

**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**

Minutes of June 27, 2016

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

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

2. Minutes – May 31, 2016

Corrections: Page 1, Section 5b, Paragraph 2, Line 3: the applicant had ~~to~~ **two** years .....

Page 2, Paragraph 2, last sentence: ....study that **were** required **for** the extension.

Page 2, Paragraph 5, last line: ...which would increase the ~~radius~~ **radius** of influence.....

Page 2, Paragraph 6, line added: The Board took no action on this item.

MOTION Hauck/Stubbs: To approve the minutes of May 31, 2016, as corrected.

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

NOES: None

ABSENT: None

ABSTAIN: Director Kraynek

3. Communications

Golden State Risk Management Authority congratulated the District for their participation in the Annual Loss Prevention Incentive Program (LPIP), and the MCCSD was awarded \$1,746.00.

Chet Anderson, Palette Drive resident, commended the Film Festival for their excellent handling of parking issues on Palette Drive during the event.

4. Public Comment

5. Groundwater Management

a. Groundwater Extraction Permit Application Approval Renewal  
10550 Howard Street, APN 119-150-36

In July of 2006, a Groundwater Extraction Permit Application was submitted for a construction project of five residences at 10550 Howard Street. A Hydrological Study proved adequate water for development of the parcel and a 1,000 gallon per day allotment was established, in accordance with the MCCSD Water Use Standard. A Final Permit would be approved once the meter was inspected and plans were submitted.

A Groundwater Extraction Permit would automatically expire by its own terms if final approval was not obtained within two years of the application approval. The property owner made application for a Groundwater Extraction Permit Approval Extension for a period of two years.

On June 27<sup>th</sup>, Margaret Mary O'Rourke hand delivered correspondence regarding the request for the permit renewal on Howard Street. She suggested that proper procedure would be to have a report generated, prior to Board approval, to demonstrate and certify that the original Hydrological Study was still valid. The property owner could pay for the report.

Superintendent Kelley responded that there had been no changes within the radius of influence of the well. The Groundwater Extraction Permit Ordinance had testing protocols and protection for cumulative effects. The test well used in the study provided water to an adjacent parcel, which now had a separate Groundwater Extraction Permit. In 2006, a hydrological study was performed at 10501 Lansing Street. There was negligible

effect to the Howard Street well from the Harvest Market Hydrological Study. Mike recommended that the well spacing was adequate to prevent any negative affects to adjacent wells and recommended the Board of Directors approve the two-year extension.

Superintendent Kelley also noted that the extra report, as suggested, would be a burden on the property owner/applicant, and may conflict with legal due process. The applicant paid an administrative fee with their application, which included a memorandum of findings, and a recommendation to the Board.

MOTION Stubbs/Hauck: That the request for a Groundwater Extraction Permit Application Approval Extension for 10550 Howard Street, APN 119-150-36 be approved.

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

b. Application for a Groundwater Extraction Permit  
107523 Gurley Lane, APN 119-040-22

The property owner submitted an application for a Groundwater Extraction Permit for the addition of a Guest Cottage. According to the District's Water Use Standard, the water demand for a Guest Cottage was 100 gals/day. Groundwater Extraction Permit Ordinance 07-1, Section 4 (b) allowed for a limited increase in development on the parcel, which was 30% of a water demand that was less than or equal to 320 gals/day. Based on the existing four-bedroom residence, a 30% limited increase would represent 96 gals/day so the request was 4 gallons over the allowed limited increase of 100 gallons per day. As a condition of approval for an exception to the hydrological study requirement, the applicant agreed not to exceed the water use allotment for current and present use.

Ms. Gair clarified that she was actually eliminating one of the four bedrooms in the main residence, therefore, resulting in a request for a limited increase of 40 gallons per day.

Director Kraynek made a motion to approve the Groundwater Extraction Permit Approval as amended, but there was no second. The Board agreed to carry this item over to the next meeting, to give Ms. Gair an opportunity to update her submitted floor plans, and for staff to update the approval form to reflect the 40 gallon per day limited increase.

c. Monthly Groundwater Management Report

Normal rainfall for June was 0.52 inches. By June 16, 0.21 inches of rainfall was measured by MCCSD. Total rainfall for the 2015-2016 was 43.97 inches. Total rainfall was 110% of normal rainfall for Mendocino.

Although the total rainfall for rain year 2015-2016 was 110% of normal for the first nine months, the rainfall pattern has not been normal. Three months had been above normal, and accounted for most of the total rainfall total. The other six months had been below normal.

The Depth-To-Water (DTW) measurements in the District's 24 monitoring wells were measured on June 3, 2016. Average DTW was 14.29 feet. Depth to water in the aquifer for this time of year had improved since the January 25, 2016 declaration of a No Water Shortage condition in the District.

