

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 November 7, 2019

Special Meeting was called to order by President Schwartz at 7:00 p.m. at the Community Center of Mendocino, 10525 School Street, Mendocino. The regular meeting of October 28, 2019 was cancelled due to the power outage. Present were Directors Hauck, Rice, Kerstein and Schwartz. District Superintendent Mike Kelley and Secretary Jodi Mitchell were present.

1. Agenda

2. Approval of Minutes September 30, 2019

MOTION Hauck/Kerstein To approve the Minutes of September 30, 2019, as submitted.

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

Approval of Minutes October 16, 2019

Correction: Section 2, Paragraph 4, line 5: ...to replenish the District reserves, which were ~~expensed~~ expended for this project.

MOTION Hauck/Rice To approve the minutes of October 16, 2019, as corrected.

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

3. Communications

4. Public Comment

5. Old Business

6. Public Hearing

The first Public Hearing for adoption of Resolutions regarding intention to adopt the Groundwater Extraction Permit Ordinance, the Water Shortage Contingency Plan and the Water shortage Contingency Plan Ordinance was continued to a Special meeting scheduled for December 4, 2019. Superintendent Kelley noted the Mendocino Beacon did not publish the legal notice, due to the power outage. The Hearings were rescheduled.

7. New Business

The Board reviewed the project Modification Agreement from SHN, which reflected the most needed improvements to the WWTP and to provide for the future distribution of recycled water. The addition to the budget was \$45,000 and was mainly for re-engineering the electrical portion of the plans.

MOTION Hauck/Kerstein To approve SHN project modification agreement for change #4, Job Number 416076.

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

8. Groundwater Management

October 1, 2019 was the beginning of the 2019-2020 rain year. Average annual precipitation in Mendocino was 40.04 inches and average rainfall in October was 2.37 inches. During October 2019, 0.44 inches of rainfall had been measured. During early November there was no rain.

Total Rainfall for Rain Year 2018-2019 was 45.64 inches. Mendocino received 111.1% of normal annual rainfall during the last water year. The District was currently in a No Water Shortage condition.

The average Depth to Water (DTW) measurements District-wide in the 24 monitoring wells on October 18, 2019 was 16.34 ft.

9. Attorney's Report

10. District Superintendent's Report

Operators performed routine repair and maintenance at the wastewater treatment plant during October 2019.

On Friday, October 26, PG&E shutdown the power to the plant. Operator Linden switched to the 50 HP blower. On Sunday, October 27, Kelley and Linden set up a temporary pump and generator on the Heeser Drive List Station to prevent a sewage overflow during the power outage. On Monday, October 28, there was a generator low fuel alarm, so the emergency generator was shut down. Several hours later, the fuel company delivered their last 400 gallons of diesel. The fuel supplier delivered additional diesel fuel to fill the emergency generator tank on Tuesday, October 29. On October 30, the power was restored.

Director Hauck suggested the District ~~contact~~ contact their elected officials regarding the potential for serious problems such as a sewer overflow, and it appeared there was no sense of urgency by fuel suppliers to prioritize public wastewater treatment plants. Superintendent Kelley suggested that the suppliers deliver in the order of the request, and that a more immediate solution might be to have a reserve supply tank. The Board asked Superintendent Kelley to obtain the cost and any requirements for an ^{reserve} alternative tank. The Board was concerned about potential exposure and the penalty for a wastewater spill, and Director Hauck said the plant should never be shut down.

The Hills Ranch Lift Station emergency generator was replaced in September. The pump control panel was replaced with a programmable logic controller. The contractor was also adding a wet well depth to water gauge and manual on-off pump switches to the panel.

When the power outage began on October 26th, the new generator did not start. Operator Linden contacted the company that installed the unit, and notified them that the generator had a dead battery. Once the battery was replaced, the generator operated normally during the outage.

There were no MCCSD collection system sanitary sewer overflows to report during October 2019, and there were no sanitary sewage overflows during the power outage.

The District transferred 82,534 gallons of recycled water to the High School in September 2019. No recycled water was transferred through October 21, 2019.

The Safety Officer conducted the monthly safety inspection of the plant and safety meeting on October 21, 2019. The 30-minute safety meeting was on Drug-Free Workplace.

11. Committee Updates

12. District Secretary's Report

a. Monthly Register of Cash Disbursement

The Secretary reported that the revenue posted for August 22 – September 18, 2019 in Cash Disbursement report for \$60,159.33 was corrected. The revenue during that period was \$85,070.10.

The Board reviewed the Cash Disbursements for the period of September 19 – October 31, 2019.

MOTION Rice/Hauck To approve payment for checks 14527-14569 and on line CalPERS, State and Federal Tax Deposits.

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.

c. Quarterly Report of Income and Expenses

The Quarterly Report of Income and Expenses for the period ending September 30, 2019 was provided to the Board. Total YTD operating revenue was \$213,813. Operating expenses were \$226,839, leaving a net income of negative \$<13.026>. Non-operating revenue, which included County Tax Revenue and Savings Interest was \$10,991, less the loan payment on the dryer and equipment replacement and the project in progress, left a cash margin of negative \$<81,177> for the quarterly period.

13. Matters from Board Members

14. 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 discussed Personnel replacement of the retiring District Superintendent and the District Secretary.

The meeting adjourned at 9:05 p.m.

Respectfully submitted,


Jodi Mitchell, District Secretary