

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**

**Post Office Box 1029**

**Mendocino, CA 95460**

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Minutes of January 26, 2015

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

1. Agenda – There were no changes or additions to the agenda.
  
2. Approval of Minutes – December 29, 2015  
Correction: Page 2, Section c, Paragraph 2, Sentence 3. She stated that on their parcel was a septic tank.....  
MOTION Stubbs/Kraynek to approve the Minutes of December 29, 2015, as corrected.  
ROLL CALL VOTE: AYES: Directors Kraynek, Stubbs, and Schwartz  
NOES: None  
ABSENT: Directors Waldman and Hauck
  
3. Communications  
Correspondence was received from John Perrill regarding the water tank at Hills Ranch. Superintendent Kelley will respond to Mr. Perrill.
  
4. Public Comment
  
5. Groundwater Management  
Rick Keller inquired if the MCCSD had received the Memorandum of Understanding with Hills Ranch. Staff reported that they received an email copy of the MOU today, and Beth Perrill indicated that she was mailing the original to the MCCSD office. Mr. Keller also confirmed the original document was in the mail. Staff indicated that in addition to the MOU, the District needed a breakdown of all parcels including the name of the property owner, site address, assessor parcel number, and the number of bedrooms within each residential unit. Mr. Keller said that list would be provided.

President Schwartz suggested and the Board agreed to move the presentation by Kelley Grimes ahead in its order on the agenda.

6. New Business  
Kelley Grimes, Architect Regarding Architectural Services-10705 Palette Drive  
Kelley Grimes provided a site plan, floor plan, and elevations for the proposed MCCSD business office/equipment garage/meeting room. Mr. Grimes indicated that the parcel was not within the Historical District, but it was viewable from the Historic District. He proposed to use more modern materials, such as fiberglass doors and vinyl windows. The proposal for the plans shall not exceed \$3,000. If the District proceeded with the actual construction, his fee would be a percentage of the cost, and attorney Jackson confirmed that would be appropriate. Kelley Grimes provided a fairly rough estimate of costs of \$200 per square foot, and estimated the costs of the project could be up to \$500,000.00.

7. Groundwater Management

a. Monthly Groundwater Management Report

The historic average rainfall total for Mendocino was 40.33 inches. A Stage 4 Water Shortage was declared on February 24, 2014, when only 3.81 inches of rain was recorded from October 1, 2013 to January 31, 2014. The Water Shortage Contingency Plan December re-evaluation looked at both the DTW in the drought indicator wells and rainfall since October 1<sup>st</sup>. Drought stage re-evaluation was based on the more severe of the two. Rainfall indicated a Stage 1, while DTW called for No Water shortage condition. On December 23, 2014, average DTW in MCCSD's drought indicator wells was 13.24 feet, which indicated a No Water Shortage Condition based on the Water Shortage Contingency Plan. Rain year 2014-2015 started on October 1, 2014. The rainfall total in rain year 2014-2015 was well above normal. On December 22, 2014, MCCSD measured 22.03 inches of rainfall since October 1, 2014. On December 29, 2014, the MCCSD adopted resolution 238, which reduced the drought stage to a Stage 1 Water Shortage. A Stage 1 Water Shortage had the following restrictions in Ordinance 07-4, Section 7: Prohibition of water waste, display of conservation information by hotels and restaurants, ongoing public information campaign, media outreach, and requested voluntary water conservation with 10% use reduction. By the end of December, rainfall totaled 22.26 inches. 1.01 inches of rainfall in January thus far had not been as promising. January rainfall averaged 7.13 inches.

Staff sent out a survey to all property owners on January 7, 2015 to determine how much potable water was trucked into Mendocino during 2014. The office had received 225 survey responses by January 17, 2015, and the preliminary analysis was as follows: No Water purchased in 2014 – 208 responses, 92.4%. Purchased water, 17 responses, 7.6%. A number of respondents noted that they purchased water in 2013, but none in 2014. The average depth of dry wells reported was 35 feet deep. One property owner purchased water until they drilled a deep well with a yield of 5 gal/minute. Total gallons imported by those that had responded so far were approximately 305,200 gallons or 0.94 acre-feet. Two inns reported buying at least 207,800 gallons or 68% of imported water. The local bank imported 21,000 gallons (7%). The other 14 parcels were residential, and the average imported load was 1,770 gallons. An average of 3.4 loads was purchased by those residential parcels in 2014. The large commercial parcels averaged 27.3 loads in 2014. It did not appear from the initial data that there was not enough groundwater to sustain Mendocino. Wells under 30 feet were vulnerable to severe drought. Large commercial parcels with a high water demand that were developed prior to MCCSD Groundwater Management Authority and did not have to prove adequate water for their level of development were now finding it necessary to import water.

