

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**

**Post Office Box 1029**

**Mendocino, CA 95460**

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

Minutes of August 28, 2017

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

1. Agenda – There were no changes or additions to the agenda.

2. Approval of Minutes July 31, 2017

Corrections: Page 2, Section 12, delete the last sentence.

Page 3, Paragraph 3, delete the last sentence.

Motion Stubbs/Hauck To approve the Minutes of July 31, 2017, as corrected.

Roll Call Vote AYES: Directors Stubbs, Hauck, Kerstein and Schwartz

NOES: None

ABSENT: None

3. Communications

The Secretary reported that the 2016/2017 Annual Audit was underway. The Auditor's plan was to have the audit available by the first week of December, which should give time for review and to provide the information to the I-Bank. She planned her field visit to MCCSD on November 17<sup>th</sup>. The Board was concerned if that would provide enough time for her to complete the Audit, considering the Thanksgiving and Christmas Holidays.

4. Public Comment

Director Schwartz thanked Ottopaskel Rice for attending the meeting and mentioned that he would be appointed by the Board of Supervisors to an MCCSD Board vacancy in lieu of an election this year. The Board looked forward to working with Otto.

The Board thanked Mary Rose of the Mendocino Beacon for her recent coverage of MCCSD meetings. She said they were trying their best to notice the MCCSD meetings.

5. Groundwater Management

a. Monthly Groundwater Management Report

Since October 1, 2016, Mendocino received 56.87 inches of rain. This was 141% of the 40.33 inches of average total annual rainfall for Mendocino. Through mid-August, there had been no recorded precipitation for the month. The District would continue a No Water Shortage condition to at least January 31, 2018. The average Depth-To-Water in the aquifer in July was 15.72 feet and in August it was 16.97 feet. The District was in the annual dry season water table decline. Due to adequate rainfall in water year 2016-2017, the District would remain in a No Water Shortage condition until January 31, 2018.

6. Old Business

7. New Business

8. Attorney's Report

9. District Superintendent's Report

a. Monthly Report

Operators performed routine repair and maintenance at the wastewater treatment plant. There were no MCCSD sanitary sewer overflows in July 2017.

The District started transferring recycled water to the High School in July 2017.

The 500-gallon propane tank that was located at the treatment plant was sandblasted and painted by Kemgas. The fuel supply line was installed to the emergency generator. The six-foot cedar fence was constructed around the propane tank to screen it from view along Heeser Drive. The generator would be operational once the new muffler was installed on the generator.

The Safety Officer conducted the monthly safety inspection of the plant on August 20<sup>th</sup>.

b. 2016-2017 Annual Report

The Board was pleased to see the 2016/2017 Annual Report, which explained what MCCSD had completed during the last fiscal year. Director Schwartz thought the report would be useful to inform the public. A few corrections were made within the document, and the Board requested the document be put on the District's website. Director Hauck suggested that in addition to the 2016/2017 Annual Report, the annual financial audit of the MCCSD should also be included on the website.

10. Committee Updates

Director Schwartz reported that the Personnel and Management Committee met and discussed the Superintendent Replacement Action Plan, and reviewed other documents, some of which required updating. Superintendent Kelley would provide those documents to the Board and the issue would be on the next month's agenda for discussion.

11. District Secretary's Report

a. Monthly Register of Cash Disbursements

Motion Hauck/Stubbs To accept Cash Disbursements in the amount of \$48,327.62 for checks #13498-#13519, noting that checks #13479 and #13507 were void.

Roll Call Vote AYES: Directors Stubbs, Hauck, Kerstein and Schwartz

NOES: None

ABSENT: None

b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board of Directors reviewed the update on delinquent sewer accounts and Certificate of Liens. Director Schwartz asked if follow-up correspondence was sent to Andrew Scully, since he had recently contacted the District office to assume responsibility for payment of the delinquent sewer fees to his residence. The secretary responded that no further correspondence was intended because there was an existing Lien against the real property, and all three owners were aware of the delinquency. Superintendent Kelley would contact Attorney Jackson to discuss collection of fees for service to a residence located within the privately-owned Hills Ranch Subdivision.

12. Matters from Board Members

The meeting adjourned at 8:00 p.m.

Respectfully submitted,



Jodi Mitchell

District Secretary