

MENDOCINO CITY COMMUNITY SERVICES DISTRICT  
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Business Phone (707) 937-5790 Treatment Plant (707) 937-5751 Fax (707) 937-3837

Minutes of January 30, 2017

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

1. Agenda
2. Approval of Minutes December 27, 2016  
Correction: Page 1, Section 3, Line 2: Apostrophe correction: The Camerons'  
MOTION Hauck/Kerstein: To approve the minutes of December 27, 2016, as suggested.  
ROLL CALL VOTE: AYES: Directors Kerstein, Hauck, Kraynek and Schwartz  
NOES: None  
ABSENT: Director Stubbs

Minutes of January 12, 2017

Since Director Stubbs was not present, and Directors Kraynek and Kerstein were not at the Special Meeting, the minutes of January 12, 2017 were carried over for approval at the next meeting.

3. Communications
4. Public Comment  
Edward O'Brien, Fire Chief, informed the Board that the MCCSD could earn additional points towards their Golden State Risk Management Authority Loss Preventive Incentive Program (LPIP) if they co-sponsored an Ethics/Brown Act Training. Mr. O'Brien encouraged the District to contact the Mendocino Fire Protection District to participate in co-sponsoring the Ethics/Brown Act training that the Fire Protection District had planned in the near future.  
Mr. O'Brien also wanted to comment on the issue of commercial shops, galleries or offices, that were converting to short term Visitor Serving Facilities without any proof of adequate water for the changed use. He noted the original sewage rates were created based on the square footage of a commercial shop. Then, the District adopted Water Use Standards that determined a water use allowance for each type of use. In his opinion, he did not think that an 800-sq. ft. commercial shop at .15 gallons per day should be equivalent to a visitor accommodation sleeping unit which was allowed 120 gal/day. His personal retail shop was 680 sq. ft., with one person. The Water Use Standard allowed him to use 102 gallons per day, but in reality he only used about 20. In his opinion, an overnight sleeping accommodation with showers, hot tub, and a lot of people, would certainly use more water than one person working in a commercial retail shop. He also claimed that all the new Visitor Accommodations would be situated in the worst water areas, while potable water was still being delivered from out of the area.  
In his opinion, a flaw in the Water Use Standards should be corrected.  
Director Hauck commented that it appeared the Coastal Commission and the County Staff encouraged movement of VSF's out of residential to commercial areas, and MCCSD's groundwater authority was an element of the proposed Town Plan.

Director Hauck felt uncomfortable for the discussion to continue since it was not on the agenda as a discussion item. President Schwartz asked and Mr. O'Brien agreed to outline his concerns in writing.

5. New Business

a. Mendocino Film Festival – Agreement for Use of Property located at 10705 Palette Drive, APN 119-140-31

Superintendent Kelley presented a request from the Mendocino Film Festival (MFF) to raise their Festival Tent at 10705 Palette Drive for the Twelfth Annual Film Festival. The dates for use of the site were May 23 to June 6, 2017. The festival dates were June 1 – June 4.

Major concerns to the Board were parking issues and cleanup after the event. The Board agreed that cleanup had been excellent in past years, and last year's parking situation was better than the year before.

Ed O'Brien, Fire Chief, strongly suggested the Board should consider and require a Fire Marshall inspection for safety reasons. Blair Foster, MFF representative, agreed with Mr. O'Brien's suggestion and she would schedule that inspection.

Director Hauck requested the Board should schedule a discussion and establish a policy regarding the property usage, requirements and fees.

MOTION Kraynek/Hauck To approve the Agreement with the MFF, with an addendum that MFF shall provide documentation from the Fire Marshall showing that the tent met fire code safety.

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

b. Sue Goranson – Presentation of MCCSD Annual Audit for Fiscal Year 2015/2016

Sue Goranson presented the Audited Financial Statements for Fiscal Year 2015/2016. The Management and Analysis Report summarized the Audit Report.

The District had a prior period adjustment for the implementation of GASB recording pension liability. MCCSD paid \$850.00 to CalPERS for Agency Specific Reports. Sue noted that CalPERS had refused to make those reports available. Sue suggested asking CalPERS for an \$850 refund.

A prior period correction was made to record fixed assets appropriately. A new Asset report and a depreciation schedule were created. Depreciation expense for 2016 was \$133,000.00. Some items were over depreciated and some were under depreciated from last year. A prior period adjustment was made for the Palette Drive property, which was an understated fixed asset added to equity.

There were new Auditing requirements for Governmental Funds.

It was noted the District had their own Investment Policy and did not pool their funds with the County of Mendocino.

Page 29. Contributed Capital. The Auditor would re-write that section for clarification.

