

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of October 31, 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 –No changes or additions were made to the Agenda.

2. Minutes – September 26, 2013

Corrections: Page 1, Section 7 (a), Paragraph 2 line 1; ...provided their Proposal for preliminary engineering design...

Page 2, Paragraph 3, Line 1; The Board discussed upsizing the proposed lines to include plant and storage facilities for future potential users.....

A sentence was added to Paragraph 3; Director Stubbs asked for an economic assessment and he was assured that would occur.

MOTION Hauck/Kerstein: To approve the Minutes of September 26, 2016, as amended.

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

Total rainfall for the 2015-2016 rain year was 43.53 inches. Total rainfall was 110.4% of normal annual rainfall in Mendocino.

The 2016-2017 rain year started on October 1, 2016. By October 17, Mendocino had received 3.83 inches of rain, which was 9.5% of the 40.33 inches of total annual rainfall for Mendocino or 168% of normal October rainfall. To date, rainfall was 8.56", which represented 375% of normal rainfall for October, and 21% of normal rainfall for the year.

The Depth-To-Water (DTW) measurements in the District's 24 monitoring wells was measured on October 19, 2016. Average DTW was 18.30 feet. Since January 25, 2016, the District had been in a No Water Shortage Condition.

6. Old Business

a. Adoption of Ordinance No. 2016-2 – Conflict of Interest Code

The updated Conflict of Interest Code for the Mendocino City Community Services District was introduced at a regular meeting on September 26, 2016. Board consensus was the document was easier to understand and a necessary improvement for any future MCCSD Board member required to file an annual Form 700 Conflict of Interest.

MOTION Hauck/Kerstein: To waive the reading of Ordinance 2016-2 – Conflict of Interest.

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

NOES: None

ABSENT: Director Kraynek

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

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

NOES: None

ABSENT: Director Kraynek

b. Committee Update – Discussion and Possible Action for an Addendum to SHN Consulting Engineers & Geologists Wastewater Improvement Projects Preliminary Engineering Report Service Agreement

The Plant Operations Committee, Directors Hauck and Stubbs, met with Mike Kelley and discussed moving forward with the proposed project, in the most cost effective manner possible. They discussed the possibility of providing recycled water for toilet flushing and irrigation to other areas, and fire hydrants. The Engineer would look at the sizing and alignment of the lines in accordance with the foreseeable future needs. To determine a cost estimate, SHN would need to make a survey of where the recycled lines would be located in the Street, and locate existing utility and PG& E lines. An Encroachment Permit would be required by the County to trench in any County Roads.

Superintendent Kelley noted that an SHN Engineer planned to attend the November meeting. They were preparing a recycled water budget to determine supply and demand, based on plant flow data back to the year 2000. SHN thought 22,100 gpd was too low for a toilet flushing estimate, and they indicated it could be as high as 49,000 gal/day. Superintendent Kelley noted that MCCSD received approximately 40,000 gal/day inflow during the dry season.

7. New Business

a. Discussion and Possible Action on Kelley Grimes Agreement for Architectural Services at 10500 Kelly Street

The Board of Directors reviewed a proposed Professional Services Agreement from Kelly Grimes, Architect, to provide architectural drawings for the proposed building project at the Treatment Plant. The invoices shall not exceed \$3,000 without written approval from the Superintendent. Mr. Grimes would be working in conjunction with SHN's Proposal for the Building and one parking space for the utility truck.

MOTION Hauck/Stubbs To approve Kelly Grimes Services Agreement, with the understanding that Superintendent Kelley could approve invoices up to \$3,500, according to the District's purchasing policy.

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

NOES: None

ABSENT: Director Kraynek

b. Discussion and Possible Action on Proposals for Heeser Drive Lift Station Wiring Project

The District received proposals from two equally qualified bidders for the Heeser Drive Lift Station Wiring Project; Fort Bragg Electric, Inc.; \$18,254.00 and Rick's Electric; \$15,300.00. Superintendent Kelley recommended Rick's Electric's proposal, because he was equally qualified and he submitted the lowest bid, a difference of \$2,954.00.

MOTION Stubbs/Kerstein To award the job to Rick's Electric in the amount of \$15,300, as submitted.

