

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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Minutes of July 31, 2017

Regular Meeting was called to order by President Schwartz at 7:00 p.m. in the business office at the Wastewater Treatment Plant. Present were Directors Kerstein, Hauck, Stubbs and Schwartz. Also present were District Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Agenda – There were no changes or additions to the agenda.

2. Approval of Minutes June 26, 2017

Correction: Page 3, Last Paragraph. Director Hauck ~~wanted to explore~~ *was trying to understand* the additional rainfall process through the treatment plant if the drying bed liners were installed.

Motion Hauck/Stubbs To approve the Minutes of June 26, 2017, as corrected.

Roll Call Vote AYES: Directors Stubbs, Hauck, Kerstein and Schwartz

NOES: None

ABSENT: None

3. Communications

Director Stubbs provided correspondence to the District that he planned to resign from his position as a Director of MCCSD, effective at the end of his present term. He shared that the primary reason for his resignation was personal, and he wanted to spend more time with his family. In addition, he wished to avoid the appearance of any Conflict of Interest with his position as President of the Hills Ranch Mutual Water Company. He enjoyed working with the Board members and staff, and he would complete his duties as a Director during the remainder of his term.

Fred Dickson, property owner, located just North of the treatment plant, appreciated the opportunity to attend the special meeting held on June 22, 2017 at the Community Center. He said he learned a lot, and he received helpful information. It appeared that the District was doing the right thing in terms of the proposed treatment plant upgrades. Director Schwartz asked staff to acknowledge Mr. Dickson's letter and thank him for his support.

Mary Rose, Mendocino Beacon Reporter asked if there was any information available regarding the proposed grant funding. Superintendent Kelley responded that the USDA loan was moving forward, however, there may not be grant funds available. Mike noted that even without the grant funding, the projects were still needed and it was a low interest loan.

4. Public Comment

5. Groundwater Management

a. Monthly Groundwater Management Report

Since October 1, 2016, Mendocino received 56.87 inches of rain, which was 141% of the 40.33 inches of average total annual rainfall for Mendocino. Through mid-July, there had been no recorded precipitation for the month.

The Depth To Water (DTW) measurements in the District's 24 monitoring wells were logged on July 18, 2017. The average DTW in the aquifer in June was 13.58 feet and in July it was 15.72 feet. The District was in the annual dry season water table decline. Due to adequate rainfall in water year 2016-2017, the District would remain in a No Water Shortage Condition until January 31, 2018.

6. Old Business

7. New Business

8. Attorney's Report

9. District Superintendent's Report

Operators performed routine repair and maintenance at the Wastewater Treatment Plant. The flowmeter failed on June 29<sup>th</sup>, and it was replaced in early July with a new Greyline Flowmeter. The automatic bar screen operated normally since it was repaired in June.

There were no MCCSD sanitary sewer overflows in June 2017.

No recycled water was transferred to the High School in June 2017.

The 500-gallon propane tank that was located at the treatment plant was sandblasted and painted by Kemgas. The propane tank was reinstalled at the Heeser Drive Lift Station as the fuel supply for the emergency generator. Once the new muffler and fuel line were installed on the generator, the emergency power installation would be operational. A six-foot fence would be constructed around the propane tank to screen it from view along Heeser Drive.

The Safety Officer conducted the monthly safety inspection of the treatment plant on June 20<sup>th</sup>. The Safety meeting was on slips, trips and fall prevention.

10. Committee Updates

11. District Secretary's Report

a. Monthly Register of Cash Disbursements

Motion Kerstein/Stubbs To accept Cash Disbursements in the amount of \$129,932.12 for checks #13449 – #13497, noting that checks #13470 and #13483 were void.

Roll Call Vote AYES: Directors Stubbs, Hauck, Kerstein and Schwartz

NOES: None

ABSENT: None

b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board of Directors reviewed the update on delinquent sewer accounts and Certificate of Liens. The property owner of a pending sewer disconnection contacted the District to assume responsibility for payment of sewer fees, effective July 1, 2017. The Certificate of Lien would be released when all charges were paid to date.

c. Quarterly Report of Income and Expenses Ending June 30, 2017

The Board reviewed the quarterly report of income and expenses ending June 30, 2017. Total Year to Date (YTD) revenue was \$804,760 and operating expenses were \$651,861, leaving a net operating income of \$152,899. Non-Operating Revenue, which included County Tax Revenue and Savings Interest was \$92,727, less the annual payment on the dryer loan and equipment replacement of \$229,845, left a cash margin for the fiscal year of \$15,780.

The Board reviewed the revenue collected and expenses for Capital Improvement and Equipment Replacement and they also discussed repair and maintenance of existing equipment versus equipment replacement as an asset to depreciate.

12. Matters from Board Members

President Schwartz was pleased to report that as a result of putting a notation on the quarterly billing statements regarding the upcoming election vacancies, the District received interest from Otto Rice, who indicated he would be filing a Declaration of Candidacy form for the vacancy on the MCCSD Board. ~~He had planned to attend the MCCSD meeting, but fell ill today.~~

Director Schwartz noted that today was the last day of the trial of Gomes vs. MCCSD. Mike Kelley had prepared all of the responses to the legal briefs, and Director Schwartz said the District owed Mike much gratitude for the amount of work that was involved. Mike noted that the trial was over and a decision would be made within 90 days.

Director Schwartz suggested that the Personnel and Management Committee meet to discuss succession options and procedures for future MCCSD Staff replacement. This topic was a suggestion of the Auditor during the 2016 Audit presentation. Superintendent Kelley would provide documents to the Committee, and a committee meeting would be scheduled.

Director Stubbs noted that last month an application was approved for new development on Ukiah Street, and at that time, the property owner indicated an interest in the idea of using recycled water for toilet flushing. Director Stubbs thought the District should get the message out to property owners that new development or major remodeling had the option of using recycled treated water. Director Hauck thought the first step would be to contact Planning and Building to see if a permit could be obtained. Harold accepted the task, and he planned to update the Board of his discussion with Planning and Building at the next meeting. Superintendent Kelley noted that ~~SHN consultants previously indicated there would not be enough recycled water for that type of use.~~

The Secretary was acknowledged for her dedication to MCCSD while dealing with the passing of both her parents this year.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

  
Jodi Mitchell  
District Secretary