MENDOCINO CITY COMMUNITY SERVICES DISTRICT Post Office Box 1029

Mendocino, CA 95460

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Minutes of February 25, 2019

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, Rice, Hauck, and Schwartz. District Superintendent Mike Kelley and Secretary Jodi Mitchell were present.

1. <u>Agenda</u> – No changes were made to the agenda.

2. Approval of Minutes

January 28, 2019

MOTION Hauck/Kerstein

To approve the minutes of January 28, 2019 as submitted.

AYES: Directors Kerstein, Hauck and Schwartz

ROLL CALL VOTE

NOES: None

ABSENT: None

ABSTAIN: Director Rice

- 3. <u>Communications</u>
- 4. Public Comment
- 5. Old Business
 - a. <u>Adoption of Ordinance 2019-1 To Set Fees and Charges for FY 2018-2019 and</u>
 Thereafter Unless and Until Subsequently Revised or Changed

The Adoption of Ordinance 2019-1, to Set Fees and Charges was continued from the January 2nd meeting to clarify the sewer disconnection deposit of \$3,000 listed in Exhibit 1. The line item in Exhibit 1 was modified to include reference to the Ordinance and Resolutions related to the Sewer disconnect/reconnect deposit. Director Hauck was satisfied with the clarification.

MOTION Kerstein/Hauck

To waive the reading of Ordinance 2019-1, To set fees and

charges for FY 2018 and thereafter unless and until

subsequently revised or changed.

ROLL CALL VOTE

AYES: Directors Kerstein, Hauck and Schwartz

NOES: None ABSENT: None

ABSTAIN: Director Rice

MOTION Kerstein/Hauck

To adopt Ordinance No. 2019-1.

ROLL CALL VOTE

AYES: Directors Kerstein, Hauck and Schwartz

NOES: None ABSENT: None

ABSTAIN: Director Rice

6. New Business

a. Adoption of MCCSD Accident Form

The District could earn additional incentive points towards a reduction in their annual premium if certain safety and administrative criteria were met, one of which was an MCCSD Accident Report Form adopted by the Board of Directors. An accident report form focused on the injury, whereas the incident report was intended to focus on the cause and prevention of further occurrences. The first part would be completed by the employee who suffered the accident, and the Supervisor would complete the second part.

The form included employee and injury details, nature and extent of injury, description of events leading up to the injury and how it occurred, and how the recurrence could be prevented.

MOTION Hauck/Kerstein

To adopt the MCCSD Accident Report Form.

ROLL CALL VOTE

AYES: Directors Kerstein, Rice, Hauck and Schwartz

NOES: None ABSENT: None

6. Groundwater Management

a. Monthly Groundwater Management Report

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 February was 6.66 inches. 7.47 inches had been measured for the month by February 19^{th} . Total annual rainfall was 25.38 inches. Rainfall was 11.6% below normal for this time of year.

The average Depth-to-Water (DTW) measurements District-wide in the 24 monitoring wells on February 15, 2019 was 11.33 ft.

7. District Superintendent's Report

Operators performed routine repair and maintenance at the wastewater treatment plant during February 2019. On February 14th, average daily plant flow was 276,000 gal/day and the high peak flow was 829,000 gal/day. The ocean outfall handled high flows from the last few storms.

SHN Engineering had completed the 90% plans. USDA was in the process of reviewing the documents. Following approval of the plans, the project can go out to bid around mid-March. The tentative schedule for the start of construction as the first week in June.

Director Hauck requested an updated timeline, and asked if the June 1st construction start date was realistic in terms of going out to bid, time for the contractor to evaluate the bids, and Board approval. Superintendent Kelley said that Quinn Donovan with USDA and Scott Ferguson, Bond Counsel, were both confidant the contract could be awarded for construction to begin June 1st. The line of credit was being approved with the Savings Bank.

There were no MCCSD collection system sanitary sewer overflows during February 2019. The Safety Officer conducted the monthly safety inspection of the plant and safety meeting on

February 15, 2019. The 30-minute safety meeting was on Back Protection Defending Your Safety Zone.

8. <u>Committee Updates</u>

9. <u>District Secretary's Report</u>

a. Monthly Register of Cash Disbursements

MOTION Hauck/Kerstein To approve disbursements in the amount of \$60,302.10 for

checks #14203-14243 and online CalPERS, State and Federal Tax

Deposits, and noting no checks were void.

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

NOES: None ABSENT: None

The Secretary reported that AT&T was reactivating previous calling plans to reduce the MCCSD AT&T charges by approximately 50%. AT&T had ended contracts with their customers over the years, and didn't make it well known or obvious to its customers that the contract needed to be renewed annually.

b. <u>Update on Delinquent Accounts and Certificate of Liens</u>

The Board of Directors reviewed the delinquent accounts and certificate of liens.

10. Matters from Board Members

Director Rice asked for direction about how to start a District conversation to take possible action to reduce micro plastics from getting into the ocean, and affecting the sensitive eco system. He thought it was of great community concern. Director Hauck agreed that there was the possibility of pollutants entering the outfall line but explained that an advanced filtration system would be limited to what the community could afford. He noted that larger areas were distributing a much greater amount of pollutants, and the effect on the ecosystems should be addressed by the larger polluters. Superintendent Kelley noted that testing was required by the SWRCB.

President Schwartz suggested that this could be a conversation after the Treatment Plant Upgrade was completed.

11. Adjournment

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Jodi Mitchell, Secretary