

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**

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**MENDOCINO CITY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING**

**ACTION MINUTES – September 30, 2024**

**BEFORE THE BOARD OF DIRECTORS  
FAIR STATEMENT OF PROCEEDINGS**

**(PURSUANT TO CALIFORNIA COMMUNITY SERVICES DISTRICT LAW  
Government Code §61000)**

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**AGENDA ITEM NO. 1 – CALL TO ORDER – 5:30 p.m.**

**Present:** Directors Jim Sullivan, Donna Feiner, Ishvi Aum, VP Matthew Miksak, and President Murphy

**Staff Present:** Ryan Rhoades, District Superintendent and Katie Bates, Board Secretary

**Public Present:** Maggie O'Rourke, Mary Falkenrath, Dan Potash, Carrie Browder, Jim Gregg, Dyan Whyte

**AGENDA ITEM NO. 2. – APPROVAL OF AGENDA**

**Board Action:** Upon motion by Director Feiner and 2<sup>nd</sup> by VP Miksak, IT IS ORDERED to approve the agenda. The Motion carried by the following vote:

AYE: 5

**AGENDA ITEM NO. 3 – PUBLIC COMMENT: non agenda items**

Dan Potash is disappointed there is no agendized item to address the need to raise money for maintenance of the current infrastructure

**AGENDA ITEM NO. 4- COMMUNICATIONS**

None

**AGENDA ITEM NO. 5- FINANCIAL REPORT**

a) **July and August Disbursements**

**Presenter: Katie Bates**

**Board Comment: Ishvi Aum**

**Staff Comment: Ryan Rhoades**

**Board Action:** Upon motion by Director Aum and 2<sup>nd</sup> by Director Feiner, IT IS ORDERED to approve July and August disbursements. The Motion carried by the following vote:

AYE: 5

**AGENDA ITEM NO. 6- CONSENT AGENDA**

a) **APPROVAL OF MINUTES FROM 7-29-24, 8-27-24, 9-4-24**

**Board Action:** Upon motion by Director Feiner, and 2<sup>nd</sup> by VP Miksak, IT IS ORDERED to approve the minutes from July 29, 2024, August 27, 2024, and September 4, 2024. The Motion carried by the following vote:

AYE: 4

ABSTAIN: 1 (Murphy)

**AGENDA ITEM NO. 7—DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION**

None

**AGENDA ITEM NO. 8- NEW BUSINESS**

None

**AGENDA ITEM NO. 9- OLD BUSINESS**

a) **Discussion of the Focus Workshops that took place on 8-27-24 and 9-4-24, regarding the community water system feasibility study**

**\*Donna moves to the audience to avoid perception of conflict of interest**

**Board Comment: Directors Sullivan, Aum, VP Miksak and President Murphy**

**Staff Comment: Ryan Rhoades and Katie Bates**

**Public Comment: Maggie O'Rourke, Carrie Browder, Jim Gregg, Dyan Whyte, Dan Potash**

**AGENDA ITEM NO. 10- DISTRICT SUPERINTENDENT'S REPORT**

**Presenter: Ryan Rhoades**

**AGENDA ITEM NO. 11- GROUNDWATER MANAGEMENT**

**Presenter: Ryan Rhoades**

**AGENDA ITEM NO. 12- COMMITTEE UPDATES**

**Dennak Murphy reported that the Personnel Committee met 9-30-24 and will generate a recommendation for the October Board of Director's meeting**

**AGENDA ITEM NO. 13- MATTER FROM BOARD MEMBERS**

Ishvi Aum brought up hybrid meetings and noticing the public through email pushes from the website.

**AGENDA ITEM NO. 14- ADJOURNMENT**

IT IS ORDERED to approve adjourning the meeting at 6:53 p.m.

