

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 10-26-2020 MEETING AGENDA

**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**

**AGENDA**

Monday October 26, 2020

10:00 a.m. Closed Session

5:00 p.m. Open Session, Regular Monthly Meeting

Mendocino Community Services District

10500 Kelley St. Mendocino

Per California Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20 the meeting will be held via teleconference. To participate call 707-203-0235 or by log in online URL: [uberconference.com/room/mccsd](https://uberconference.com/room/mccsd)

1. CALL TO ORDER
2. CLOSED SESSION
  - a. Conference with Legal Counsel-Existing Litigation (Gomes vs MCCSD –Mendo Sup Ct.- SCUJ CVPT 15-65985; First Dist. C of Appeal –C085520) Government Code Section 54956.9
  - b. Public Employee, (Superintendent) Performance Evaluation. Government Code 54957
  - c. Recess Until 5:00 p.m.
3. RETURN FROM RECESS 5:00 P.M. Continue Regular Monthly Meeting in Open Session
  - a. Call to Order.
4. APPROVAL OF AGENDA
5. REPORT OUT OF CLOSED SESSION
6. PUBLIC COMMENT: non agenda items
7. COMMUNICATIONS
  - a. Letter from GSRMA about Board Vacancy.
  - b. Letter from GSRMA related to case of Licon vs. MCCSD.
8. FINANCIAL REPORT
  - a. Financial update from KMC.
  - b. Discussion and Possible Action to Approve District Disbursements/Expenditures.
9. CONSENT AGENDA

All matters on the Consent Agenda are to be approved by one action without discussion unless a Board Member requests separate action on a specific item.

  - a. APPROVAL OF MINUTES
    - a-1) 9-28-20 Regular Meeting Minutes.
    - a-2) 10-19-20 Special Board Meeting Minutes.

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10. DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION
11. DISTRICT SUPERINTENDENT'S REPORT
  - a. Monthly Report.
12. GROUNDWATER MANAGEMENT
  - a. Monthly Groundwater Management Report.
13. NEW BUSINESS
14. OLD BUSINESS
  - a. Discussion and Possible Action to Change or Maintain Current Water Shortage Emergency Stage.
15. COMMITTEE UPDATES
  - a. Report from 7-11 Groundwater Management Advisory Committee.
16. MATTERS FROM BOARD MEMBERS
  - a. Question and Answer with District Legal Counsel regarding Requests for Proposal and Public Bid Procedures.
16. ADJOURNMENT

STANDING COMMITTEES:

Plant Operations-----Jean Arnold and Otto Rice  
Finance-----Harold Hauck and Jim Sullivan  
Personnel & Management----- Harold Hauck and Jean Arnold  
Ground Water Management----- Jim Sullivan and Otto Rice  
Street Lighting-----Harold Hauck and Jean Arnold  
Safety-----Jim Sullivan and Otto Rice

*Pursuant to Americans with Disability Act (ADA Title II), MCCSD will make reasonable arrangements to ensure accessibility to the meeting.*

**GOLDEN STATE**  
RISK MANAGEMENT AUTHORITY

*Innovative programs, personalized service*

Re: Selection of Special District Representative for the GSRMA Board of Directors

Dear Sir or Madam,

We are reaching out to our special district members to inform you of a vacancy of the Special District Representative position on the GSRMA Board of Directors. This is a very exciting opportunity in which we hope your district will want to participate.

An outline of the Board Member Election Timeline is attached. Once the nomination period is closed, we will conduct an election among our special district members. The district that wins the election can then appoint a member of their governing board to serve on the GSRMA Board.

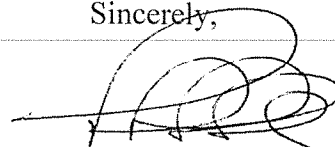
The length of term for the GSRMA board position is 2 years. This specific term runs from July 1, 2021 through June 30, 2023. GSRMA board meetings are bi-monthly starting in July (6 meetings per year). Meetings are held in the GSRMA board room in Willows, CA, from 6-8 pm on the second Wednesday of each meeting month. We do have capability for virtual participation as well if a board member is unable to attend a meeting in-person or if social distancing requirements are still in effect.

Please share this information with your board and let us know if they wish to self-nominate to be a candidate district in this election. You can notify us by sending an email that includes your district's name, your name and states that your district would like to be a candidate in the election for GSRMA board representation. The email should be sent to: [elections@gsrma.org](mailto:elections@gsrma.org). Alternatively, you may mail us your nomination via the USPS or fax it to (530) 934-8133.

The deadline for nominations is end of business on December 20, 2020. The election will take place February 1, 2021 through April 16, 2021.

