

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 12-16-2020 MEETING AGENDA

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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MENDOCINO, CA 95460

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AGENDA

Wednesday, December 16, 2020

4:00 p.m. Special Board 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 by ZOOM call 1 (669)-900-6833 or log in online URL:
<https://zoom.us/j/2889360093?pwd=cE40NFd2T1JScFg4WFQ2SCtod0V3QT09>

Meeting ID: 288 936 0093

Passcode: 4Bezsr

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT: non agenda items
4. COMMUNICATIONS
5. FINANCIAL REPORT
 - a. Financial update from KMC.
 - b. Discussion and Possible Action to Approve District Disbursements/Expenditures.
6. NEW BUSINESS
 - a. Election of Officers; Board President and Vice President. E-mail ballot to Superintendent.
 - b. Appointment of Board Members to Standing Committees: Safety; Street Lighting; Plan Operations; Water Management; Finance; Personnel; Groundwater Management Advisory.
7. DISTRICT SUPERINTENDENT'S REPORT
 - a. November/December Monthly Report.
8. GROUNDWATER MANAGEMENT
 - a. November/December Monthly Groundwater Management Report.
9. OLD BUSINESS
 - a. Discussion and Possible Action to Change or Maintain Current Water Shortage Emergency Stage. Resolution 2020-275 Declare a Stage 3 Water Shortage Emergency; and Resolution 2020-276 Declare a moratorium on New Groundwater Extraction Permits for New Use or Additional Use; a moratorium on Hydrological Studies; reduction in water allotments of 20%,; and other requirements at listed in the Water Shortage Contingency Plan.
 - b. Discussion and Possible Action to Extend Current District Policy of Not Assessing Late Penalties for Payments Delayed due to COVID-19 Pandemic.

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10. 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) 10-26-20 Regular Meeting Minutes.

11. DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION

12. COMMITTEE UPDATES

a. ADJOURNMENT TO CLOSED SESSION - per Government Code 54957

Public Employment; The Personnel Committee has agreed on a top applicant for the position of Administrative Assistant. Superintendent seeks Board approval to offer a probationary position of employment.

13. REPORT OUT OF CLOSED SESSION

14. MATTERS FROM BOARD MEMBERS

15. ADJOURNMENT

STANDING COMMITTEES:

Plant Operations-----

Finance-----

Personnel & Management-----

Ground Water Management-----

Street Lighting-----

Safety-----

Groundwater Management Advisory--

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

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Jim Jackson
Date: December 13, 2020
Re: Election of Officers and Committee Appointments

The MCCSD Board of Directors has two officer positions per our Governance Guidelines. The President and Vice President are elected by the Board members in December and serve for a one year period. The Board President will chair Board meetings, appoint Committee Members, and set the meeting Agendas. In the absence of the President the Vice President will chair the meetings.

Elections will be by e-mail ballot to the Superintendent, at mccsd@mcn.org during the meeting. Each Director has the opportunity to self-nominate if interested in a position. Each position will be elected one at a time. All Directors are allowed to vote for each position. Voting for yourself is allowed and encouraged. The Director with the greatest number of votes will be announced as the winner. In the event of a tie there will be a re-vote until one person has a majority of votes and is declared the winner. Once the President is elected, there will be a vote for the position of Vice President following the same process.

Once both a President and Vice President are elected the new President will appoint two Directors to serve on each of the seven Standing Committees:

- Safety
- Street Lighting
- Plant Operations
- Finance
- Personnel and Management
- Water Management
- Groundwater Management Advisory

Committee appointments are intended to use the strengths, experience, and interest of individual Directors. If there are Committees that you believe you would enjoy serving on or have some experience please make that information known to the Superintendent.

The Board usually meets monthly on the last Monday of every month at 5:00 p.m. The Groundwater Management Committee also meets monthly on the first Tuesday at 4:00 p.m. The other six Committees will ideally meet about twice per year. However District need and Board or Committee member request will dictate how often meetings occur.

