

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 6-26-2023 MEETING AGENDA

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

P. O. BOX 1029

MENDOCINO, CA 95460

Business Phone (707) 937-5790 Treatment Plant (707) 937-5751 Fax (707) 937-3837

AGENDA

REGULAR MEETING

Monday, June 26, 2023

5:00 PM

Wastewater Treatment Plant, 10500 Kelly Street, Mendocino

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT: non agenda items
4. COMMUNICATIONS
5. FINANCIAL REPORT
Discussion and Possible Action to Approve District Disbursements/Expenditures.
6. CONSENT AGENDA
All matters on the Consent Agenda are to be approved by one action without discussion unless a Board Member requests separate action on a specific item.
 - a) APPROVAL OF MINUTES from 6-7-23
7. DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION
8. GROUNDWATER MANAGEMENT
Monthly Groundwater Management Report
9. NEW BUSINESS
10. OLD BUSINESS
 - a) Discussion and Possible Action to adopt Preliminary Budget for Fiscal Year 23-24 previously introduced at the June 7, 2023 Board of Directors meeting
Staff recommends a motion to adopt the Preliminary Budget for Fiscal Year 23-24
 - b) Discussion and Possible Action to direct Staff to conduct a review and update of all District records and properties related to approved development
Staff is seeking direction from the Board
11. DISTRICT SUPERINTENDENT'S REPORT
Monthly Report
12. COMMITTEE UPDATES
13. MATTERS FROM BOARD MEMBERS
14. ADJOURNMENT

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 6-26-2023 MEETING AGENDA

STANDING COMMITTEES: For 2023

- Finance:----- Dennak Murphy and Ishvi Aum
- Personnel:----- Dennak Murphy and Matthew Miksak
- Plant Operations:----- Dennak Murphy and Jim Sullivan
- Safety:----- Jim Sullivan
- Street Lighting:----- Jim Sullivan and Donna Feiner
- Groundwater Management:----- Jim Sullivan and Donna Feiner

Pursuant to Americans with Disability Act (ADA Title II), MCCSD will make reasonable arrangements to ensure accessibility to the meeting. If you need special assistance to participate in this meeting, please contact the business office at 707- 937-5790.

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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MENDOCINO CITY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

ACTION MINUTES – June 7, 2023

**BEFORE THE BOARD OF DIRECTORS
FAIR STATEMENT OF PROCEEDINGS
(PURSUANT TO CALIFORNIA COMMUNITY SERVICES DISTRICT LAW
Government Code §61000)**

AGENDA ITEM NO. 1 – CALL TO ORDER – 5:01 p.m.

Present: Directors Donna Feiner, Matthew Miksak, VP Jim Sullivan, and presiding was President Dennak Murphy

Staff Present: Mr. Ryan Rhoades, District Superintendent, Katie Bates, Board Secretary

Legal Counsel Present: None

Public Present: Dan Potash, Andrea Shepard, Tom Tetzlaff, Steve Gomes, Rob Buckle

AGENDA ITEM NO. 2. – APPROVAL OF AGENDA

Board Action: Upon motion by Director Feiner and 2nd by VP Sullivan, IT IS ORDERED to approve the agenda. The Motion carried by the following vote:

AYE: 4

NO: 0

ABSENT: 1 (Aum)

AGENDA ITEM NO. 3 –PUBLIC COMMENT

Andrea Shepard asked about community engagement re: a possible Community Water System
Steve Gomes requested a meeting to discuss a Community Water System and Groundwater Management
Tom Tetzlaff requested a meeting to discuss Groundwater Management

AGENDA ITEM NO. 4 – COMMUNICATIONS

None

AGENDA ITEM NO. 5- FINANCIAL REPORT

Board Comment: President Murphy

Staff Comment: Superintendent Rhoades and District Secretary Bates

Board Action: Upon motion by Director Feiner and 2nd by Director Miksak, IT IS ORDERED to approve the April disbursements. The Motion carried by the following vote:

AYE: 4

NO: 0

ABSENT: 1 (Aum)

AGENDA ITEM NO. 6: CONSENT AGENDA

MEETING MINUTES FROM 4-19-23 WILL BE MOVED TO AGENDA ITEM NO. 8

APPROVAL OF 5-8-23 MINUTES

Board Action: Upon motion by Director Feiner, seconded by Director Miksak, IT IS ORDERED to approve the consent agenda. The Motion carried by the following vote:

