

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
P. O. BOX 1029
MENDOCINO, CA 95460
Business Phone (707) 937-5790 Treatment Plant (707) 937-5751 Fax (707) 937-3837

Minutes of Monday, October 26, 2015

The regular meeting was called to order at 7:00 p.m. in the business office at the Wastewater Treatment Plant. Present were Directors Kraynek, Waldman, Hauck, and Schwartz. Director Stubbs was absent. Also present were District Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Agenda – There were no changes made to the agenda.

2. Approval of Minutes

June 26, 2015 (carried over). The minutes of June 26, 2015 had been carried over for approval on July 27th, August 31st, and September 28th.

MOTION Hauck/Kraynek: To approve the minutes of June 26, 2015, subject to approval and certification of the minutes by Director Stubbs at the next meeting.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck and Schwartz
NOES: None
ABSENT: Director Stubbs
ABSTAIN: Director Waldman

Minutes of September 28, 2015

Corrections: page one, Section 5 (a), Line 3: sewerage

Page 4, Section 10 (a), Paragraph 6, Line 5: spectrophotometer

Page 4, Section 10 (a), Paragraph 7, Line 10: hardware costs or ~~other~~ penalties.....

MOTION Hauck/Waldman: To approve the minutes of September 28, 2015, as amended.

ROLL CALL VOTE: AYES: Directors Waldman, Hauck and Schwartz
NOES: None
ABSENT: Director Stubbs
Abstain Director Kraynek

3. Correspondence

a. Copy of correspondence from Sue Smith to the California Coastal Commission regarding Mendocino and Headlands Historic District LCP section of the MTP 2015

b. Donna and James Miller responded to MCCSD regarding water use in excess of their groundwater extraction permit allotment. They were offended with the warning letter they received because they exceeded their allotment for several months. They indicated they had notified the Big River Vista Mutual Water Company about their malfunctions, and claimed the District didn't care what their reason was for the overage.

c. JoAnn Grant, resident, claimed the new criterion regarding the billing rate structure was unfair and charges should not be based on the number of bedrooms, but rather the number of people living in the residence.

4. Public Comment

5. Old Business

6. New Business

7. Attorney Report

8. Groundwater Management

- a. George Buckle, 10490 Hills Road, APN 119-120-63
Discussion and possible action to impose a \$100 per day penalty violation for failure to finalize the Groundwater Extraction Permit following the sale of real property

Superintendent Kelley requested that the matter be continued to the next meeting. He spoke with the property owner who indicated they would install the water meter within the next month and finalize their Groundwater Extraction Permit.

- b. Monthly Groundwater Management Report

A total of 31.1 inches of rainfall had been recorded for the 2014-2015 rain year. Annual precipitation was 23% below normal for the year.

By October 19, 2015 MCCSD recorded 0.2 inches of rainfall. Normal rainfall in October was 2.28 inches.

The District was currently in a declared Stage 1 Water Shortage based on the August 31, 2015 average depth-to-water in the District's drought indicator wells.

The Water Shortage Contingency Plan DTW criteria for a Stage 1 Water Shortage in the drought wells was 20.8 -23.2 ft. for the August 31st evaluation, and the average DTW was 22.49 on that date this year. Four out of five drought wells indicated Stage 1, and one indicated Stage 2. This confirmed that the District was in a Stage 1 Water Shortage.

Superintendent Kelley noted the reason Mendocino was able to declare a Stage 1 was because Mendocino's Conservation Program was working well. The next groundwater assessment would be November 30, and would include Depth to Water and rainfall evaluations.

Superintendent Kelley reported that SHN Consulting Engineers were preparing a Recycling Engineering report for the capability of a Fill Station within the new NPDES permit to allow for landscape irrigation. The MCCSD applied for a temporary Title 22 Permit with the Regional Water Quality Control Board to provide recycled water for a road project on Road 700 within the State Park at the Woodlands for the next few months. The charge for the recycled water would be \$1.40 per 1,000 gallons.

9. District Superintendent's Report

During the month of October 2015, the treatment plant operated normally. Plant personnel performed routine plant operations, and needed plant maintenance.

MCCSD staff was in the process of completing the videotaping of the sections of the collection system that were high pressure washed in September.

The September and Third Quarter self-monitoring online CIWQS reports were submitted to the State Water Quality Control Board.

There were no sanitary sewer overflows in September 2015.

239,647 gallons of recycled water were transferred to the High School in September 2015.

MCCSD plans to start the inspection of Food and Beverage Establishments during the last week in October. The Board discussed the FOG Program and they agreed that MCCSD was doing a service for the Food and Beverage Establishments by cleaning their laterals. The MCCSD planned to clean and video each lateral, and provide Best Management Practices and best options for them to avoid the necessity of grease trap installation. MCCSD would check in one year to determine whether there was a need for the grease trap. Stopping FOG at the source started in the kitchen with Best Management Practices.

Fort Bragg Electric started the Blower/Generator Project construction on October 23, 2015. They initially worked on the submittal approvals with SHN Engineering during September.

The Safety Officer conducted the monthly safety inspection of the plant. Operators took online safety courses.

11. Committee Updates

12. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Hauck/Kraynek: To approve the cash disbursements for checks #12518 through #12564. Total disbursements were \$93,446.76.

ROLL CALL VOTE: AYES: Directors Kraynek, Waldman, Hauck and Schwartz
NOES: None
ABSENT: Director Stubbs
ABSTAIN: None

b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board of Directors reviewed the Update on Delinquent Accounts and Certificate of Liens.

c. Quarterly Report of Revenue/Expenses Ending September 30, 2015

The Board reviewed the quarterly report of income and expenses for the period of July through September 2015. Total revenue for the period and year to date was \$180,676. Expenses were \$184,715, leaving an operating net loss of \$4,038.00. Non Operating Revenue was \$6,390 and cash items, which included capital improvement and equipment replacement was \$23,294, leaving a cash margin of negative \$20,943 during the first quarterly period.

The Board reviewed the District's account balances. The money market account at Edward Jones was earning .01% interest, so those funds would be used to pay for the blower/generator installation, and the Money Market account would be closed.

13. Matters from Board Members

a. Annual Board Evaluations

Directors Stubbs and Waldman provided their individual Board evaluations. Directors Hauck and Kraynek would provide their evaluations, and the matter of Board evaluations was carried over to the next meeting.

The meeting adjourned at 8:38 p.m.

Respectfully submitted,



Jodi Mitchell, District Secretary