

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**  
**Post Office Box 1029**  
**Mendocino, CA 95460**

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Minutes of January 27, 2020

Regular Meeting was called to order by Vice President Hauck at 6:15 p.m. at the Community Center of Mendocino, 10525 School Street. Present were Directors Hauck, Arnold and Rice. District Superintendent Mike Kelley and Secretary(s) Jodi Mitchell and Jeannée Christ were present.

The regular meeting adjourned to a closed session:

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code  
§54956.9 (a)  
Case Name: Gomes vs. MCCSD

The closed session was adjourned and the regular meeting was called to order at 7:02 p.m.

The Report at the conclusion of the Closed Session pursuant to Government Code §54957.1 was that Board employed Attorney Matt Emrick as special counsel for litigation

1. APPROVAL OF MINUTES

Minutes of December 30, 2019

Corrections to New Business:

Section Seven, Under the Motion change “cub” to “cube”.

Corrections to District Superintendent’s Report:

Section Nine, Paragraph Five, Second Sentence change to “The 30-minute meeting was on *Safety Orientation – It Takes a Winning Attitude*”

Corrections to Matters from Board Members:

Second Paragraph, First Sentence change “He” to “Director Rice” thought the Board...”

Motion Rice/Hauck To approve the minutes of December 30, as amended.

ROLL CALL VOTE: AYES: Directors Rice, Arnold and Hauck.

NOES: None

ABSENT: None

Minutes of January 6, 2020

Corrections:

First Paragraph, Second Sentence insert comma after Sullivan and before and.

Second Paragraph change the word “synopsis” to “description”.

Fourth Numbered Item on Page One, change sentence to read “In Barbara Reed’s absence, Vice President Hauck provided a description of Barbara Reed, saying that she was a long-time resident of Mendocino.”

Page Two – Move “Minutes of January 6, 2020 continued” to the top of the page, delete second reference to Minutes of January 6, 2020.

Page Two, First Sentence Change as Follows: “Director Hauck stated that Jean Arnold has 10 years of experience at the Marin Municipal Water District and has attended meetings.”

MOTION Rice/Arnold To approve the Minutes of January 6, 2020, as amended.

ROLL CALL VOTE: AYES: Directors Rice, Arnold and Hauck.

NOES: None

ABSENT: None

### Minutes of January 9, 2020

Corrections: Paragraph One was changed to read “Director Hauck said that there are three Resolutions of Intent by the MCCSD; #1 to Adopt the Groundwater Extraction Permit Ordinance 2020-261; #2 Resolution of Intention by the MCCSD to Adopt the Water Shortage Contingency Plan Ordinance 2020-262, and #3 Resolution of Intention by the MCCSD to adopt the Water Shortage Contingency Plan Ordinance 2020-263. If approved, these can be ratified at the January 27, 2020, board meeting.

Corrections to Public Comment:

Paragraph Five, change “Director’s Meeting” to “Directors’ Meeting”.

Paragraph Fifteen, Second Sentence, change “service” to “services”

Paragraph Sixteen, First Sentence, change “tourists” to “tourist’s”.

Paragraph Nineteen, Sentence Three, change “Standards” to “standards”.

Paragraph Twenty, First Sentence, change “Steel” to “Steele”

Corrections to Page Two, Paragraph 14 to read “Collin Morrow, presented a flow chart he made showing that the majority of the waterflow through the ground does not make it into the town.”

MOTION Rice/Arnold To approve the Minutes of January 9, 2020, as amended.

ROLL CALL VOTE: AYES: Directors Rice, Arnold and Hauck.

NOES: None

ABSENT: None

2. COMMUNICATIONS - None

3. PUBLIC COMMENT

Barbra Reed commented that she did not get any clarification from MCCSD to an e-mail she sent about Parliamentary Procedure, item 8 on the agenda.

4. GROUNDWATER MANAGEMENT

October 1, 2019, was the beginning of the 2019-20 rain year. Average annual precipitation in Mendocino is 40.04 inches, and average rainfall in January is 7.13 inches. By January 27, 2020, 5.19 inches of rainfall has been measured in the District.

