

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 4-29-2024 MEETING AGENDA

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**  
**P. O. BOX 1029**  
**MENDOCINO, CA 95460**  
**Business Phone (707) 937-5790 Treatment Plant (707) 937-5751**

AGENDA

REGULAR MEETING

Monday, April 29, 2024

5:30 PM

Community Center of Mendocino, 10525 School Street, Mendocino

- 1) CALL TO ORDER
- 2) APPROVAL OF AGENDA
- 3) PUBLIC COMMENT: non agenda items
- 4) COMMUNICATIONS
- 5) FINANCIAL REPORT  
Discussion and Possible Action to Approve District Disbursements/Expenditures
  - a) February Disbursements
  - b) March Disbursements
- 6) CONSENT AGENDA  
All matters on the Consent Agenda are to be approved by one action without discussion unless a Board Member requests separate action on a specific item.
  - a) APPROVAL OF MINUTES from 2-26-24
- 7) DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION
- 8) NEW BUSINESS
  - a) Discussion and update from Matt Kennedy of GHD
  - b) Discussion of the legal process, RFQ responses, and plan
  - c) Discussion and Possible Action to approve the purchase of a carbon air filter, not to exceed \$8000  
Staff recommends a motion to approve the purchase of a carbon air filter, not to exceed \$8000
  - d) Discussion and Possible Action to direct Staff to move some reserves into an account which may generate higher interest and therefore additional revenue  
Staff recommends a motion to direct Staff to research options to maximize the District's money
  - e) Discussion and Possible Action related to garage door replacement at the WWTP in relation to MHRB
- 9) OLD BUSINESS
- 10) DISTRICT SUPERINTENDENT'S REPORT  
Monthly Report
- 11) GROUNDWATER MANAGEMENT  
Monthly Groundwater Management Report
- 12) COMMITTEE UPDATES
- 13) MATTERS FROM BOARD MEMBERS

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 4-29-2024 MEETING AGENDA

14) ADJOURNMENT

STANDING COMMITTEES: For 2024

Finance:----- Dennak Murphy and Ishvi Aum

Personnel:----- Dennak Murphy and Matthew Miksak

Plant Operations:----- Ishvi Aum and Jim Sullivan

Safety:----- Donna Feiner and Matthew Miksak

Street Lighting:----- Jim Sullivan and Donna Feiner

Groundwater Management:----- Jim Sullivan and Ishvi Aum

*Pursuant to Americans with Disability Act (ADA Title II), MCCSD will make reasonable arrangements to ensure accessibility to the meeting. If you need special assistance to participate in this meeting, please contact the business office at 707- 937-5790.*

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**

Post Office Box 1029  
Mendocino, CA 95460  
(707) 937-5790 (t)  
mccsd@mcn.org

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING**

**ACTION MINUTES – February 26, 2024**

**BEFORE THE BOARD OF DIRECTORS  
FAIR STATEMENT OF PROCEEDINGS**

**(PURSUANT TO CALIFORNIA COMMUNITY SERVICES DISTRICT LAW  
Government Code §61000)**

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**AGENDA ITEM NO. 1 – CALL TO ORDER – 5:00 p.m.**

**Present:** Directors Donna Feiner, Jim Sullivan, Ishvi Aum, VP Matthew Miksak, and presiding was President Dennak Murphy

**Staff Present:** District Superintendent, Ryan Rhoades, and District Secretary, Katie Bates

**Public Present:** Dan Potash and Ken Taylor

**AGENDA ITEM NO. 2. – APPROVAL OF AGENDA**

**Board Action:** Upon motion by Director Feiner and 2<sup>nd</sup> by Director Sullivan, IT IS ORDERED to approve the agenda. The Motion carried by the following vote:

