

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of November 25, 2019

Regular Meeting was called to order by President Schwartz at 7:00 p.m. at the Community Center of Mendocino, 10525 School Street, Mendocino. Present were Directors Hauck, Kerstein and Schwartz. Director Rice was absent. District Superintendent Mike Kelley and Secretary Jodi Mitchell were present.

1. Agenda

2. Approval of Minutes November 7, 2019

Corrections: Page 2, Section 10, Paragraph 3: contact, not contract
Page 2, Section 10, Paragraph 3: reserve tank, not alternative tank
Paragraph #4, Line 4: Once the battery was replaced....

MOTION Hauck/Kerstein To approve the Minutes of November 7, 2019, as amended.

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

3. Communications

4. Public Comment

Edward O'Brien told the Board that community member and past MCCSD Board member, Grail Dawson passed on. He was 99 years old. Ed noted that Grail was an active MCCSD Board Member during the contentious "water wars". Grail would be remembered and missed by all.

5. Groundwater Management

a. Hydrological Study Approval – 45270 Albion Street, APN 119-217-06

A 72-hour constant rate aquifer pump test was conducted for a hydrological study of a .14 acre developed parcel located at 45270 Albion Street, APN 119-217-06. Lawrence and Associates conducted the aquifer test and prepared the Hydrological Study for Mr. Collin Maxwell, who planned to develop the parcel in the future. The purpose of the study was 1) to prove that the test well produced adequate groundwater for the existing approved use and for future new development on the parcel, 2) prove that there was no adverse effect to hydrologically contiguous wells during the aquifer pump test, 3) determine if there was any adverse cumulative effect on the monitoring wells resulting from the current test and past District approvals, 4) calculate long-term drawdown in the monitoring wells during 90-day dry weather and 180-day drought conditions, and 5) determine the effect that the proposed groundwater extraction had on the local aquifer.

The test well was pumped at 1.11 gpm for 72-hours. A total of 4,795 gallons of water was extracted during the test.

Bonnie Lampley, the Hydrologist who performed the test, responded to an accusation by the tenants/owner of the neighboring well that their well was not monitored. Ed O'Brien reported that the neighbors had no concept of any electrical device being put in their well, and they were concerned that the test did not meet MCCSD standards. Bonnie Lampley clarified that the well was tested, there were hand readings and data loggers. She said that during the first test, they used the Pier power source, but the following season, they were able to use the power from the Maxwell property. The test was conducted and concluded, as in her report.

Three wells were included in the test, and there was no adverse effects to the neighboring wells.

SHN reviewed the Hydrological Study to evaluate compliance with the District's Groundwater Extraction Permit Ordinance. No deficiencies in the hydrological study were found by the SHN review.

Staff recommended approval of the Hydrological Study for APN 119-217-06 for future development with the following conditions; 1) the allotment for future development shall not exceed 640 gal/day, 2) When a Groundwater

Extraction Permit application for development of the parcel was submitted, an allotment would be based on the size and type of development (not to exceed 640 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 water meter installation.

MOTION Hauck/Kerstein To approve the Maxwell Hydrological Study as described in the November 18, 2019 memorandum.

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

b. Monthly Groundwater Management Report

October 1, 2019 was the beginning of the 2019-20 rain year. Average annual precipitation in Mendocino was 40.04 and average rainfall in November was 7.4 inches. To date, .66 inches of rainfall had been measured. The District was 89% below normal from October 1st, the beginning of the rainfall year.

Total Rainfall for Rain Year 2018-2019 was 45.64 inches. Mendocino received 111.1% of normal annual rainfall during the last water year. It was early in the 2019-20 rain year, but so far rainfall was 89% below normal, and noted that next week may be the start of the rainy season.

The average DTW measurements District-wide in the 24 monitoring wells on October 18, 2019 was 18.78 ft.

6. Old Business

7. New Business

8. Attorney's Report

9. District Superintendent's Report

Operators performed routine repair and maintenance at the wastewater treatment plant during November 2019.

The Cummins Diesel technician serviced the plant emergency generator on November 14th. He changed the oil and filters. He also replaced the engine heater that failed following the power outage. Both batteries needed to be replaced. The mechanic would replace them on his next trip to the Coast.

The operators have been instructed to keep the diesel tank topped off to extend the number of days the emergency generator can run during a power outage. Operators had been instructed to call for fuel once 150 gallons had been pumped from the tank. The tank was full at the 33-inch level. There were 30 gallons per inch in the tank so when the tank dropped to 25 inches it would be refilled. The suction line in the tank was 8-inches off the bottom, so the generator could run for about 5 days if the tank was full and 1 additional day off the "day tank" below the generator. The generator would run 4 days if the main storage tank was down to 25-inches and the "day tank" under the generator was full. Superintendent Kelley would continue to explore ideas about the fuel supply in emergency situations.

The District did not transfer any recycled water to the High School in October or November 2019.

The Safety Officer conducted the monthly safety inspection of the plant and safety meeting on November 15, 2019. The 30-minutes safety meeting was on *Slips, Trips and Falls*.

In response to the Beacon Reporters inquiry if there was a Plan Treatment Upgrade update, Superintendent Kelley responded that there was a pre-construction meeting last week. The first outlay was submitted to USDA, so MCCSD would receive their first payment. Construction was scheduled to start the third week in April. They were currently in the procurement process.

10. Committee Updates

11. District Secretary's Report

a. Monthly Register of Cash Disbursement

The Board reviewed the Cash Disbursements for the period of November 1 through November 19, 2019.

MOTION Hauck/Kerstein To approve payment for checks 14570 – 14586, and on line CalPERS, State and Federal Tax Deposits.

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

b. Update on Delinquent Accounts and Certificate of Liens

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

c. Review of Delinquent Account to consider Disconnect of Sewer Service
45140 Main Street, APN 119-237-05

The Board of Directors reviewed a delinquent account for consideration of disconnection from the sewer system for nonpayment of fees and charges. In October, a Certificate of Lien was recorded against the real property. When a commercial/mixed use account becomes delinquent, the Board of Directors shall review the account to consider disconnection of sewer for nonpayment of fees and charges. If the Board elected to disconnect the property from the sewer system the property owner shall be advised that they have 14 days from the date of a certified letter to bring the account up to date. Resolution 163 procedures would be followed. The Secretary noted that a letter of intent to file a Certificate of Lien was sent to Ms. Kettner at least seven times since 2010.

MOTION Hauck/Kerstein To follow the procedures to disconnect the property from sewer service for non-payment of fees and charges.

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

12. Matters from Board Members

13. Adjourn to Closed Session

a. Personnel Matter – Pursuant to Government Code §54957

The regular meeting was resumed and the report out of closed session was that the Board discussed Personnel replacement of the retiring District Superintendent and the District Secretary.

The meeting adjourned at 9:05 p.m.

Respectfully submitted,


Jodi Mitchell, District Secretary