

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**

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Minutes of November 6, 2013

The regular meeting was called to order at 7:00 p.m. in the business office of the Wastewater Treatment Plant. Present were Directors Kraynek, Stubbs, Hauck and Schwartz. Director Waldman was absent. Also present were Superintendent Steve Acker and Jodi Mitchell.

President Schwartz stated that the correspondence, which Jodi provided to the Board of Directors at the October 7th meeting, should have been directed to the District Superintendent. Directors Schwarz and Kraynek discussed with staff that her correspondence would be reviewed by the District Superintendent for a recommendation.

1. Minutes – October 7, 2013

Corrections: Page 1, Section 6, Line one: ....the empty pond liner was subject to wind lift.

Page 2, Section 7, Roll Call Vote: Director Kraynek did not vote; he had recused himself.

Page 2, Section 7, line 2 after roll call vote: ....fence was builddt because of aesthetic issues...

Page 3, Section 9, Paragraph 6 line 6; Charles Bingham

Page 4, Paragraph 1, line 3: for a total of ~~3~~**356,341**

The Board asked Steve if Barber-Webb had provided their Quality Control Report for the Pond Liner Installation, because the minutes reflected that it would be available around the 10<sup>th</sup> of October. Steve explained that the Barber-Webb report was provided to Rege Construction, and they provided the report to Geo-Logic. Steve had not received the report from Geo-Logic. The Board agreed that Steve should follow up in writing, so the project could be finalized.

Steve reported that he was also waiting for the report from Charles Bingham regarding the Dryer repair.

MOTION Hauck/Kraynek: To approve the minutes of October 7, 2013 as amended.

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

NOES: None

ABSENT: Director Waldman

ABSTAIN: Director Stubbs

2. Communications

3. Public Comment

4. Groundwater Management

a. Groundwater Management Report

The end of the 2012/2013 rain year was September 30, 2013. The total rainfall for the 2013 rain year, October 1 through September 30<sup>th</sup> was 32.24 inches. The annual average was 40.37 inches. That was 80% of the average annual rainfall. As of October 28<sup>th</sup>, there had been no rain.

The Stage 2 Water Shortage was declared in the District on April 29, 2013, and remained in effect based on the August 31<sup>st</sup>, 23.6 foot average depth to water of the 5 indicator wells.

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The water shortage condition would be re-evaluated by the five indicator wells average depth to water on November 30<sup>th</sup> and December 31<sup>st</sup>. The depth to water average for the 24 well fields was 21.00 ft. on September 3, 2013, which was about 1.5 feet lower than last year at this time.

Kennedy Jenks Consultants updated the MCCSD Groundwater Model in 2010. Steve said that Mike Maley with Kennedy/Jenks suggested this year would be a good time to update the model because the District had two years of below normal rainfall. The model basically predicted the groundwater levels based on the data from rainfall and monitoring the well field. Last year, the District was anticipating a grant to pay for the update, but that didn't happen. Steve said the Local Groundwater Assistance Grant that Mike Kelley applied for last year could be resubmitted with minor revision for the current funding cycle. The Board of Directors asked Steve to contact Kennedy/Jenks and inquire when the optimum time would be to perform an updated analysis and what the updated model would provide with two consecutive years of below average rainfall. The Board would discuss the Grant and the Groundwater Model at the next meeting.

b. Groundwater Extraction Permit

Jean Arnold, 45091 Covelo Street, APN 119-160-19

A Groundwater Extraction Permit Application was submitted and reviewed by staff, following the sale of real property. The applicant applied for a Groundwater Extraction Permit to remodel the interior of the existing two bedroom residence, and add an additional bedroom. Based on the information contained in the GWEP application, the Board may issue a permit without requiring an applicant to submit a hydrological study if the proposed change resulted in a limited increase in water demand. As calculated from the District's Water Use Standard, a limited increase in groundwater extraction shall not exceed 30% of an existing water demand that is less than or equal to 320 gpd. 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 – 200 gpd.

MOTION Hauck/Stubbs: To approve the Groundwater Extraction Permit Application for property at 45091 Covelo Street, APN 119-160-19.