AYE: 5

**AGENDA ITEM NO. 3 –PUBLIC COMMENT**

None

**AGENDA ITEM NO. 4 – COMMUNICATIONS**

None

**AGENDA ITEM NO. 5- FINANCIAL REPORT**

- a) **January Disbursements**  
**Presenter: Katie Bates**

**Board Comment: Director Aum, President Murphy**

**Board Action:** Upon motion by Director Feiner and 2<sup>nd</sup> by Director Sullivan, IT IS ORDERED to approve the January disbursements. The Motion carried by the following vote:

AYE: 5

- b) **Discussion and Possible Action to approve the purchase and installation of three (3) replacement garage doors**

**Presenter: Ryan Rhoades**

**Board Comment: Directors Aum, Sullivan, Feiner, VP Miksak, and President Murphy**

**Board Action:** Upon motion by Director Feiner and 2<sup>nd</sup> by Director Miksak, IT IS ORDERED to approve spending up to \$15,000 to replace the three (3) garage doors. The Motion carried by the following vote:

AYE: 5

**AGENDA ITEM NO. 6- CONSENT AGENDA**

- a) **APPROVAL OF MINUTES FROM 1-29-24**

**Board Action:** Upon motion by Director Sullivan, and 2<sup>nd</sup> by VP Miksak, IT IS ORDERED to approve the minutes from January 29, 2024. The Motion carried by the following vote:

AYE: 5

**AGENDA ITEM NO. 7—DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION**

None

**AGENDA ITEM NO. 8 – NEW BUSINESS**

- a) **MCCSD Board of Directors requests Public Input re: funding WWTP upgrades/ replacement**

**Board Comment: President Murphy, Directors Aum, Sullivan**

**Staff Comment: Ryan Rhoades**

**Public Comment: Ken Taylor and Dan Potash**

**AGENDA ITEM NO. 9- OLD BUSINESS**

None

**AGENDA ITEM NO. 10- DISTRICT SUPERINTENDENT'S REPORT**

**Presenter: Ryan Rhoades**

**Board Comment: Director Aum and President Murphy**

**AGENDA ITEM NO. 11: GROUNDWATER MANAGEMENT**

**Presenter: Ryan Rhoades**

**AGENDA ITEM NO. 12: COMMITTEE UPDATES**

**GWM Committee meeting was postponed**

**AGENDA ITEM NO. 13: MATTER FROM BOARD MEMBERS**

Directors Sullivan and Aum had a discussion about the SAFER process, GHD, and West Company.

**AGENDA ITEM NO. 14: ADJOURNMENT**

IT IS ORDERED to approve adjourning the meeting at 6:33 p.m.

**NOTICE: PUBLISHED MINUTES OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT MEETINGS**

- *Effective May 11, 2020, the Board of Directors' minutes will be produced in "action only" format.*
- *Minutes are considered draft until adopted/approved by the Board of Directors*
- *Please reference the District's website to obtain additional resource information for the Board of Directors: [www.mccsd.com](http://www.mccsd.com).*

*Thank you for your interest in the proceedings of the Mendocino City Community Services District*

**Board of Directors**

**STANDING COMMITTEES:**

- Finance:----- Dennak Murphy and Ishvi Aum
- Personnel:----- Dennak Murphy and Matthew Miksak
- Plant Operations:----- Ishvi Aum and Jim Sullivan
- Safety: ----- Donna Feiner and Matthew Miksak
- Street Lighting:----- Donna Feiner and Jim Sullivan
- Groundwater Management:----- Jim Sullivan and Ishvi Aum

Respectfully submitted,  
Ryan Rhoades and Katie Bates



DATE OF PROPOSAL: April 1, 2024

Q-37748 Rev. 2

Pacific Water Resources  
alan@pacificwaterresources.com / susan@pacificwaterresources.com  
Burlingame, CA 94010-1741  
Email: [susan@pacificwaterresources.com](mailto:susan@pacificwaterresources.com)