Active member participation on its board of directors contributes greatly to GSRMA's success as a risk pool. I hope your district accepts this invitation. Please contact our office if you have any questions.

Sincerely,



Scott Schimke, ARM  
Risk Manager

cc: GSRMA Board of Directors

**GOLDEN STATE**  
RISK MANAGEMENT AUTHORITY

*Innovative programs, personalized service*

Golden State Risk Management Authority (GSRMA)  
Governing Board Member Election Timeline  
Effective for July 1, 2021 vacancies

The July 1, 2021 vacancies for the Board include representatives for Fire and Special Districts.

The timeline for these elections is as follows:

Approval of the 7/1/2020 Board Member Election Timeline.

Nominations will be open October 5, 2020 through December 21, 2020.

- Send nomination invite to appropriate member agencies by October 5, 2020.
- Send deadline reminder by November 30, 2020.
- Nominations must be received in the GSRMA office by end of business December 18, 2020.

Approve nominees/ballot at January 13, 2021 board meeting.

Election conducted February 1, 2021 – April 16, 2021.

- Distribute primary contact information for each peer district to candidate districts by January 15, 2021.
- Distribute election ballot by February 1, 2021.
- Send deadline reminder by March 31, 2021.
- Ballots must be received in the GSRMA office by end of business April 16, 2021.

Election results will be presented to the Board at their May 12, 2021 meeting. At this meeting the Board will:

- In case of a tie, hold a drawing among those receiving the most votes.
- For any vacancy that received no nominations, appoint an individual qualified to fill the position.
- Certify the results of the election process.

Elected districts will provide their appointment prior to the July 14, 2021 Board meeting.

October 22, 2020

John Kelley, Esq.  
Morgan & Kelley  
499 Hemsted Drive, Ste. B  
Redding, CA 96002

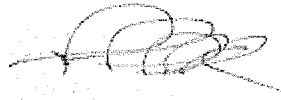
**RE: Melissa Licon v. Mendocino City Community Services District**  
**Date of Loss: 11/25/2019**  
**Claim No: 1200867**

Dear John:

Enclosed please find check number 7745 in the amount of \$5,000.00. This check represents the settlement award to Ms. Licon. Please provide copies of the settlement agreement for our file upon your receipt.

Thank you for your work on this loss. Please let us know should you have any questions.

Sincerely,



Scott Schimke  
Risk Manager/Executive Director

SS: st

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Enclosure

cc: Mendocino City CSD

# September 2020 Superintendent Report

## **Drought Update:**

October 1, started the new rain year. With 20.43" inches of rain recorded last year we received just 50% of normal rain fall. Customers continue to do a good job conserving water. With almost no rain recorded in October we are still in a drought situation. Depth to water measurements still look better than expected, with a depth at 24.1 ft. averaged in our 5 Drought Monitoring Wells, we still appear to be in a Stage 2 Water Shortage according to the WSCP.

## **Wastewater Treatment Plant:**

Operators performed routine repair and maintenance at the wastewater treatment plant during October 2020. We resumed Sewer-Main cleaning during the end of September 2020, but due to a leak in the jetter hose had to stop and order a replacement. We hope to finish sewer main cleaning in November.

## **Recycled Water:**

Our Nitrates returned to a level of 8.0 this month meaning they are low enough to transfer recycled water to the High School. After some electrical repairs and valve replacement by Chief Plant Operator Steve Acker we are testing the system and hope to transfer water the week of 10/26/20.

## **District Finances:**

KMC is continuing to do a great job, and getting District Financials up to date, she is also helping to bring many past due accounts current. We are having success using direct deposit for payroll and continue to get customer requests for regular automated debit and electronic bill pay options.

## **Biosolids Trailer and Transport:**

Our Bio-Solids trailer is full and we are still preparing to take our first load of bio solids down to the Novato. We are attempting to contract with a local trucking company to drive the trailer to Novato or rent a truck for the first run.

## **Construction Project Update:**

Construction continued this month and is moving along well. The flooring in the office and bathroom is installed. The office restroom is functional once again. Staff repainted many of the old office walls. Wahlund returned and finished grading for the ADA walkway. Concrete for much of the ADA walkway has now been poured. Electrical upgrades are also moving along well. Wahlund has requested to extend the final completion date for 45-60 days due to COVID-19 and delays in electrical procurement.

## **Safety Meeting and Plant Safety Inspection:**

The district is still following County, State, Federal, and CDC guidelines regarding COVID-19 safety precautions. The Safety Officer conducted the monthly safety inspection of the plant. The 30-minute monthly safety meeting was October 13, 2020. The topic was *Lock out Tag out*.

