

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of September 30, 2019

Regular Meeting was called to order by President Schwartz at 7:00 p.m. at the Community Center of Mendocino, 10525 School Street, Mendocino. Present were Directors Hauck, Rice, Kerstein and Schwartz. District Superintendent Mike Kelley and Secretary Jodi Mitchell were present.

1. Agenda

2. Approval of Minutes August 26, 2019
MOTION Hauck/Kerstein To approve the Minutes of August 26, 2019, as submitted.
ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck, and Schwartz
NOES: None
ABSENT: None
ABSTAIN: None

3. Communications

Mendocino Local Agency Formation Commission was accepting applications for an alternate public member, and interested candidates should contact the Mendocino LAFCo office for more information.

4. Public Comment

The Mendocino Beacon Reporter asked if there would be any discussion or a status update on the construction project. Superintendent Kelley responded that he would provide an update during his report. She also asked if matters from Board Members could be re-located on the agenda just prior to the closed session. The Board concurred.

5. New Business

a. Annual 2018-2019 Audit

Blake Goranson, Goranson & Associates, presented the MCCSD Annual Audited Financial Statements for Fiscal Year ending June 30, 2019. The District's financial performance increased during the fiscal year. Net capital assets increased because of an increase to projects in progress. Since the District was very close to construction, it would be expected that cash would be down while liabilities increased. There was a new \$200,000 note payable, which was due in March. It was important to point out that operations must collect enough revenue to cover operational expenses, and at the end of the fiscal year, cash by operations was \$140,859. Ms. Goranson answered the Board's specific questions, and she explained that since the reporting requirements of GASB 68, the MCCSD must recognize the long-term obligation for CalPERS pension benefits as a liability. Blake said MCCSD was doing a great job, and she was aware of both Mike and Jodi's retirements during the next year. She indicated there would be a lot of changes, and Goranson & Associates would be available to help during the transition of staff.

b. Mendocino Film Festival – Application for a Special Event Permit

The Mendocino Film Festival made application for a Special Event Permit to hold their 15th Annual Film Festival at 10705 Palette Drive on May 28 – May 31, 2020. The applicants provided an event safety plan and a traffic control plan. The applicants agreed to provide all required documentation. Blair Bowery, Film Festival Representative, said they were happy to be hosting the Film Festival again this year at the Palette Drive location. The Board agreed that they had done a great job in resolving the Palette Drive parking situation, and the Board appreciated the thorough cleanup after the event was over.

MOTION Hauck/Kerstein: To approve the Application for the Special Event Permit for the Mendocino Film Festival.

ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck, and Schwartz
NOES: None
ABSENT: None
ABSTAIN: None

6. Old Business

7. Groundwater Management

October 1, 2018 was the beginning of the 2018-2019 rain year. Average annual precipitation in Mendocino was 40.23 inches and average rainfall in September was 0.59 inches. During September 2019, 0.59 inches of rainfall had been measured. Total annual rainfall by June was 44.71 inches. Mendocino had received 113.4% of normal rainfall for the water year.

A No Water Shortage condition existed in the District due to above normal rainfall for rain year 2018-2019.

The average Depth-to-Water (DTW) measurements District-wide in the 24 monitoring wells on September 20, 2019 was 16.97 ft.

8. Attorney's Report

9. District Superintendent's Report

a. Monthly Report

Operators performed routine repair and maintenance at the wastewater treatment plant during September 2019. Plant operators chlorinated the aeration basin to kill filamentous bacteria that increased during summer recycled water operations. Removing filaments would improve sludge settling in the settling tank before the plant effluent was filtered and discharged from the plant.

The Hills Ranch Lift Station emergency generator was replaced in September. During the replacement of the generator, the pump control panel was damaged. The panel was replaced with a programmable logic controller. MCCSD has also indicated they needed a level indicator.

There were no MCCSD collection system sanitary sewer overflows to report in September 2019.

The District transferred 307,887 gallons of recycled water to the High School in August 2019.

The Safety Officer conducted the monthly safety inspection of the plant and safety meeting on September 20, 2019. The 30-minute safety meeting was on *Workplace Violence – Awareness, Prevention, Response*.

Superintendent Kelley reported that MCCSD requested a 30-day extension from Wahlund Construction to execute a contract. The District was waiting for the USDA General Counsel to issue the "offer letter". They indicated it would be forthcoming by November 1st. The Contractor agreed to the November 1st extension date.

10. Committee Updates

11. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Hauck/Kerstein To approve payment for checks 14487-14526 and on line CalPERS, State and Federal Tax Deposits. Checks 14489 and 14500 were void

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

NOES: None

ABSENT: None

ABSTAIN: None

b. Update on Delinquent Accounts and Certificate of Liens

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

12. Matters from Board Members

13. Adjourn to Closed Session

a. Personnel Matter – Pursuant to Government Code §54957

The regular meeting was resumed and the report out of closed session was that the Board continued Personnel discussions for replacement of the retiring District Superintendent and the District Secretary.

The meeting adjourned at 9:05 p.m.

Respectfully submitted,


Jodi Mitchell, District Secretary