## Mendocino CSD

Engineered to Order Details for: C-45350

Item	Qty	
Drum Scrubber Unit Size 300		
Odorcarb Ultra Media (Box for equipment)	7	
Odormix SP Media (Box for equipment)	3	
C-45350 Subtotal		\$ 7,501.23
Extended Total (US)	1	\$ 7,501.23

### Notes:

Freight and taxes are not included  
Lead time : 4-6 weeks

### Pricing Summary

Grand Total: \$ 7,501.23

Expiration: This quote is valid for 30 days after quote build date.  
Build date: 2024-4-1

\*If a Purchase Order is submitted that requires approval prior to production (HFA), then the validity of pricing is 90 days from quote build date.

\*Any approval after the expiration will require a requote.

\*Request to cancel a Purchase order is subject to a cancellation fee.

For Terms & Conditions: <https://www.purafil.com/purafil-terms-and-conditions-of-sale/>

## Drum Scrubber Configuration Summary

### Sizing

**Size:** 300 CFM  
**Active:** Passive (N/A)  
**Inlet:** Standard per Size

### Sizing


**Voltage:** Passive (N/A)  
**Frequency:** 60  
**Phase:**  
**Motor Type:** Standard  
**Blower Coating:** Powder

### Media

Volume	Type
7	Odorcarb Ultra Media (Box)
3	Odormix SP Media (Box)

### Electrical

**Outlet Type:**  
**Outlet Size:**  
**Skid:** N  
**Hold Downs:** N  
**Mist Eliminator:** No  
**ME Gage:** No

207-10830  Benjamin Moore  
Paints

bird

**NORVELLS**  
662 S. Franklin St.  
FORT BRAGG, CA 95437  
Phone (707) 964-0743  
No Returns After 30 Days

72716

2-7-27

Pay on  
10500 Kelly St  
MCCSP 2 mech. only  
water treatment measure

- DAY WORK
- CONTRACT
- EXTRA

1-10x10 Two sided Mahogany  
No 9/105 \$3891-

1-12x8 Same \$3674-

1-10x8 Same 3268-

Lab on each door \$700- \$2100-

TOTAL AMOUNT  
TAX

12,993

TOTAL AMOUNT \$



# March and April 2024 Superintendent's Report

## **Wastewater Treatment Plant:**

- Operators performed routine repair and maintenance to the WWTP in March and April of 2024.
- Staff replaced the chlorine injection plumbing for treated effluent due to weathering and corrosion.
- The new groundwater pump at the plant failed within two weeks and was returned. FBE assisted with installation, and replacement of floats, wiring, replacement breakers, and a new pump.
- Ryan Cronin finished welding work on airline in March and we thank him for his help.
- Staff gave a WWTP tour to a Mendocino high school students on Friday, April 19, 2024, and has another tour on 5/1.
- In an effort to reduce odors staff need to replace the carbon filter drum on the biosolids dryer. A replacement has been quoted at about \$7500.

**Outfall Update:** We continue to wait on weather and safe ocean conditions for Alpha Diving to complete the annual survey and Biological report. The regional regulators sent a letter approving the work plan.

## **Recycled Water:**

MCCSD did not transfer any recycled water during the months of March or April. We have learned that there is still some hope for funding part or all of proposed upgrade project. We should know more next month.

## **Biosolids Trailer and Transport:**

-MCCSD staff transported one load of biosolids to Redwood Landfill in March and another in April

## **Grant and Project Updates:**

- Staff continue the process of talking with another grant writing consultant, Jamie Umble. She is drafting a staged proposal for service that could benefit the District.
- The SAFER feasibility study continues to make very slow progress on a water study. We have not seen any draft to date, and they are still in the process of gathering information. The community outreach portion is still dealing with insurance issues, delaying a work plan approval, and thus has not begun.
- Staff applied for another technical assistance program, this time with the EPA to assist with a wastewater needs assessment and planning for wastewater infrastructure replacement. We are waiting for a consultation interview.
- Staff reached out to the Anderson Valley CSD and Brook Trails CSD to discuss funding ideas and challenges. Despite community rumors that AVCS D has received millions in funding, that is simply not true. They are in a similar situation to MCCSD working very hard with many needs and limited resources.
- MUSD received Planning Commission approval for the water storage tank and supply project.
- No current updates from FEMA for the January 2023 Storm Damage re-imbusement.

