

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
October 21st, 2020 at 5:30 p.m.**

APPROVED

1. Called to order by **Hanelt** at 5:33 pm. Members present Kathleen **McKenna**, Valerie **Hanelt**, Larry **Mailliard**, Andres **Avila**, Paul **Soderman**, François **Christen** and Joy **Andrews** all on Zoom and teleconference call. Patty **Liddy** absent.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella**.
3. CORRESPONDENCE RECEIVED – Reviewed. **Christen** thought it was inappropriate to include the letter regarding Stacey **Rose** and that he should have an opportunity to defend himself. **Hanelt** said even though anonymous, it was correspondence to the CSD and should be included. **Scaramella** said in a public meeting a member of the public even in person isn't required to give their name.
4. CHANGES OR MODIFICATION TO THIS AGENDA: None.
5. CONSENT CALENDAR:
 - a. Approval of September 16th, 2020 CSD Board Minutes.
 - b. Approval of Expenditures as Reviewed at the October 14th, 2020 Budget Committee Meeting Per the Minutes. *The consent calendar was accepted.*
6. NEW BUSINESS:
 - a. AVCSO Computer Security – **Christen** reached out to the CSDA about this and will be discussed at a Policies and Procedures meeting soon.
7. GENERAL MANAGER'S REPORT: (Copy attached):
 - **Water Prop 218 Webinar**
Andrews took a free CSDA webinar last week on establishing rates under Prop 218. This proposition is not only in effect for new systems, but anytime a rate increase happens. It was put on by three attorneys who are experts in on this issue. Importantly **Andrews** learned that someone protesting the rate doesn't need to attend the protest hearing, they can protest later but only if they're protesting the procedure, not the rate. Auto adjust for inflation can't exceed 5 years. It's also good to hold a public workshop before the actual hearing; this can avoid later legal challenges. If a rate is struck down, the court can only suggest a different rate, not completely veto the increase. Another thing **Andrews** learned is that the letter should go to the tenant if they are paying the bill AND the parcel owner (this retains lien power). Finally, tiered rates cannot be used to subsidize other rates or encourage conservation. They have to reflect actual costs at a higher volume such as delivery of extra water, elevation, or electricity.
 - **GEMT & AVCSO Audits** **Liddy** dropped files off to Rick **Bowers** last week so he can start on our FY19-20 audit. **Eubank** and **Andrews** are still finalizing the GEMT audit for the \$9,000 received from the state in FY17-18. There will be a closing phone call with the assigned auditor on Tuesday and we will find out if there's any proposed adjustments (up or down) in the amount we received.
 - **Patty Board Clerk Conference** **Liddy** is taking this week off and next week she will be attending the CSDA Board Secretary/Clerk Conference virtually for \$475. We are excited about this enrichment and educational opportunity for her since we won't have to pay travel time, mileage, or hotel expenses. We have been wanting her to attend but in past years she was on vacation during the conference. December 1st will be seven years that she's worked here (and ten for **Andrews**!)
 - **Assistant Teen Center Coordinator** **Teresa Malfavon** is coming on to help with planning teen center trips that we're holding grant funds for. They have already scheduled a trip to Navarro Beach, adhering to all COVID precautions. Because she's an employee of the school, our procedures say she doesn't need additional fingerprinting.

Calendar on schedule. **Hanelt** had a question about when the new assignments start. **Andrews** said early December.