November/December 2020 Superintendent Report

Drought Update:

October 1, 2020, started the new rain year. As of 12/11/20 the District has recorded 2.10" inches of total rain fall, around 20% of normal. Average rainfall by the end of November is usually 7.28" inches and 14.43" by the end of December. On November 23, depth to water measurements were '24.49 ft. in the 5 Drought Monitoring wells and '21.11 ft. overall average in the 23 monitoring wells. An average improvement of about 3" inches over October measurements. With the continued below average rain fall and the minimal improvement in Depth to Water, the Water Shortage Contingency Plan advises movement to a Stage 3 Water Shortage Emergency. However with current rainfall totals I believe we will be in a Stage 4 Water Shortage Emergency come January. This will be discussed further in the Groundwater Management Report.

Wastewater Treatment Plant:

Operators performed routine repair and maintenance at the wastewater treatment plant during November and the first part of December, 2020. During construction we discovered the sub terrain 10" inch ductile iron air supply line to the leaking, and extremely corroded. This is not negatively impacting current operation but it will need to be replaced soon.

Outfall Update:

We received the survey report back from Alpha diving. As we already assumed the pipe is not in great condition. I did receive a follow up e-mail from Luke Lucariello, the head of Alpha Diving stating that "the outfall should be able to continue in service for at least the next eight years."

Recycled Water:

We made two transfers to recycled water in November for irrigation use on the School Athletic Fields. We will continue to transfer as water is requested.

District Finances:

We have rescheduled our annual audit from December 1, 2020 to January 8, 2021. To allow more time for the organization of required documents. KMC is working towards this goal but our Auditor has also provided 2/15/21 as an alternative date if the State Controller will permit us an extension.

Biosolids Trailer and Transport:

We made our first trip to Novato with the new Bio-Solids trailer and it was a successful mission. The trailer is full once again. We are very much in need of a truck to safely haul it. We are attempting to contract with a local trucking company without much success. Renting a truck is proving to be unreliable.

Construction Project Update:

Construction is starting nearing conclusion. The new asphalt is down and looks great. Garage doors and gutters are up. We are just waiting on electrical to finish up and a few other punch list items.

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 November 25, 2020. The topic was *Respect the workplace, avoiding discrimination.*

Sanitary Sewer Overflow:

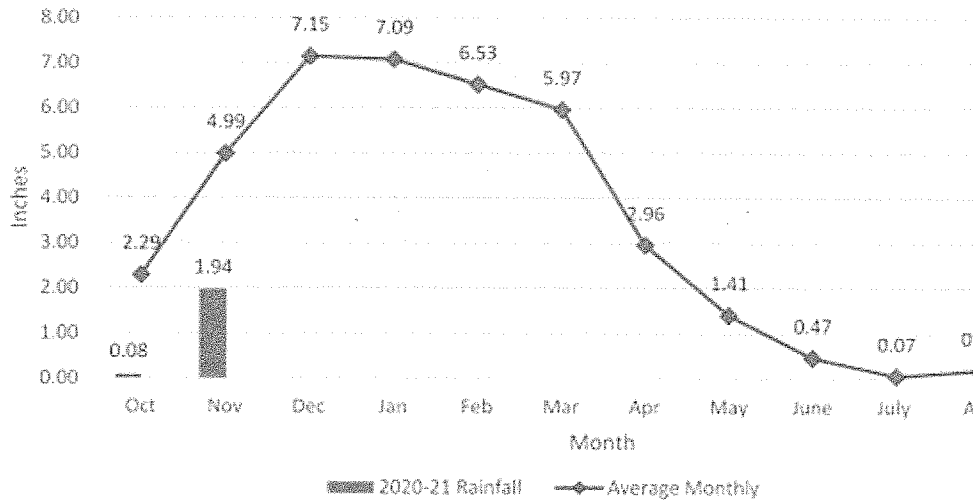
There were no MCCSD collection system sanitary sewer overflows to report during January 20, 2020 thru December 11, 2020.

