

MENDOCINO CITY COMMUNITY SERVICES DISTRICT  
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Minutes of January 29, 2018

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. Agenda – There were no changes or additions to the agenda.
2. Approval of Minutes December 18, 2017  
Motion Hauck/Kerstein To approve the Minutes of December 18, 2017, as presented.  
Roll Call Vote AYES: Directors Kerstein, Rice, Hauck and Schwartz  
NOES: None  
ABSENT: None  
ABSTAIN: None
3. Communications
4. Public Comment  
Thomas Dertner commented that he had talked to a couple of guys over the weekend who had worked for the State Water Quality Board in Sacramento. He told them about what the District was planning to do, and Mr. Dertner claimed they told him that using the drying beds could easily turn into a class action suit. Mr. Dertner said he also talked to the head of a wastewater treatment plant who thought that using the drying beds was the wrong thing to do. Mr. Dertner never stated to the MCCSD Board what he had told any of them and the Board had no comment.
5. Groundwater Management
  - a. Monthly Groundwater Management Report  
October 1, 2017 was the beginning of the 2017-2018 rain year. Average precipitation in January was 7.10 inches. By January 28, Mendocino received 8.2 inches of rainfall. For this rain year, MCCSD had recorded 15.96 inches of precipitation. The cumulative average rainfall at the end of January was normally 21.91 inches. On January 29<sup>th</sup>, the District was 27.2% below normal rainfall for the current rain year. The District was still in a No Water Shortage Condition. The District would evaluate drought conditions on January 31, 2018. Although rainfall was below normal now, it was too early to predict a water shortage for the year. Greater than 14 inches of rainfall on January 31, 2018 meant that the District would be in an undeclared Stage 1 Water Shortage Condition. That determination would be made in April or May of 2018. Rainfall would be monitored over the next three months prior to a recommendation by the Superintendent for a Water Shortage declaration by the Board. The average Depth to Water (DTW) in the aquifer on January 24, 2017 was 8.57 ft. The DTW measurements in the District's 24 monitoring wells on January 16, 2018 was 16.48 ft. This was the lowest DTW in the aquifer at this time of year since January 2014 just before the District declared the Stage 4 Water Shortage.
6. Old Business

7. New Business

a. Alpha Diving Industries–Quote for Outfall Inspection and Joint Stabilization

A quote was provided by Robert Lucariello, Marine Surveyor from Alpha Diving Industries, for the Outfall Inspection and Joint Stabilization. Based on the age, and environmental conditions, the outfall was subject to annual inspection of the condition of the structure and should be performed and documented. The survey should be conducted anytime there are safe ocean conditions to enable clear recordation, between the period of April 1 through May 2018. The Post Winter Survey would provide dive team inspection beginning from Flow Control Structure B to the diffuser. A written report, along with digital still and video images, shall be provided as a result of the survey. Total Cost \$16,000. With the District's desire to maintain the outfall in a serviceable condition for the foreseeable future, and at the request of Superintendent Kelley, the quote of \$24,800 reflected the cost to fabricate a Splice-Alignment Clamp, components for a second and install one each during fiscal year 2018. *and 2019.*

MOTION Hauck/Kerstein To approve the Quote for Outfall Inspection & Joint Stabilization 2018 as presented by Alpha Diving Industries.

Roll Call Vote AYES: Directors Kerstein, Rice, Hauck and Schwartz  
NOES: None  
ABSENT: None  
ABSTAIN: None

b. Review 2016/2017 Audited Financial Statements

The Review of the 2016/2017 Audited Financial Statements was deferred to the next meeting.

8. Attorney's Report

9. District Superintendent's Report

Operators performed routine repair and maintenance at the wastewater treatment plant during January 2018.

There were no MCCSD collection system sanitary sewer overflows during 2017.

The District did not transfer recycled water to the High School in November or December 2017. A total of 872,259 gallons of recycled water was transferred, less than half of the amount normally transferred. *during the year.*

New testing requirements reduced the number of days the District could send recycled water to the high school tank. The new recycled water system that would be installed in 2018 as part of the USDA funded loan/grant project would allow MCCSD to recycle virtually the entire plant flow for irrigation during the summer. The new system would also provide recycled water to hydrants that would be installed on Ukiah Street.

Property owners would be able to pick up recycled water at the treatment plant for landscape irrigation. They would first be required to take a short training on how to safely use recycled water and obtain a District recycled water permit. Contractors would also be able to use recycled water for dust control at construction sites.

The Headlands State Park planned to use recycled water from the new recycled water system for toilet flushing in their public restrooms after they were remodeled. The new plumbing would have dual flush toilets.

