

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING  
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT  
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom  
March 16<sup>th</sup>, 2022 at 5:30 p.m.**

**APPROVED**

1. **CALL TO ORDER & ROLL CALL: ROBERT'S RULES OF ORDER FOR ELECTRONIC MEETINGS:**) Called to order by **Hanelt** at 5:39 pm. Kathleen **McKenna**, Larry **Mailliard**, François **Christen**, Andres **Avila**, Valerie **Hanelt** and Paul **Soderman** in person or on Zoom. Staff - Joy **Andrews**, Cora **Haynes**, and Patty **Liddy**.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** Mark **Scaramella** and Morgan **Baynham**. **Scaramella** wanted to get Cora's name correct.
3. **CORRESPONDENCE RECEIVED:** Reviewed.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** Under old business 8.d. computer security – information only.
5. **CONSENT CALENDAR:**
  - a. Approval of February 16<sup>th</sup>, 2022 CSD Board Minutes, special meeting minutes of Sept.1<sup>st</sup> 2021 and February 23<sup>rd</sup>, 2022.
  - b. Approval of Expenditures as Reviewed at the March 9<sup>th</sup>, 2022 Budget Committee Meeting.

*The consent calendar was accepted.*
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS:**
  - a. **GENERAL MANAGER'S REPORT:** (Copy attached) Presented by **Andrews: Training for New General Manager:** Cora began training last week. We will continue to train over the next two months. Much of her time in the beginning will be spent reading historical materials and attending online courses, both governmental through CSDA and managerial through our Target Solutions portal that is included with our insurance premium. **Community Park Pavement Project & Bidding:** Although the Proposition 68 funding did not require competitive bidding, my research with CSDA recommended we put this project out to bid not only as a show of good public procedure, but also to help us get more vendors to submit proposals as we were having trouble finding anyone besides Granite Constructions. We got a great piece of advice from another district to contact vendors registered on a builder's exchange. Kathleen gave me a list of eight vendors to send the Request for Proposals to. The bid closes on March 29<sup>th</sup> at 2pm, which was recently extended from March 22<sup>nd</sup> so Steve Wood, the architect, could make some modifications to the plans. As a separate item, the Department of Industrial Relations (DIR) requires that we register the project and the vendor be registered and pay prevailing wage. **Board Terms Expiring:** Directors **Mailliard** and **McKenna** have terms expiring this year. As the Secretary (Clerk) of the Board I have asked Patty to be the point person interfacing with the county elections office and to keep you all apprised of the deadline(s) for renewing your term. **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
  - b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Avila: EMS Funding Request Denied:** AVFD's recent request to the county for an additional \$66,000 was denied when it was introduced at the Emergency Medical Care Committee (EMCC), an advisory committee to the BOS. The request would have provided our ambulance service the needed funding to fill the staffing gaps we are currently facing. Clay has been acting as the "Dutch Boy" for all the unstaffed ambulance shifts in recent months and beyond. Our attempt to provide the ambulance manager six days off in a month and prevent burnout was primarily denied because it was perceived as a monetary grab that other

ambulance agencies also wanted a portion of. The Fire and EMS branches of the Fire Department both need increased funding sources to remain providers of reliable services over the next decade. **Insurance Claim:** AVFD has turned in an insurance claim for two vehicles after they were damaged on Saturday night. Units responded to a medical aid in Philo for an incident described as “CHP out with one male, unknown medical”. One of our first responders passed the patient while enroute to the fire house where the man smashed his privately owned car mirror while passing by. The patient charged the vehicles while they were backing away. The man jumped on the two vehicles trying to break off their mirrors, smashing 7468’s door and ripping the window out of the driver’s side. 7463 sustained no damage. Both damaged vehicles (7468 and the POV) have had their claims sent to the insurance company for claims and repairs. No AVFD personnel were injured. **Staff Training:** Angela DeWitt is attending a management course this week in San Jose. Clay Eubank is headed to Rancho Cucamonga to take a Medical Unit Leader class next week. **RX Burning Program:** Over the winter AVFD has participated in and lead several prescribed burn projects throughout the valley. The objective of these RX burns is to use fire as a natural tool to improve forest health, reduce the potential of extreme wildfire, remove invasive species, and create defensible space. These RX burns are excellent training opportunities for both firefighters and residents to better understand fire behavior in a low stress experience. The property owner’s lands benefit from the RX burn but all of the attendees get a great opportunity to learn fire behavior first hand. Taking this new understanding of fire behavior, they can now apply it to their property and home to mitigate hazards. This process has increased the public’s awareness and motivation of how to prepare their properties and how safe (or not) their homes really are. **Strike team Over-Payments:** During the Budget Committee meeting this month I noticed a discrepancy in the budget verses actuals in regards to strike team payments. The end column breakdown for the year was correct but was not cross referenced in excel between different tabs. Any future payments to firefighters that have received more than was intended will also have the deference deducted out of the next check to true up the deference. I intended to use the budgeted contingency line item to cover the difference.