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Jim Jackson
Date: November 30, 2020
Re: November 2020, Groundwater Management Report

The 2020-21 Rain Year

October 1, 2020 was the beginning of the 2020-21 rain year. Average annual precipitation in Mendocino is 39.72 inches, and average rainfall in November is 4.99 inches. By November 30, 2020, 1.94" 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
2020-21 Rainfall	0.08	1.94								
2020-21 Cumulative	0.08	2.02								
Average Monthly	2.29	4.99	7.15	7.09	6.53	5.97	2.96	1.41	0.47	0.07
Av.Cumulative	2.29	7.28	14.43	21.52	28.05	34.02	36.98	38.39	38.86	38.93

2020-21 Rainfall to Date: 2.02
 43 yr Annual Average Rain: 39.72
 Percent of Annual Rainfall: 5.1%

Figure 1, Table 1

Average Depth-to-Water in Mendocino

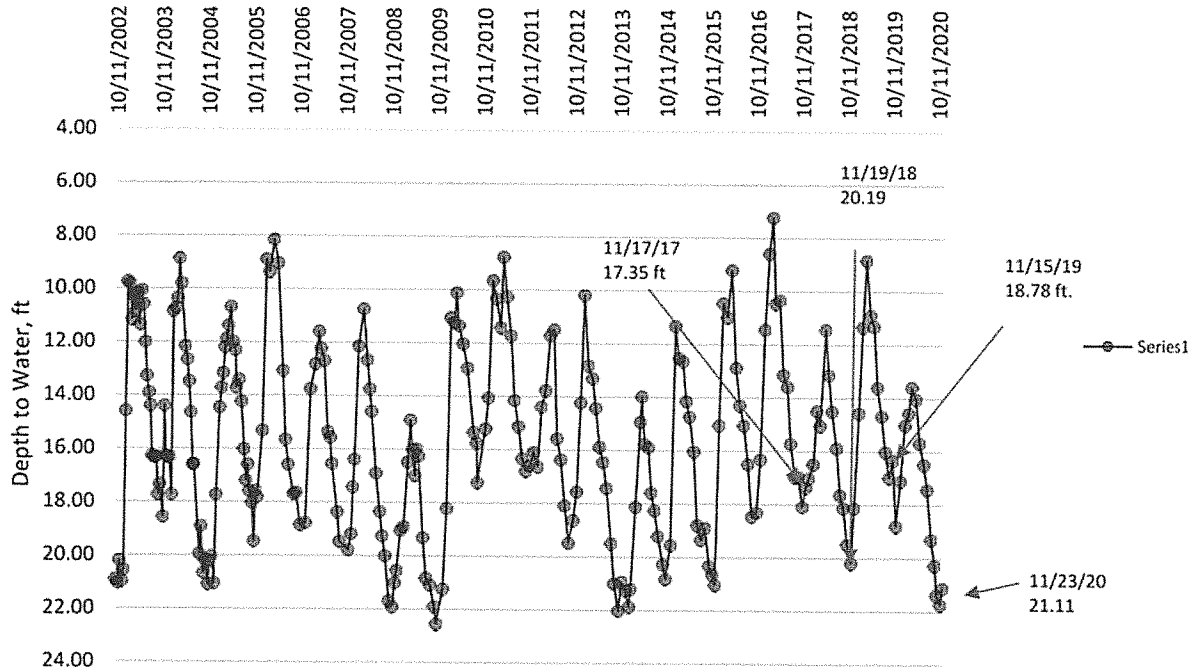


Figure 2 November, 2020, Depth-To-Water Chart

Year Total Rainfall

Year	Total 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 rain based 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 five drought monitoring wells on 8-31-20 was 23.2 ft. On 11-30-20 Depth-to-water was recorded again in the five drought monitoring wells and found to be at an average of 24.86' ft.

According to the WSCP November 30th is considered an interim evaluation date, so that if high rainfall occurs in November, water shortage conditions can be modified prior to the December 31, evaluation date. So far this rain year we have not observed high rainfall in October and November, combined with DTW measurements at 24.86' ft. we now appear to be in a Stage 3 Water Shortage Emergency.