The Safety Officer conducted the monthly safety inspection of the treatment plant and the safety meeting was on January 15, 2018.

10. Committee Updates

a. Street Lighting Committee Luminaire Recommendation

Director Hauck reported that he and Otto Rice met as the Street Lighting Committee on January 11<sup>th</sup>. A letter was sent to P.G. & E. requesting confirmation that the wooden poles and support arms could be used with the teardrop luminaire with a deep skirt, and also requested that the new luminaires have 2700 Kelvin LED's that had a color equivalent to an incandescent bulb color. Mr. Pollard, P.G. & E., explained the Holophane luminaires had to be installed on a Holophane pole and the 2700 Kelvin LED's were not available. New Street lights would have to be 3,000 kelvin LEDs, which were International Dark Sky approved. The Street Light committee met a second time on January 25<sup>th</sup>, and Superintendent Kelley provided a power point presentation on the existing cobra-head streetlights. As a result of those meetings, the Committee was prepared to recommend that P. G. & E. leave the existing wooden poles and install the originally proposed Cree luminaires with 3,000 Kelvin LED's with Standard Cree shielding. However, since that time, P. G. & E. provided the District with pictures of deteriorating wooden poles, which have reached their useful life, and why P. G. & E. wanted to replace the existing poles. Mike Kelley displayed, in a powerpoint presentation, pictures of the deteriorating poles, which were provided by P. G. & E., and pictures of Holophane poles versus the wooden poles with the conduit up the side of the pole.

Gretchen Imlay reminded the Board of what Kathleen Cameron had asked at the November meeting which was would P.G. & E. ever consider an exception to the new LED's and accept Mendocino keeping the high-pressure sodium lights. Director Hauck responded that the existing lights would be replaced with LED's as they burn out. She was not convinced that LED's were more International Dark Sky friendly than the sodium high pressure bulbs.

Ed O'Brien spoke to the evolution of Mendocino Streetlights. He explained that independent street lights were not organized until 1967 and in 1980 the undergrounding occurred and Street lights were installed. Prior to that time, they hung on wires from pole to pole. He thought it was important to not get hung up on the term historic or a certain period of time, and don't be restrained from choosing durable, dark sky friendly lights that would provide safety for the community. Even though Mendocino was a Historical District, it had evolved over the years, and the community may feel they would be better served with the metal poles and shielded luminaires, which were free of cost, and which would most likely serve the community for many years to come.

After reviewing the pictures of the deteriorating wooden poles with outside conduit, the ornamental poles and luminaires which were available from P.G.&E, and discussion with the public in attendance, a decision was made.

Director Rice wanted to be sure the community was made aware of the selection prior to the MHRB meeting.

MOTION Hauck/Kerstein To recommend to P.G. & E. to install the Delaware Pole with Teardrop Shallow with deep skirt luminaire, with a curved arm to use where possible.

Roll Call Vote AYES: Directors Kerstein, Rice, Hauck and Schwartz

NOES: None

ABSENT: None

ABSTAIN: None

The Pole change would require approval by the Mendocino Historical Review Board.

11. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Hauck/Rice: To approve payments in the amount of \$114,012.31 for checks 13674-13730, and on-line CalPERS, State and Federal Tax Deposits.

Roll Call Vote AYES: Directors Kerstein, Rice, Hauck and Schwartz  
NOES: None  
ABSENT: None

b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board reviewed the update on delinquent sewer accounts and Certificate of Liens.

c. Quarterly Report of Income and Expenses ending 12/31/17

The Board reviewed the Quarterly Report of Income and Expenses ending 12/31/17. Total year to date operating revenue was \$379,029 and operating expenses were \$371,316, leaving an operating net income of \$7,713. County Tax and Savings Interest revenue was \$8,831, which left a district margin of \$16,543. \$117,379 was expensed for the dryer loan payment, and Equipment Replacement, leaving a total cash margin of <\$100,835>.

Director Hauck was concerned that that the revenue collected from User Fees for Capital Improvement and Equipment Replacement did not equal the balance of the District's Investment accounts. It appeared there was a total of \$558,425 reserved for Capital Improvements and Equipment Replacement. Staff clarified that the revenue collected from user fees for Capital Improvement and Equipment Replacement was not restricted. It was put into the general fund and was used for other expenses, such as legal fees. Director Hauck thought there might be a better way to account for the Capital Asset and Equipment Replacement Reserves. Superintendent Kelley noted that the District had been legally advised over the years not to have restricted revenue accounts. This issue would be continued, and the Finance Committee would meet in the near future.

12. Matters from Board Members

The meeting adjourned at 9:00 p.m.

Respectfully submitted,



Jodi Mitchell  
District Secretary