7. **ADVISORY COMMITTEE REPORTS:**

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Soderman:** Paul 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. We are still waiting on confirmation from PG&E that it will not be cutting the trees down at Faulkner Park. Cal Fire is under new management and they will be responding to incidents in the Valley as they have done in the past. The Community Foundation will fund the \$5,500 grant for Phase II for the fire boxes.
- b. **BUDGET COMMITTEE REPORT:** (Copy Attached) Presented by **McKenna – Christen** did the audit. There wasn’t much on the agenda and the meeting was only an hour long. There was no new business and nothing to vote on. They went over the financials. **Scaramella** said that the sub-committees are working on draft budgets.
- c. **AIRPORT COMMITTEE REPORT:** Bipartisan Infrastructure Law (BIL) Kirk Wilder: Federal money to help update airports. Wilder has been trying to contact the FAA to see if our airport is eligible for these funds. **Scaramella** suggested contacting Senator Huffman on this. Wilder doesn’t think that the hay will be any good this year without the rain. **Avila** thought that the fire department could do a prescribed burn to help offset the cutting of the hay/grass as a training. The use of the airport is increasing a little bit, but not up to where it used to be with the price of gas. Wilder left at 6:35.

- d. **RECREATION COMMITTEE REPORT: Presented by McKenna** – Kathleen talked about the meeting that happened earlier this day (March 16). The Rec. Committee has worked on a proposed draft budget. The Teen Center seems to be up again and they are setting up some movie nights. The Service-Learning Team have been working on getting a skate park. They presented a power-point and videos regarding this. Steve Wood is revising the drawings for the Community Park and the Rec. Committee added an extra week for the bidding process for a parking lot. **Scaramella** will run the ad one more week in the AVA.
- e. **WATER PROJECTS: (Copy attached): Presented by Hanelt: Clean Water:** Kathleen and Val did a walking survey of Meadow Estates to gauge interest in joining the sewer project. There was some interest but not enough to warrant including the subdivision. Today we met with the owners of Valley Views to go over the proposed project and layout of the treatment leach fields and treatment building. They will discuss and let us know whether they would like to proceed to negotiations. We will not invest in the soil tests unless they express willingness to start negotiations for the property. **Drinking Water:** Jack Locey (engineer) has submitted the updated and revised Meadow Estates plan layout to the ME water board for their review. The contract for the AV School District well and treatment features, as well as the new well site at the community park, is now in the hands of the school district and we are waiting for their review. **Christen** shared that he has data on the wells from the Nature Conservatory and was able to download rainfall data from the station in Boonville and he will be working on doing some statistics regarding water in the Valley.
- f. **POLICIES & PROCEDURES COMMITTEE REPORT:** Did not meet.
- g. **PERSONNEL COMMITTEE REPORT:** Presented by **Mailliard**. Larry shared that the committee offered Cora Haynes the General Manager job and she accepted the contract. *Motion by McKenna to accept the appointment of Cora Haynes as General Manager at 80-90 hours per month at \$23 per hour and a \$200 per month health benefit stipend. 2<sup>nd</sup> by Mailliard. Hanelt – aye, Soderman – aye, Christen – aye, Mailliard – aye, McKenna – aye.*

#### 7. OLD BUSINESS:

- a. MCAFD Update: Did not meet.
- b. KZYX to AVFD Philo Station Property – they will be at next month’s meeting.
- c. Anderson Valley Beautification Cal Trans Clean California \$50K Grant: Presented by **Hanelt**. Last month there was interest in parklets, but these will not be covered by the grant. It was suggested to look at municipal benches. The newly fledged “AV Beautification Committee” has 17 members and they would like to use local artists to make their own benches. Cal Trans liked the idea, but they’ve never had functional/livable art. The problem with this is that it will need an engineering stamp. There is a core of “AV Beautification Committee” members and they will be under the umbrella of the Recreation Committee.
- d. Computer Security – **Christen** wanted to update the board on his on-going security work regarding the CSD departments’ computers. There is now an external network and an internal network. He has found a way to bring a student on board to help with these efforts through the AV Foundation which has an internship program. They will pay \$15 per hour for 80 hours this summer. There is no budgetary impact on the CSD. The Board will consider approving the enlistment of the summer intern at its next meeting in April.

#### 8. NEW BUSINESS:

- a. New AVFD Website. **Avila** walked the board through the new website. He thanked **Soderman** for all of his hard work as the overseer/creator of the old website for many years.
- b. AVCSD Staff Semi-Annual Meeting Scheduled for March 30<sup>th</sup>.

9. **ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUS BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION:** None.
10. **ANNOUNCEMENTS/CONCERNS OF DIRECTORS:** **Soderman** – none, **Hanelt** – none, **Mailliard** – concerned about lack of rain. **McKenna** – wondered when the committees can meet in person. **Hanelt** asked **Avila** about The Owl. The meetings seem to run smoothly with The Owl – some meet in person and some on video and it hasn't been a problem. **Soderman** agreed that the meetings are much better now with the new equipment. There is no vote needed to resume meeting in person. Unless there is another health crisis, we could meet in person and use The Owl – a hybrid. We will do a resolution at the beginning of every meeting. **Andrews** will find out if we can have this on our consent calendar. **Christen** will hate to see **Mailliard** or **Soderman** leave next year. The directors welcomed Cora to her first board meeting.
11. **ADJOURNMENT:** 7:26pm

Recording Secretary – Patty **Liddy**