**NOTICE: PUBLISHED MINUTES OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT MEETINGS**

- *Effective May 11, 2020, the Board of Directors' minutes will be produced in "action only" format.*
- *Minutes are considered draft until adopted/approved by the Board of Directors*
- *Please reference the District's website to obtain additional resource information for the Board of Directors: [www.mccsd.com](http://www.mccsd.com).*

*Thank you for your interest in the proceedings of the Mendocino City Community Services District  
Board of Directors*

**STANDING COMMITTEES:**

- Finance:----- Dennak Murphy and Ishvi Aum
- Personnel:----- Dennak Murphy and Matthew Miksak
- Plant Operations:----- Dennak Murphy and Jim Sullivan
- Safety: ----- Jim Sullivan
- Street Lighting:----- Donna Feiner and Jim Sullivan
- Groundwater Management:----- Ishvi Aum and Jim Sullivan

Respectfully submitted,  
Katie Bates

## Memo

**To:** MCCSD Board  
**From:** District Superintendent  
**cc:** [Name]  
**Date:** October 19, 2024  
**Re:** Employee Dental/Optical Benefit

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MCCSD provides employees and their dependents an annual Dental/Optical stipend, because these services are not covered by the current District provided medical insurance plan. The annual stipend amount is \$500 per employee and dependents. That amount has not increased in over 40 years and was last considered by the Board for increase in 2001, but no action was taken. Staff did research, the idea of adding dental insurance through GSRMA, but a few local providers do not accept Delta Dental. Given the current costs of both dental and optical care, and the fact that there is no record of the Board ever having increased this benefit, staff recommends that the Board consider increasing the annual dental/optical stipend from \$500 per year to \$1,500 per employee and each dependent per year, starting 1-1-2025 and then link the stipend amount to annual changes to the Consumer Price Index inflation calculator currently used for staff wages. Amend the personnel manual to reflect the increase, and link to future inflation-related increases.

### Potential Fiscal Impact to District:

Increases total annual employee health insurance, dental/optical, and life insurance benefits budget by \$8,000. There is money in the 2024-25 FY budget to cover this increase.

Recommend motion to: amend just one sentence of the Personnel Manual Section 5.8 Benefits, part C Medical/Health Coverages. Beginning 1-1-2025, *the District will provide up to \$1,500 per year for Dental/Optical care per employee and each employee's dependent (s), and annual stipend increases will be linked to the Consumer Price Index inflation calculator considered for employee wage increases each April, and taking effect each July 1.*

## Memo

**To:** MCCSD Board  
**From:** District Superintendent  
**cc:** [Name]  
**Date:** October 24, 2024  
**Re:** Garage Door Replacement

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Staff is requesting Board approval for an increased garage door budget, not to exceed \$23,000 and recommends a motion to increase the project budget.

### Background:

Staff have been working to replace three old, damaged garage doors at the wastewater treatment plant since February of 2024. Two of the three doors have now completely failed.

Norvell's Garage Doors of Fort Bragg initially provide a quote of \$12,993 to replace the three (3) wooden doors with like wooden doors. Following District procurement policy, staff reached out to three other garage door companies in the Ukiah area, on four different occasions, and all failed to provide a quote.

The MCCSD Board approved replacement of the doors, not to exceed \$15,000 on February 22, 2024. Staff was directed to request a quote on alternative material doors like fiberglass and steel which might last longer in our local marine climate. Staff was also asked to research what might be involved in applying for exemption from the MHRB in order to use alternative materials.

Staff requested but did not receive a quote for alternative material doors, but in a conversation with Mr. Norvell it was learned they were in fact more expensive than wooden doors. Staff also learned the process to request exemption from MHRB would be both an additional cost and time. On 5-9-24 staff ordered the wooden doors as originally quoted by Norvell on 2-7-24.

9-17-24 staff was notified by Norvell that the doors had arrived, but all three sets were damaged. Ordering another set would require another four (4) months of lead time, and Mr. Norvell would no longer be in the garage door business after 1-1-25.

Back to square one staff made phone calls to the Ukiah companies and still did not receive a quote. A couple local contractors suggested contacting Over Head Door of Santa Rosa. They confirmed that they provide service for our area, and when in town for another job they stopped by and took measures to provide an estimate. MCCSD received estimates on three differ types of wooded garage doors from this company.

The least expensive wooden option is \$22,816 for the three (3) doors, identical in appearance to the existing doors, which lasted almost 20 years.

For comparison staff again requested a quote on alternative material doors to see if they were any less expensive. This time a quote was received, and as previously mentioned, all alternative material doors were more expensive than the wooden options.

Staff is requesting Board approval for an increased garage door budget, not to exceed \$23,000.

