

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 June 26, 2015

The regular monthly meeting was called to order at 7:00 p.m. in the Community Room at the Community Center of Mendocino, located at the corner of Pine and School Streets. Present were Directors Stubbs, Kraynek and Schwartz. Directors Waldman and Hauck were absent. Also present were Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Agenda Item 6c, Adoption of Personnel Manual, was moved in its order to follow the Secretary's report Item 12.

2. Approval of Minutes – June 1, 2015

Corrections: Page 1, Section 2, line 3. .Schwartz **had** voted to approve the minutes...
Page 2, Section 9, Paragraph 3, Line 6.....Mike **Kelley** had contacted SHN Engineering
Page 2, Section 9, Paragraph 3, Line 8.....Mike **Superintendent Kelley** would notify....
MOTION Kraynek/Stubbs: To approve the minutes of June 1, 2015, as corrected.
ROLL CALL VOTE: AYES: Directors Stubbs, Kraynek and Schwartz

NOES: None

ABSENT: Directors Waldman and Hauck

3. Communications – There were no communications.

4. New Business

a. Public Hearing – Proceedings to Amend the Monthly Sewer Service Charges

On January 26, 2015, the Board of Directors adopted Resolution 2015-242 to approve preparation for a Prop 218 hearing for a proposed sewer rate increase. The 2015/16 draft budget was presented on April 6, 2015 and approved on April 27, 2015 by the Board of Directors. The proposed budget presented at those meetings indicated there would be approximately a \$91,000 sewer revenue deficit for the 2015/2016 fiscal year, and the Board determined a monthly sewer rate increase was necessary to adequately fund the Wastewater Department. The additional revenue needed to balance the budget would come from three sources; 1) additional residential loading (for over two bedroom residences), 2) across the board increase, and 3) increase Ad Valorem tax revenue used for the budget.

On April 11, 2015 the Notice of Public Hearing, a Questions and Answer handout, and an Official Ballot were mailed to 404 property owners with developed parcels in the District. Anyone interested may have appeared and been heard on the matter or submitted a written statement. At the hearing only written ballots submitted by property owners would be counted to determine whether a majority protest to the proposed rate change existed.

The Hearing was open to the public.

Patrick Flanagan, owner of property at 45100 Ukiah Street had submitted his comments in writing on his ballot. He stated he had opposition to the rate increase, but instead of belaboring the issue, he suggested the ballots be counted.

Barbara Reed, audience member, offered to tally the vote. Barbara Reed counted the ballots. There were 51 NO votes. 47 YES ballots were received. 306 ballots were not returned, therefore, included as a YES vote. Total Count: 51 NO and 353 YES.

The majority of property owner supported the rate increase. The public hearing was closed.

b. Introduction of Ordinance 2015-1 – Monthly Sewer Charges

MOTION Kraynek/Stubbs: To waive the reading of Ordinance No. 2015-1, an Ordinance of the MCCSD for Monthly Sewer Service Charges.

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

The User Category Index was expanded to include an additional per bedroom charge for residences with greater than two bedrooms. Any additional bedrooms would represent a .3 Equivalent Single-Family Dwelling (ESD) charge. The Ordinance also increased the baseline residential or ESD monthly sewer charge from \$46.85 to \$50.60

MOTION Kraynek/Stubbs: To Introduce Ordinance No. 2015-1 Monthly Sewer Charges

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

c. Board Approval of Project Plans and Manual and Notice of Invitation to Bid for MCCSD 2015 Treatment Plant Upgrade

The Board of Directors reviewed the Notice to Contractors Invitation to Bid for its 2015 Treatment Plant Upgrade Project to replace a 40 year old aeration blower and install a new generator. The Proposed timeline for the Request for Proposal process should begin on August 11th, with construction to begin mid-September. The Notice to Contractors Invitation to Bid would be published in the Mendocino Beacon, Advocate News, Ukiah Daily Journal, and the North Coast Bidders Exchange.

MOTION Stubbs/Kraynek: To approve the Project Plans and Manual and the Notice of Invitation to Bid for MCCSD 2015 Treatment Plant Upgrade.

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

d. Request for Purchase of Continuous Turbidimeter – Equipment Replacement

Superintendent Kelley requested the purchase of a continuous turbidimeter. The NPDES had included a new requirement in the MCCSD permit and specific equipment was required for continuous monitoring of turbidity. The base rate of the equipment was \$4,801 and the total costs would be \$5,742. Superintendent Kelley noted they had good success with Hach Equipment.

MOTION Stubbs/Kraynek: To approve the purchase of a continuous turbidimeter, as described in the material provided.

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

e. Ordinance No. 2015-2 – To Establish a Policy for Water Meter Reading Charges

Ordinance No. 09-1 established a policy to charge property owners for District Staff to read water meters. A \$50 meter reading service charge was established for property owners who did not comply with their obligation to read their water meter and report groundwater extraction readings on a consistent basis, therefore, necessitating MCCSD personnel to read the water meter for them on a second violation. The Ordinance also established a charge for District staff to read the water meters at \$10 per month when the meter reading service was requested by the property owner on an annual basis and as a convenience to the property owner.

Proposed Ordinance 2015-2 would impose a service charge of \$10 for each month of non-compliance in reading the water meter, and the \$10 charge would be added to the property owner's statement for services. In an attempt to obtain meter reading compliance, the penalty charge might be more effective than the dozens of violation reminder letters sent over the years.

