

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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Minutes of July 27, 2015

The regular monthly meeting was called to order at 7:00 p.m. in business office of the Wastewater Treatment Plant located at 10500 Kelly Street. Present were Directors Kraynek, Hauck and Schwartz. Directors Waldman and Stubbs were absent. Also present were Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Agenda No changes were made to the Agenda.

2. Approval of Minutes – June 26, 2015

On June 26, 2015, when the Board reconvened out of Closed Session, Director Kraynek left the meeting and Director Hauck arrived to be a part of the quorum for the remainder of the meeting. Since Director Stubbs was not present to approve the minutes, they were carried over to the next meeting for approval when Director Stubbs would be present.

3. Communications – There were no communications.

4. Public Comment

5. Old Business

a. Adoption of Ordinance No. 2015-1 Monthly Sewer Service Charges

Ordinance No. 2015-1 Monthly Sewer Service Charges was introduced at a Special Meeting on June 26, 2015.

MOTION Kraynek/Hauck To waive the reading of Ordinance 2015-1 for Monthly Sewer Service Charges.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck and Schwartz

NOES: None

ABSENT: Directors Stubbs and Waldman

MOTION Kraynek/Hauck: To adopt Ordinance No. 2015-1 Monthly Sewer Service Charges.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck and Schwartz

NOES: None

ABSENT: Directors Stubbs and Waldman

The Ordinance would be published one-time as a legal notice in the Mendocino Beacon, and the new charges would become effective on October 1, 2015.

b. Adoption of Ordinance No. 2015-2

Establish a Policy for Water Meter Reading Charges

Ordinance No. 2015-2 To Establish a Policy for Water Meter Reading Charges was introduced at a Special Meeting on June 26, 2015.

MOTION Hauck/Kraynek To waive the reading of Ordinance 2015-2 To Establish a Policy for Water Meter Reading Charges.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck and Schwartz  
NOES: None  
ABSENT: Directors Stubbs and Waldman

MOTION Kraynek/Hauck: To adopt Ordinance No. 2015-2 Monthly Sewer Service Charges.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck and Schwartz  
NOES: None  
ABSENT: Directors Stubbs and Waldman

c. Approval of MCCSD District Personnel Manual

Superintendent Kelley presented the updated Personnel Manual, dated July 21, 2015. Recommended changes were reviewed by the Board of Directors at their meeting of June 26, 2015, and the approved changes and corrections were made by Attorney Hunt, a Human Resources Attorney referred by Golden State Risk Management Authority. The Board thanked Superintendent Kelley for a good job in preparing the new manual.

MOTION Hauck/Kraynek: To adopt MCCSD personnel manual.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck and Schwartz  
NOES: None  
ABSENT: Directors Stubbs and Waldman

6. New Business

7. Groundwater Management

a. Monthly Groundwater Management Report

In the 2014-15 rain year, the only significant precipitation was during the three month period from October 1 to December 31, 2014. 22.26 inches of rain was recorded. Since January 1, 2015, there had been a total of 7.95 inches of rainfall, which was 68% below normal precipitation for the period. By July 15, 2015, a total of 30.21 inches of rainfall had been recorded for the rain year. Even with above normal precipitation last fall (Oct 1 to Dec 31, 2014), total rainfall was 25% below normal for the year. The MCCSD was currently in a Stage 2 Water Shortage Condition, with a voluntary 15% reduction.

The next drought stage evaluation date would be August 31, 2015, and evaluations would be based on depth to water in the District's drought monitoring wells. Depth to Water readings in the 24 monitoring well field in June already indicated a sharp decline in the water table, due to lack of spring rains.

8. District Superintendent's Report

During the month of July 2015, the treatment plant operated normally. Plant personnel performed routine plant operations, and needed plant maintenance was being performed because Operator Ed Allen had returned from unpaid medical leave.

The June and 2<sup>nd</sup> Quarterly self-monitoring online reports were sent in to the State Water Quality Control Board. Charles Reed's replacement would be visiting the treatment plant. She lowered the dioxin testing and indicated the District could expand their recycled water transfers to the ball field, for example. An updated engineering report would be necessary. Superintendent Kelley would pursue the estimated engineering costs for expansion of the recycled water system.

There were no sanitary sewer overflows in June 2015.

393,098 gallons of recycled water was transferred to the High School by June 15, 2015.

