

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128 & Teleconference Call & Zoom
September 15th, 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 5:30 pm. **Kathleen McKenna**, **Valerie Hanelt**, **Andres Avila**, **François Christen**, **Larry Mailliard** and **Paul Soderman** all on Zoom. Staff - **Joy Andrews** and **Patty Liddy**.
2. **RECOGNITION OF GUESTS AND HEARING OF PUBLIC:** **Mark Scaramella**. **Scaramella** shared his draft of the letter of complaint to the Mendocino County Auditor and the Board of Supervisors regarding the \$2,000 increase in our "Tax Administration Fee".
3. **CORRESPONDENCE RECEIVED:** None.
4. **CHANGES OR MODIFICATION TO THIS AGENDA:** None.
5. **CONSENT CALENDAR**
 - a. Approval of August 18th, 2021 CSD Board Minutes and Special Meeting Minutes from Sept. 1st, 2021.
 - b. Approval of Expenditures as Reviewed at the September 8th, 2021 Budget Committee Meeting: There was no Budget Committee meeting in September because there was no quorum.

The consent calendar was accepted.
6. **ADMINISTRATIVE REPORT PRESENTATIONS AND QUESTIONS**
 - a. **GENERAL MANAGER'S REPORT:** (Copy attached) Presented by **Andrews: FY19-20 Audit Received:** We received our FY19-20 audit this week. **Andrews** will review it and bring it to the budget committee and board next month. Mr. Bowers is going through chemotherapy so the report was delayed. Bowers will be getting the materials to start on the FY20-21 audit next month after we close our books on September 30th. **Nexus Study Approved:** Now that the Board of Supervisors has approved our Fire Impact Fee, **Andrews** will have to revisit the accounting procedures for any funds received. They have to be accounted for in a separate line item and an end-of-year report has to be submitted every year regarding what the funds were spent on. **Website Payments:** **DeWitt** and **Andrews** met last week to finalize what information is needed for any payments that come through the AVFD website. It was a very successful meeting and we were able to develop a comprehensive list of payment types for different items on our fee schedule. This will be limited to FIRE/EMS related revenues. **McKenna** and **Andrews** added a donation button for the Recreation Dept. a couple months ago to the avcsd.org site. Regarding water/sewer there are many options available to water agencies for government payments and billing software.
 - b. **FIRE CHIEF'S REPORT:** (Copy attached) Presented by **Avila: Yorkville Firehouse Project:** The YCBA officially submitted the building permit application to the County for the new Yorkville Fire Station on August 30th, 2021. The application is currently moving through County Planning and Building as well as other stakeholder review. We anticipate that this approval process could be as soon as middle of October or last into the late fall if issues arise. **Strike Team Assignments:** On September 30th **Avila** was deployed to the River Complex in an overhead position within the Situation Unit of the Planning Section. With this recent deployment and August's deployment to the Hay Creek Incident, **Avila** has now been fully signed off for the Field Observer (FOBS) position. **Bay Doors:** We had a major failure of the ambulance bay door. AVFD's back up ambulance again became a major asset when it then became the first out ambulance until the repairs were completed. **Covid Update:** The County has provided AVFD 40 rapid tests for first responders. They are not to be used as routine screening but rather for weekly testing of our unvaccinated members. Since that number is down to only one inactive

member, they will be used sparingly, using them for any exposed AVFD members to protect their family members and the possibility of unknowingly passing the COVID along to others. In addition, **Avila** has been told that first responders will be provided the opportunity to get their Covid booster in late September. Coincidentally, as a precautionary measure **Avila** took a rapid COVID test prior to returning to the district after my deployment on the River Complex. The rapid test came back positive and was reinforced by the following PCR test confirming the results of the rapid test. **Avila** is now self-quarantining and following our local Public Health guide lines while working remotely. AVFD officers are covering duty shifts until my release. **Philo-Greenwood Rd Fuel Break Grant:** Last week, Elk CSD notified us that their Elk Evacuation Grant through CALFIRE had been approved. This grant will provide roadside fuels reduction for 140 acres along Philo-Greenwood Rd. and possibly Signal Ridge Rd. Clarification is still needed on whether or not Signal Ridge Road is also included in the approved grant. I will advise the Board when we know more the Signal Ridge portion of the grant.