AYE: 4

NO: 0

ABSENT: 1 (Aum)

AGENDA ITEM NO. 7: CORRECTION OF PAST MINUTES

APPROVAL OF 3-3-23 MEETING MINUTES

Board Action: Upon motion by Director Feiner, seconded by VP Sullivan, IT IS ORDERED to approve the corrected version of the 3-3-23 meeting minutes. The Motion carried by the following vote:

AYE: 4

NO: 0

ABSENT: 1 (Aum)

AGENDA ITEM NO. 8: DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION

APPROVAL OF 4-19-23 MEETING MINUTES

Board Action: Upon motion by Director Feiner, seconded by Director Miksak, IT IS ORDERED to approve the correction to the 4-19-23 meeting minutes. The Motion carried by the following vote:

AYE: 4

NO: 0

ABSENT: 1 (Aum)

AGENDA ITEM NO. 9- GROUNDWATER MANAGEMENT

Presenter: Ryan Rhoades

Board Comment: VP Sullivan and President Murphy

Public Comment: Tom Tetzlaff, Steve Gomes, Andrea Shepard

AGENDA ITEM NO. 10 – NEW BUSINESS

- a) **Introduction and Discussion of Proposed Budget for Fiscal Year 23-24**

Presenter: District Secretary Bates

Board Comment: President Murphy

Public Comment: Dan Potash

- b) **Discussion and Possible Action to approve the Audit for the year end of June 30, 2022**

Presenter: District Secretary Bates

Board Comment: President Murphy

Public Comment: Andrea Shepard

Board Action: Upon motion by VP Sullivan, seconded by Director Miksak, IT IS ORDERED to approve the 21-22 audit, year ending June 30, 2022. The Motion carried by the following vote:

AYE: 4

NO: 0

ABSENT: 1 (Aum)

- c) **Discussion and Possible Action to support the installation of a County funded EV station**

Presenter: Superintendent Rhoades

Board Comment: VP Sullivan and President Murphy

Public Comment: Tom Tetzlaff and Steve Gomes

Board Action: Upon motion by Director Feiner, seconded by Director Miksak, IT IS ORDERED to approve the support of a County funded EV station. The Motion carried by the following vote:

AYE: 4

NO: 0

ABSENT: 1 (Aum)

- d) **Discussion and Possible Action to authorize the District Superintendent to spend up to \$100,000 to address the Treatment Plant Air Supply Line**

Presenter: Superintendent Rhoades

Board Comment: VP Sullivan and President Murphy

Public Comment: Dan Potash and Andrea Shepard

Board Action: Upon motion by VP Sullivan, seconded by Director Feiner, IT IS ORDERED to approve the authorization for District Superintendent to spend up to \$100,000 to address the Treatment Plant Air Supply Line. The Motion carried by the following vote:

AYE: 4

NO: 0

ABSENT: 1 (Aum)

- e) Discussion and Possible Action to direct Staff to conduct a review and update of all District records and properties related to approved development

Presenter: Superintendent Rhoades

Board Comment: Directors Feiner, Miksak, VP Sullivan and President Murphy

Public Comment: Steve Gomes

AGENDA ITEM NO. 11- OLD BUSINESS

None

AGENDA ITEM NO. 12: SUPERINTENDENT’S REPORT

Staff Comment: Ryan Rhoades

Board Comment: Directors Feiner, Miksak, and President Murphy

Public Comment: Steve Gomes

AGENDA ITEM NO. 13- COMMITTEE UPDATES

Finance Committee met and reviewed the proposed budget

AGENDA ITEM NO. 14: MATTER FROM BOARD MEMBERS

Director Miksak asked after a possible MCCSD newsletter

AGENDA ITEM NO. 18: ADJOURNMENT

IT IS ORDERED to approve adjourning the meeting at 6:14 p.m.

