

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
Post Office Box 1029
Mendocino, CA 95460
Business Phone (707) 937-5790 Treatment Plant (707) 937-5751 Fax (707) 937-3837

Minutes of July 30, 2018

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, Rice, Hauck, and Schwartz. District Superintendent Mike Kelley and Secretary Jodi Mitchell were present.

1. Agenda – No changes were made to the agenda.

2. Approval of Minutes June 25, 2018

Correction: Page 2, Section 9, Paragraph 4, Line 2. Delete *which was located in the blower room*
Page 2, Section 9, Paragraph 4, Line 3. Delete *Zenco*

In response to the Alfa Diving Quote for Outfall Inspection, Superintendent Kelley clarified that any needed repairs, as a result of the ocean outfall inspection and biological survey work plan, must be submitted in the report to the Regional Water Quality Control Board within 90 days. The actual work itself did not have a 90-day completion requirement.

Motion Hauck/Kerstein To approve the Minutes of June 25, 2018, as corrected.

ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck and Schwartz
NOES: None
ABSENT: None

3. Communications

4. Public Comment

5. Old Business

6. Groundwater Management

a. Application for Groundwater Extraction Permit Application Approval Extension
10475 Hills Road, APN 119-120-67

A Groundwater Extraction Permit Application was approved on August 17, 2016, with a 200 gallon per day water demand and allotment, based on the conclusions of the 2006 Hydrological Study. The property owners were proceeding with development of their proposed residence and have requested a two-year extension of their permit approval.

MOTION Hauck/Rice To approve the Groundwater Extraction Permit Application Approval Extension for a period of two years for APN 119-120-67, 10475 Hills Road.

ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck and Schwartz
NOES: None
ABSENT: None

b. Monthly Groundwater Management Report

October 1, 2017 was the beginning of the 2017-2018 rain year. Average precipitation in May was 1.32 inches, and no measurable rain in June was recorded. The District measured 31.85 inches of rainfall during the rain year. The cumulative average rainfall at the end of July was normally 39.42 inches, which was 79.2% of average annual rainfall.

The District was in a No Water Shortage Condition from January 25, 2016. The Board declared a Stage 1 Water Shortage at their May 29, 2018 meeting. A Stage 1 Water Shortage was a mild drought. District property owners were requested to voluntarily reduce groundwater extraction. Water use restrictions included a voluntary 10% reduction in allotments, prohibition on hose washing of hard exterior surfaces without the use of a shutoff nozzle, uncorrected plumbing leaks, and watering landscaping in a manner that allowed runoff. Water conservation cards were available to restaurants. Hosing exterior surfaces was allowed during a Stage 1 Water Shortage and was only prohibited during a Stage 3 or 4 Water Shortage.

The Depth-To-Water (DTW) measurements in the District's 24 monitoring wells on July 23, 2018 was 15.88 ft.

7. New Business

a. Update to MCCSD Personnel Manual

Superintendent Kelley proposed an addition to the Personnel Policies, that abuse of sick leave privileges would be grounds for disciplinary action. That would include a pattern of numerous one-day absences throughout the year, particularly if leave was always taken on Mondays or Fridays; frequency of absences; low or zero accumulated sick leave balances; and other patterns of abuse. These types of abuse affected the operations of the treatment plant. The Board concurred, and the Superintendent would refer the proposed language to the GSRMA Human Resources Attorney who had previously reviewed the Personnel Policies, and also disciplinary action would be defined.

President Schwartz explained that the Superintendent had been working on his proposed replacement plan, for hiring a new Superintendent in 2019. Consideration was also given to the near approaching retirement of the District's Secretary in 2020. The Board agreed this was a paramount issue, and the Personnel Committee Roger Schwartz and Robert Kerstein would meet in the future to start the process of seeking staff replacement.

8. Attorney's Report

9. District Superintendent Report

a. Monthly Report

Operators performed routine repair and maintenance at the wastewater treatment plant during July. A temporary part time employee was hired for weed abatement and other grounds maintenance. He would be leaving August 14 to go to school. The Board was impressed with the amount of work he had done. The Cal fire crew was not available for the second year due to Northern California fires.

There were no MCCSD collection system sanitary sewer overflows during June 2018.

The District transferred 271,499 gallons of recycled water to the High School in June 2018.

The Mendocino County Planning Commission approved the District's Coastal Development and Use permits for the plant upgrades and recycled water expansion project at its June 21, 2018 meeting.

USDA Rural Development approved an additional \$515,000 grant to replace the treatment plant's electrical service. The new electrical system would include a SCADA system, which was used to monitor the plant from the computer and for gathering and analyzing real time data.

The Safety Officer conducted the monthly safety inspection of the plant. The Safety meeting on July 18, 2018 was on First Aid – Prepared to Help.

b. 2017-2018 MCCSD Annual Report

The Board of Directors were pleased with the Annual Report provided by the Superintendent. They concurred that the report reflected all of the activities that occurred throughout the year.

10. District Secretary's Report

a. Monthly Register of Cash Disbursement

MOTION Hauck/Rice To approve cash disbursements for checks 13926-13963 and on line CalPERS, State and Federal Tax Deposits in the amount of \$116,316.03.

ROLL CALL VOTE AYES: Directors Kerstein, Rice, Hauck and Schwartz
NOES: None
ABSENT: None

b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board of Directors reviewed the update on delinquent sewer accounts and Certificate of Liens.

c. Quarterly Report of Income and Expenses ending June 30, 2018

The Quarterly Report of Income and Expenses ending June 30, 2018 was provided to the Board of Directors.

11. Matter's from Board members

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Jodi Mitchell
Jodi Mitchell, District Secretary