

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 July 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, Kraynek, and Schwartz. Director Stubbs was absent. Also present were District Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Agenda –Staff requested an addition to the Agenda for discussion and possible action to approve a Proposal from Alpha Diving Industries to replace two clamps on the ocean outfall line. The repair of the ocean outfall line constituted an emergency, since the clamps had to be fabricated and installed, as soon as possible, to avoid any discharge permit violations. President Schwartz explained that The Brown Act allowed for the Board to discuss a non-agenda item at a regular meeting if, by majority vote, the body determined that the matter in question constituted an emergency pursuant to Government Code Section 54954.

MOTION Hauck/Kerstein: To declare the outfall repair an emergency situation and place the item on the agenda for discussion so staff can address the situation as soon as possible.

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

The Agenda item was added under New Business.

2. Minutes – June 27, 2016

Corrections: Page 3, Section 9 (a), Line 2: ~~carbon~~ filter in June
Page 3, Section 9 (a), last paragraph: ~~wacked~~ whacked

MOTION Hauck/Kerstein: To approve the minutes of July 25, 2016, as corrected.

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

3. Communications

4. Public Comment

Fred Dickson, neighbor to the North of the MCCSD treatment plant, attended the meeting to observe.

5. Groundwater Management

a. Groundwater Extraction Permit Application Approval
10752 Gurley Lane, APN 119-040-22

The Application for a Groundwater Extraction Permit for APN 119-040-22 was carried over from the meeting of June 27, 2016. The floor plans were re-submitted for conversion of one of the four existing bedrooms in the residence to a private studio, and the addition of a Guest Cottage. The elimination of a bedroom (60 gpd) and the addition of a Guest Cottage (100 gpd) resulted in a limited increase of 40 gallons per day. Ordinance No. 07-1 Section 4(b) allowed for a 30% limited increase when

the water demand was less than or equal to 320 gallons per day. The applicant agreed to stay within the existing allotment of 320 gallons per day.

MOTION Kraynek/Hauck To approve the Groundwater Extraction Permit for APN 119-040-22.

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

b. Monthly Groundwater Management Report

Normal rainfall for July was .08 inches. By July 14, 2016, 0.17 inches of rainfall was measured by MCCSD. Total rainfall for the 2015/2016 rain year was 43.97 inches. Total rainfall was 110.4% of normal annual rainfall for Mendocino.

The Depth-To-Water (DTW) measurements in the District's 24 monitoring wells was measured on July 6, 2016. Average DTW was 15.04 feet. DTW 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.

Superintendent Kelley provided a summary of drought evaluations since February 2012. The next water shortage evaluation would be on January 31, 2017. Director Schwartz suggested the document might be incorporated into the next quarterly billing statements as information for the community.

6. Old Business

7. New Business

a. Adoption of Ordinance No. 2016-1-Establishing Right of Use Capacity Charge

At the last meeting, Ordinance No. 2016-1 was introduced. The new Right of Use Capacity Charges of \$2,858 per ESD was determined from an SHN Engineering Sewer System Capacity Charge Report that was completed in May of 2016.

MOTION Kraynek/Hauck To waive the reading of Ordinance No. 2016-1.

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

MOTION Hauck/Kraynek: To adopt Ordinance No. 2016-1, Establishing Right of Use Capacity Charge.

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

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

Director Kraynek reported that he had spoken with Sue Goranson and Terry Kreig regarding their audit proposals. They both indicated that they would assist with reconciliation of any difference in the balance sheet and both had served Special Districts. They also discussed timing and completion of the audit, and feedback to the Board. Director Kraynek suggested the Board consider Ms. Goranson's service because she was offering a three-year set fee, at a lower bid of \$7,500. Both parties were competent and qualified with excellent references.

MOTION Kerstein/Hauck To approve the Goranson and Associates Audit Proposal for the Year ended June 30, 2016.

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

c. Discussion and Action for Approval of Alpha Diving Proposal to Replace Two Clamps
Superintendent Kelley reported that Alpha Diving completed the Marine Survey of the Ocean outfall in July. They performed a comprehensive inspection of the ocean outfall, and it was discovered that repair clamps and fiberglass installed in 2006 had been damaged to the point they were no longer serviceable and were in need of major repair or replacement. A proposal for outfall remediation was provided at an estimated cost of \$23,950.00. Superintendent Kelley presented a Video the Divers inspection of the outfall line.

MOTION Hauck/Kraynek To approve the Alpha Diving Industries Proposal for Job #07-02-16, for an estimated cost of \$23,950.00.
ROLL CALL VOTE: AYES: Directors Kerstein, Hauck, Kraynek, and Schwartz
NOES: None
ABSENT: Director Stubbs

Director Kraynek excused himself at 7:55 p.m.

8. Attorney's Report

9. District Superintendent's Report

The treatment plant operated normally during July. Operators performed routine repair and maintenance at the Treatment Plant.

There were no MCCSD sanitary sewer overflows in June 2016.

344,781 gallons of recycled water was transferred to the High School in June 2016.

The 2016 Second Quarter Self-Monitoring Report was submitted in July. There were no discharge violations reported in the second quarter.

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

Superintendent Kelley planned to bring a proposal at the next meeting regarding the upgrade to the recycled water system. Cathleen Goodwin with the State Water Resources Control Board indicated that the future NPDES Permit for MCCSD would require improvements to the existing water recycling design. Mike had discussed evaluation of disinfection systems with SHN, but had reconsidered the scope of the project to include an upgrade to the disinfection and dechlorinating system, a building and storage tank to allow for a fill station, distribution to State Parks restrooms, distribution from the High School to the Community Center and onsite generation. In order to seek funding MCCSD must have a concept in place and some preliminary engineering. Mike provided a PowerPoint regarding onsite generation.

10. Committee Updates

11. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Kerstein/Hauck To approve cash disbursements for checks #12925-12975, noting void checks #12927, 12933, 12967, 12968, 12969, and 12972.

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

b. Quarterly Report of Revenue and Expenses 6/30/16

The Board reviewed the 4th quarterly report of revenue and expenses for the period ending 6/30/16. Total year to date revenue was \$775,039 and operating expenses were \$684,883, leaving an operating net income, After including non-operating revenue and less cash items for loan payment on of \$90,156.

8/29/16

the dryer, equipment replacement and capital improvement, the Cash Margin was <331,259> which represented cash reserves spent for the blower/generator installation.

c. Update on Delinquent Account to consider Disconnection of Sewer Service
The Board reviewed the update on delinquent accounts and Certificates of Lien.

1. Review Delinquent Account to Consider Disconnection of Sewer Service

The Board reviewed the delinquent account for sewer service to Assessor Parcel 119-520-01, located at 44868 Cypress Court within the Hills Ranch Subdivision. The property owners had not responded to several letters sent from MCCSD and a Certificate of Lien had been recorded against the real property. The Board considered disconnection of the residence from the public sewer system. Since residences were jointly connected, and located on private property not within the public Right of Way. Superintendent Kelley would discuss the most effective approach to resolve the matter with Attorney Jackson.

MOTION Hauck/Kerstein To direct the Superintendent to proceed with the sewer disconnection at 44868 Cypress Court with advice from legal counsel.

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

NOES: None

ABSENT: Director Stubbs and Kraynek

The meeting adjourned at 9:15 p.m.

Respectfully submitted,


Jodi Mitchell, District Secretary