The Mendocino Unified School District Superintendent contacted Superintendent Kelley on July 14<sup>th</sup>. Jason Morse informed Kelley that the MUSD had agreed to pay for the chemical and analytical testing for the reused water program. A new Cl-17 chlorine analyzer was installed in the recycled system. Approximate cost of the installation was \$4,500.00. President Schwartz urged Superintendent Kelley to confirm their discussion and agreement to pay costs in writing.

The Manhole 10 fabrication had been completed. The lid would provide access to the sluice gate mechanism, and a standard manhole lid was also built into the lid.

The Acting Safety Officer conducted the monthly safety inspection of the plant. Operators took online safety courses this month.

Mike Kelley was going to ask David Dubose to grind a large pile of brush as a result of cleanup and annual fire abatement at the Wastewater Treatment plant by the CalFire/Parlin Forks Conservation Crew.

9. Committee Updates

10. District Secretary's Report

a. Monthly Register of Cash Disbursements

The Board reviewed the monthly register of cash disbursements.

Director Hauck suggested that prior to next year's budget, the MCCSD should obtain quotes from other Insurance Company's for liability and worker's compensation coverage.

MOTION Hauck/Kraynek: To approve cash disbursements for payment of \$112,157.48, checks #12372 through #12429, noting checks 12418, 12420, 12382, 12384, and 12385 were void.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck and Schwartz

NOES: None

ABSENT: Directors Stubbs and Waldman

b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board reviewed the update on delinquent sewer accounts and Certificate of Liens, and asked Superintendent Kelley to request guidance from the Attorney regarding acknowledgement of a special health situation whereby the owner would not accrue penalties, as a general policy, but continue to accrue sewer service charges, to be paid at a future date, possibly through a recorded lien against the real property.

c. Secretary Mitchell reminded the Board of the filing dates for the upcoming Election; The deadline was 5:00 p.m. on Friday, August 7, 2015. Anyone, other than incumbents shall have until 5:00 p.m. on August 12, 2015, if an incumbent didn't file by Friday, August 7<sup>th</sup>.

11. Matters from Board Members

President Schwartz noted that early in July, the MCCSD's application was to appear before the MHRB, for the proposed generator vent, (which was not visible from the Street), and louvered doors. Mr. Schwartz appeared at the meeting to represent MCCSD, but the MHRB had no intention of dealing with MCCSD, since the item was not on their Agenda. According to Ms. Cherry, the time for the review on the agenda had extended from 6 to 8 weeks. Supervisor Hamburg spoke with Andy Gustafson, Planner, and he indicated the applications now required uniformity between the Ukiah and the Fort Bragg offices. The application would be heard by the MHRB on August 3<sup>rd</sup>, and the County Staff saw no reason why the project would be denied. Mr. Kinser, County Planner, referred to the project as an "immaterial architectural modification". The MCCSD had already gone out to bid for the MCCSD 2015 Treatment Plant Project, and any

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harmonizing

future delay by MHRB would be problematic for the installation of the District's Emergency Generator.

The Board discussed the two recorded Certificate of Liens resulting from a penalty for failure to obtain a groundwater extraction permit. The MCCSD had made a good faith effort to encourage compliance by all property owners within the District. Director Hauck suggested the MCCSD should exercise their authority for non-compliance. Staff would defer to legal counsel for a recommendation.

Director Hauck was disturbed to hear that the Planning and Building Staff (PBS) had pulled MCCSD's request for re-zoning of the Palette Drive property from Open Space to Public Facility from inclusion in the Local Coastal Plan Amendment of the Town Plan. Mr. Hauck explained that in December the Board of Supervisors approved amendments to the Local Coastal Plan, which included a zoning change from OS to PF on the Palette Drive Property. Subsequently, the Planning Staff and Coastal Commission came to the conclusion that the PBS would accept separate LCPA applications for land use designation changes from both the MCCSD and the MFPD and they would request the Board of Supervisors to authorize the submittal of the revised LCPA without the land use designation changes.

The PBS had requested project plans from Superintendent Kelley.

The consensus of the Board was to move forward on the request for the zoning Application from OS to PF. When there was a project, the MCCSD would submit an application. Staff would ask the Attorney to move forward to re-zone the property from OS to PF.

The meeting adjourned at 8:38 p.m.

Respectfully submitted,

  
Jodi Mitchell, Secretary