The average Depth-to-Water on January 2, 2014 was 11.32 ft.

b. Hydrological Study Approval Renewal-William Marcus Miller  
45321 Ukiah Street, APN 119-217-01

William Marcus Miller, owner of property located at 45321 Ukiah Street, applied for a two year extension of his Hydrological Study Approval. The Board of Directors may extend a Hydrological Study approval for an additional period of two years if the conclusions of the hydrological were still valid. Superintendent Kelley stated that the safe yield of the aquifer had not been exceeded; therefore, he recommended approval of Mr. Miller's request for the extension.

MOTION Kraynek/Stubbs To approve the two-year renewal of the Hydrological Study Approval for APN 119-217-01, 45321 Ukiah Street.

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

NOES: None

ABSENT: Directors Waldman and Hauck

c. Resolution No. 2015-239

Resolution No. 2015-239 was introduced, which was a Resolution of the MCCSD to rescind the temporary moratorium. On February 24, 2014 the Board proclaimed a temporary moratorium by Resolution No. 2014-232 on issuance of Groundwater Extraction Permits for new groundwater extraction, new well drilling, and aquifer pump testing during the Stage 4 Water Shortage. Adoption of Resolution No. 2015-239 would rescind the temporary moratorium on issuance of Groundwater Extraction Permits for new groundwater extraction, new well drilling and aquifer pump testing.

MOTION Kraynek/Stubbs To waive the reading of Resolution No. 2015-239.

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

NOES: None

ABSENT: Directors Waldman and Hauck

MOTION Kraynek/Stubbs To approve Resolution No. 2015-239.

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

NOES: None

ABSENT: Directors Waldman and Hauck

d. Ad-Hoc Water Conservation Committee

Director Stubbs reported that their committee worked with staff on the questionnaire to ask property owners about the gallons and number of truckloads of potable water that was trucked into Mendocino for residents and businesses.

8. Old Business

9. Attorney's Report

10. District Superintendent's Report

During the month of January 2015, the treatment plant operated normally. Plant personnel performed routine plant maintenance.

Plant flows had decreased to normal following decreased rainfall in January. During the heavy December rains, the pond liner collected significant amounts of precipitation that flowed into the treatment plant. Also, the water table rose above the bottom of the pond liner. The under drain captured the groundwater, which was diverted into the head works and through the Treatment Plant. It was probable that treatment costs for treating those two sources of influent to the plant would increase significantly during winter months, since very little groundwater or runoff entered the plant prior to the liner installation. Another consequence of the liner was very high peak flows were recorded soon after the onset of a rain event. Mike was going to ask Charles Reed with the Water Quality Control Board, if the MCCSD could bypass the groundwater to the equalization pond and directly out to the ocean.

The Fenton dryer had been operating normally following December repairs.

The 5-year National Pollutant Discharge Elimination System (NPDES) permit application was accepted by the Regional Water Quality Control Board on January 1, 2015.

The December self-monitoring online report was sent in to the Stage Water Quality Control Board. There were no sanitary sewer overflows in December 2014.

There were no recycled water transfers to the High School in December or January 2015.

Plant operators took online safety course in January.

The Safety Officer conducted the monthly safety inspection of the plant.

11. Committee Updates

a. Personnel and Management Report and Recommendation for Merit Bonus

In May of 2014 the Board of Directors discussed Mike Kelley's recommendation for merit bonuses to compensate staff for the extra ordinary in-house workload to process the Groundwater Extraction Permits, in addition to staff's normal fulltime workload. The bonus was incorporated into the budget for the meritorious work. The Personnel and Management Committee met with Mike Kelley on January 5, 2015 to consider the matter. The remaining Board members agreed with the committee's recommendation to award the merit bonus to the Secretary.

12. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Kraynek/Stubbs To approve disbursements in the amount of \$60,315.49 for checks #12125-12168, noting void check #12143.

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

NOES: None

ABSENT: Directors Waldman and Hauck

b. Quarterly Report of Income and Expenses

The Board of Directors reviewed the quarterly report of income and expenses for the period ending December 2014. Total year to date operating revenue was \$343,470 and operating expenses were \$350,656, leaving a net operating income of <\$7,186>. Non Operating income was \$7,299 and cash items were \$97,399. The Board noted considerable legal expenses which were associated with the Groundwater Extraction Permitting process.

Director Stubbs asked if the Board should review the budget for an adjustment or hold back on expenses. The Board agreed they should clearly determine whether a rate increase was necessary and review a 5-year budget plan. Consideration of a 2015/2016 rate increase would be discussed at the next meeting.

c. Update on Delinquent Sewer Accounts and Certificate of Liens

10391 Blair Street – \$600 was paid on the account, which brought it current. The property owner had not yet applied for a Groundwater Extraction Permit.

45270 Albion Street – Mr. Christiana was an ill, elderly gentleman with financial issues. He was trying to sell his property to a private party, and had requested that the property not be disconnected from the sewer system until he had an opportunity to complete the sale. Staff noted there was an existing lien against the real property. This issue will be discussed at the next meeting.

The meeting adjourned.

Respectfully submitted,

  
Jodi Mitchell, Secretary