Current rainfall totals indicate we are rapidly moving into a Stage 4 Water Shortage Emergency. Based on this information the Superintendent recommends that the Board wait for rainfall data and depth to water measurements collected on the December 31, 2020 evaluation date, and declare a Stage 3 or Stage 4 Water Shortage based on the Water Shortage Contingency Plan guidelines.

RESOLUTION NO. 2020-275

**RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT
TO DECLARE A STAGE 3 WATER SHORTAGE CONDITION
AND RESCIND RESOLUTIONS 2020-274**

WHEREAS, in 1987, the California Legislature passed Water Code Section 10700 – 10717, as outlined in Assembly Bill No. 786, which provided the Mendocino City Community Services District (MCCSD) with the authority to establish programs for the management of groundwater resources within the District boundaries; and

WHEREAS, in 1990, the Mendocino City Community Services District assumed responsibility for groundwater management within the District boundaries; and

WHEREAS, on May 11, 2020, the Mendocino City Community Services District adopted a Water Shortage Contingency Plan to protect and conserve the groundwater resources within its boundaries; and

WHEREAS, the MCCSD declared a Stage 2 Water Shortage Emergency on August 31, 2020 by Resolution No. 2020-274; and

WHEREAS, according to the MCCSD Water Shortage Contingency Plan, current depth to water measurements indicate a Stage 2 Water Shortage Emergency no longer exists within its boundaries; and

WHEREAS, according to the MCCSD Water Shortage Contingency Plan, under current water shortage conditions, a Stage 3 Water Shortage Condition exists within the area served by MCCSD; and

NOW, THEREFORE, IT IS RESOLVED, that the Board of Directors of the MCCSD rescinds resolutions 2020-274 and declares that under the current water shortage conditions, a Stage 3 Water Shortage Emergency Condition exists within the area served by the MCCSD.

BE IT FURTHER RESOLVED, that the Board of Directors of the MCCSD directs the District Superintendent to implement a program of demand management as defined in the MCCSD Water Shortage Contingency Plan under Stage 3.

PASSED AND ADOPTED by the Board of Directors of the Mendocino City Community Services District at a Special Meeting on December 16, 2020 by the following vote:

ROLL CALL VOTE: AYES:
NOES:
ABSENT:

ATTEST:

Ryan Rhoades, District Superintendent

, President of the Board

RESOLUTION NO. 2020-276
RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT
TO DECLARE A TEMPORARY MORATORIUM

WHEREAS, in 1987, the California Legislature passed Water Code Section 10700 – 10717, as outlined in Assembly Bill No. 786, which provided the Mendocino City Community Services District (MCCSD) with the authority to establish programs for the management of groundwater resources within the District boundaries; and

WHEREAS, in 1990, the Mendocino City Community Services District assumed responsibility for groundwater management within the District boundaries; and

WHEREAS, on May 11, 2020, the Mendocino City Community Services District adopted a Water Shortage Contingency Plan to protect and conserve the groundwater resources within its boundaries; and

WHEREAS, due to current drought conditions and a diminishing groundwater supply, the District has declared a Stage 3 Water Shortage Emergency exists within the MCCSD services area; and

WHEREAS, in accordance with Section 9 of the Water Shortage Contingency Plan Ordinance 2020-02, the District Board of Directors may proclaim a temporary moratorium on issuance of new Groundwater Extraction Permits issued in accordance with the Groundwater Extraction Permit Ordinance 2020-01 and drilling of new wells.

NOW, THEREFORE, IT IS RESOLVED, that the Board of Directors of the MCCSD that the Board hereby proclaims a temporary moratorium on issuance of Groundwater Extraction Permits for new uses or expansion in existing use, aquifer pump tests, or drilling new water wells. The drilling of replacement wells may be considered by the Board on a case by case basis.

PASSED AND ADOPTED by the Board of Directors of the Mendocino City Community Services District at a Special Meeting on December 16, 2020, by the following vote:

ROLL CALL VOTE: AYES: Directors

NOES:

ABSENT:

Board President

ATTEST:

Ryan Rhoades, District Superintendent