

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, September 28, 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 Waldman, Stubbs, Hauck, and Schwartz. Director Kraynek 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 were carried over to the next meeting when Director Kraynek would be present.

August 11, 2015

MOTION Hauck/Stubbs: To approve the minutes of August 11, 2015 as written.

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

NOES: None

ABSTAIN: Director Waldman

ABSENT: Director Kraynek

August 31, 2015

Corrections: Page 3, Paragraph 1, Line 4:gallon to transfer water was ~~0.14 cents per gallon~~
14 cents per 100 gallons.

Page 4, Section 12 was clarified to read: Director Schwartz suggested that each Board member provide in writing their own evaluation of how the Board of Directors could improve their overall improvement and efficiency. He noted there was no pre-determined process and no set procedure established.

MOTION Hauck/Stubbs: To approve the minutes of August 31, 2015 as corrected.

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

NOES: None

ABSTAIN: Director Stubbs

ABSENT: Director Kraynek

3. Communications
 1. Copy of correspondence from Sue Smith to the Mendocino Board of Supervisors regarding her suggestion to reject the Coastal Commission staff demands, which included their priority of Visitor Serving Facilities over other needs.
 2. Notice of Public Workshop on the Town of Mendocino Local Coastal Program Update/Amendment on Wednesday, September 30, 2015 between 7 and 9 p.m. at the Community Room of the Mendocino Community Center located at 10525 School Street.
 3. Notice of Public Hearing for the Mendocino Town Local Coastal Program on October 20, 2015 at 1:30 p.m. in the Board of Supervisors Chambers, 501 Low Gap Road in Ukiah.
4. Public Comment – No public comment was made.
5. New Business
 - a. Request for Temporary Relief from Sewer Service Charges During Construction
The new property owners of property located at 45270 Albion Street requested temporary relief from sewer charges until they completed their demolition and rebuild of the uninhabitable residence. There was no pump in the well and there was no sewer ^{age} generated on the property. They were waiting for feedback from the County Planning & Building Department prior to reconstruction. They planned on building within the

10/26/15

next 6-12 months. Staff noted the County would solicit MCCSD's comments prior to issuance of a County Building Permit.

Superintendent Kelley spoke with Attorney Jackson, who recommended that MCCSD not waive the fees until the demolition/reconstruction process starts.

MOTION Stubbs/Hauck: To provide temporary relief from sewer service charges for property located at 45270 Albion Street provided the applicant verify that there was no groundwater extraction or sewer service use, and the residence was uninhabitable. Also, the board requested notification to the MCCSD when the construction ends. Sewer Service charges would resume when the water pump was installed.

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

b. Cornelia Reynolds, Mendocino Rotary Consideration and Possible Action
MOU Regarding Rotary Park

President Schwartz read an email from Cornelia Reynolds stating that she would endeavor to provide something for MCCSD's legal counsel to review, prior to any further discussions.

c. SHN Scope of Work for Engineering Services to Design Solids Drying Bed Revisions

Superintendent Kelley explained the Sludge Dryer was 10 years old. The existing sludge drying beds were in a state of disrepair, but they could serve as a back up alternative to the dryer, during emergency or necessary repairs. SHN provided a Scope of Work for engineering services to design the solids drying bed revisions, and the cost was \$20,000. The scope of work was to prepare plans, specifications, and bid documents for the District to solicit bids and enter into a public contract to perform the work revising the drying beds. SHN would prepare construction drawings for removal of all existing under drains, installation of a single floor drain, preparation of sub-base materials, and installation of a concrete floor. A vehicle access point would be made part of the facility.

The project would be expensed as equipment replacement.

MOTION Hauck/Stubbs: To approve the Scope of Work for the Drying Bed Revisions, as outlined in SHN Consulting Engineers and Geologists letter dated February 19, 2015.

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

d. Purchase of Coli Alert Equipment for Recycled Water Quality Testing

As a part of her recent inspection, Cathleen Goodwin, Water Resources Control Engineer with the North Coast Regional Water Quality Control Board, requested that the MCCSD purchase quantaray test equipment to enumerate total coliform, rather than just testing for E. coli presence/absence. A weekly confirmation test by Alpha lab was also required. The additional coli alert test by Alpha would cost \$52 per week and the MCCSD would need to purchase a piece of testing equipment that cost \$4,420.09 to test each recycled water transfer to the High School.

MOTION Waldman/Hauck To purchase the equipment as discussed.

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

Cathleen Goodwin also recommended that the District complete the restaurant inspections for grease handling in the fall. Mike would discuss this issue in his report.

7. Attorney's Report – No report.

8. Old Business - None

9. Groundwater Management

a. Monthly Groundwater Management Report

By September 21, 2015, a total of 31.1 inches of rainfall had been recorded for the 2014-2015 rain year. Annual precipitation (October 1 – September 21) was 23% below normal for the year. The District was currently in a declared Stage 2 Water Shortage Condition due to below normal rainfall.

Depth to Water (DTW) readings in the drought indicator wells were used to re-evaluate the drought stage. DTW levels were considered as the primary tool for groundwater supply evaluation for the end of summer. If average depth-to water in the drought wells was 20.8-23.2 ft., a Stage 1 Water Shortage conditions existed. Staff monitored the 5 drought indicator wells on August 31, 2015, and the average DTW in the drought wells was 22.49 ft. Four out of five drought wells indicated Stage 1, and one indicated a Stage 2. This confirmed that the District was in a Stage 1 Water Shortage and a Resolution was prepared for adoption.