Total Rainfall for Rain Year 2018-19 was 45.64 inches. Mendocino received 111.1% of normal annual rainfall during the last water year. By January 27, 2020, total rainfall since October 1, 2019, was 65.5% of normal. There are two more months when average rainfall is above 6 inches (see Figure 1).

The average Depth-to-Water measurements District-wide in the 24 monitoring wells on January 23, 2020, was 15.01 ft. (Figure 2).

5. OLD BUSINESS - No old business.

6. NEW BUSINESS

Action to Adopt Rules of Parliamentary Procedures

Director Hauck suggested that MCCSD adopt a code of parliamentary procedures, either Sturges or Roberts Rules of Order. Director Hauck suggested Sturges.

Director Rice asked for a postponement for time to review the procedures.

Superintendent Kelley offered to purchase three books for the Directors.

MOTION Rice/Arnold Postpone action to adopt parliamentary rules to the March Board meeting.

ROLL CALL VOTE: AYES: Directors Rice, Arnold and Hauck.

NOES: None

ABSENT: None

7. ATTORNEY'S REPORT

8. DISTRICT SUPERINTENDENT'S REPORT

Operators performed routine repair and maintenance at the wastewater treatment plant during January 2020.

Operators are keeping fuel level in the Dryer/Emergency Generator/Dryer fuel tank above 25 inches. That will provide fuel to operate the emergency for 4 ½ days. The District purchased a 250-gallon auxiliary fuel cell. The generator can be run for a total of 6 days during a prolonged power outage. The Fuel Cell has not been delivered yet.

There were no MCCSD collection system sanitary sewer overflows to report during December 2019 thru January 20, 2020.

The District did not transfer recycled water to the High School in January 2020.

The Safety Officer conducted the monthly safety inspection of the plant and safety meeting on December 20, 2019. The 30-minute safety meeting was on *Ergonomics—Taking Matters into Your Own Hands*.

Director Arnold asked what the status was on street light shields. Superintendent Kelley said it wasn't on the agenda and PG&E was aware of the issue.

Superintendent Kelley said that sludge would no longer be transported to the Redwood Landfill for sludge disposal.

9. COMMITTEE UPDATES – Nothing to Report.

10. DISTRICT SECRETARY'S REPORT

a. Monthly Register of Cash Disbursement

MOTION Rice/Arnold - To approve disbursements in the amount of \$85,857.76. Check numbers 14632 through 14706 and on-line CalPERS, State and Federal Tax Deposits.

ROLL CALL VOTE: AYES: Directors Rice, Arnold and Hauck.

NOES: None

ABSENT: None

b. Update on Delinquent Sewer Accounts and Certificate of Liens

c. The Quarterly Report Income and Expenses ending December 31, 2019, will be provided at the February Meeting.

11. MATTERS FROM BOARD MEMBERS

The public hearing for the groundwater ordinance and contingency plan was cancelled. Superintendent Kelley issued a press release that explained the reason for the cancellation of the public hearing.

Director Rice and others were confused by the posting on the website.

Vice President Hauck said that Director Kerstein had resigned from the board.

A Special Meeting was scheduled for February 10th to appoint a new Director.

The Beacon Reporter suggested we use name tags and sign in sheets; she said other agencies do this at their meetings.

Director Rice wanted to discuss having a follow-up meeting regarding ideas and changes to the ordinances.

Vice President Hauck said that it was not on the February Agenda and that the earliest it could be addressed would be at the March Board meeting, which is a public meeting.

12. ADJOURN TO CLOSED SESSION

Personnel Matter – Pursuant to Government Code §54957

Resume regular meeting and report at the conclusion of the Closed Session, pursuant to Government Code §54957.1

The report out of the closed session was that the Board continued the personnel matter to February. The Board also approved paying accrued vacation pay to the District Secretary, Jodi Mitchell, when she retires.

13. REGULAR MEETING ADJOURNMENT 9:30 p.m.

Respectfully submitted,

Jeannée Christ, District Secretary