Balance forward fund balances from 2015 were pointed out for correction,.

Sue Goranson recommended the Board should begin to think about a succession plan for administrative Staff replacements.

As requested by the Board, Sue agreed that the Audit draft could be provided to the Board in December, so the District could meet the I-Bank requirements by the end of January.

The Board thanked Sue for driving in the Fog to attend the meeting.

c. Alpha Diving Industries – Discussion and Possible Action for Ocean Outfall Remediation

Robert Lucariello, Marine Surveyor with Alpha Diving Industries, provided a quote for Ocean Outfall Remediation. The Scope of Work detailed the requirements for the fabrication and installation of a purpose build repair splice re-alignment clamp (RSRC) on Joint #6. The estimated cost was \$24,800.00. The repair would be expensed as equipment replacement.

MOTION Kraynek/Kerstein: To approve the Quote provided by Alpha Diving Industries for \$24,800.00.

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

NOES: None

ABSENT: Director Stubbs

6. Old Business

7. Groundwater Management

a. Monthly Groundwater Management Report

The 2016-17 rain year started on October 1, 2016. Since October 1, 2016, Mendocino had received 34.14 inches of rain. That was 84.7% of the 40.33 inches of total annual rainfall for Mendocino.

The January 31, 2017 water shortage evaluation would be a No Water Shortage condition if rainfall was greater than 19 inches of total rainfall since October 1, 2016. Since the District had recorded 34.17 inches of rain by January 24, 2017, the District would remain in a No Water Shortage Condition based on above average rainfall for rain year 2016-2017. If the year's annual rainfall total exceeded 35 inches by May 31, 2017, the District would continue the No Water Shortage condition to at least January 31, 2018.

The Depth-To-Water (DTW) measurements in the District's 24 monitoring wells was measured on January 24, 2017. Due to above average rainfall since October 1, 2016, recharge to the aquifer raised the average DTW to 8.57 ft.

Two weeks before the January 31, 2014 water shortage evaluation that resulted in declaration of the Stage 4 Water Shortage, average DTW was 21.20 ft. The 2014 near record low DTW was due to only 3.81 inches of precipitation for that rain year and a thirteen-month average rainfall of about 1 inch per month from January 31, 2013 to January 31, 2014.

The District was currently in a No Water Shortage condition.

8. Attorney's Report

9. District Superintendent's Report

Operators performed routine repair and maintenance at the plant in January. The treatment plant operated normally in January, except during the January 7 – 10 storm. From January 7<sup>th</sup> to January 10<sup>th</sup>, the District received 5.01 inches of rainfall. Daily flows reached >932,000 gallons per day. On January 10, the Parshall Flume flooded, so flow rate could not be measured overnight.

Staff drained the equalization pond to provide storage in case the outfall could not handle plant effluent flow during the storm. This prevented a backup of effluent into the chlorine contact tank during high peak flows.

A power outage occurred at 0912 on January 8<sup>th</sup>. The Treatment Plant was on the emergency generator until 1630 on January 9<sup>th</sup>. During the outage, the emergency generator almost shutdown several times. A Cummins serviceman was contacted about the problem. He arrived on the morning of January 10<sup>th</sup>. He performed the annual service (oil and filter changes), and found a broken wire that was causing the momentary shutdowns.

The streetlight pole at Heeser and Ukiah Streets was knocked over on the night of January 7<sup>th</sup> by a tree branch. Mike and Keith pulled the pole out of the street.

There were no MCCSD sanitary sewer overflows in December 2016.

No recycled water was transferred to the High School in December 2016.  
There were no effluent discharge violations reported in December 2016.  
Operator Allen was out on Medical Leave. He planned to return to work on January 30.  
The Safety Officer conducted the monthly safety meeting and safety inspection of the plant.

10. Committee Updates

11. District Secretary's Report

a. Monthly Register of Cash Disbursements

The Board reviewed the monthly register of cash disbursements.

MOTION Hauck/Kerstein: To approve payment of checks #13194-13246  
noting that check 13211 was void.

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

b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board reviewed the update on delinquent sewer accounts and certificate of liens.

c. Quarterly Report of Income and Expenses ending December 31, 2016

The Board reviewed the quarterly report of income and expenses for the period ending December 31, 2016. Total YTD revenue for July – December was \$414,788 and total YTD expenses were \$335,366, leaving a net operating income of \$79,698. County Tax Revenue and interest was \$58,148. Total payments on the dryer and equipment replacement equaled \$122,601, leaving a cash margin of \$15,244 for the 6-month period.

12. Matters from Board Members

The meeting adjourned at 9:25 p.m.

Respectfully submitted,



Jodi Mitchell  
District Secretary