

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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Minutes of June 1, 2015

The regular monthly meeting, to replace the meeting of May 25, 2015, was called to order at 7:00 p.m. in the business office at the Wastewater Treatment Plant. Present were Directors Waldman, Stubbs, Hauck, Kraynek and Schwartz. Also present were Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Agenda No changes were made to the agenda.

2. Approval of Minutes

6/26/15
At the last meeting, Directors Hauck and Waldman entertained a motion to approve the minutes of January 26, 2015. Since there was no controversy regarding the minutes, Directors Stubbs and Schwartz ^{had} voted to approve the minutes, as presented, and noted that Director Kraynek was provided an opportunity to respond to the minutes and the motion to approve when he returned.

Director Kraynek responded that he approved the minutes as voted upon.

Minutes of April 27, 2015

Corrections: Page 2, Line 2, Add sentence for clarification: The Mendocino Fire Protection District executed the document, as signed by William Lemos, and the MCCSD Board President signed the document to indicate the Board's acceptance.

MOTION Hauck/Stubbs: To approve the Minutes of June 1, as amended.

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

NOES: None

ABSENT: None

ABSTAIN: Director Kraynek

3. Communications

4. Public Comment

5. Groundwater Management

Mike Kelley reported that the MCCSD formally declared a Stage 2 Water Shortage at the April 27, 2015 regular meeting, since on March 31, there was <29 inches of cumulative rainfall since October 1, 2014 and less than 7 inches since February 1, 2015. A total of 29.87 inches of rainfall had been recorded for the 2014-2015 rain year. The next evaluation date would be August 31, 2015.

Mike noted that a press release was provided to the Mendocino Beacon on two occasions regarding the Stage 2 Water Shortage declaration. The Press Releases were never printed in the Mendocino Beacon. The Board agreed the Stage 2 Water Shortage restrictions on parcels within the District were of local concern and local affairs of importance in Mendocino should be printed in the Mendocino Beacon, a newspaper of general circulation published within the District. The Board President would contact the Mendocino Beacon.

6. New Business

a. Response to April 21, 2015 Grand Jury Report

President Schwartz reported the MCCSD Board of Directors had been complimented by the Grand Jury on the District's organization and performance during the Stage 4 Water Shortage Crisis. What the Grand Jury failed to note was the exceptional service by MCCSD staff, which he thought warranted mention. The Grand Jury had no criticism of the Stage 4 Water Shortage Declaration. Director Kraynek also gave kudos to the community because they knew there was a crisis, understood the situation, and did what was best for the community, as a whole.

b. Review of Bid Documents and Timeline for Treatment Plant Upgrade for Blower and Generator Replacement

The Board reviewed the proposed timeline to award a Construction Contract to install the replacement blower and emergency generator. The proposed project timeline projected August 31, 2015 as the date to award the contract. At the meeting scheduled on June 26, 2015, the Board would consider approval of the Notice Inviting Bids for Construction, the Project Plans, and the Project Manual, which outlined the construction requirements and the contract process and Award Schedule. California Public Contract Code required all contracts for the construction of any unit of work, which was estimated to cost in excess of \$15,000, must be let to the lowest bidder after competitive bidding. Given the substantial size of this contract, Attorney Jackson would review the Construction Contract and the pre-qualification questions. Consensus of the Board was to employ SHN to review the bids on the Board's behalf and the Superintendent would use his discretionary spending authority up to \$5,000.00. Construction should start October 1, 2015.

7. Old Business

a. Resolution No. 2015-245 – A Resolution of the Mendocino City Community Services District to adopt a Three-Step Meter Reading Policy

Attorney Jackson had not finalized his review of the proposed Resolution and Superintendent Kelley requested Resolution No. 2015-245 be continued to the next meeting.

Director Stubbs suggested the Water Shortage Contingency Plan provided exceptions for allowing cleaning of structures to avoid a public nuisance, or to protect public health and safety. Superintendent Kelley did not agree that power washing of buildings or decks was a threat to public health and safety, and recommended that the Board not make any exceptions or changes to the Water Shortage Contingency Plan Ordinance. The Board instructed staff to inquire with Attorney Jackson, if the Water Shortage Contingency Plan Ordinance provided for any exception to power wash buildings within the community during stages of drought.

8. Attorney's Report

Staff reported that Attorney Jackson provided a form of Release of Deed Restriction in accordance with Resolution No. 2015-240. The form would be used by staff to assist homeowners who would like to request that their previously recorded Deed Restriction be released.

9. District Superintendent's Report

During the month of May 2015, the Treatment Plant operated normally. Plant personnel performed routine plant operations, but needed plant maintenance was not being performed due to a personnel shortage. Operator Ed Allen may return from unpaid medical leave in mid-June 2015.

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

There were no recycled water transfers to the High School in April 2015 due to high nitrate levels in the plant effluent. Superintendent Kelley reported that MCCSD had received its new National Pollutant Discharge Elimination System (NPDES) permit draft. The North Coast Regional Water Quality Control Board had added additional recycled water testing requirements. There would be additional \$300 monthly cost for analysis testing and, in addition, approximately \$165 for each 50,000 water transfer. Mike had contacted SHN Engineering for an estimate for a Nitrogen Application Rate Study, which was another new requirement in the permit. The Board was disappointed that the State had priced the MCCSD out of providing recycled water to the High School. Mike would notify the Mendocino Unified School District regarding the water transfer costs to the MUSD and additional reporting requirements by MUSD staff.

The sluice gate leak that was found in 2013 was finally repaired this month.

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

10. Committee Report

The Personnel and Management Committee met with Staff on May 20, 2015 to discuss the proposed MCCSD Personnel Manual. Mike noted that an Attorney with Golden State Risk Management Authority was reviewing the manual. The old policy required updating. The secretary met the "salary"

6/26/15

Kelley

Superintendent Kelley

definition, but the job descriptions for the two plant operators were changed to require a Grade I license, and specific tasks would be assigned. Director Hauck was pleased that a professional attorney in the Human Resources field was reviewing the document.

11. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Kraynek/Hauck To approve the monthly register of cash disbursements for checks #12284 – 12335 noting no checks were void.

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


b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board of Directors reviewed the update on delinquent sewer accounts and Certificates of Lien.

12. Matters from Board Members

The meeting adjourned at 8:20 p.m.

Respectfully submitted,


Jodi Mitchell, District Secretary