

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of September 26, 2016

The 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, Stubbs, Hauck, and Schwartz. Director Kraynek was absent. Also present were District Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Agenda –Item 8 d, Wastewater Improvement Projects Preliminary Engineering Report -SHN Proposal was moved in its order on the agenda to item 8 a.

2. Minutes – August 29, 2016

Noting there were no corrections to the minutes as submitted, President Schwartz called for a Motion.

MOTION Hauck/Kerstein: To approve the Minutes of August 29, 2016, as written.

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

NOES: None

ABSENT: Director Kraynek

3. Communications

4. Public Comment

5. Groundwater Management

a. Monthly Groundwater Management Report

Normal rainfall for September was .57 inches. By September 14, 2016, no rainfall was measured by MCCSD. Total rainfall for the 2015-2016 rain year was 43.53 inches. Total rainfall was 110% of normal annual rainfall for Mendocino.

The Depth-To-Water (DTW) measurements in the District's 24 monitoring wells was measured on September 8 – 9, 2016. Average DTW was 18.46 feet. Since January 25, 2016, the District had been in a No Water Shortage Condition.

6. Old Business

7. New Business

a. Proposal to Provide Engineering Design Services

Superintendent Kelley provided a Power Point Presentation regarding the proposed expansion of the recycled water system and treatment facility improvements.

Tom Herman, SHN Consulting Engineers & Geologists, Inc., provided their Proposal for ^{preliminary} Engineering Design Services for the Wastewater Treatment Facility Improvements and Expansion of the Recycled Water System at the MCCSD Wastewater Treatment Plant. The Scope of Work included four tasks: 1) an onsite disinfection system, 2) ancillary systems (backwash controls, sludge drying beds, outfall pond liner), 3) Recycled Water System Expansion, and, 4) CEQA/NEPA documentation.

The proposed expansion of the recycled water distribution system had already been identified with the receiving customers, including an onsite public filling station at MCCSD, two State Park bathrooms (Heeser Drive and the Ford House on Main Street), and the ballfield at Friendship Park. The Preliminary Engineering Report would address feasibility and the costs associated with the proposed expansion. The SHN Proposal was \$90,000.00.

Directors Hauck and Stubbs inquired if the SHN Proposal could include the potential to provide recycled water to other areas, such as Main Street residential/commercial customers, by designing the line for incremental hookups as properties were updated and re-plumbed for recycled water. Assessing the feasibility of the system would

9/30/16

include evaluation of the NPDES Title 22 requirements, which had already been identified, and any changes to the end users would require changes to the NPDES Permit requirements. Superintendent Kelley had doubt that the State Parks would allow any connections to the proposed recycled water line to be located on State Park Property. Mr. Herman noted the MCCSD may need to demonstrate to the USDA engineers that upsizing of the pipes was feasible. The State was adamant about cross-connections, and there was a great deal of regulatory permitting and review for any expansion to any other end users. Mr. Herman noted the USDA timeline would normally accept a 20 year projected economic life but not undetermined into the future.

Tom Herman explained that the USDA Rural Development specializes in funding projects for District's with a population of <10,000, and with 85% of the State Median Household Income. He thought the MCCSD had the potential for grant funding up to 35%. Funds spent would be refunded but MCCSD must carry costs through the construction design phase to lock in grant funding.

The Board discussed upsizing the proposed lines ^{to include plant and storage facilities} for future potential users, which was undetermined at this time. Superintendent Kelley noted that there was a limit on the amount of recycled water that would be available, which was determined by inflow. He noted that from September 17 through the 25th, the plant averaged 38,000-47,000 influent flow. The suggestion of additional connections to the State Park Recycled Water Line did not fit into the scope of the proposal presented. MCCSD would be responsible for all pipes and the end user sites were controlled and regulated by the Water Irrigation and Management Plan. ^{Director Stubbs asked for an economic assessment and he was assured that would occur.}

The idea to replace the sewer line on Evergreen Street may be problematic with wetland replacement problems and seasonally appropriate botanical studies, which could not be done until June 1st.

SHN planned to prepare one study for all agencies. The USDA application should be submitted as early as possible in October to secure a position for grant funding.

President Schwartz asked Directors Hauck and Stubbs if they would meet as the Plant Operations Committee to review the Plan and recommend amendments at the next meeting. The Committee would meet on Wednesday, October 12th at 9:00 am.

SHN was committed to get the project MCCSD needs, and Mr. Herman offered to arrange for Quinn Donovan, USDA, to visit MCCSD's operations. The Board appreciated the opportunity for him to visit the site.

MOTION Hauck/Stubbs To approve SHN Service Agreement for project 416000.057 subject to the possibility of amendments.

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

b. Agreement for Legal Services -James A. Jackson

The Board of Directors reviewed a request from Attorney James Jackson for a rate increase to \$195 per hour. Mr. Jackson requested the Chairman sign the letter if it met with their approval.

MOTION Kerstein/Hauck: To approve Attorney Jackson's request for a rate increase to \$195 per hour.

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

c. Introduction of Ordinance No. 2016-2 – Conflict of Interest Code

On August 29, 2016, the Board of Directors reviewed the District's Conflict of Interest Ordinance 91-2. The Political Reform Act required every local government agency to review its Conflict of Interest Code biennially to determine whether amendments to the Code were needed.

Ordinance No. 2016-2 was provided, which rescinded and replaced Ordinance 91-2.

MOTION Hauck/Kerstein: To waive the reading of Ordinance No. 2016-2 Conflict of Interest Code.

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

10/31/16

MOTION Hauck/Stubbs: To Introduce Ordinance No. 2016-2 Conflict of Interest Code for the Mendocino City Community Services District.

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

NOES: None

ABSENT: Director Kraynek

The information would be provided to the County Clerk regarding the Biennial Notice.

8. Attorney's Report

9. District Superintendent's Report

a. Monthly Report

The treatment plant was operating normally during September 2016. Operators performed routine repair and maintenance at the plant.

There were no MCCSD sanitary sewer overflows in August 2016.

287,398 gallons of recycled water was transferred to the High School in August 2016.

There were no effluent discharge violations reported in August.

Plant operators were performing annual sewer main cleaning and videoing in September.

The dryer oil heater burner failed during the last week in August 2016. On August 26, 2016, an R.F. McDonald Co. technician serviced the oil heater. He determined the air/fuel mixture needed adjustment. The dryer was ~~not~~ now working normally.

The Safety Officer conducted the monthly safety meeting and safety inspection of the plant.

The safety meeting was on high pressure jetting and sewer main maintenance safety.

10. Committee Updates

11. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Hauck/Stubbs: To approve the Cash Disbursements for total expenses of \$32,088.74 for checks #13028-13050.

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

NOES: None

ABSENT: Director Kraynek

b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board reviewed the Update on Delinquent Sewer Accounts and Certificate of Liens.

12. Matters from Board Members

The meeting adjourned at 9:45 p.m.

Respectfully submitted,



Jodi Mitchell

District Secretary