

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 5-3-2021 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, May 3, 2021

10:00 am Closed Session

5:00 p.m. Regular 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, Meeting ID: 931 3833 6051, Passcode: 750084

or log in online URL:

<https://zoom.us/j/93138336051?pwd=ZDVkRndkZmc0ZWsyYTJTTFFacmxtQT09>

Meeting ID: 931 3833 6051

Passcode: 4BezrR

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT: non agenda items
4. ADJOURN TO CLOSED SESSION
 - 4a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957(b))
Title: District Secretary
5. RETURN FROM RECESS 5:00 p.m. Continue Regular Monthly Meeting.
 - a. Call to Order
6. REPORT OUT FROM CLOSED SESSION
7. COMMUNICATIONS
8. FINANCIAL REPORT
 - a. Monthly Financial Report
 - b. Discussion and Possible Action to Approve District Disbursements/Expenditures.
9. DISTRICT SUPERINTENDENT'S REPORT
 - a. Monthly Report.
10. DISTRICT SECRETARY'S REPORT
 - a. Monthly Report.
11. GROUNDWATER MANAGEMENT

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- a. Monthly Groundwater Management Report.
- 12. OLD BUSINESS
- 13. NEW BUSINESS
 - a. Discussion and Possible Action to Adopt Resolution 2021-277 to Declare a Stage 4 Water Shortage Condition and Rescind Resolution 2021-275
- 14. 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. 3/29/21 Meeting Minutes
- 15. DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION
- 16. COMMITTEE UPDATES
- 17. MATTERS FROM BOARD MEMBERS
- 18. ADJOURNMENT

STANDING COMMITTEES: For 2021

Finance:----- Harold Hauck and Maggie O'Rourke
Personnel:----- Harold Hauck and Maggie O'Rourke
Plant Operations:----- Dennak Murphy and Tina Aranguren
Safety:----- Dennak Murphy and Jim Sullivan
Street Lighting:----- Dennak Murphy and Maggie O'Rourke
Water Management:----- Tina Aranguren and Jim Sullivan
Groundwater Management Advisory:---- Tina Aranguren and Jim Sullivan

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

Mendocino City Community Services District

Profit and Loss

April 1-29, 2021

| | TOTAL |
|--|---------------------|
| REVENUES | |
| GENERAL REVENUES | |
| DWR AB303 Grant Reimbursement | -2,600.00 |
| Total GENERAL REVENUES | -2,600.00 |
| OPERATING REVENUE | |
| Fees to Read Water Meters | 5,180.00 |
| Groundwater Mgmt Charge | 19,643.70 |
| Hills Ranch Income | 250.00 |
| Parts Sales (inventory) | 167.94 |
| Sewer Charges | 96,173.64 |
| Total OPERATING REVENUE | 121,415.28 |
| Sales of Product Income | 120.00 |
| Total REVENUES | \$118,935.28 |
| Cost of Goods Sold | |
| Cost of Goods Sold | 115.19 |
| Total Cost of Goods Sold | \$115.19 |
| GROSS PROFIT | \$118,820.09 |
| EXPENDITURES | |
| 00 PERSONNEL AND BENEFITS | |
| Payroll Benefits Gen'l | 198.75 |
| Payroll Benefits GW | 1,918.00 |
| Payroll Benefits WW | 4,986.00 |
| Payroll TaxGen'l | 1,425.34 |
| RetirementGen'l | 1,259.64 |
| RetirementSewer Admin | 463.80 |
| WagesSewer Admin | 9,940.92 |
| WagesSewer Treatment | 8,403.78 |
| Total 00 PERSONNEL AND BENEFITS | 28,596.23 |
| 01 COLLECTION | |
| UtilitiesCollection | 0.00 |
| Total 01 COLLECTION | 0.00 |
| 01 GROUNDWATER MGMT | |
| Legal FeesGWM | 3,900.00 |
| Professional SvcsGWM | 3,241.75 |
| Vehicle Fuel GWM | 1,315.70 |
| Total 01 GROUNDWATER MGMT | 8,457.45 |
| 01 SEWER | |
| Professional SvcsSewer Admin | 20,799.27 |
| SuppliesSewer Admin | 16.15 |

Mendocino City Community Services District

Profit and Loss

April 1-29, 2021

| | TOTAL |
|-------------------------------|--------------------|
| UtilitiesSewer Admin | 309.30 |
| Total 01 SEWER | 21,124.72 |
| 01 TREATMENT | |
| Lab SuppliesTreatment | 495.00 |
| UtilitiesTreatment | 22,423.41 |
| Total 01 TREATMENT | 22,918.41 |
| 02 GEN AND ADMIN | |
| Accounting & AuditingGen'l | 1,750.00 |
| Bank Fee | 27.08 |
| County Permit Fees | 110.00 |
| Fees & Dues | 141.69 |
| Legal FeesGen'l | 3,042.00 |
| MiscellaneousGen'l | 12.50 |
| Professional SvcsGen'l | 536.95 |
| SuppliesGen'l | 1,887.46 |
| Telephone | 1,204.30 |
| Total 02 GEN AND ADMIN | 8,711.98 |
| QuickBooks Payments Fees | 11.42 |
| Total EXPENDITURES | \$89,820.21 |
| NET CHANGE IN FUND BALANCE | \$28,999.88 |
| Other Expenses | |
| Need to Verify | 0.00 |
| Total Other Expenses | \$0.00 |
| NET OTHER INCOME | \$0.00 |
| NET INCOME | \$28,999.88 |

April 2021 Superintendent's Report

Wastewater Treatment Plant:

Operators performed routine repair and maintenance at the wastewater treatment plant during April 2021.

