

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of January 2, 2019 (Replaced regularly scheduled meeting of December 31, 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 November 26, 2018

MOTION Hauck/Kerstein To approve the minutes of November 26, 2018, as submitted.

ROLL CALL VOTE AYES: Directors Kerstein, Hauck and Schwartz

NOES: None

ABSTAIN: Director Rice

3. Communications

The MCCSD Directors received notice from the Registrar of Voters that the Board of Supervisors approved a change in biennial election for the MCCSD from the odd numbered year to the even numbered year to consolidate with the Statewide General Election beginning in 2020. The terms of the current directors would be extended one more year to accommodate the change. Director Kerstein and Rice's terms would be extended to 2020 and Director Schwartz and Hauck's terms would be extended to 2022. The existing vacancy would be open for election in 2020.

The County of Mendocino, County Counsel was providing a Brown Act & Ethics Training in Ukiah on January 17, 2019 or in Mendocino on February 22, 2019 at the Mendocino Volunteer Fire Department. All members, and the Superintendent planned to attend. The Secretary would contact the County Counsel's office and reserve their attendance at the Mendocino location.

4. Public Comment

5. Old Business

6. New Business

a. Application for Special Event Permit – Mendocino Film Festival – 10705 Palette Drive

An Application was submitted by the Mendocino Film Festival (MFF) for a Special Event Permit to hold the Fourteenth Annual Mendocino Film Festival on the MCCSD property located at 10705 Palette Drive. The date of the event would be from May 30 – June 2, 2019. The setup date was May 31, with the dismantle date of June 4, 2019. Concessions would be provided, including beer and wine. Prior to the event, the MFF would provide the District with the required documentation including proof of insurance and the ABC permit approval. According to the County Planning and Building Services, the event would be excluded from the Coastal Development Requirements for this specific event. In terms of parking, the MFF planned to procure ample parking barricades with "No Festival Parking" signage, have parking attendants located at the top of Palette Drive and at St. Anthony's Church, and to encourage walking among venues. Letters would also be distributed to Palette Drive residents describing their event, and including contact information in case any issue should arise.

MOTION Hauck/Rice To approve the Application for Special Even Permit for the 2019 Mendocino Film Festival.

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

NOES: None

ABSENT: None

b. Ordinance No. 2019-1 – To Set Fees and Charges for FY 2018-2019 and Thereafter Unless and Until Subsequently Revised or Changed

Superintendent Kelley explained that several District Ordinances listed various charges and fees for services performed by the District. Changing the amount of a fee or charge required that the entire ordinance be amended and published. To avoid having to pay expensive publishing costs for minor increases in fees or charges in multiple paged ordinances, staff prepared an Ordinance that listed fees and charges in a Fee Schedule. If in the future, fees and charges need to be changed, only the Fee Schedule Ordinance would require amendment and publication.

MOTION Hauck/Kerstein To waive the reading of Ordinance No. 2019-1
ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck and Schwartz
NOES: None
ABSENT: None

MOTION Kerstein/Rice To introduce Ordinance No. 2019-1 Ordinance of the MCCSD to Set Fees and Charges for FY 2018 and Thereafter Unless and Until Subsequently Revised or Changed.
ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck and Schwartz
NOES: None
ABSENT: None

7. Groundwater Management

a. Monthly Groundwater Management Report

October 1, 2018 was the beginning of the 2018-2019 rain year. Average annual precipitation in Mendocino was 40.23 inches and average rainfall in November was 5.01 inches. 4.51 inches of rainfall had been measured in the District in December. Total rainfall by December 31st was 11.08 inches.

For the November 30 and December 31 evaluations, the decision-making data consisted of both rainfall and depth to groundwater (DTW). If rainfall and DTW evaluations did not agree, then the more conservative of the conditions would be used. The rainfall conditions were defined as cumulative rainfall since October 1 in relation to the pre-existing water shortage condition.

The District was currently in a Stage 1 Water Shortage, which the Board declared on May 29, 2018, due to below normal rainfall. The drought stage was evaluated on December 31, and based on rainfall and DTW, the District's existing Stage 1 Water Shortage Condition would continue. Since less than 12" of rain had been recorded since October 1, the Water Shortage Contingency Plan recommended continuation of Stage 1 based on rainfall. The average Depth to Water in the five monitoring wells was 20.39'. The Water Shortage Contingency Plan recommended continuation of Stage 1 water Shortage based on the DTW.

Evaluations during January through May would be based on rainfall. If a water shortage was declared by the end of May, there would be additional evaluation dates on August 31, November 30, and December 31 to evaluate whether the water shortage condition should be continued, increased in stage, or terminated.

8. Attorney's Report

9. District Superintendent's Report

Operators performed routine repair and maintenance at the wastewater treatment plant during December 2018.

District staff replaced switches and a relay at the Heeser Drive Lift Station. A new motherboard was also ordered.

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

On December 5, 2018, the Ford Ranger had the passenger side air bag replaced at Ukiah Ford.

The District transferred 74,081 gallons of recycled water to the High School in November 2018, and would be the last transfers for the year.

The Safety Officer conducted the monthly safety inspection of the treatment plant and safety meeting on December 10, 2018. The 30-minute safety meeting was on Safety Data Sheets.

10. Committee Updates

Superintendent Kelley provided the Safety Committee, Directors Rice and Kerstein, with a Committee packet and requested that a Safety Committee meeting be scheduled in January. Mark Marshall, Golden State Risk Management Authority (GSRMA) would attend that meeting to review the District's Safety policies, and the annual LEEP (Loss Exposure Experience Plan). The Loss Experience Meeting is a new requirement, and the District would earn incentive points towards their 2018-2019 Risk Management Accreditation Program with GSRMA.

11. District Secretary's Report

a. Monthly Report of Cash Disbursements

The Board of Directors reviewed the cash disbursements report. The Board concurred that the telephone charges with AT&T were too high. Staff was instructed to contact AT&T and determine, what, specifically, caused such high rates to be charged to the District, and recommend how those charges could be lowered.

MOTION Hauck/Rice To approve payment of disbursements for checks 14127-14175 and on-line CalPERS, State and Federal Tax Deposits in the amount of \$169,999.22, noting no checks were void.

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

b. Update on Delinquent Sewer Accounts and Certificate of Liens

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

Director Hauck inquired about property located within the Hills Ranch subdivision, which was currently in arrears and was previously scheduled for disconnection. Staff explained that since the Hills Ranch subdivision had a private sewer system within their subdivision, MCCSD had no access to private property to disconnect a specific residence. Therefore, as an alternative, a Lien was recorded against the real property, which would require payment in full of all delinquent charges, prior to the MCCSD's release of the Lien. Director Hauck asked staff to talk to Hills Ranch to determine if they could assist MCCSD with the pending disconnect. Director Hauck did not think it was fair for other ratepayers within the District to subsidize the property owner's use of the sewer system when the District had no access or means for disconnection.

12. Matters from Board Members

a. Election of Officers

President Schwartz stated that he would be honored to serve another year as President, but he agreed to serve in any capacity that other Board members felt was needed. Vice President Hauck agreed to serve another year as Vice President.

MOTION Kerstein/Rice To keep both officers in their current position for the next year.

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

President Schwartz proposed to keep the same committees another year. The Board concurred. The meeting adjourned at 8:05 p.m.

Respectfully submitted,



Jodi Mitchell
District Secretary