NOTICE: PUBLISHED MINUTES OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT MEETINGS

- *Effective May 11, 2020, the Board of Directors’ minutes will be produced in “action only” format.*
- *Minutes are considered draft until adopted/approved by the Board of Directors*
- *Please reference the District’s website to obtain additional resource information for the Board of Directors: www.mccsd.com.*

Thank you for your interest in the proceedings of the Mendocino City Community Services District

Board of Directors

STANDING COMMITTEES:

Finance:----- Dennak Murphy and Ishvi Aum

Personnel:----- Dennak Murphy and Matthew Miksak

Plant Operations:----- Dennak Murphy and Jim Sullivan

Safety: ----- Jim Sullivan

Street Lighting:----- Donna Feiner and Jim Sullivan

Groundwater Management:----- Donna Feiner and Jim Sullivan

Respectfully submitted,
Ryan Rhoades and Katie Bates

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Jim Jackson
Date: June 21, 2023
Re: Groundwater Management Report

The 2022-23 Rain Year

October 1, 2022 was the beginning of the 2022-23 rain year. Average annual precipitation in Mendocino is 39.72 inches, and average rainfall in June is 0.47" inches. 0.13" inches of rainfall has been measured in the District for the month, as of June 20, 2023 (Figure 1, Table 1).

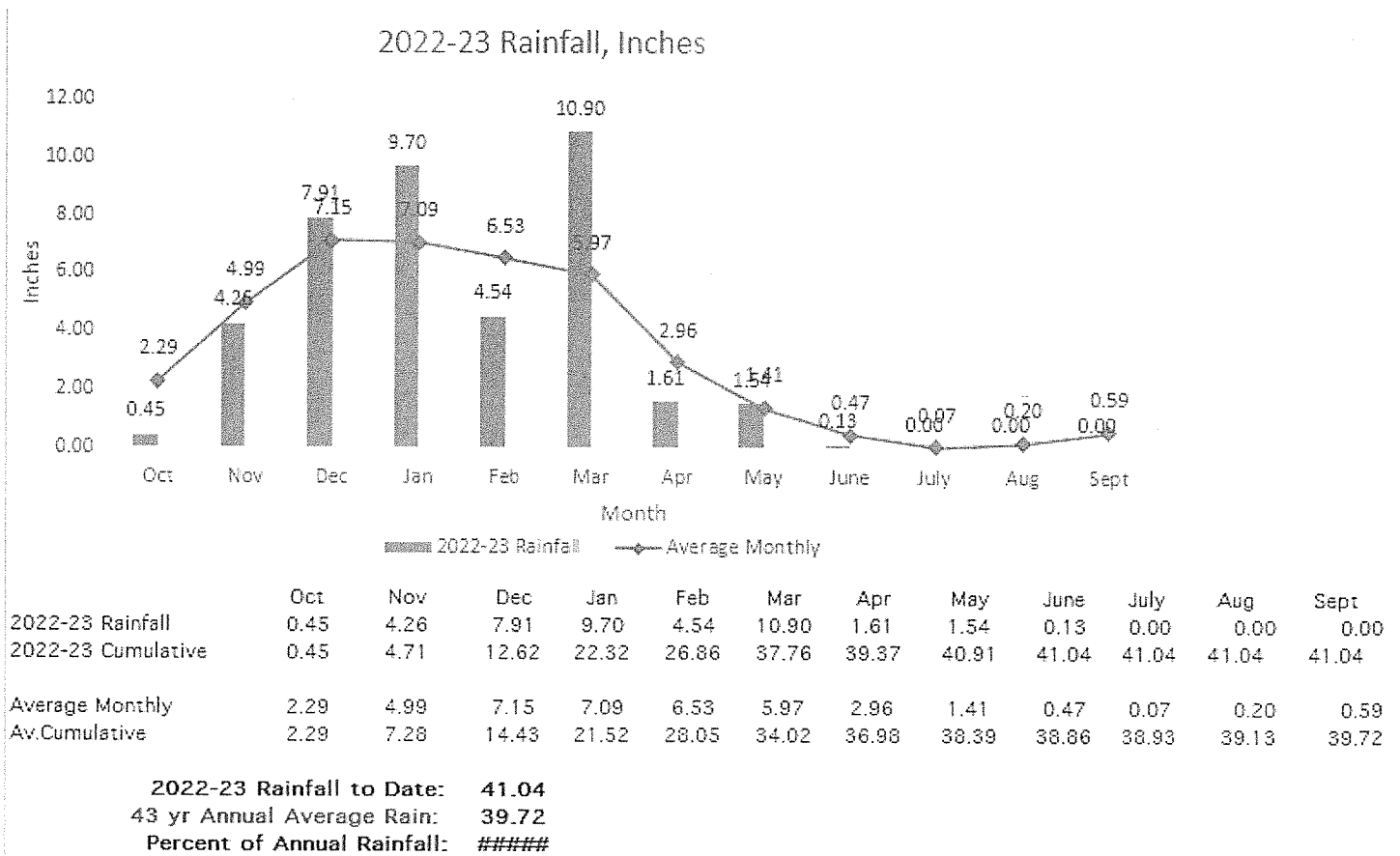
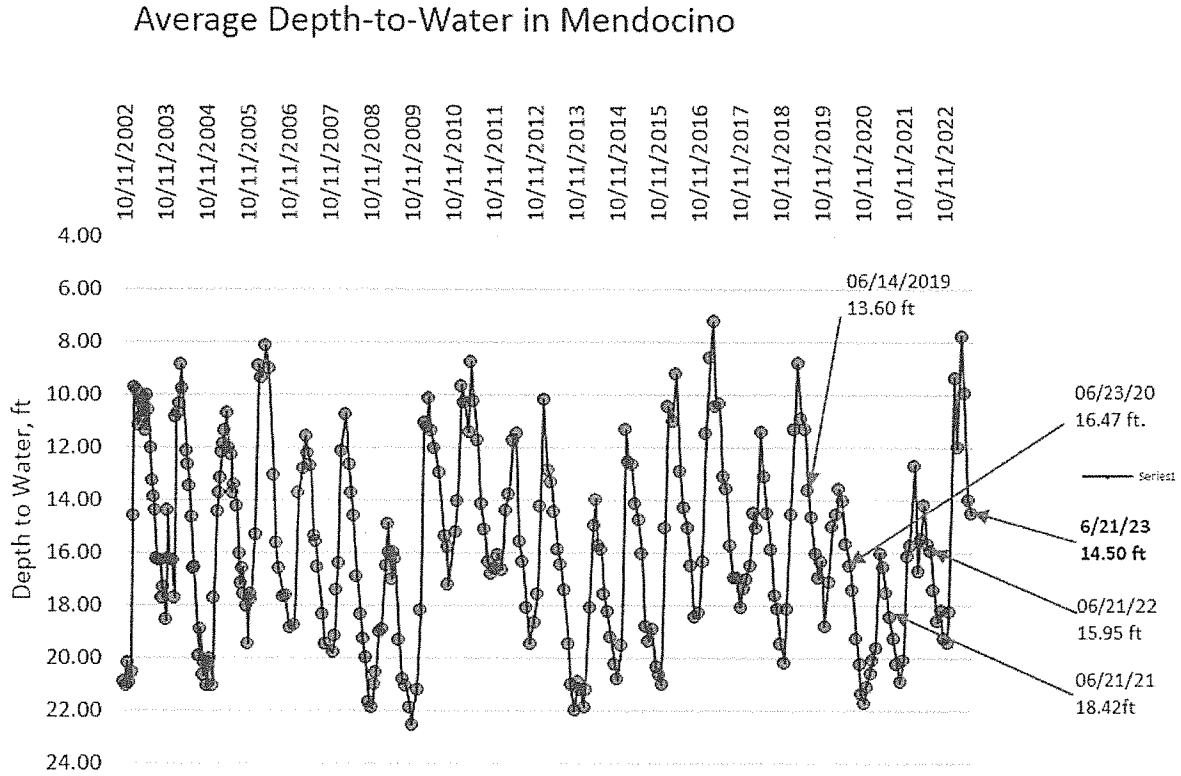


Figure 1, Table 1

June 2023 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 24 monitoring wells on June 21, 2023 was 14.5 ‘ ft., about 0.53 ft. lower than May of 2023, about 1.5 ft. better than June of 2022, and about 4 ft. better than June of 2021. Compared to an above average rain year like 2019, which received 45.64” inches, the average depth to water is currently about 0.9 ft. below average for the month.

Figure 2 May 2023, Depth-To-Water Chart



Following the Water Shortage Contingency Plan. The MCCSD Board declared on April 19, 2023 that no water shortage exists within the MCCSD boundaries.