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

NOES: None

ABSENT: Director Waldman

ABSTAIN: None

5. Old Business

a. Progress Report on the Fence Installation

Superintendent Acker reported that Matson Construction was proceeding with the fence installation around the Pond. Almost all of the posts were installed. Steve communicated with Rex Loren with the State Parks Department regarding access through the extension of Calpella Street on the West side of Kelly Street. The East side bordering the Dickson property would be a continuation of the 6 foot board fence that was located on the Dertner's property line. The fence on the northern border would reuse the split redwood pickets. He asked Jorn Grimsley with Kennedy Jenks about the requirements for the Pond Liner fence. Mr. Grimsley recalled looking into the issue during the pond design process, and while the chain link fence with barbed wire was typical, it was not specifically required by code. Their engineers believed that the current fence accomplished the goal to restrict public access, and would be more in line with Historical Review Board requirements than a chain linked fence.

6. New Business

7. Attorney's Report

8. District Superintendent's Report

a. Monthly Report

During the month of September, the treatment plant operated normally. Plant personnel performed routine plant maintenance.

The October self-monitoring online report was sent to Water Quality Control Board. There were no sanitary sewer overflow in October and the "no spill" certification for October was posted online.

Staff took their regular monthly safety meeting. The Safety Officer also conducted the monthly safety inspection of the plant.

On 10/8 and 10/9 Charles Bingham from AIT Services Inc. was at the treatment plant, and performed a 150 point inspection of the Fenton Sludge Dryer. He found a worn out coupling on the hot oil pump which staff replaced. The seal on the hot oil pump leaked slightly and that would also be replaced by Staff. There would be a full report from Charles Bingham on the inspection. Adjustments were made to the dryer at Bingham's suggestion. The dryer was currently putting out loads that were greater than 90% dry.

Over 2 million gallons of water had been transferred to the High School Athletic Fields so far this year. There were 7 transfers of water in October for a total of 254,786 gallons. The nitrate levels had been kept below 10 mg/l by controlling the dissolved oxygen levels. 10 mg/l was the limit.

Steve clarified that Ordinance 08-3 contained MCCSD's policies on equipment purchases and professional services. A purchase over \$2,500 required three estimates and Board approval. Professional services contracts could be awarded by the purchasing officer if the amount was less than \$10,000.

9. Committee Updates

a. Work Program for Capital Financing Review

Task I – Update MCCSD's Asset List and Capital Expenditure Program

Director Stubbs reported that he and Director Hauck intended to meet with Steve last month, but Steve was ill. Director Stubbs met with staff on November 4<sup>th</sup>, and developed an approach to preparing the Asset List as Task 1 on the Capital Funding Plan. The issue that needed to be resolved was a breakdown of the large item "Sewerage Treatment Plant" in the existing asset list. Steve would pursue getting a breakdown of that cost item.

Other items revealed were a 2010 Engineering Study of the collection system with identified capital expenditure needs, which could be used in projecting the cost of future collection system expenditures. Steve also had some comparative costs for ocean sewer outfalls. Steve will identify any items on the asset list that are not in operation. The 2006 Collection fee study contained a Construction Cost Index from the Engineering News Record, which Steve will try to obtain. Jeff would prepare a template using RCAC standard, and aimed to have most issues resolved by the 18th.

Steve would contact SHN Consultants in Willits to discuss the District's aging ocean outfall line and options that may be available regarding undergrounding or replacement costs. The District required some direction on how to proceed.

10. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Kraynek/Stubbs: To approve cash disbursements for checks #11515 - #11555, noting no void checks.

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

NOES: None  
ABSENT: Director Waldman  
ABSTAIN: None

b. Update on Delinquent Sewer Accounts and Certificates of Lien  
The Board was updated on the sewer accounts and certificates of liens.

13. Matters from Board Members

President Schwartz indicated that in addition to Ed Allen, Mike Kelley had made application for the Superintendent's position. President Schwartz called a closed session at the December 16<sup>th</sup> meeting.

Director Stubbs reported that he attended RCAC training on October 24<sup>th</sup> at the Little River Inn. They reviewed Board ethics, and budgeting finance for water systems. He said there were about 15 – 20 people there.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Jodi Mitchell, Secretary