits, funding, and construction requirements to site a fuel station on AVUSD property near the tennis courts, I am told that the School District Board may not be in support of the idea. This location would have been an ideal location but it is now likely being reserved for a possible skate park or horse arena. The best option would be the old fuel station directly across the street on the corner of Hale St and 128 could be purchased and developed. Ownership would allow us to assist some of the much-needed downtown cleanup and would allow for future fire department facilities space. I will be exploring options for any available space surrounding the fire house to accommodate our growing needs. **AMBULANCE COVERAGE AND MODEL:** At last month’s AVCSD Board meeting I shared my memo about a different EMS model idea that could assist AVFD’s ambulance move patients to the hospital quicker and

also assist limiting county-wide drawdown of ALS ambulances. MedStar Ambulance was open to the idea but when it went to Coastal Valleys EMS Agency, it was declined. In fact, no suggestions or modifications to the idea were presented nor was there any contact from CVEMSA about our situation. Although the idea would not have been a cure-all or make AVFD a windfall of revenues, the concept was proposed to increase service to our patients and stop unnecessarily drawing down much needed ALS ambulances out of Ukiah. EMS transport in Anderson Valley remains status quo. **NEW PROPOSAL:** AVFD will continue attempting new ideas to maintain quality ambulance service for our community. I have drafted a letter to the County BOS to increase the ALS Enhancement Funding to AVFD by \$66,000 and will be asking the AVCS Board to support this request. The funding will allow AVFD to increase volunteer shift stipends from \$30 to \$50 for a 12-hour shift. A rotating EMS Duty Officer position would also be created to pay AVFD volunteers through MedStar or other agency, to take duty coverage on three weekends each month, likely one weekend shift per month (48 hrs.) per individual. This would allow Clay two scheduled days off each week. Scheduled personal time would relieve volumes of stress for Clay and we may be able to avoid burning him out. *Motion by McKenna to move item 9.c. up as it pertains to this discussion. 2nd by Mailliard. Hanelt – aye, Mailliard – aye, Christen – aye, Soderman – aye, McKenna – aye.*

(9.c.) Letter of Request for the Board of Supervisors to Approve Increased Funding for ALS Overlay Grant: The Board read the letter of request for the BOS to approve increased funding for ALS overlay grant. *Motion by Christen to approve sending the letter to the BOS with a few grammatical corrections. 2nd by McKenna. Hanelt – aye, Mailliard – aye, Christen – aye, Soderman – aye, McKenna – aye.*

Avila thanked the Directors.

7. ADVISORY COMMITTEE REPORTS:

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Soderman**: Soderman went over the minutes from the last ESC meeting. Most of these minutes addressed issues that have already been discussed in the Fire Chief's report.
- b. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **Christen** – We have received most of the strike team money this month for the past fiscal year. We worked out the donations that we will be sending to the AVVFFA. It was a very short meeting.
- c. **AIRPORT COMMITTEE REPORT:** Did not meet.
- d. **RECREATION COMMITTEE REPORT: Presented by McKenna** – There were 15 people at the meeting. Regarding the Community Park the quote for the parking lot was double the money from what the quote was last year. **McKenna** was interested in the competitive bidding process and **Andrews** emailed her the information. The Service-Learning Team is a group of kids from the High School who are working on getting a skate board built on the school premises. There were several adults interested as well. The Teen Center is not attracting any interest right now. Community Wellness is offering a zoom program on stress relief. There will be a clean up day on Earth Day. Karate started up again and also ballet. The Community Garden will probably be starting up soon. We are still waiting for the signed contract for the grant.

e. **WATER PROJECTS: (Copy attached):** Presented by **Hanelt: Wastewater:** We signed the documents the last week of January for both projects but are still waiting for the amendments to be executed by the accounting dept. According to our consultant at State Financing it takes 2-4 weeks from the time they receive our signed amendments. Engineer Dave Coleman is scheduling the soil assessments as soon as we get word. **Drinking Water:** We met with AV Schools Feb 14th for a walk-through at the Elementary School with the School Board's water committee and the Superintendent. The next step is Jack Locey writing up the agreement with the schools to include the Elementary well in the municipal project as well as an easement to put a new well in the corner of the Community Park on Airport Rd. Once the agreement is written up it will be presented to the School Board. After an earlier meeting with the Meadow Estates Water Board, the layout for the municipal system has been changed to accommodate their desires. The Brelje and Race surveyors will redo the layout. Director Christen asked that the Board be informed when a contract is negotiated and signed to have an idea of what progress is being made with the Drinking Water contracts.

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

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

7. OLD BUSINESS:

a. MCAFD Fire Warden Update - Mailliard. **Avila** shared that there had been talk about having a Fire Warden over the past year at the MCAFD meetings. It was decided to put a time out on the whole thing. It was thought that the money fund the districts independently for now.

8. NEW BUSINESS:

9. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUS BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION: Closed Session: The board voted to do a second interview with Cora Haynes for the General Manager Position.

11. ANNOUNCEMENTS/CONCERNS OF DIRECTORS:

12. ADJOURNMENT: 8:25pm

Recording Secretary – Patty Liddy