6. Old Business

7. New Business

a. Introduction of Ordinance 2016-1 – Establishing Right of Use Capacity Charge

The Ad Hoc Right of Use Committee met on June 16<sup>th</sup> to review the proposed Right of Use Capacity Charge Ordinance. A new Right of Use Capacity Charge was determined from an SHN Engineering Sewer System Capacity Charge Report that was completed in May 2016.

The Buy-in-Methodology was used to determine the new charge. The buy-in approach provided a mechanism to recover the costs of system capacity that was constructed and was available to meet future demand

by new or expanding users. By paying a capacity charge (Right of Use charge), new development would buy into the existing capital facilities on par with existing development. The new charge would apply to new development, change of use, and expansion of existing use that increases the water demand on the parcel. The proposed capacity charge per Equivalent Single-Family Dwelling (ESD) was \$2,858/ESD.

Director Stubbs requested adding a sentence to the last paragraph on page 1:

*The \$2,858 per ESD Right of Use Capacity Charge is the average of the six-year schedule of charges found in Table 2 of May 2016 SHN Engineering & Geologists' Sewer System Capacity Charge Report.*

MOTION Kraynek/Stubbs To waive the reading of Ordinance 2016-1.

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

MOTION Hauck/Stubbs To introduce Ordinance No. 2016-1-Establishing Right of Use Capacity Charge as amended.

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

b. Consideration of Audit Services Proposals and Selection of a New Auditor

The Board of Directors reviewed two Audit Services Proposals submitted for the Fiscal Year ended June 30, 2016. Sue Goranson, Goranson and Associates, Inc. provided a proposal for \$7,500.00, which had been lowered from the original estimated \$10,000. Terry Krieg, provided a proposal for costs between \$7,000 and \$9,000. The MCCSD had obtained good references for both Auditors. Director Schwartz noted that Mr. Krieg had extensive expertise with Small Special Districts, while both candidates seemed equally qualified. The District's goal from the Annual Audit was to be informed about what the MCCSD Board and Staff could do to generally improve their operations. Vice President Kraynek offered to contact both parties to clarify their proposal costs, and discuss the Board's desire for a long term relationship. The matter was carried over to the next meeting.

8. Attorney's Report

9. District Superintendent's Report

a. Monthly Report

The treatment plant operated normally during the month of June 2016. Carbon was replaced in the dryer carbon filter in June.

The pipe gallery high water alarm was installed by Fort Bragg Electric in April. All damaged electrical components had been replaced in the pipe gallery, and the tertiary filters could now be backwashed in automatic mode. All four Deming filter backwash pumps were installed by June 15, 2016.

There were no MCCSD sanitary sewer overflows in May 2016.

249,765 gallons of recycled water was transferred to the High School in May 2016.

On June 7, 2016, Regional Water Quality Control Board inspector Cathleen Goodwin inspected the treatment plant and the recycled water system. She stated that the next NPDES permit may stiffen the recycled water requirements. Any future expansion of the recycled water system would require an upgrade to the recycled water system.

A Parlin Forks crew weed wacked the grass around the treatment plant and the Main Street lift station on June 1 – 2. Operator Linden cut the tall grass around the Heeser Drive Lift Station. Mitchell Tractor service cut the grass on the Palette Drive parcel prior to the Film Festival.

10. Committee Updates

The Plant Operations Committee met with Mike Kelley to look at ideas and changes to the recycled water program. Mike was encouraged to contact SHN Consulting regarding other methods of disinfection and he would start searching for funding for the recycled water program.

Director Schwartz suggested the PG&E cost information be included in the monthly Superintendent's report, to simply validate the assumption that the blower was designed to save 30% in utility costs. Mike explained that in 2015 the MCCSD used 920 PG&E kw hours. In June of this year, the MCCSD used 877 kw hours. The Kw hours were less, however, energy was needed during peak periods and because more power was used during the day, the rates have increased.

Mike reported that on June 21st one of the Diver's crew member was in the area, and did an initial exploratory dive along the MCCSD ocean outfall line. He reported the outfall line was intact, with a strong flow at the diffuser's end. Sand and shells were found in the last section of the diffuser. They still plan to jet the line to get the flow going at the end of the diffusers.

11. Secretary's Report

a. Report of Cash Disbursements

MOTION Hauck/Stubbs To approve Cash Disbursements for checks 12893-12924.

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

NOES: None

ABSENT: None

ABSTAIN: None

b. Update on Delinquent Accounts and Certificate of Liens

The Board reviewed the update on Delinquent accounts and Certificate of Liens.

12. Matters from Board Members

The meeting adjourned at 9:55 p.m.

Respectfully submitted,

Jodi Mitchell, Secretary