

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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Minutes of September 25, 2017

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

1. Agenda – There were no changes or additions to the agenda.

2. Approval of Minutes August 28, 2017

Motion Hauck/Kerstein To approve the Minutes of August 28, 2017, as submitted.

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

NOES: None

ABSENT: None

3. Communications

4. Public Comment

5. Groundwater Management

a. Monthly Groundwater Management Report

Since October 1, 2016, Mendocino received 57.32 inches of rain, which was 141% of the 40.33 inches of average total annual rainfall for Mendocino. Through mid-September, there had been no recorded precipitation for the month.

The DTW in the aquifer measurements in the District's 24 monitoring wells were logged on September 19, 2017. The average DTW in the aquifer in August was 16.97 feet and in September it was 16.95 ft.

Due to adequate rainfall in the water year 2016-2017, the District would remain in a No Water Shortage Condition until January 31, 2018. The 2017-18 Rain Year begins on October 1, 2017.

b. Groundwater Extraction Permit Application Approval Renewal

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

A Groundwater Extraction Permit Application was approved in 2009 for new development of a 1,384-sq. ft. studio, construction of a 400-sq. ft. studio space and the addition of one apartment. A Groundwater Extraction Permit Application Approval would automatically expire by its own terms if the applicant did not obtain Final Approval within two-years. The Board of Directors may extend a Groundwater Extraction Permit Application Approval for an additional period of two years.

An application was submitted for a Groundwater Extraction Permit Application Approval Extension. Superintendent Kelley recommended approval of the two-year extension since the project had not been completed.

MOTION Hauck/Stubbs

To approve the request for an extension of the Groundwater Extraction Permit Application Approval No. 2009/9-17 for the Mendocino Art Center.

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

NOES: None

ABSENT: None

6. Old Business

7. New Business

a. SHN Project Modification Agreement – MCCSD Wastewater System Upgrades

On August 24, 2017, MCCSD received the Letter of Conditions from the USDA Rural Development that notified MCCSD of the approval of the District's USDA Rural Development loan/grant application for wastewater treatment plant improvements and recycled water system expansion. USDA funds were obligated for a 40year 2.65% loan for \$2.1 million and a \$971,000 grant. On September 12, Directors Roger Schwartz, Harold Hauck and Superintendent Kelley met with SHN Manager Tom Herman and USDA representative Quinn Donovan in Willits to review the Letter of Conditions. The project consisted of the following tasks: 1) onsite disinfection system upgrade with a new equipment/storage building and underground 50,000-gallon recycled water tank, 2) recycled water distribution system to the high school, fill station at the plant, and fire hydrants on Ukiah Street, 3) sludge drying beds upgrade, 4) replacement of equalization pond liner, and replacement of filter backwash controls. The following must be reviewed and approved by USDA in sequence: preliminary engineering report, agreement for engineering services, final plans and specifications for project, bid award information, and executed contract documents.

SHN Engineering had completed the Preliminary Engineering Report for the project, and USDA had approved the existing MCCSD/SHN Engineering Services Agreement for \$666,512.00. SHN submitted a Project Modification Agreement for Board consideration, to include the SHN costs of \$30,000 for the June 22, 1017 Special Meeting to explain to the public the need for the drying beds upgrade.

The USDA Letter of Conditions required that the MCCSD office be ADA accessible. Kelly Grimes was preparing a plan to bring the office into compliance with the Americans with Disability Act. Those modifications would be paid with loan/grant funds.

The District had five years to complete the project, but it was possible that construction could begin in 2018.

Dan Potash objected to the \$400,000 cost to upgrade the drying beds when they would rarely be used, and asked if the District had a contingency plan if all three beds were full and capacity was reached, especially during the winter months. Superintendent Kelley responded that each bed was equal to one digester full of sludge or approximately 46,000 gallons. 1 ½ % was solids and the remaining water would be returned through the treatment plant. He also thought that there would be adequate time to make any repairs to the dryer. In a worst-case scenario, solids could be moved from one bed to another, however, the Superintendent thought it was an unreasonable hypothetical concern.