## October 2024 Superintendent's Report

### **Wastewater Treatment Plant:**

- Operators performed routine repair and maintenance to the WWTP in October of 2024.
- Another garage door fell apart (this was one of the three (3) scheduled for replacement). We have contacted five (5) companies and only one has provided a quote for replacement. With a three-month lead time required for doors to arrive, I suggest we accept the quote and start the order.
- The Ford Ranger service truck came back from service and was still making noise. It was towed back to the shop for additional repairs.
- 50% of annual sewer main cleaning is complete, and the rest will continue once we have both trucks in service.
- Hach Field Service arrived October 9<sup>th</sup> and replaced the card reader in the SC200 allowing us to download data required for state reporting.
- Marshall Brown installed the new office computers and software on October 10-11. We appreciate his professionalism and good work. There are still a few bugs to be worked out, but so far it's a great improvement.
- The dryer went out of service on 10/16 for problems with the thermal fluid pump and motor. We were able to get a service tech from RF McDonald on site the next day to get the machine back in operation, but additional parts need to be replaced and are on order. The repair was related to the boiler unit more than the actual dryer itself.
- Staff are issuing an RFP to get the effluent pump #1 replaced. We hope to cover this with grant funds.
- We finally heard back from Thomas and Associates about our influent pump and the Hills Ranch lift station pump we sent in for repairs/rebuild months ago. The MCCSD pump is too far gone to be rebuilt. Lead time on these pumps is often a few months. I believe we should order a replacement now, to have on hand for emergency backup. The cost is about \$7,000.
- Annual maintenance was completed on the Heeser street lift station generator which is ready to go for winter storms.
- Hills Ranch also had maintenance completed on their lift station, after a routine test by operators found their generator failed to start.
- The Superintendent responded to two after hour alarm call out for power surges on October 17. Everything was found in good operational order.
- The third quarter self-monitoring report was submitted on October 22, 2024, 10 days early. We had no permit violations for the period.

**Outfall Update:** Alpha Diving reconfirmed on 10/8 that we are their #1 priority and everything is ready to go when they get a good weather window.

### **Recycled Water:**

-MCCSD did not transfer any recycled water during the month of October. We continue to work with the State Division of Finance on potential grant funding for upgrades.

### **Biosolids:**

-MCCSD did not transport any biosolids to Redwood Landfill as in October, but operators did make one at the end of September.

### **Grant and Project Updates:**

-We received follow up communication for the U.S. EPA Technical Assistance grant assigned to RCAC. They completed a draft memo in relation to observation from their July 16, site visit and

recommendations. Recommendations include a new larger overflow pond to support heavy storm flows and allow for more time to repair the existing treatment unit. They also recommend a new or additional treatment unit with redundancy, continued inspection and maintenance on the outfall, replacement of the dryer unit, reduction of confined spaces, a second bar screen unit, and collection system camera work. There is some grant funding that may be available to help address these concerns.

-No update on FEMA reimbursement for the January 2023 Storm Damage.

-The SAFER source water feasibility study continues to move forward. GHD staff impacted by hurricanes in Florida requested some additional time to complete the Draft Source Water Study. It should be out on the web site for public review and comment on November 11, 2024. The next SAFER Community meeting is Tuesday December 3, 2024 at 6:00 p.m at the Mendocino Community Center. We hope to see you there.

-The MUSD/MCCSD Water Storage Tank project was delayed by the Coastal Commission appeal and a modified plan was submitted to Mendocino County on September 24, 2024. The Coastal Development Permit application is under review by County Staff.

**Safety Meeting and Plant Safety Inspection:**

The 30-minute monthly safety meeting for July was held October 23, 2024. The topic was *Health Insurance and understanding your health benefits*. No safety incidents were reported for the period.