## **Safety Meeting and Plant Safety Inspection:**

The 30-minute monthly safety meeting for March was held March 20, 2024. The topic was review of *Ladders and Stairs*. The 30-minute monthly safety meeting for April was held April 17, 2024. The topic was *Hazard Communication*. No safety incidents were reported for the period.

## **Sanitary Sewer Collection System:**

There were no Sanitary Sewer over flows to report for the period April 12, 2023- April 19, 2024

## **Other:**

The Superintendent successfully completed and submitted the 2023 annual self-monitoring report in March about one week ahead of schedule. We had no violations to report for the year. April 16, 2024 we completed and submitted Q1 2024 State SMR Report.

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-The SAFER feasibility study continues to make very slow progress on a water study. GHD is still in the process of gathering information, and creating a web site. We have not seen any draft water study but we know they are working on this. After many months of back and forth, the community outreach portion finally resolved insurance concerns on Thursday 4/25 we expect the work plan approval shortly and outreach to begin soon.

-Staff applied for another technical assistance program, this time with the EPA to assist with a wastewater needs assessment and planning for wastewater infrastructure replacement. We are waiting for a consultation interview.

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**Memo**

**To:** MCCSD Board of Directors  
**From:** District Superintendent  
**cc:** Jim Jackson  
**Date:** April 24, 2024  
**Re:** Groundwater Management Report

**The 2023-24 Rain Year**

October 1, 2023 was the beginning of the 2023-24 rain year. Average annual precipitation in Mendocino is 39.20 inches, and average rainfall in April is 2.96” inches 1.75” inches of rainfall has been measured in the District for the month, as of April 23, 2024 (Figure 1, Table 1).