Superintendent Kelley noted that Mr. Steven Gomes submitted his Groundwater Extraction Permit and picked up a water meter, which was court ordered, prior to September 30, 2015.

b. Resolution No. 2015-247 To Declare a Stage 1 Water Shortage Condition

Resolution No. 2015-247 was introduced for discussion.

MOTION Hauck/Stubbs To waive the reading of Resolution No. 2015-247 To Declare a Stage 1 Water Shortage Condition

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

NOES: None

ABSTAIN: None

ABSENT: Director Kraynek

MOTION Hauck/Waldman To adopt Resolution No. 2015-247 Resolution of the MCCSD to Declare a Stage 1 Water Shortage Condition

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

NOES: None

ABSTAIN: None

ABSENT: Director Kraynek

c. Mendocino Art Center, 45200 Little Lake Street, APN 119-160-32

Groundwater Extraction Permit Application Approval Extension

In 2009, the Mendocino Art Center submitted an application for a Groundwater Extraction Permit for their proposed project, which included new construction of Sussy Studio, construction of a studio space, and the addition of one apartment. According to the District's Water Use Standard, the additional water demand represented an 8.2% increase in the current water demand, therefore, qualifying for an exception to the Hydrological Study requirement. Since the proposed changes resulted in a limited increase in water demand, the project was approved, and the property owner was required to stay within the current allotment of 3,309 gallons per day. Superintendent explained the difference between water demand and an allotment, and explained that all Groundwater Extraction Permits were based on the water demand. In some instances, a water allotment may differ from the water demand, if projects were approved for a limited increase as an exception to the hydrological study requirement. For those approvals, the applicant agreed to stay within their existing allotment for a limited increase.

The Groundwater Extraction Permit application Approval had been extended every two years, since 9/29/09. The Mendocino Art Center requested a two year extension for the Groundwater Extraction Permit Application Approval.

MOTION Hauck/Waldman: To approve the request from the Mendocino Art Center for a Groundwater Extraction Permit Application Approval Extension for a period of two years.

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

10. District's Superintendent Report

a. Monthly Report

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

A map of the annual collection system maintenance performed by MCCSD staff was provided.

The August self-monitoring online report was submitted to the State Water Quality Control Board.

There were no sanitary sewer overflows in August 2015.

363,581 gallons of recycled water was transferred to the High School in August, 2015.

Steve Acker installed the new turbidimeter in July 2015 to meet the new NPDES requirement for continuous monitoring of effluent turbidity. The Hach Company technician checked the calibration of the turbidimeter at the Treatment Plant on 9/2/15. Hach Company was preparing a proposal to periodically service the Hach analytical equipment at the treatment plant; turbidimeter, chlorine analyzer, DR 2000 spectrophotometer, dissolved oxygen meter and SC-200 controller.

Superintendent Kelley provided correspondence to the Board, dated October 1, 2015, which would be addressed to all Food and Beverage establishments regarding implementation of new MCCSD Fats, Oils and Grease Program. Superintendent Kelley explained that the FOG Program went into effect on January 21, 2010 and the Program had two approaches to FOG management; 1) to minimize the FOG that enters the collection system from Food and Beverage Establishments and other commercial food preparers by the installation and maintenance of grease control devices and from residents through public education, and 2) to remove the FOG that enters the collection system during routine maintenance. The State Water Resources Control Board wanted FOG stopped at the source. The inspections were designed for the efficient operation of the sewer plant. Consensus of the Board was to modify the letter to emphasize that if they follow Best Management Practices they would likely minimize their exposure for major hardware ^{costs} or other penalties and expenses, moving forward. Superintendent Kelley's plans were to clean and video the individual lateral, provide best management practices and determine in one year, if a grease trap was required.

The safety officer conducted the monthly safety inspection of the plant. Operators took their online safety courses this month.

11. Committee Updates- No report.

12. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Stubbs/Waldman To approve cash disbursements for checks #12483 through #12517, noting check #12509 was void.

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

NOES: None

ABSTAIN: None

ABSENT: Director Kraynek

b. Update on Delinquent Sewer Accounts and Certificate of Liens

1. Review of Delinquent Account to Consider Disconnection of Sewer Service For Non-Payment of Fees and Charges

Letitia Glozer, 45300 Ukiah Street, APN 119-215-02

The property owner of property located at 45300 Ukiah Street is delinquent in payment of monthly sewer fees, and at the request of the MCCSD, the Attorney recorded a Certificate of Lien against the real property for non payment of fees and charges. The Board of Directors shall review a delinquent account to consider disconnection of sewer service for nonpayment of fees and charges, after a residential account had become two quarters delinquent. If the Board elected to disconnect the property from the sewer system, the property owner shall be advised they have 14 days from the date of the certified letter to bring the account up to date.

MOTION Hauck/Stubbs To proceed with disconnection of sewer service to 45300 Ukiah Street, with the suggestion that the Superintendent notify the tenant in a manner that conveys the necessary information about the disconnection proceedings.

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

13. Matters from Board Members

a. Annual Board Evaluations

Director Hauck suggested that all Board members review the MCCSD guidelines to understand all of the rules of MCCSD's operations. Staff would email the Governance Guidelines. Board evaluations would be reviewed at the next meeting.

President Schwartz provided a 2-page pocket guide to the Brown Act basics, and reminded the Board members that a Brown Act/Ethics training was scheduled for October 9, 2015, at 10:00 a.m. at the Firehouse located on Little Lake Road. He noted the Grand Jury recommendation was that all Board members attend Brown Act/Ethics Training.

The meeting adjourned at 9:30 a.m.

Respectfully submitted,


Jodi Mitchell, Secretary