Ginger Kraynek asked what would happen if the Dryer failed. The Board explained that they have been planning for equipment breakdowns and funds were currently collected from user fees for equipment replacement. Also, not all parts of the dryer would fail simultaneously, and all parts of the dryer were replaceable. Sam Kraynek commented that the term "solid" was a euphemism for something that attracted odors and rodents. He said he was informed by a past Board President that the drying beds were old technology and they would never be used.

It was not the Board's intent to change the existing operational procedures, which included the drying beds a backup alternative to the dryer during necessary equipment repairs.

MOTION Hauck/Kerstein To approve SHN Project Modification Agreement for \$666,512; Job Number 416076.

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

b. Resolution No. 2017-253 Changing Election Day and Requesting Consolidation with the November Election During Even Numbered Years

Resolution No. 2017-253 was introduced which encouraged maximum voter turnout and community participation in the democratic electoral process and required MCCSD to comply with the mandate of SB 415. Sections 1303(b) and 10404 of the Elections Code permits the MCCSD to change its election day for its Governing Board with the approval of the Board of Supervisors of the County. SB 415 requires a political subdivision to change the Election Day for its Governing Board to the same day as a statewide general election during Even Numbered Years.

MOTION Stubbs/Kerstein To waive the reading of Resolution No. 2017-253 changing the Election from odd to even numbered years.

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

MOTION Stubbs/Kerstein To approve Resolution No. 2017-253.

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

8. Attorney's Report

9. District Superintendent's Report

a. Monthly Report

Operators performed routine repair and maintenance at the Wastewater Treatment Plant. There were no MCCSD sanitary sewer overflows in August 2017.

The District transferred 135,346 gallons of recycled water to the High School in August 2017.

Fort Bragg Diesel started installing the generator muffler. The Board asked Superintendent Kelley to encourage Fort Bragg Diesel to move along on completing the project.

Plant operators high pressure cleaned 13,674 feet of sewer mains during the month of September.

The Safety Officer conducted the monthly safety inspection on September 19th. The Safety meeting was on lab safety.

Director Hauck asked if P. G. & E. provided a date for installation of the LED street lights. He thought it was important that the three demonstration lights be installed as soon as possible. Mike Kelley would contact P. G. & E. to encourage installation of the demonstration lights, which he understood would be installed at Harvest Market, Mendocino Hotel and the Community Center.

10. Committee Updates

11. District Secretary's Report

a. Monthly Register of Cash Disbursements

Motion Hauck/Stubbs To accept Cash Disbursements in the amount of \$69,233.92 for checks #13520 - 13568 noting that check #13549 was void.

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

b. Update on Delinquent Sewer Accounts and Certificate of Liens

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

1. Discussion of Collection of Delinquent Sewer Fees in Subdivisions

Superintendent Kelley explained that two subdivisions, Big River Vista and Hills Ranch were privately owned, therefore, there was no MCCSD access to disconnect sewer connections for nonpayment of sewer fees. Within privately owned subdivisions, nonpayment of sewer fees would result in a Certificate of Lien being recorded against the real property instead of disconnection proceedings. At the time of any sale of the property, the Certificate of Lien would need to be satisfied for the full amount due, including late payment penalties, before the Certificate of Lien would be released.

12. Matters from Board Members

Director Hauck announced he would not be at the regular MCCSD monthly meeting in October. President Schwartz thanked Harold for the advance notice, and noted that since the Board would be operating with 4-members it was imperative that Board members contact the Secretary if they were unavailable for any meeting.

The regular meeting was adjourned to a Closed Session to discuss a Personnel Matter pursuant to Government Code Section 54957.

The Regular meeting reconvened and the report at the conclusion of the closed session was announced. The Board of Directors discussed long-term planning for future staffing.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,



Jodi Mitchell
District Secretary