7. ADVISORY COMMITTEE REPORTS

- a. **EMERGENCY SERVICES COMMITTEE:** (Copy attached) Presented by **Soderman:** Chief **Avila** on assignment to the River Complex Fire; due to return 9/15. Strike Team Assignments suspended until 7471 is repaired and Chief Avila has returned from assignment. Fire Warden Update: The Mendocino Co. Association of Fire Districts (MCAFD) sub-committee is backing off from the idea of establishing a Fire Warden. \$1M Allocation to Fire Districts: This has been approved by Mendocino Co. BOS, but not yet decided how it will be allocated. Yorkville Station: Progressing, but delays will most likely create some apparatus housing challenges over the winter. U7441: Is being outfitted, and should be in service sometime next week. Rural Fire Capacity Award: CalFire has awarded AVFD a matching grant for up to \$9,800 for radio upgrades. It requires AVCSD to approve matching funds. ES Committee voted 6-0 to recommend that AVCSD agree to matching funds for the RFC Award. Fund Balance Carryover – EMS: Tabled for future discussion. 7466 on Greenwood Rd.: Tabled for future discussion. CalFire Auto Aid Agreement: The new agreement went into effect today, 9/1/21. Local CalFire resources will now only be automatically dispatched for fire calls, and traffic collisions identified as requiring patient extrication from the vehicle. Tent Permit Extensions: ES Committee voted 6-0 to recommend to the AVCSD to allow the Fire Chief to extend tent permits beyond the 180-day limit in accordance with the waiver powers granted by the California Fire Code.
 - 1) Recommendation to Board to Allow the Fire Chief to Extend Tent Permits Beyond the 180-Day Limit in Accordance with the Waiver Powers Granted by the California Fire Code. *Motion by Soderman to leave it up to the Fire Chief's discretion to extend tent permits beyond the 180-day limit. 2nd by McKenna. McKenna – aye, Hanelt – aye, Christen – aye, Mailliard – aye, Soderman – aye.*
- b. **BUDGET COMMITTEE REPORT:** There was no Budget Committee Meeting in September.
- c. **AIRPORT COMMITTEE REPORT:** There was no Airport Committee Meeting in September.
- d. **RECREATION COMMITTEE REPORT:** Presented by **McKenna:** Community Park Plan – Amended Version of Agreement with the AVUSD and Letter to the DSA. **McKenna** presented the Board with the amended agreement and the letter to the Department of State Architecture. *Motion by McKenna to sign this revised facility agreement with the amendments. 2nd by Christen. Hanelt – aye, Mailliard – aye, Soderman – aye, Christen – aye, McKenna – aye.*
- e. **WATER PROJECTS: (Copy attached):** Presented by **Hanelt:** **Hanelt** combined Drinking Water and Waste Water in this report. On Sept 7, 2021 we met with State Waterboard Financing, the Regional Waterboard, the Brelje and Race engineers to review the budget and timeline for our application to amend (increase) our planning grants by \$100K per project. The funding will now take up to 6 weeks to work through the approval process. The funds are for both projects to create rate studies, navigate

the CEQA process, and negotiate with property owners. The engineers and **Hanelt** met with the AV School Superintendent on Aug 25 to over the projects and answer her questions. Then on Sept 14 **Hanelt**, Chief **Avila**, and Engineer Jack Locey presented the projects to the School Board and explained the proposal to take over the operation of the Elementary well as well as construct a new well on the Community Park NW corner. They appointed two board members to meet with us going forward to bring us School Board concerns and questions and for us to share information with the Board. Chief **Avila** spoke to the limited current fire suppression is because of lack of water compared to using fire hydrants after the drinking project is in. The School Board asked about costs and time line. It is our understanding that the two School Board members serving on the Special Committee will be Justin Rhoades and Saoirse Byrne. Superintendent Louise Simson will be our point of contact.

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

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

8. OLD BUSINESS:

a. MCAFD Update – **Mailliard:** Did not meet.

b. EMS Update – **Avila:** Nothing to report.

c. Application for Administrative Permit for Cannabis Processing in Yorkville – **Hanelt:** **Hanelt** wanted to put a procedure in place for any applications that come through the mail at the CSD where the response date is before a Board meeting to make sure that the Board knows about it before the meeting. **Andrews** concurred.

9. NEW BUSINESS:

a. Approve Matching Grant from CalFire for the Rural Fire Capacity Award for up to \$9,032 for Radio Upgrades. *Motion by McKenna to approve this matching grant and the routine resolution making Avila the signatory. 2nd by Soderman. Hanelt – aye, Christen – aye, Mailliard – aye, Soderman – aye, McKenna – aye.*

b. Letter to the County Regarding Increase in Administration Fees: **Scaramella** presented the Board with a draft letter and most of the Board sanctioned it. They removed the third point (reconsideration of the fee) for now. *Motion by Christen to approve this letter with the third point removed. 2nd by McKenna. Mailliard – aye, Hanelt – aye, McKenna – aye, Christen – aye, Soderman – nay.*

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: **Hanelt** was going to look into what is involved to development a MAC (Municipal Advisory Council) for Anderson Valley.

12. CLOSED SESSION: Personnel Discussion with General Manager. It is with great regret that our General Manager, Joy **Andrews**, has voluntarily resigned after eleven years of service because of relocating. Her last day will be May 1st, 2022.

13. ADJOURNMENT: 7:15 pm Recording Secretary – Patty **Liddy**