

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of January 28, 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, Hauck, and Schwartz. District Superintendent Mike Kelley and Secretary Jodi Mitchell were present. Director Rice was absent.

1. Agenda – No changes were made to the agenda.

2. Approval of Minutes January 2, 2019

MOTION Hauck/Kerstein To approve the minutes of January 2, 2019 as submitted.

ROLL CALL VOTE

AYES: Directors Kerstein, Hauck and Schwartz

NOES: None

ABSENT: Director Rice

3. Communications

4. Public Comment

5. Old Business

a. Adoption of Ordinance 2019-1 – To Set Fees and Charges for FY 2018-2019 and Thereafter Unless and Until Subsequently Revised or Changed

The Adoption of Ordinance 2019-1, to Set Fees and Charges was continued to the next meeting to clarify the sewer disconnection deposit listed in Exhibit 1.

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 January was 7.10 inches. 6.83 inches of rainfall had been measured for the month by January 28, and total annual rainfall by January 28 was 17.91 inches.

The Board declared a Stage 1 Water Shortage on May 29, 2018 due to below normal rainfall. The Water Shortage Stage Criteria should be used each year to determine water shortage onset stage and modified appropriately if there was a pre-existing water shortage. The Superintendent's recommendation was to continue Stage 1 Water Shortage, and follow the drought declaration criteria for declaring water shortage and determining water shortage response plans.

The average Depth-to-Water (DTW) measurements District-wide in the 24 monitoring wells on January 17, 2019 was 14.56 ft., which was significantly below 2016-2017 but ahead of 2018.

b. Application for Hydrological Study Approval – 44961 Main Street, APN 119-250-25

On November 5-9, 2018, a constant rate aquifer pump test was conducted for a hydrological study of a 0.8-acre undeveloped parcel located at 44961 Main Street, APN 119-250-25. Lawrence and Associates conducted the aquifer test and prepared the Hydrological Study for the property owner who planned to develop the parcel in the future with a two-bedroom residence, a guest cottage, and a 568 sq. ft. yoga studio. The purpose of the hydrological study was to prove that the test well produced adequate groundwater for future development of the parcel, prove that there was no adverse effect on hydrologically contiguous wells during groundwater extraction from the test well, and determine the effect that the proposed groundwater extraction had on the local aquifer. The aquifer pump test proved adequate groundwater was available for the proposed development. The pump rate during the test was

2.5 times higher than the estimated allotment for the proposed development to prove an adequate water supply. The aquifer test with a constant discharge rate of 1.0 gal/min for 72 hours demonstrated that there was adequate groundwater for a 576 gal/day allotment. The project called for a total of 385 gal/day. No adverse effects were observed during the test.

SHN Engineers reviewed the Hydrological Study to evaluate compliance with District Ordinance 2018-2. There were no deficiencies found by the SHN review.

Staff recommended approval of the Hydrological Study for future development, with conditions:

1) The allotment for future development shall not exceed 576 gal/day.
2) The allotment would be based on the size and type of development, and the owner planned to apply for an allotment of 385 gpd.

3) A water meter shall be installed at the wellhead prior to extraction from the well, and monthly meter readings shall be submitted to the District following meter installation

MOTION Kerstein/Hauck To approve the Hwang Hydrological Study for APN 119-250-25, 44961 Main Street for proposed mixed use development, with an allotment not to exceed 576 gal/day.

ROLL CALL VOTE AYES: Directors Kerstein, Hauck and Schwartz

NOES: None

ABSENT: Director Rice

7. District Superintendent's Report

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

District Staff purchased a re-conditioned mother board for the generator. It was not the correct board so it was returned for credit. The District's mother board was sent to Radwell Industries for repair.

There were no MCCSD collection system sanitary sewer overflows during January 2019.

No recycled water was transferred to the High School in January 2019.

The Safety officer conducted the monthly safety inspection of the plant and safety meeting on January 16, 2019. The 30-minute safety meeting was on MCCSD General Safety Rules.

8. Committee Updates

The Safety Committee met on January 21, 2019 with Staff and Mark Marshall of Golden State Risk Management Authority (GWRMA). Safety was discussed. The District was commended for having no claims or injuries. The MCCSD could earn up to a 10% award on their annual insurance premium contributions by meeting certain safety and administrative criteria. Mr. Marshall commended the MCCSD for their ongoing safety programs and encouraged staff to continue training and practice safety.

9. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Hauck/Kerstein To approve disbursements in the amount of \$134,330.28 for checks #14176-14202 and online CalPERS, State and Federal Tax Deposits, and noting checks 14146 and 14193 were void.

ROLL CALL VOTE

AYES: Directors Kerstein, Hauck and Schwartz

NOES: None

ABSENT: Director Rice

b. Update on Delinquent Accounts and Certificate of Liens

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

c. Quarterly Report of Income and Expenses ending 12/31/19

The Board reviewed the second quarterly report of income and expenses ending December 31, 2018. Total revenue for the period was \$205,808 and operating expenses were \$174,147, leaving a net operating income of \$31,661. The addition of tax revenues and savings interest in the amount of \$57,223, less \$188,696 for the project in progress, left a cash margin of negative <\$99,812>. Total cash margin for the Year to date was negative \$<336,190>.

10. Matters from Board Members

11. Adjournment

The meeting adjourned at 8:40 p.m.

Respectfully submitted,


Jodi Mitchell, Secretary