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

NOES: None

ABSENT: Director Kraynek

c. Introduction of Ordinance No. 2016-3 – Establishing Fats, Oils and Grease (FOG) Fees for Food and Beverage Establishments

Superintendent Kelley provided a memo to the Board of Directors regarding the Fats, Oils, and Grease (FOG) Program, which was adopted in 2009 by Ordinance, and it provided standards for commercial FOG producers. The State Water Resources Control Board prohibited Sewer System Overflows (SSO's) and MCCSD was required to develop a FOG Program to stop FOG at the source, prior to entering the sewer system. FOG management had two approaches; First, to minimize the FOG before it entered the collection system, and secondly, to remove the FOG that may have already entered the collection system. The Commercial FOG management program was designed to minimize the commercial FOG that entered the system from Food and Beverage Establishments, and the residential FOG management program was focused on public education through such means as mailers.

Ordinance 2016-3 was designed to establish fees for implementation of the District's FOG Program for inspecting grease control devices for Food and Beverage establishments (FBE's). FBE inspections were started in the summer of 2016. Three initial inspections were ongoing, and one of those food establishments would be required to pay an annual grease disposal mitigation fee, because it was physically impossible to install the grease trap. Superintendent Kelley reported there was one protest from Peggy Griffith to any fees. She said her restaurant already had a grease trap installed, it was maintained regularly, and they did not discharge any grease into the system.

MOTION Hauck/Stubbs To waive the reading of Ordinance 2016-3.
ROLL CALL VOTE: AYES: Directors Kerstein, Hauck, Stubbs, and Schwartz
NOES: None
ABSENT: Director Kraynek

Director Hauck suggested a press release be submitted to the Mendocino Beacon to help the community understand the new fees.

MOTION Hauck/Stubbs To introduce Ordinance 2016-3 for discussion and approval in November.
ROLL CALL VOTE: AYES: Directors Kerstein, Hauck, Stubbs, and Schwartz
NOES: None
ABSENT: Director Kraynek

8. Attorney's Report

9. District Superintendent's Report

a. Monthly Report

The treatment plant operated normally during October 2016. Operators performed routine repair and maintenance at the plant.

There were no MCCSD sanitary sewer overflows in September 2016.

122,662 gallons of recycled water was transferred to the High School in September 2016.

There were no effluent discharge violations reported in September 2016.

Plant operators performed annual sewer main cleaning in September. 14,813 feet of sewer mains were high pressure washed.

The dryer oil heater burner failed during the last week in August 2016. The dryer had been working normally since the service work.

The safety Officer conducted the monthly safety meeting and safety inspection of the plant. The safety meeting was on slips, trips, and falls.

10. Committee Reports

11. District's Secretary's Report

a. Monthly Register of Cash Disbursement

The Board reviewed the Register of Cash Disbursements.

MOTION Hauck/Stubbs To approve the Cash Disbursements for checks #13051-13110;
a total of \$103,690.07.

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

NOES: None

ABSENT: Director Kraynek

b. Quarterly Report of Income and Expenses ending 9/30/16

The Board reviewed the quarterly report of income and expenses for the period ending 9/30/16.

Operating revenue to date was \$197,911 and operating expenses were \$177,537, leaving an operating net income of \$20,374. Non-operating revenue (County taxes and Savings Interest) were \$7,119 and cash items, which included loan payments on the bio solids dryer and equipment replacement from User fees, was \$73,575, leaving a <\$46,082> negative cash margin at the end of the first quarter of the Fiscal Year.

The Board asked Superintendent Kelley to have an informal conversation with Tom Herman of SHN regarding the sewer line outfall replacement costs, grants or loans available, and interest rates.

c. Update on Delinquent Sewer Accounts and Certificate of Liens

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

12. Matters from Board Members

11/28/16
Director Hauck reported on the recent meeting with the Coastal Commission regarding the Mendocino Town Plan. He was not impressed with ~~the Coastal Commission~~, and the massive amount of changes that were made by the Coastal Commission Staff to the Town Plan, which was approved by the Board of Supervisors in December. On a positive note, he said the rezoning of the District's Palette Drive Parcel was in the plan as a Public Facility, once the Town Plan was adopted.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,



Jodi Mitchell

District Secretary