

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
Post Office Box 1029
Mendocino, CA 95460
Business Phone (707) 937-5790 Treatment Plant (707) 937-5751 Fax (707) 937-3837

Minutes of July 29, 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, Rice, Hauck, and Schwartz. District Superintendent Mike Kelley and Secretary Jodi Mitchell were present.

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

2. Approval of Minutes June 24, 2019

Correction: Page 1 Approval of Minutes, Line 4; Director Rice

MOTION Hauck/Kerstein To approve the Minutes of June 24, as corrected.

ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck, and Schwartz

NOES: None

ABSENT: None

ABSTAIN: None

3. Communications

Goranson and Associates. provided confirmation of their Auditing Services for the year ended June 30, 2019. The Auditor's fieldwork was scheduled to begin August 22nd.

Golden State Risk Management Authority, the MCCSD's Insurance provider, approved the District's participation in the GSRMA Risk Management Accreditation Program (RMAP). As a result of the District's commitment to improving risk management and safety the District was awarded a check for \$3,214 which represented a 10% award from their total member contribution for the 2018/2019 policy period. The District was also awarded with an accreditation plaque. The Mendocino Beacon took the opportunity for a photo shoot with staff.

4. Public Comment

The Mendocino Beacon Reporter asked if the Board could provide the status of the construction project and if there had been any changes. The Superintendent would discuss that in his report.

5. Old Business

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 July was .50 inches. No rainfall has been measured for the month of July. Total annual rainfall by June was 44.71 inches. Mendocino has received 111.1% of normal annual rainfall for the water year.

A No Water shortage condition in the District was due to above normal rainfall for the rain year.

The average Depth-to-Water (DTW) measurements District-wide in the 24 monitoring wells on July 19, 2019 was 14.67 ft.

7. New Business

8. Attorney's Report

9. District Superintendent's Report

a. Monthly Report

Operators performed routine repair and maintenance at the wastewater treatment plant during July 2019. The District received repair parts for the automatic bar screen compactor. Daniel's Machine Shop has completed the modification to the compactor auger. The bar screen would be back on line in early August.

Superintendent Kelley met with SHN Engineering and Wahlund Construction on July 10, 2019 to review the revised plans for the Plant Upgrade Project. Wahlund would be reviewing a number of the proposed changes to the electrical system upgrades with Fort Bragg Electric. The Plan was, with funds available, to modernize the electrical system, construct a building to house existing plant and recycled water components and equipment, remodel the office to ADA compliance and replace the overflow pond liner. Construction was planned for September 2019.

There were no MCCSD collection system sanitary sewer overflows to report through July 22nd.

The District transferred 217,421 gallons of recycled water to the High School in June 2019.

The Safety Officer conducted the monthly safety inspection of the plant and safety meeting on July 22. The 30-minute safety meeting was on *Defensive Driving – A Crash Course*.

b. 2018/2019 Annual Report

Superintendent Kelley provided the Annual Report which described MCCSD activities throughout the year. Mr. Kelley pointed out the District's one-year Goals and Objectives, were to complete construction of plant upgrades, renew the NPDES discharge permit, and hire a new superintendent and secretary. The 5- and 10-year goals were to expand the recycled water system to Friendship Park/Community Center and the K-8 school and replace the ocean outfall.

10. Committee Updates

11. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Hauck/Kerstein To approve payment for checks 14388-14449 and on line CalPERS, State and Federal Tax Deposits, noting checks 14394 and 14423 were void.

ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck, and Schwartz
NOES: None
ABSENT: None
ABSTAIN: None

b. Update on Delinquent Accounts and Certificate of Liens

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

c. Quarterly Report of Income and Expenses ending June 30, 2019

The Board of Directors reviewed the Quarterly report of income and expenses ending June 30, 2019.

Superintendent Kelley explained why certain line items were over the budgeted amount, such as supplies, safety supplies and vehicle. Total YTD operating revenue was \$779,919 and expenses were \$708,347, leaving an operating net income of \$71,572. The addition of non-operating income less Loan Payment on the Dryer, and Equipment Replacement resulted in a cash margin of <\$566,252>, which was related to the project in progress.

MOTION Hauck/Rice: To accept the quarterly report ending June 30, 2019.

ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck, and Schwartz
NOES: None
ABSENT: None
ABSTAIN: None

12. Adjourn to Closed Session

a. Personnel Matter – Pursuant to Government Code §54957

The regular meeting was resumed and the report out of closed session was that the Board continued Personnel discussions for replacement of the retiring District Superintendent and Secretary.

13. Matters from Board Members

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Jodi Mitchell, District Secretary