## **Sanitary Sewer Overflow:**

There were no MCCSD collection system sanitary sewer overflows to report during January 20, 2020 thru October 22, 2020.

## **Job Opening:**

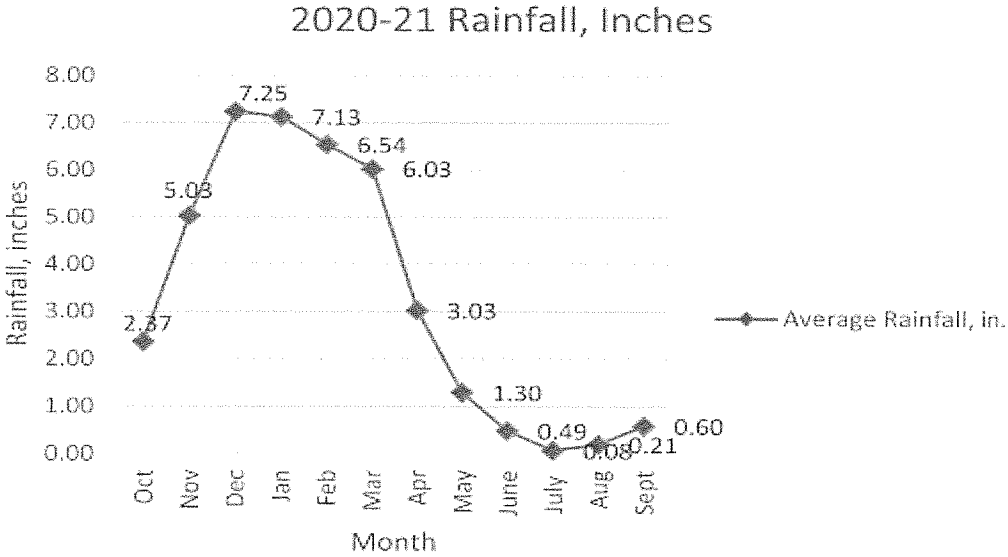
We continue to receive resumes for the Administrative Assistant position. This is the last week we will accept resumes, we hope to narrow the list of applicants and conduct interviews in the next few weeks.

**Memo**

**To:** MCCSD Board of Directors  
**From:** District Superintendent  
**cc:** Jim Jackson  
**Date:** October 21, 2020  
**Re:** October 2020 Groundwater Management Report

The 2020-21 Rain Year

October 1, 2020 was the beginning of the 2020-21rain year. Average annual precipitation in Mendocino is 39.72 inches, and average rainfall in October is 2.29 inches. By October 22, 2020, 0.08 inches of rainfall has been measured in the District for the Month (Figure 1, Table 1).



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2020-21 Rainfall	0.08	0.00	0.00	0.00	0.00	0.00						
2020-21 Cumulative	0.08	0.08	0.08	0.08	0.08	0.08						
Average Monthly	2.29	4.99	7.15	7.09	6.53	5.97	2.96	1.41	0.47	0.07	0.20	0.59
Av.Cumulative	2.29	7.28	14.43	21.52	28.05	34.02	36.98	38.39	38.86	38.93	39.13	39.72

2020-21 Rainfall to Date: 0.08  
40 yr Annual Average Rain: 39.72  
Percent of Annual Rainfall: 0.2%

Figure 1, Table 1

DAILY TOTAL RAINFALL													
2020-21										Elevation 72 Feet			
										Latitude 39.306°			
Data From : Community Service District							10AM			Longitude -123.800°			
Day	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10	0.03												
11	0.05												
12													
13													
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20													
21													
22													
23													
24													
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26													
27													
28													
29													
30													
31													
Sum	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Count	2	0	0	0	0	0	0	0	0	0	0	0	
Max	0.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Wettest Days	2							Water year Total Rainfall					0.08
Maximum Daily Rainfall				0.05									

Table 1 2020-21 Rainfall Record

Total Rainfall for Rain Year 2019-20 was 20.43 inches. Mendocino received 50.1% of normal annual rainfall during the last water year. By October 21, 2020, total rainfall since October 1, 2020 was 0.08 inches, just 0.2% of normal.



October 2020 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 23 monitoring wells on October 7, 2020 was 21.37 ft. (Figure 2).

