

MENDOCINO CITY COMMUNITY SERVICES DISTRICT  
Post Office Box 1029  
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Minutes of August 27, 2018

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, Rice, Hauck, and Schwartz. District Superintendent Mike Kelley and Secretary Jodi Mitchell were present.

1. Agenda – No changes were made to the agenda.

2. Approval of Minutes July 30, 2018

MOTION Hauck/Kerstein To approve the minutes of July 30, 2018 as submitted.

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

NOES: None

ABSENT: None

3. Communications

4. Public Comment

5. Old Business

6. Groundwater Management

The average precipitation in August was 0.21 inches and no measurable rainfall had been recorded. The District's total rainfall for this rain year was 31.85 inches. The cumulative average rainfall at the end of August was normally 39.63 inches. This was 79.2% of average annual rainfall.

The District was in a No Water Shortage condition from January 25, 2016 to May 29, 2018. The Board declared a Stage 1 Water Shortage on May 29, 2018 due to below normal rainfall. District property owners were requested to voluntarily reduce groundwater extraction which included a 10% reduction in allotments.

Typically, no significant rainfall occurred during the period from May 31 to August 31; therefore, depth-to-groundwater levels were considered as the primary tool for groundwater supply evaluation for the end of summer. Depth to groundwater levels were defined in five indicator wells that would be used as the primary basis for declaration of a potential water supply shortage during the summer months, based on model results and historic data. Because a range of conditions may occur based on this analysis, the average condition was considered as the indicator of the water shortage condition, in which a majority of wells fall within the depth-to-water criteria for a particular stage. Average Depth to Water (DTW) on August 21<sup>st</sup> was 20.04 inches, which was considered a No Water Shortage. On August 31<sup>st</sup>, if DTW was greater than 20.8 inches, the District would remain in a Stage 1 Water Shortage.

The average DTW measurements in the District's 24 monitoring wells on August 21, 2018 was 17.63 ft.

7. New Business

a. SHN Project Modification Agreement for Additional Engineering Services

The District received additional USDA, Rural Development grant funding in the amount of \$515,000 for the rehabilitation of the electrical and controls systems for the MCCSD Wastewater Treatment Plant. To accomplish the needed rehabilitation, SHN obtained the services of a specialist in electrical design for Wastewater Treatment Plants. Of the \$515,000 in grant funding, \$225,000 would

be needed for additional electrical and controls equipment and \$290,000 would be utilized for additional engineering, programming, inspection and system integration.

MOTION Hauck/Kerstein To approve the SHN Project Modification Agreement per SHN correspondence of August 21, 2018.

ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck and Schwartz  
NOES: None  
ABSENT: None

8. Attorney's Report

9. District Superintendent's Report

a. Monthly Report

Operators performed routine repair and maintenance at the wastewater treatment plant during August 2018. The temporary part-time employee completed weed abatement and other grounds maintenance. He cut down two years of weed growth around the treatment plant, Heeser Drive lift station, and the Main Street lift station.

Power outages occurred in the District on July 20-30 due to inland wildfires.

Thompson Septic pumped the Main Street lift station on August 3 due to an equipment failure. A temporary pump was set up on Main Street on August 5<sup>th</sup>. On August 10, Operator Linden repaired the lift station, and the temporary pump was removed from the wet well. On August 7, Mendocino Water works replaced a check valve in the Main Street lift station.

The Hills Ranch lift station generator malfunctioned on August 29. Once power was restored, the generator turned off, but the transfer switch failed to turn on PG&E power. North Coast Refrigeration & Electric repaired the transfer switch.

There were no MCCSD collection system sanitary sewer overflows during July 2018.

The District transferred 292,352 gallons of recycled water to the High School in July 2018.

The Safety Officer conducted the monthly safety inspection of the plant and safety meeting on August 22, 2018. The safety meeting was on *Incident Reporting*.

10. Committee Update

The Personnel and Management Committee met on August 17, 2018, and in closed session they were briefed by Superintendent Kelley on the succession documents and plan of action for hiring a replacement superintendent when he retired. Superintendent Kelley explained that the position required a Grade 3 WWTP Certification and the Superintendent would require a Grade 2 Operator backup. Mike Kelley noted the State Water Resources Control Board-Office of Certification had a list of qualified operators for each Wastewater Treatment Certification grade, and they send job opening flyers to any interested Operator in the State of California who requested to be on that list. The committee also discussed the future replacement of the District Secretary. Documents would be presented to the full Board, probably in March 2019. The Committee assured the other Board members that the committee was mindful of this issue because it was an issue of considerable importance.

11. Secretary Report

a. Monthly Register of Cash Disbursement

MOTION Hauck/Kerstein To approve Cash Disbursements for checks 13964-13997, and on line CalPers, State and Federal Tax Deposits. Check 13978 was void.

ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck and Schwartz  
NOES: None  
ABSENT: None

b. Update on Delinquent Accounts and Certificate of Liens

The Board reviewed the update on delinquent accounts and certificates of lien.

The secretary noted that Sue Goranson's Auditing team were at the District office on Friday, August 24<sup>th</sup>, performing their field work and examination of district records. They planned to attend the October 29<sup>th</sup> MCCSD monthly meeting.

12. Matters from Board Members

President Schwartz mentioned that the MCCSD Board was currently operating with four members of a five-member Board. He encouraged everyone to be on the lookout for potential new Board members, and encouraged all women to apply. The District's next election was in 2019, and the requirements were that the potential candidate must be registered to vote and reside within the MCCSD boundaries.

9/24/18  
The MCCSD intended to apply for Golden State Risk Management Authority's Annual Risk Management Accreditation Program, as they do each year. A new element was added this year, a date and time <sup>would</sup> be proposed between November 1, 2018 and February 1, 2019 for the safety manager along with a member of the MCCSD to participate in a meeting regarding losses experienced by the District. The secretary would respond to Golden State that the Safety Committee would set a date to meet between November 1, 2018 and February 1, 2019.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,



Jodi Mitchell

District Secretary