8. **FIRE CHIEF'S REPORT: STRIKE TEAM UPDATE** - AVFD has participated in multiple fire mutual aid deployments this year. It has been the busiest summer that **Avila** is aware of in the history of this department. We have sent out overhead personnel, engines, and a water tender for an aggregated 2168 hours or 90 days of deployment so far. Deployment assignments have ranged from CalFire station coverage in Mendocino County to large complex fires throughout the state. Adjustments to our maintenance schedule, the annual budget, and normal district responses have been covered and are being prepared for as necessary. **WILDLAND ENGINE DAMAGE CLAIM** - Engine 7471 sustained minor damage on the rear right portion of the engine body during a heavy fire fight on the Glass Fire in Sonoma County. The engine was retreating from a fire front and backed into another engine that had cut into the lane 7471 was reversing in. Department protocol is to use a backer, but because of the dangerous conditions outside of the vehicle, all firefighters remained inside. Even though they were engaged in activities that the incident directed them to do, the Glass Incident will not cover the claim because it was not directly caused by fire related damage (i.e. heat, tree fall, rock etc.) GSRMA has several reports and statements from witnesses at scene and is investigating the incident to determine the responsible party. **Avila's** assumption is that the investigation of intense fire attack will be difficult and ultimately result in AVFD being accountable for our apparatus' loss. Since the damage is not considered large, our premiums may not be impacted or only incur a small increase. **AV CHIPPER PROGRAM** - Over the past two months AVFD has participated in a very successful chipper program for our local residents. The Mendocino County Fire Safe Council (MCFSC) received a \$75,000 grant from PGE to be used for fire fuel reduction in our county. AVFD organized and facilitated the use of MCFSC's new chipper with a local contractor providing the labor to chip away piles that local residents had produced. Over 40 applications ranging from residential properties to community roads were received and serviced in Anderson Valley. Our mechanic is providing the maintenance, the fairgrounds is providing a sheltered location to house the machine, an electronic online application was developed and installed on our website, and AVFD conducted site inspections and scheduling ahead of the contractor. A large thank you to AVFD's Tom **Condon** for volunteering to run this program for AVFD for over a month while he was out on medical leave and regular staff was deployed on the fire line. **Hanelt** suggested sending him a thank you letter. **FIRE PROGRAMS SYSTEM** - As a part of the CSD/FD reorganization that was implemented in July of 2020, the Fire Department took over the administrative process of reporting incident responses to the National Fire Incident Reporting System (NFIRS). Angela has upgraded the current software to the newest version of the program and is now implementing the necessary data for collection from the prospective of the fire service and department use. This new approach has uncovered several issues with Fire Programs and the current method of data entry. We are taking a closer look at Image Trend, a similar program we currently use for EMS reporting, to bring the department into a more modern system. Potential benefits would include online incident reporting by officers, personnel portals, EMS and Fire standardization, and potentially CAD integration. **RAFFLE** – The recent raffle for the AVVFFA was a huge success. **Avila** wanted to thank all of the volunteers that helped raise more money than the annual burger booth at the Mendocino County Fair usually made.
9. **FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE**: Presented by **Soderman**: **EMS Committee Update**: **Christen** asked Triton for update - Medstar and Ukiah cost agreement not set. **Eubank** is taking a class on Fire Inspection. Ambulance 7420 roof ding not fixed yet. 7421 hub cover repairs pending. Fifteen EMT's and three drivers are listed but only seven active EMT's are available for fourteen shifts. USDA grant gurneys have been installed in ambulances. 492 ambulance insurance members are signed up - 600 is the goal. COVID-19 -

Personal Protective Equipment in good order, but the district has had thirty positive COVID cases this year. **Strike Team:** 7471 our new type-3 wildland engine just got back after duty in all corners of the state. It was slightly damaged during a fire incident by backing into a CAL FIRE engine. Consensus is that CAL FIRE was at fault. 7484 Yorkville type-2 engine was out with a rainbow crew. Back now. **Avila** was called out for Strike Team Leader duty in LA and Kern counties and Brooktrails and August fires for about a month. 7499 water tender is out to August fire with **Eubank**, **Graves** and a Comptche fire fighter. Strike Team Payments - Strike team service has resulted in net gains of \$212K to firefighter salaries and \$158K to department for equipment usage. Some firefighters have requested an advance of pay because the state funding may not come in until January. **Giuliani** suggested we create a reserve fund from strike money to be used to pay part of the salaries up front. Discussion also ensued about the fact that our three salary employees have to take vacation time to go on strike teams, which seems quite unfair. At this point an emergency call came in and the meeting adjourned. **Christen** wondered if this should be brought up in the Budget Committee meeting. **Avila** explained that perhaps there could be a “pot” to pay the volunteers up front so that they can cover their bills, etc. It may be an incentive to get more volunteers. This is something for next year. They could come up with a tentative plan through FPC and then bring it to the Board. After more discussion it was decided that a plan would go through the Personnel Committee. **Maillaird** suggest that **Hanelt** and **Maillaird** get together with **Avila** and come up with a plan. **Hanelt** thought that **Andrews** should be involved as well. **Christen** wanted to comment on how happy a friend of his was with **Wilson’s** presentation on fire safety. Kudos to **Wilson** for putting the presentation together. **Scaramella** wondered who controls the fire cameras and can they be moved. **Christen** said there is a name and number on the cameras and only they can move them. **Christen** will send the Board a link regarding the cameras.

EMS: Avila shared with the Board that there is a continual problem having enough volunteers to staff the ambulance. EMS Branch Improvements or concerns: A/C has been installed in the Ambulance Barn, and a water heater is being added for Crew Quarters use. EMSO Report: Planning for an EMT class in January: it will be hybrid of on-line and hands on practice. ALS overlay grant paper work is being completed for submission, addition of new EMT/ Driver: S. Carter. Staffing Status: **Avila** wanted people to know that while we are down a bit on crew due to COVID related issues, we are still fully staffing ambulance/runs. Fee Schedule: Broad range discussion of our fee schedule. Committee Member concerns: **Long:** Crew watch/support in difficult times. Thomas: took names of crew going the distance and thanking them by AVAS.

10. BUDGET COMMITTEE REPORT: (Copy attached):

- 1) Budget Chairperson Report & Recommendations – Presented by **Christen:**
- 2) Review and Recommend New Grant Opportunities:

Christen shared with the Board that it was a short meeting. We have been monitoring revenues and were a bit concerned about some of them being low, but not too concerned yet. The Nexus Study has been presented to Carmel Angelo and still waiting to hear from her office. Went over the calendar of events. We are at 90% target for ambulance memberships. **Andrews** suggested we do our bank statements for the previous month due to mail being so tardy. Happy birthday to Mark, Autumn and Patty.