**Sanitary Sewer Collection System:**

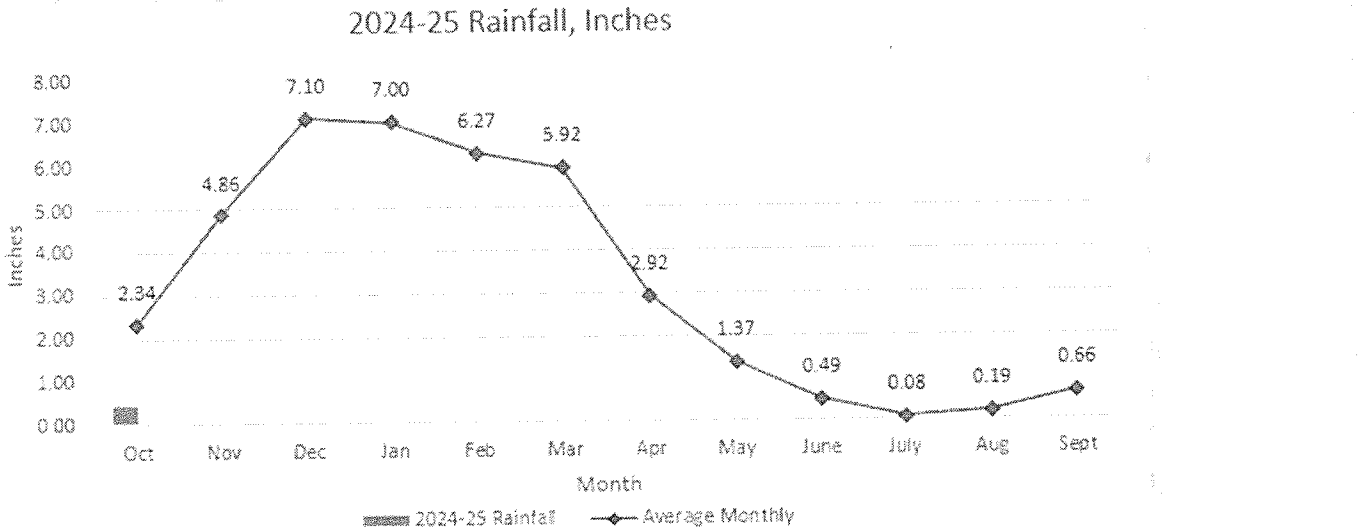
There were no Sanitary Sewer overflows to report for the period April 12, 2023- October 23, 2024.

**Memo**

**To:** MCCSD Board of Directors  
**From:** District Superintendent  
**cc:** Seph Petta  
**Date:** October 23, 2024  
**Re:** Groundwater Management Report

**The 2024-25 Rain Year**

October 1, 2024 was the beginning of the 2024-25 rain year. Average annual precipitation in Mendocino is 39.20 inches, and average rainfall in October is 2.34" inches. 0.47" inches of rainfall has been measured in the District for the month, as of October 23, 2024 (Figure 1, Table 1).



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2024-25 Rainfall	0.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2024-25 Cumulative	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47	0.47
Average Monthly	2.34	4.86	7.10	7.00	6.27	5.92	2.92	1.37	0.49	0.08	0.19	0.66
Av.Cumulative	2.34	7.20	14.30	21.30	27.57	33.49	36.41	37.78	38.27	38.35	38.54	39.20

**2023-24 Rainfall to Date: 0.47**  
**43 yr Annual Average Rain: 39.20**  
**Percent of Annual Rainfall: 1.2%**

Figure 1, Table 1



Total Rainfall for Rain Year 2023-24 was 46.63" inches. Mendocino received 119% of normal annual rainfall during the last water year. By October 23, 2024, total rainfall since October 1, 2024 was 0.47" inches, 1.2% of average annual rainfall, and just 20% of average rainfall for the month of October.