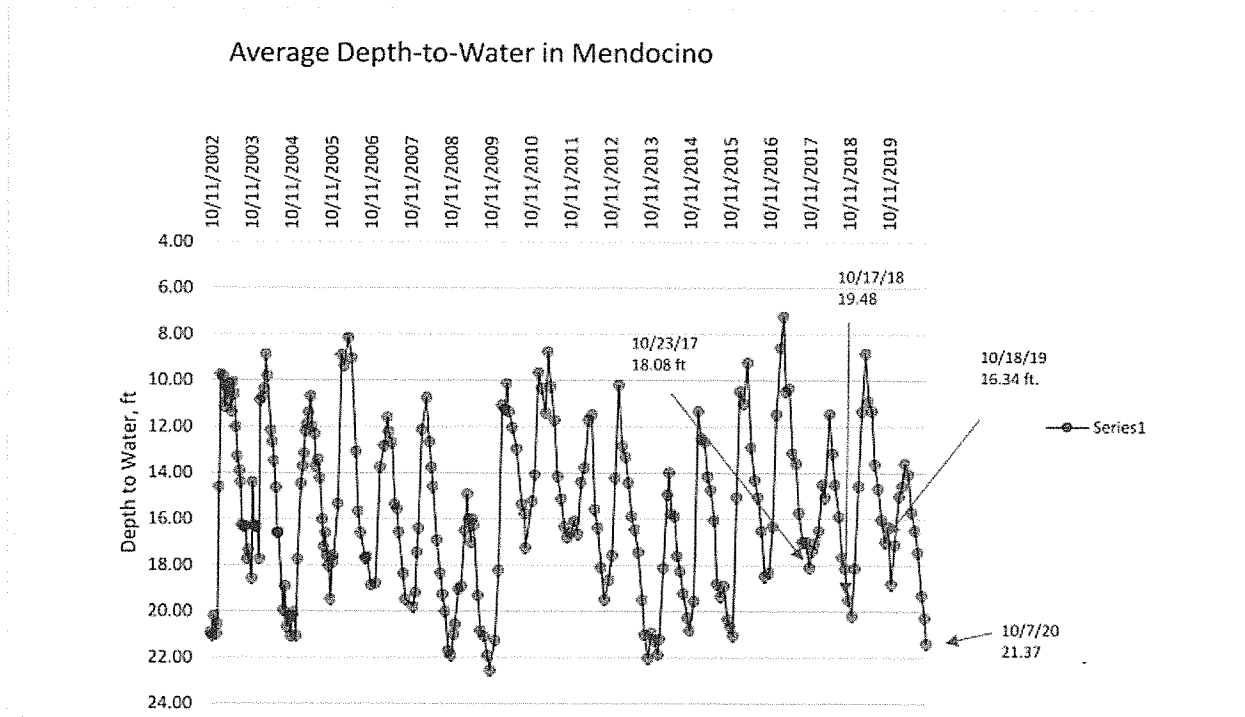


Figure 2 October 2020 Depth-To-Water Chart

Year	Total Rainfall
rainfall	inches
2002	34.71
2003	49.61
2004	36.39
2005	42.96
2006	53.48
2007	29.83
2008	31.75
2009	24.38
2010	47.24
2011	46.93
2012	32.56
2013	32.24
2014	24.15
2015	31.1
2016	44.53
2017	57.34
2018	32.32
2019	45.64
2020	20.43

Table 2 Annual rainfall from 2002 to 2020

August 31, 2020 the MCCSD Board voted to rescind the Stage 4 Water Shortage Emergency and Declare a Stage 2 Water Shortage based on the Water Shortage Contingency Plan and depth-to-water measurements reported from the five (5) Drought Monitoring Wells. The average depth-to-water reported from the 5 drought monitoring wells on 8-31-20 was 23.2 ft. On 10-07-20 that depth to water was measured again and found to be 24.1 ft.

Based on average depth to water in the five drought monitoring wells at 24.1 ft., as recorded 10-7-20, and the outline defined in the Water Shortage Contingency Plan, the Superintendent recommends that the Board maintain the Stage 2 Water Shortage.

According to the WSCP the next critical measurement date is November 30<sup>th</sup>. At this point a depth to water greater than 24.6 ft. would move us to a Stage 3 or greater Water Shortage Emergency.

A Stage 2 Water Shortage educational letter was mailed to all consumer with the October billing statements. A Stage 2 Water Shortage requests a voluntary 15% reduction in water usage.

Following Board direction we attempted to take multiple depth to water measurements during October, 2020. We recorded an average depth to water of 21.37 ft. in our 23 monitoring wells on October 7, 2020.

On October 20, 2020 we attempted additional Depth to Water measurements and had equipment issues. With the importance accurate measurements the Superintendent requested that measuring be stopped until new reliable measuring equipment could be procured. As soon as the new measuring equipment arrives we will continue to record depth to water measurements and advise the Board.