

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of April 25, 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, Hauck, Stubbs, 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 – March 28, 2016

Correction: Page 1, Section 5 (a)Last sentence: three-hour minimum to ~~repair~~ **prepare** the report,

MOTION Kraynek/Stubbs: To approve the minutes of March 28, 2016 as corrected.

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

NOES: None

ABSENT: None

ABSTAIN: None

3. Communications

4. Public Comment

5. Old Business

a. Hills Ranch Collection System Agreement

Directors Schwartz and Stubbs recused themselves from discussion and any action regarding the proposed Agreement with Hills Ranch Owners Association. Vice President Kraynek conducted the discussion of the agenda item.

The Agreement for reimbursement of capital expenses incurred by MCCSD in the maintenance and repair of the Hills Ranch lift station had been modified to allow HROA to pay the amount of \$16,268.28 in four equal amounts over a 12-month period from the date of the execution of the Agreement. Consensus of the Board was that the Agreement met both the needs of the MCCSD and Hills Ranch Owners' Association and they were pleased the issue was able to finally get resolved.

MOTION Kerstein/Hauck To approve the Agreement for HROA reimbursement for capital expenses paid by MCCSD.

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

NOES: None

ABSENT: None

ABSTAIN: None

Directors Stubbs and Schwartz returned to their seats.

6. Groundwater Management

a. Hydrological Study Approval – APN 119-090-28

On October 26-31, 2015, a constant rate aquifer pump test was conducted for a hydrological study of a 1.7- acre undeveloped parcel located at 44556 Little Lake Road. Lawrence and Associates conducted the test and prepared the Hydrological Study for Mr. Grinberg, who planned to develop the parcel in the future with a four-bedroom residence. The purpose of the hydrological study was to

determine; 1) that the test well produced adequate groundwater for future development of the parcel, 2) that there was no adverse effect on hydrologically contiguous wells during groundwater extraction from the test well, and 3) the effect that the proposed groundwater extraction had on the local aquifer.

The test well was pumped at an average of .58 gpm for 72-hours and did not create an adverse effect on the monitoring wells. The aquifer pump test with a constant discharge rate of .58 gals/min for 72 hours demonstrated there was adequate groundwater for the proposed project.

SHN reviewed the Hydrological Study to evaluate compliance with MCCSD Ordinance No. 07-1. No deficiencies in the hydrological study were found by the SHN review.

Staff recommended approval of the Hydrological Study for future development of the parcel with the following conditions:

- 1) Based on the aquifer test data and the conclusions of the Hydrological Study it was recommended that the allotment for future development shall not exceed 320 gal/day.
- 2) When application for development of the parcel was submitted and approved by the District, an allotment would be based on the size and type of development (not to exceed 320 gal/day)
- 3) A water meter shall be installed at the wellhead on the parcel prior to extraction from the well, and monthly meter readings shall be submitted to the District following the water meter installation.

MOTION Stubbs/Kraynek To approve the Hydrological Study for APN 119-090-28, subject to staff's comments and recommendations.

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

b. Groundwater Extraction Permit Application Approval Extensions

1) 45091 Calpella Street, APN 119-234-08

An application was submitted for a Groundwater Extraction Permit Application Approval Extension. In 2006 a Groundwater Extraction Permit Application was approved for a residence and 900 sq. ft. of commercial retail. A Groundwater Extraction Permit Application Approval shall automatically expire by its own terms if the applicant did not obtain Final Approval within two years of the application approval. The approval had been extended every two years because the safe yield of the aquifer had not been exceeded.

MOTION Hauck/Stubbs To approve the Groundwater Extraction Permit Application Approval Extension for property located at 45091 Calpella Street.

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

2) 45081 Calpella Street, APN 119-234-09

An application was submitted for a Groundwater Extraction Permit Application Approval Extension. In 2006 a Groundwater Extraction Permit Application was approved for a 2-bedroom residence and 700 sq. ft. of commercial retail. A Groundwater Extraction Permit Application Approval shall automatically expire by its own terms if the applicant does not obtain Final Approval within two years of the application approval. The approval had been extended every two years.

MOTION Hauck/Stubbs To approve the Groundwater Extraction Permit Application Approval Extension for property at 45081 Calpella Street.

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

c. Groundwater Management Report

The drought level was evaluated on March 31st.

Normal rainfall through March was 34.57 inches. Average annual rainfall in Mendocino was 40.3 inches. By March 31, 2016 MCCSD recorded 41.06 inches of rainfall for the 2015-2016 rain year. There would be no water shortage declarations during 2016. The next evaluation date would be January 31, 2017.

Normal rainfall for April was 2.94 inches. By April 16, 2016, only .53 inches of rainfall had been measured by MCCSD. Total rainfall for the 2015/2016 rain year was now 41.59 inches. Total rainfall was now 103.1% of normal annual rainfall for Mendocino

The Depth-To-Water measurements in the District's 24 monitoring wells would be taken at the end of April.

7. New Business

a. 2016/2017 Proposed Fiscal Year Budget

The Board of Directors reviewed the proposed 2016/2017 Fiscal Year Budget as recommended by the Finance Committee. The Board discussed the need to set aside more revenue for Capital Improvement and Equipment Replacement for the equipment that had reached its useful life. Superintendent Kelley noted that MCCSD was currently collecting \$190,000 annually for equipment replacement and Capital Improvement from user fees. Superintendent Kelley noted that he had updated the CIP, and the MCCSD should be setting aside \$260,000.