According to the Water Shortage Contingency Plan, (p. 14) “Calendar for Declaring Water Shortage,... If a water shortage is not declared by the end of May, no further evaluation is required until the following January 31.” The Superintendent recommends caution and conservation but continue to follow the plan.

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
2023 2024 Proposed Budget

2023 2024 BUDGET Dept. 1 WW Dept.2 GWM Dept. 3 G/Admin

OPERATING INCOME:

1	SEWER USE FEES	1,031,956	954,559	0	77,397
2	CHARGE FOR GROUNDWATER MANAGEMENT	212,777	0	182,988	29,789
3	PERMIT FEES	2,100	0	2,100	0
4	FEES TO READ WATER METER	9,000	0	9,000	0
5	HILLS RANCH SERVICE	3,000	3,000	0	0
6	WATER METER SALES	5,220	0	5,220	0
	TOTAL OPERATING REVENUE:	1,264,053	957,559	199,308	107,185

NON-OPERATING INCOME:

		WW	GWM	G/Admin
1	General Property Taxes	108,000	0	108,000
2	Savings Interest	3,100	0	3,100
3	Late Fees	5,000	0	5,000
	TOTAL NON-OPERATING REVENUE:	116,100	0	116,100
	TOTAL REVENUE	1,380,153	957,559	223,285

OPERATING EXPENSES:

		WW	GWM	G/Admin
SALARIES:				
1	WAGES	103,283	84,692	18,591
2	WAGES ADMIN	177,427	72,745	15,968
	SALARY SUBTOTAL	280,710	157,437	34,559
BENEFITS:				
3	RETIREMENT-CALPERS	28,000	16,520	3,640
4	DENTAL/OPT./HEALTH/LIFE	83,550	49,295	10,862
	BENEFITS SUBTOTAL:	111,550	65,815	14,502
5	WORKMAN'S COMP	18,000	10,620	2,340
6	CALPERS-UNFUNDED LIABILITY	41,840	24,686	5,439
7	PR TAXES	34,372	20,279	4,468
	LABOR SUBTOTAL:	486,472	278,837	61,308
PROFESSIONAL SERVICES:				
8	PROFESSIONAL FEES	18,000	0	18,000
9	LEGAL FEES	40,000	6,000	24,000
10	ACCOUNTANT/ AUDIT	18,520	0	18,520
11	GW MODEL UPDATE	0	0	0
	PROFESSIONAL FEES SUBTOTAL:	76,520	6,000	42,000
UTILITIES				
12	PG&E AND TRASH	82,000	78,456	3,544
13	TELEPHONE/ CELL /INTERNET/ WEBPAGE	5,990	0	5,990
14	BIOSOLIDS DRYER FUEL	24,000	24,000	0
	UTILITIES SUBTOTAL:	111,990	102,456	3,544
SUPPLIES AND MAINTENANCE				
15	OUTFALL MAINTENANCE AND REPAIR	40,000	40,000	0
16	REPAIR & MAINTENANCE	176,000	125,031	49,552
17	SAFETY SUPPLY/EQUIP.	2,400	2,400	0
18	SUPPLIES/TOOLS	36,304	29,043	726

19	VEHICLE FUEL/MAINT	3,600	0	3,600	0
	SUPPLIES AND MAINTENANCE SUBTOTAL	258,304	196,474	53,878	7,952
20	SWRCB ANNUAL NPDES/SSO (discharge permit)	18,000	18,000	0	0
21	COUNTY PERMIT FEES	3,000	3,000	0	0
22	BIOSOLIDS DISPOSAL	2,000	2,000	0	0
23	LEGAL NOTICE/PUBLICATIONS	25,000	0	25,000	0
24	PROPERTY AND LIABILITY INSURANCE	30,000	0	0	30,000
25	LAB SUPPLIES/TESTING	22,000	21,500	500	0
26	TRAINING/EDUCATION	4,500	0	0	4,500
	TOTAL OPERATING EXPENSES:	1,037,786	628,267	186,231	223,289

NON-OPERATING EXPENSES

1	Loan Payment on Biosolids Dryer	35,380	35,380	0	0
2	Loan Payment on Plant Upgrades	79,828	79,828		

RESERVES:

3	Capital Improvement(From User Fees)	77,500	77,500	0	0
4	Operation and Maintenance	92,659	79,585	13,078	
5	Equipment Replacement fund (from User Fees)	57,000	57,000	0	0
	TOTAL CASH ITEMS:	342,367	329,293	13,078	0

	CASH MARGIN	0	(1)	(0)	(3)
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Memo

To: Board of Directors
From: Katie Bates
cc: Ryan Rhoades
Date: June 20, 2023
Re: Process to update office records

MCCSD Staff will send out a survey to all property owners and ask that it be completed and returned within 15 days. The survey will ask owners to declare their existing use, i.e. number of bedrooms, number of square feet of a dining area, etc.