11. AIRPORT COMMITTEE REPORT: Kirk **Wilder** sent in a report – Operations and activities at the airport have declined about 50% due to the COVID-19 situation. This will reflect in loss of revenue for the transient aircraft parking of a few hundred dollars for the year. The buyer who had purchased the entire crop of airport hay for the last number of years unfortunately changed his mind at the last minute and decided not to buy any of the hay. Therefore, **Wilder** has been selling the hay to anyone that is

interested. The sales have been slow but continuous. **Wilder** is hopeful he will be able to sell the majority of the hay before heavy rains begin. The good news regarding the COVID-19 situation is Boonville Airport has received a \$20,000 grant from the Federal Government to cover operational cost and expenses over the next four years. This was unexpected and will allow the airport to easily meet its financial obligations.

12. RECREATION COMMITTEE REPORT: Presented by **McKenna**: The meeting was yesterday. The Teen Center is going to the Navarro Beach with all COVID-19 restrictions in place. Hand sanitizer has shown up at the porta-potty. There was a “Summer Reboot” class about nutrition. Volleyball is still going on. They may start a basketball class soon. There is a possible grant funds from Prop 68 (\$179,000) and part of the application is to have a recreation long-range plan. The Board was presented with the plan and next month it will be on the agenda to approve the plan.
13. WATER PROJECTS: (Copy Attached): 10/21/20 Water Projects report – CSD meeting Sept 22, 2020 zoom with State project managers, Jennifer Toney and Francine Fua, our CSD team and the Brelje and Race engineers. Reviewed and approved that the grant can cover preliminary plans but that full plans will be covered in construction budget. Also went over CEQA and State reiterated that it would be difficult to tease apart the two projects without a significant cost and hassle. As we are approaching the finish line (we thought) with both projects that would be acceptable. We also reviewed the compensation package for the waste site and came up with acceptable guidelines from the State. The state grants are driven by hook up costs. Currently the hook up cost for our Drinking Water project is about \$90,000 per hook up. The States formula considers \$60,000 the acceptable amount. The Project managers (Jennifer and Francine) decided to use “connection equivalents” rather than households to account for higher density housing, the Fairgrounds, Clinic, Schools, etc. The Schools will use a formula that gives one equivalency for 3 students. Reworking the formula got us in a more acceptable standing, and the State gave us the impression that we could go to the State Board if we need more support. We feel that we will be in a good position with Drinking Water. Waste hook ups are about \$76,000, which is close enough to the \$75,000 formula. **Drinking Water**: All parcel owners (public and private) of wells (either existing or future well sites, treatment sites, pipe easements, etc., have entered into or are finalizing their agreements with the District. Remember these are contingent on the project being approved by the Prop 218 vote. The engineer, Jack Locey, and our attorney Phil Williams have drawn up the legal documents and most of the owners have done a first pass on the specifics on how it will look on the ground. The amounts of compensation (reviewed and approved by the State) have been discussed in most cases. The newest well sites in the Lambert area are just beginning the process, but many, such as the Clinic, the schools, and the existing well owners are at the end of the process. At our last Water Projects committee meeting Jack Locey attended and reviewed the Drinking Water project and answered many questions. Those answers are being posted on the website to update our FAQs. **Waste Water**: In the last 24 hours the site fell out on the 128/253 corner and there appears to be no possibility of going forward at the site. We are in the position of having to reconsider a site that was acceptable to the Engineers and would work, but that had significant resistance. Due to the resistance, but not because of any concern about the site’s suitability, we spent the last year trying to find a site farther out of town. The owner of the in-town site is the County. Water committee asked for a discussion for board’s opinions on whether we should approach the County to feel out their interest. Board discussion resulted in recommendation that Val & Kathleen talk to Brent Schultz, the head of Mendocino Building and Planning, as well as Ted Williams, our Supervisor. François is also going to talk to the County about his idea of possibly rezoning the corner to commercial to see if that would interest the owners of that parcel. Other members felt he could proceed with inquiries, but at least one board member cautioned that rezoning could be divisive as commercial development would not be popular in the community.

14. PERSONNEL COMMITTEE REPORT: Did not meet.
15. POLICIES & PROCEDURES COMMITTEE REPORT: Did not meet.
16. OTHER BUSINESS:
 - a. Navarro Property Update: **Mailliard** shared that the picnic table raffle was successful and there is wood for sale. More picnic tables will be made. If you know anybody who wants some wood give them **Mailliard's** phone number. MRC is going to hire a surveyor and **Wilson** isn't involved any longer. **Mailliard** and **Avila** will look into some other complications regarding the property.
17. OLD BUSINESS: None.
 - a. MCAFD Update – Did not meet.
 - b. EMS Update – **Avila**: The situation hasn't changed much. Ukiah is working on coming up with their own ambulance system from Hopland to Humboldt including Anderson Valley. There will be more developments soon.
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:
20. Adjourned at 8:05pm

Recording Secretary – Patty **Liddy** (listened to recording of zoom meeting)