Consensus of the Board was the proposed budget looked reasonable and complete and they supported the Committee's recommendation to approve the budget as presented.

MOTION Hauck/Stubbs To approve the 2016/2017 Fiscal Year Budget.

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

8. Attorney's Report

Director Hauck asked why the MCCSD annual audit was not on the agenda for discussion. Staff informed the Board that the Auditor was invited to attend the March 28th meeting to present the audit to the Board, but he indicated the audits were set aside through April 18, and the audit should be ready shortly after that time. Staff asked the auditor if they could obtain the audit by Wednesday, April 20, so it could be included in the Board's meeting packet for the April 25th meeting. The Auditor indicated that he was busy during tax season, and the Board was displeased that the Audit had not been completed to date. It was their understanding that the Audit would be provided to the District no later than January 31st to comply with the I-Bank requirements. Discussion of the Audit would be on next month's agenda.

9. DISTRICT SUPERINTENDENT'S REPORT

a. Monthly Report

The treatment plant was operating normally. Plant operators were in the process of adjusting the air flow from the new blower to the aeration basin aerators to maintain a 2 mg/L dissolved oxygen level. They were trying to minimize "set-point hunting" by the blower to reduce power consumption.

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. Three Deming filter backwash pumps would be shipped on April 28th and the fourth backwash pump would be shipped in mid-May.

The #1 influent pump motor was in the process of being replaced.

No recycled water was transferred to the High School in March 2016.

Plant operators were trying to lower the nitrate level in the plant effluent by creating an anoxic zone at the influent end of the aeration basin. 3 aerators must be shutdown to lower the dissolved oxygen in that zone to denitrify the mixed liquor in the basin, which lowers the nitrate level. The process had been used for years by plant operators, but if the new blower pressure exceeds 8.5 psi, it would shut down. Turning off 3 of the 6 aerators to reduce the D.O. in the anoxic zone caused excessive blower back pressure, and required bypassing some excess air into the pipe gallery to prevent blower shutdowns.

Nitrate concentration must be below 10 mg/L to transfer recycled water to the high school athletic fields.

The Good Life Café would be installing grease traps in the restaurant when they begin their kitchen upgrade in the near future.

The Safety Officer conducted the monthly safety inspection of the plant. Operators discussed Fire Prevention during the Safety Meeting.

b. Discussion of Outfall Replacement

Superintendent Kelley provided background information about the ocean outfall, which was completed in 1975. The outfall was inspected once in 1997. Starting in 2004, the District was required to inspect the ocean outfall and conduct a biotic survey once during the 5 year NPDES permit period. MCCSD inspected the outfall from 2006 through 2009, in 2012, and in 2014. Several repairs were made to the outfall and a total of \$147,967 had been spent on inspections, biotic surveys, and repairs, over the last 12 years. In 2004, \$12,000 was spent for repairs of the structure B. Staff recommended contacting Alpha Diving to obtain an estimate to perform a survey of the outfall similar to the one performed in 2014. Superintendent Kelley suggested that if the outfall condition was as good as in 2014, outfall replacement may not be necessary in the immediate future. Continued annual inspection and repair of the outfall may extend the useful life of the outfall for a number of years. Staff prepared a power point presentation on the construction of the outfall and the 2014 inspection survey.

c. Alpha Diving Outfall Inspection Proposal

A Quote for Remediation Services and Inspection of the MCCSD Ocean Outfall was prepared by R. Lucariello, Marine Surveyor with Alpha Diving Industries. The Proposal for Outfall Remediation included a Scope of Work which detailed the steps required to clear the diffuser end of the ocean outfall and conduct a baseline survey of the structure. The work would be accomplished in three phases; phase 1 – Diffuser Clearance Operation, 2- Deep End Survey, and 3 – Shallow End Survey. Once the diving operations were concluded, the Dive Team would debrief the Superintendent and any Board members. Alpha Diving would provide vessel support, dive personnel, tools and underwater photographic

recording equipment required for documentation purposes. MCCSD shall provide the pump, hose and jetting nozzle as per the usual arrangement. The estimated cost to complete the job was \$21,900.00.

MOTION Kraynek/Kerstein To approve the expenditure of \$21,900 for Alpha Diving Industries Remediation Services and Inspection of the Ocean Outfall.

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

Director Kraynek excused himself from the remainder of the meeting.

10. Committee Updates

The Finance Committee met and they gave their recommendation during agenda item 7 (a) discussion.

11. District Secretary's Report

a. Monthly Register of Cash Disbursement

The Board reviewed the revenue and cash disbursements.

MOTION Hauck/Stubbs To approve the cash disbursements for checks #12788-12839.

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

b. Quarterly Report of Income and Expenses ending March 31, 2016

The Board reviewed and discussed the 3rd quarterly report of income and expenses, Report of Capital Improvements/Equipment Replacement, and MCCSD account balances.

c. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board reviewed the update on delinquent accounts and certificate of liens.

12. Matters from Board Members

13. Adjournment – The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Jodi Mitchell
District Secretary