

MENDOCINO CITY COMMUNITY SERVICES DISTRICT  
Post Office Box 1029  
Mendocino, CA 95460  
Business Phone (707) 937-5790 Treatment Plant (707) 937-5751 Fax (707) 937-3837

Minutes of March 27, 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, Kraynek and Schwartz. Director Stubbs was absent. Also present were District Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Agenda – No changes or additions were made to the Agenda.

2. Approval of Minutes

Minutes February 27, 2017

Correction: Page 2, Section 7(a), Paragraph 3, line 3: the No Water Shortage condition ~~to~~ at least until January 31, 2018

MOTION Kerstein/Kraynek: To approve the minutes of February 27, 2017 as corrected.

ROLL CALL VOTE: AYES: Directors Kerstein, Hauck, Kraynek and Schwartz

NOES: None

ABSENT: Director Stubbs

ABSTAIN: None

Minutes of March 13, 2017 – Special Meeting

Correction: Paragraph 3, Middle of page: Director ~~Hauck~~ Schwartz wanted to know if they are surety charges.

Add sentence to the motion: A Report would be provided to the Board at the March 27th meeting.

MOTION Hauck/Kraynek To approve the Minutes of March 13, 2017 Special Meeting, as corrected.

ROLL CALL VOTE: AYES: Directors Kerstein, Hauck, and Schwartz

NOES: None

ABSENT: Director Stubbs

ABSTAIN: Director Kraynek

3. Communications – No communications.

4. Public Comment – No Public Comment

5. Old Business

a. Aerzen Blower Service Agreement

Superintendent Kelley reported that the Aerzen Blower was installed one year ago. The two-year warranty only covered defects in the machine for two years, and the warranty did not cover the preventive maintenance service that Aerzen was offering in their Service Agreement. The purpose of the service was to extend the useful life of the equipment. The combined 3-year quote was \$9,365.80. The Scope of the Services was provided in the Preventive Maintenance Inspection Quotation. Clarification was provided to item 3. District personnel were not authorized to perform anything beyond periodically changing the intake air filters. Mike Kelley thought it would be prudent to have an engineer go through the maintenance procedures on an annual basis.

From a business sense, and since there seemed to be no other alternative at this time, Director Hauck made a motion.

MOTION Hauck/Kraynek: To approve the Aerzen Services Agreement.

ROLL CALL VOTE: AYES: Directors Kerstein, Hauck, Kraynek and Schwartz

NOES: None

ABSENT: Director Stubbs

6. New Business

a. Clean Harbors Environmental Services

Superintendent Kelley explained that there were two chlorine gas cylinders located at the treatment plant that required an annual CUPA (Certified Unified Program Agency) Permit through the County of Mendocino for the Hazardous Materials Regulatory Programs. The local County Environmental Health Inspector recommended

getting rid of the tanks, which were not part of the disinfection process that the District used. If the chlorine cylinders were not moved, the District would be faced with Federal Environmental Protection Agency regulations.

Superintendent Kelley said the gas companies had refused to take the tanks, so he contacted Clean Harbors Environmental Services. The total estimated cost for removal was \$4,642.00.

MOTION Kraynek/Hauck: To accept Clean Harbor's proposal.

ROLL CALL VOTE: AYES: Directors Kerstein, Hauck, Kraynek and Schwartz

NOES: None

ABSENT: Director Stubbs

b. Jess Construction-Replacement of Wood Siding

Superintendent Kelley provided a bid from Jess Construction for damaged siding repairs on the control/office building. The cost was \$3,400.00. Painting would include additional labor of \$500.00.

Superintendent Kelley said MCCSD personnel would paint the siding.

MOTION Hauck/Kerstein: To approve the Bid from Jess Construction for siding repairs in the amount of \$3,400.00.

ROLL CALL VOTE: AYES: Directors Kerstein, Hauck, Kraynek and Schwartz

NOES: None

ABSENT: Director Stubbs

7. Groundwater Management

a. Monthly Groundwater Management Report

Since October 1, 2016, Mendocino had received 51.16 inches of rain, which was 126% of the 40.33 inches of total annual rainfall for Mendocino. Through mid-March rainfall had been below normal, but additional rain was predicted for the last half of the month.

