

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of April 24, 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, Kraynek and Schwartz. Director Stubbs was absent. Also present were District Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Agenda – No changes or additions were made to the Agenda.

2. Approval of Minutes – March 27, 2017

MOTION Hauck/Kraynek To approve the minutes of March 27, 2017 as presented.

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

NOES: None

ABSENT: Director Stubbs

ABSTAIN: None

3. Communications – No communications.

4. Public Comment – No Public Comment

5. Old Business

6. New Business

a. Water Management Committee-Discussion and Possible Action for Retail/Office Allotment Adjustment

The Water Management Committee met with Staff on April 10th to review the District's Water Use Standard and allotments for commercial shops and vacation home rentals, as requested by Edward O'Brien. Based on information provided to the Committee from Superintendent Kelley, which included actual water use and calculations for per capita water use for vacation home rentals and commercial offices/shops, the Committee concluded there were no findings to support the need for limiting a retail/office use conversion to a short-term visitor accommodation or requiring an applicant to perform a hydrological study for the change of use, if the project qualified for approval within the District's Groundwater Extraction Permit Ordinance as an exception to the hydrological study requirement for a limited increase, or no increase. The Superintendent drafted correspondence to Ed O'Brien, along with data to support the Board's conclusion. President Schwartz signed the correspondence on behalf of the Board.

b. Finance Committee-Introduce Proposed 2017/2018 Draft Budget

The Finance Committee met on April 6th with Staff and reviewed the proposed 2017/2018 fiscal year budget. A majority of the budget expense categories were lowered to achieve a balanced budget. The committee did not recommend a rate increase this year. The Budget will be on next month's agenda for approval.

7. Groundwater Management

a. Groundwater Extraction Permit Application Approval Extension 44835 Pine Street, APN 119-150-40

Shawn Dawson was uncertain of his plans for the property so he requested a Groundwater Extraction Permit Application Approval Extension.

MOTION Kraynek/Kerstein To approve the Groundwater Extraction Permit Application Approval 2-year Extension for APN 119-150-40.

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

b. Monthly Groundwater Extraction Management Report

Since October 1, 2016, Mendocino had received 55.72 inches of rain. Through mid-April, rainfall was above normal and additional rain was predicted for the last half of the month. The next two highest rain years were 2005-06 and 1998-99 with 53.48 inches and 74.39 inches respectively.

The Depth to Water (DTW) measurements in the District's 24 monitoring wells were logged on April 2017. The average DTW in the aquifer in March was 10.46 feet and in April it was 10.33 feet. In April, aquifer storage was greater than it had been since pre-drought 2011. The District was currently in a No Water Shortage Condition, which would be continued to at least January 31, 2018.

8. Attorney's Report

9. District Superintendent's Report

a. Monthly Report

Operators performed routine repair and maintenance at the Treatment Plant in April. Plant effluent flows were averaging about 0.130 MGD. Staff installed a higher capacity overflow pond underdrain pump. A temporary second pump was installed in March to prevent groundwater from lifting the pond liner from underneath.

There were no MCCSD sanitary sewer overflows in March 2017.

No recycled water was transferred to the High School in March 2017. The Final Recycled Water Report was received from SHN Consulting.

The wiring for the new emergency generator had been completed. Steve Acker was installing the generator floor mounts, the new radiator in the unit, and the engineer radiator fan exhaust for cowling. Fort Bragg Diesel would be installing a new muffler on the generator motor. Kemgas was going to pick up the propane tank located at the plant to sand blast and paint the tank. Once the tank was reconditioned, it would be delivered to the Heeser Drive lift station. Then, a six-foot fence would be constructed around the propane tank.

The Safety Officer conducted the monthly safety inspection of the plant on April 17th. The safety meeting was on housekeeping.

10. Committee Updates

Director Hauck inquired about the new LED street lights and when they would be available for installation in Mendocino. Superintendent Kelley planned to discuss this matter at the next meeting. P.G. & E. provided a map and layout of the street lights and wattages, along with other information, and indicated they had cost effective 3,000 Kelvin, approved Dark Sky, light bulbs which were estimated for availability in 4 – 8 weeks. Director Hauck suggested that MCCSD publish an article to the Beacon.

11. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Hauck/Kraynek To approve disbursements for checks #13323 - #13363, and On Line Cal Pers, State and Federal Tax Deposits.

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

b. Update on Delinquent Sewer Accounts and Certificate of Liens

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

c. Quarterly Report of Income and Expenses ending March 2017

The Board reviewed the quarterly report of income and expenses ending March 2017. Total year to date operating revenue was \$616,278 and operating expenses were \$491,685, leaving a net operating income of \$124,593. Total non-operating revenue was \$58,868 and cash items, which included equipment replacement and payment on the dryer, were \$197,894, leaving a deficit of <\$14,432> for the quarterly period.

The Board asked that CalPERS unfunded liability payments be posted separately from the normal CalPERS contributions in the budget and the quarterly reports.

The Secretary would provide a summary of State and County Fees, and clarify line 16 and line 17.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,



Jodi Mitchell

District Secretary