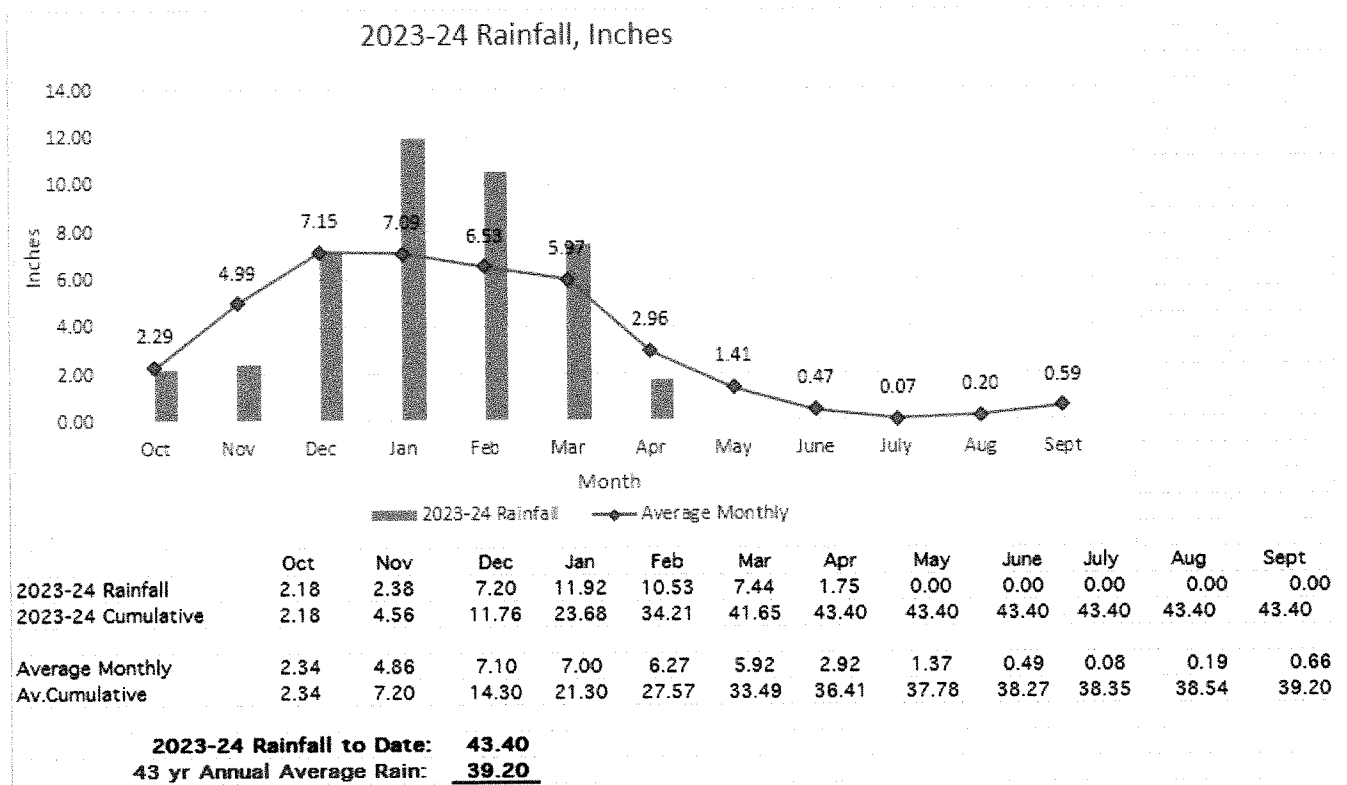


Figure 1, Table 1

Total Rainfall for Rain Year 2022-23 was 41.93" inches. Mendocino received 106% of normal annual rainfall during the last water year. By April 23, 2024, total rainfall since October 1, 2023 was 43.40" inches, 111 % of average annual rainfall.