The January 31, 2017 water shortage evaluation indicated a No Water Shortage Condition. At that time, rainfall was greater than 19 inches of total rainfall since October 1, 2016. The District recorded 34.17 inches of rain on January 31, 2017. The next drought evaluation was scheduled for March 31. The Water Shortage Contingency Plan recommended if there were >32 inches of rainfall since October 1, there was a No Water Shortage condition. The District had measured 51.16 inches of precipitation by March 15<sup>th</sup>. MCCSD would remain in a No Water Shortage condition for the May evaluation, since the year's annual rainfall total now exceeded 35 inches. The District would continue the No Water Shortage Condition to at least January 31, 2018.

Two weeks before the January 31, 2014 water shortage evaluation that resulted in declaration of the Stage 4 Water Shortage, average Depth-to-Water (DTW) was 21.0 ft. The 2014 near record low DTW was due to only 3.81 inches of precipitation for that rain year and a thirteen-month average rainfall of about 1 inch per month from January 31, 2013 to January 31, 2014.

The DTW measurements in the District's 24 monitoring wells were logged on March 15, 2017. The average DTW in the aquifer was 10.46 feet. There was a three-foot decline in the average DTW since mid-February when heavy rainfall declined.

The District was currently in a No Water Shortage Condition.

8. Attorney's Report

Director Hauck was concerned about indebting the District for \$100,000 for bond charges and a bond attorney, when the District was not going through a bonded indebtedness process, but rather repaying the plant improvement project loan from existing revenues. Superintendent Kelley noted he had talked with Attorney Jackson and he would review this issue once Tom Herman with SHN responded to the Board's concern. Mike noted Mr. Herman was out of town for a few days.

9. District Superintendent's Report

Operators performed routine repair and maintenance at the treatment plant in March. Plant effluent flows were about 0.1 MGD. New fire extinguishers were installed in the plant to replace the out of date units.

The automatic water filter on the dryer was installed in March.

Aeration basin settling in the clarifier had improved following chlorination of the return activated sludge (RAS) line that discharged into the aeration basin. Chlorinating the RAS killed filamentous bacteria that slowed settling the in the clarifier.

There were no MCCSD sanitary sewer overflows in January 2016.

The wiring for the new emergency generator had been completed. PG&E switched the service to the new electrical panel. Staff moved the old plant generator to the lift station on March 3<sup>rd</sup>. Steve Acker was installing the

generator floor mounts. He also installed the new radiator in the unit. The next step would be obtaining a Historical Review Board permit to install the propane tank with a fence around it. Fort Bragg Diesel would install the exhaust system.

The Safety Officer conducted the monthly safety inspection of the plant on March 7<sup>th</sup>. The safety meeting was on the proper selection and use of fire extinguishers.

10. Committee Updates

11. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Hauck/Kraynek To approve disbursements for checks 13281 – 13322 and on-line State, Federal and CalPERS payments.

ROLL CALL VOTE: AYES: Directors Kerstein, Hauck, Kraynek and Schwartz

NOES: None

ABSENT: Director Stubbs

b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board reviewed the update on delinquent sewer accounts and Certificate of Liens.

12. Matters from Board Members

President Schwartz reported that he attended a Harassment Training last Wednesday at the Firehouse on Little Lake Road sponsored by Golden State Risk Management, along with Director Kerstein and Superintendent Kelley. Director Schwartz noted that every two years, Board members were required to attend Brown Act/Ethics training, and he encouraged all Board members to attend the Brown Act/Ethics training scheduled for Wednesday, March 29 at 10:00 a.m. at the Firehouse, presented by County Counsel.

President Schwartz would not be available at the May meeting so in his absence, Vice President Kraynek agreed to conduct the meeting.

The meeting adjourned at 7:45 pm.

Respectfully submitted,



Jodi Mitchell  
District Secretary