Staff will review each file and compare with approved use, then determine if it accurately reflects what we have listed, and is therefore billed.

Staff will work with the Mendocino Volunteer Fire Department as they execute the annual update to their files. They go over Mendocino County records and determine what, if anything, changed since the last review. MCCSD Staff plans to compare records to confirm use or to find discrepancies.

In the event a customer does not return the survey, MCCSD Staff will try to contact the owner directly by phone, email, and/ or USPS. Should that fail, the last resort would be MCCSD Staff paying a visit to a property in order to determine actual use.

In the event properties are found to be out of compliance, owners will be provided the appropriate applications to determine if their existing can in fact be permitted.

Any customers found to have unapproved uses will be billed accordingly. If they fail to comply or fail to meet the requirements for permitting, they may be penalized according to Ord 2020-01, Ord 2016-1, Ord 2022-1, and Ord 2022-2.

Memo

To: Board of Directors
From: Katie Bates
cc: Ryan Rhoades
Date: June 20, 2023
Re: Timeline to update office files

- June 2023 Staff will develop a survey to use with the intention of updating the office files for each property in the District
- 7/1/2023 Staff will send out survey to all property owners by website push and by USPS to all customers without an email address on file.
- 7/16/23 Staff begins to compare MCCSD files to MVFD records
- 7/16/23 Staff begins to contact property owners who did not return the survey to get information on existing use of properties
- 8/1/23 Staff works with property owners, need be, to determine any unapproved uses and provides information and applications for property owners to return
- 10/1/23 Staff begins billing property owners appropriately based on actual use

June 2023 Superintendent's Report

Wastewater Treatment Plant:

Operators performed routine repair and maintenance to the WWTP in June of 2023. The Biosolids Dryer went out of service again this past month. A fuel combustion blower and fan were the cause. Parts were ordered, a service representative was on site 6/20/23 and the dryer is back in service. A sales representative will be on site 6/30 to begin exploring options for a replacement dryer unit. GHD is still working on the technical memo and recommendation for the emergency airline project.

Outfall Update: Nothing new to report

Recycled Water:

MCCSD did not transfer any recycled water during the month of June. With the help of County grant consultant EKI, MCCSD, submitted a pre-application to Small Community Drinking Water Funding program on 6/15/23 to help fund the necessary recycled water system upgrades,

Biosolids Trailer and Transport:

MCCSD has not transported any biosolids as of June 23, 2023. We received approval notification on 6/22/23 of our renewed biosolids disposal agreement with Waste Management, at Redwood Landfill in Novato. Staff plan to transport two loads in the coming weeks.

Office Update:

The District newsletter was posted on 6/14/23 and the office has received positive feedback.

FEMA sent three representatives out for a site inspection on 6/12/2, related to the January storm.

GSRMA Insurance was in town 6/23/23 and presented MCCSD a check for \$5,100 for continued good safety record and participation in the LEEP program.

The District also received news on 6/23/23 that GSRMA insurance is going to pay for a new office roof.

Grant and Project Updates:

Mendocino Unified School District has a Board meeting scheduled for 6/28/23 at 5:00 pm. to consider adopting the mitigated negative declaration for the Water Supply and Storage Improvements project. On 6/20/23 MCCSD received the second installment payment from the UMBDR grant, of around \$99,000. We have issued payment to GHD. Staff reached out to ESS grant writing consultants in June to continue work on a strategic grant funding plan.

Related to the SAFER technical assistance program. We understand the West Company has made a proposal to GHD Engineering to assist with community engagement.

Safety Meeting and Plant Safety Inspection:

The 30-minute monthly safety meeting was held June 21, 2023. The topic was *Bloodborne Pathogens*.

Sanitary Sewer Collection System:

There were no Sanitary Sewer overflow reports for the period April 12, 2023- June 22, 2023