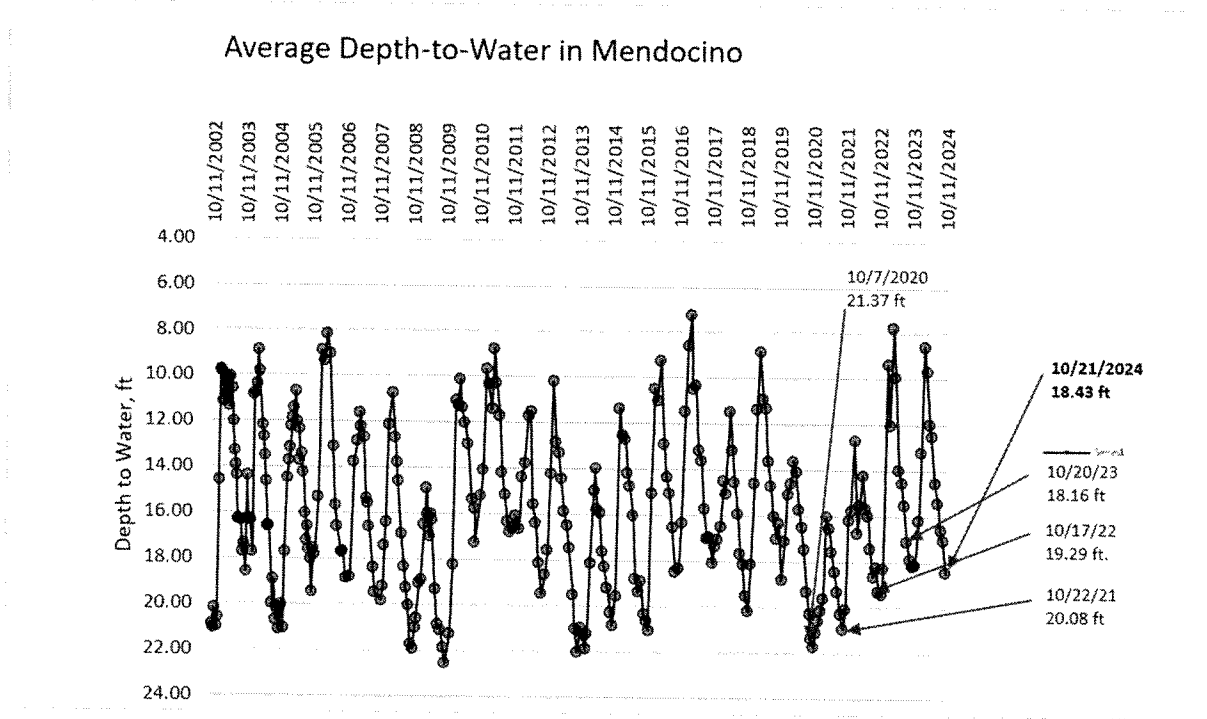
DAILY TOTAL RAINFALL													
2024-25											<i>Elevation 72 Feet</i>		
											<i>Latitude 39.306°</i>		
Data From : Community Service District							10AM			<i>Longitude -123.800°</i>			
Day	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
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31													
Sum	0.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Count	11	0	0	0	0	0	0	0	0	0	0	0	
Max	0.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Rainy Days	11							Water year Total Rainfall					0.47
Maximum Daily Rainfall				0.33									

Table 1 2024-25 Rainfall Record

October 2024 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 24 monitoring wells on October 21, 2024 was 18.43 ft. DTW averages are 1.39 ft. lower than September of 2024. The DTW averages in the five drought monitoring wells reported an average of 21.6 ft. a decrease of 1.11' ft. from September of 2024. DTW averages are 0.27 ft lower than September 2023, and nearly 2.94 ft. better than a drought year like 2020. October and November typically see the lowest depth to water averages for the year.

Figure 2 August 2024, Depth-To-Water Chart



Following the Water Shortage Contingency Plan, May 31, 2024 was the most recent water shortage evaluation date. The next evaluation date will be on January 31, 2025.

In August of 2024 a mixed-use property on the corner of Lansing St. and Little Lake St. completed a 72 hour hydrological study. The report has been sent to a District Hydrogeologist for peer review in compliance with MCCSD Ordinance 2020-01. The study, peer review, and a staff report should come before the Board at the Regular November Board meeting for consideration.

Another property at 44780 Little Lake Rd. and Hw 1, has applied to conduct a hydrological study. A test date has been set for November 12, 2024. MCCSD published notice of the aquifer test in the Mendocino Beacon on October 24, 2024, and in multiple public places around town, following Ordinance 2020-01. Adjacent properties are being notified and any surrounding property owner that feels their well might be impacted by the study may request that their well be included in the monitoring process. Such request shall be made to the District at least 72 hours prior to the beginning of the pump test, set for 11-12-24 at 8:00 a.m. Any property owner that requests that their well be monitored must agree not to use the well during the 72 hour aquifer pump test. Contact District secretary at 707-937-5790 or [districtsecretary@mccsd.com](mailto:districtsecretary@mccsd.com)