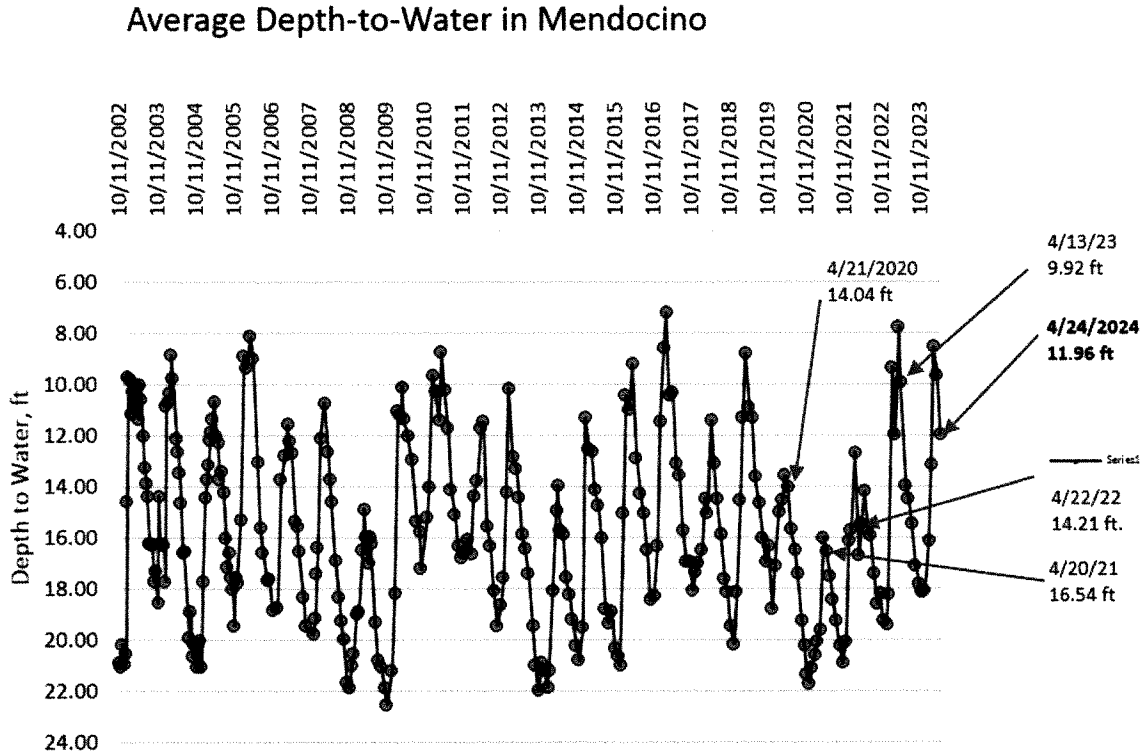
<b>DAILY TOTAL RAINFALL</b>												
2023-24												<i>Elevation 72 Feet</i>
												<i>Latitude 39.306°</i>
Data From : Community Service District												<i>Longitude -123.000°</i>
							10AM					
Day	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	0.01		0.76	0.01	0.52	0.32						
2		.01	0.31	1	0.05	0.25	0.02					
3		0.03	0.01	0.05	1.18	0.1	0.43					
4		0.21	0.02		2.06	0.25	0.54					
5		0.37	0.11	0.04	0.29	0.89						
6		0.08	0.74	0.38	0.32	0.04						
7	0.02	0.01	0.16	0.01	0.12		0.01					
8	0.24	0.01		0.40	0.01	0.43						
9	0.08			0.12		0.07						
10	0.19		0.02	0.10	0.02	1.11	0.01					
11	0.02		0.01		0.01	0.47						
12	0.01	0.03		0.84	0.02	0.04	0.61					
13	0.01	0.16		2.02	0.11		0.08					
14		0.39	0.02		0.65		0.02					
15		0.03			0.07		0.01					
16	0.29	0.03	0.23	0.88	0.51							
17	0.02	0.47	1.66	0.08	0.81							
18	0.02	0.09	0.56	0.01	1.42		0.01					
19	0.01		1.37	1.48	0.28							
20				0.42	0.92							
21	0.26	0.01	0.01	0.45	0.01	0.08						
22	0.87	0.01		0.26		1.25						
23	0.01		0.01	0.42		0.76	0.01					
24						0.05						
25	0.10					0.04						
26			0.46		0.01	0.07						
27			0.44			0.89						
28		0.20	0.30		0.27	0.15						
29	0.02	0.01			0.87	0.16						
30		0.24		2.00		0.01						
31				0.95		0.01						
Sum	2.18	2.38	7.20	11.92	10.53	7.44	1.75	0.00	0.00	0.00	0.00	0.00
Count	17	18	19	21	23	22	11	0	0	0	0	0
Max	0.87	0.47	1.66	2.02	2.06	1.25	0.61	0.00	0.00	0.00	0.00	0.00
Rainy Days		131						Water year Total Rainfall				43.40
Maximum Daily Rainfall												

Table 1 2023-24 Rainfall Record

April 2024 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 24 monitoring wells on April 24, 2024 was 11.96 ft. DTW averages are 2.3 ft. below March of 2024 and about 3.4 ft below February. The DTW averages in the five drought monitoring wells reported at 13.88 ft. a decrease of 2.25 ft from March of 2024

Figure 2 April 2024, Depth-To-Water Chart



Following the Water Shortage Contingency Plan, March 31, 2024 was the most recent water shortage evaluation date. Current rainfall totals and depth to water averages indicate there is no water shortage in the District at this time.

According to the Water Shortage Contingency Plan, (p. 14) “Calendar for Declaring Water Shortage, . . . If a water shortage is not declared by the end of May, no further evaluation is required until the following January 31.”