MOTION Kraynek/Stubbs: To Introduce Ordinance 2015-2 to Establish a Policy for Water Meter Reading Charges.

ROLL CALL VOTE: AYES: Directors Stubbs, Kraynek and Schwartz

NOES: None

ABSENT: Directors Waldman and Hauck

Ordinance No. 2015-2 would be on the next meeting agenda for adoption.

f. Recycled Water – Discussion and Possible Action Regarding the Recycled Water Program

Superintendent Kelley provided background information regarding the Mendocino High School soccer field and information about the NPDES permit for recycled water. In August 2015, the NPDES permit would rescind Order No. R1-2010-0020 and Water Reclamation Requirements Order No. 97-66 to meet the provisions contained in the Water Code and Clean Water Act Regulations and Guidelines. Since 1998, disinfection chlorine, polymer, and coliform testing had been periodically billed to the MUSD. MCCSD's 2015 NPDES permit would include additional analytical testing and a onetime nitrate uptake study. In the NPDES permit draft, \$310 per month of new recycled water analyses was added. A letter was sent to the Mendocino Unified School District requesting they pay for the new testing as well as the other costs for chemicals and current analytical tests that had been absorbed by MCCSD. Each 50,000 gallon recycled water transfer by MCCSD cost \$67.98 or .14 cents per gallon. The annual recycled water expenses would be about \$6,500 per year. Superintendent Kelley would provide the costs for water transfers to the Mendocino Unified School District.

5. Groundwater Management

a. Monthly Groundwater Management Report

Only two property owners had failed to submit a Groundwater Extraction Permit. Nineteen additional property owners still do not have a final permit.

By June 6, 2015 a total of 30 inches of rainfall had been recorded for the 2014/2015 rain year. The next evaluation date was August 31, 2015 and would be based on depth to water in the District's drought monitoring wells.

6. Old Business

a. Resolution No. 2015-245 – A Resolution of the MCCSD to Adopt a Three-Step Meter Reading Policy

Resolution No. 2015-245 was reviewed to revise the Three-step Water Meter Reading policy. The 2009 resolution needed revision, once subdivision MOU's that regulated groundwater extraction went into effect. If the parcel was served by a mutual water company the company was responsible for reading its customers' meters, and the first notice of violation would be sent to the mutual water company serving the developed property. The property owner

remained ultimately responsible for the required meter readings in a timely fashion. The resolution was revised by MCCSD legal counsel to clarify who was responsible for submitting the readings.

MOTION Stubbs/Kraynek: To waive the reading of Resolution No. 2015-245 to Adopt a Three-Step Meter Reading Policy

ROLL CALL VOTE: AYES: Directors Stubbs, Kraynek and Schwartz

NOES: None

ABSENT: Directors Waldman and Hauck

MOTION Kraynek/Stubbs: To adopt Resolution No. 2015-245 for a Three-Step Meter Reading Policy

ROLL CALL VOTE: AYES: Directors Stubbs, Kraynek and Schwartz

NOES: None

ABSENT: Directors Waldman and Hauck

7. District Superintendent's Report

During the month of June 2015, the treatment plant operated normally. Plant personnel performed routine plant operations.

Operator Ed Allen returned from unpaid medical leave on Monday, June 8, 2015. Ed's doctor placed no restrictions on his job duties.

The June self-monitoring online reports were sent in to the State Water Quality Control Board.

There were no sanitary sewer overflows in May 2015.

The District's new NPDES Permit draft would be considered for adoption at a Regional Water Quality control Board hearing in August 2015. Comments and objections would be considered by the Water Board at that time.

There were no recycled water transfers to the High School in May 2015 due to high nitrate levels in the plant effluent. Water transfers were re-started in June after nitrate levels dropped to 4.8 mg/L. The nitrate limit is 10 mg/L.

The sluice gate leak was repaired in May. Once the manhole lid was replaced or a lid was fabricated by staff, the emergency overflow pond liner project would be completed.

The Acting Safety Officer also conducted the monthly safety inspection of the plant.

8. Committee Reports

9. Closed Session – Public Employee Performance Evaluations

The Board adjourned to a closed session to review Public Employee Performance Evaluations.

The Board reconvened to regular session. Director Kraynek left the meeting and Director Hauck arrived to be a part of the quorum. The report out of closed session was that Superintendent Kelley's job performance was reviewed by the Board of Directors, and Operator Keith Linden was awarded a \$1.00 per hour merit raise.

10. Adoption of Personnel Manual

The Board reviewed the personnel manual with changes suggested by the Golden State Human Resources Attorney, Mr. Hunt. Superintendent Kelley would make revisions as discussed by the Board and changes would be reviewed on July 27th, at their regular meeting.

11. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Stubbs/Hauck: To approve the Register of Cash Disbursements for checks #12336 - #12371.

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

NOES: None

ABSENT: Directors Waldman and Kraynek

b. Update on Delinquent Accounts and Certificate of Liens

Director Stubbs provided contact information regarding the ownership of property at 44868 Cypress Court that might be able to assist the MCCSD in collection of the delinquent sewer service charges.

12. Matters from Board Members

Director Stubbs suggested that the District should start to review the connection fee Ordinance to possibly adjust the connection fee rate per ESD.

The meeting adjourned at 9:45 p.m.

Respectfully submitted,



Jodi Mitchell
Secretary