Recycled Water:

No transfers of recycled water were requested or made during April of 2021. SHN is still working to renew the District's Title 22 Report. As part of this the State is requesting that we install another Turbidity Meter before our media filters. The cost estimate to purchase and install this is approximately \$10,000. I am requesting the Board's approval to make this purchase and pay for installation.

Biosolids Trailer and Transport:

We transported one load of Biosolids April 28, 2021. We are still shopping for a truck to haul the trailer as our previous vehicle was sold out from under us.

Construction Project Update:

Construction walk through with the County Planning Department was successful. It was noted that the contractor installed a fiberglass window by mistake and is working to replace it with a wooden one. An old broken motion sensor light from years ago was noticed and requested to be removed or replaced with an MHRB approved style.

We are still waiting on a project final from the Building Department, and a finished set of as-built drawings.

Safety Meeting and Plant Safety Inspection:

The District is still following County, State, Federal, and CDC guidelines regarding COVID-19 safety precautions. All staff have now received both doses of the COVID -19 vaccine. The Safety Officer conducted the monthly safety inspection of the plant. The 30-minute monthly safety meeting was April 28, 2021. The topic was *Fire Safety*.

Sanitary Sewer Overflow:

There were no MCCSD collection system sanitary sewer overflows to report during January 1, 2020 thru April 28, 2021.

Staff Report:

On a personal note I am proud to report the birth of my second son, William Alejandro Rhoades on April 17th, 2021. I will continue to have a part time office schedule for the next month as family needs present. I also want to commend the staff keeping the office and plant running in my absence. It really does take a team, and I am grateful for the team I have.

Secretary's Monthly Report for April, 2021

This month seems to have blown by. I have received 130 responses to the paperless billing option, and have received 20 more ACH customers, as well as a few more outstanding GWEPs from last year. To date, we still are waiting for 22 to return. Needless to say, the time spent with data entry has been significant, but will lighten the load later on.

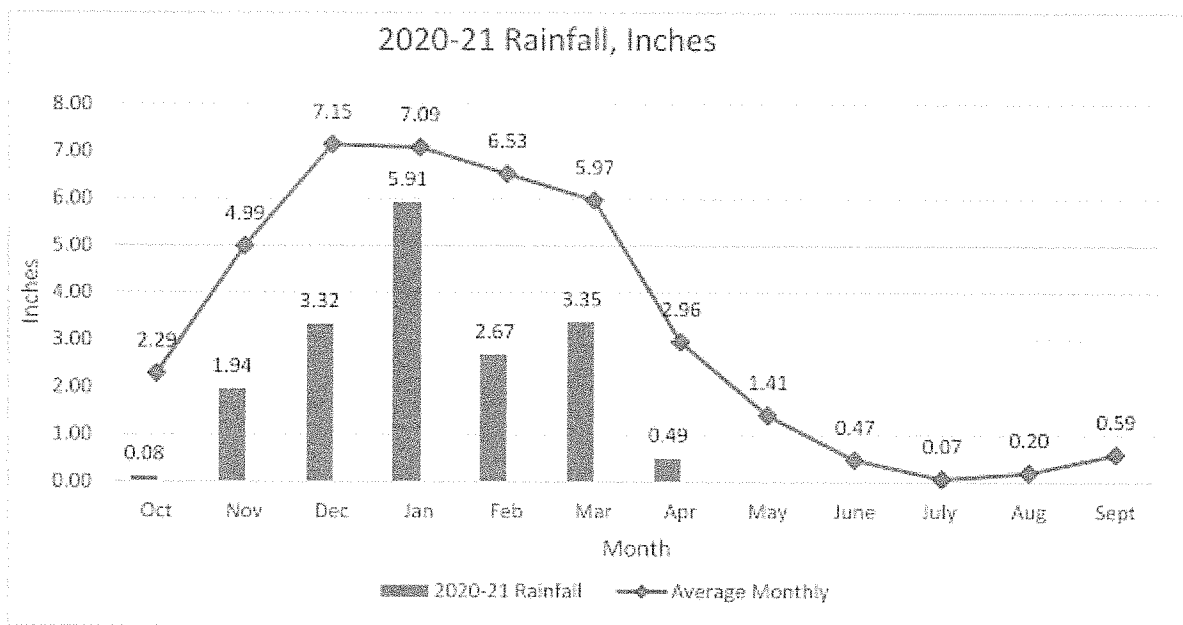
I appreciate the daily laughter that occurs in the office, and am grateful to be here.

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Jim Jackson
Date: April 28, 2021
Re: 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 April is 2.96 inches. 0.49” inches of rainfall has been measured in the District for the month as of April 28, 2021, (Figure 1, Table 1).



| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept |
|--------------------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 2020-21 Rainfall | 0.08 | 1.94 | 3.32 | 5.91 | 2.67 | 3.35 | 0.49 | | | | | |
| 2020-21 Cumulative | 0.08 | 2.02 | 5.34 | 11.25 | 13.92 | 17.76 | | | | | | |
| 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: 17.76
 43 yr Annual Average Rain: 39.72
 Percent of Annual Rainfall: 44.7%

Figure 1, Table 1

According to the Water Shortage Contingency Plan Adopted May 11, 2020. The criteria presented in **Table 3** should be used each year to determine water shortage onset stage.

According to TABLE 3, rainfall totals as of the March 31, evaluation date place the District in a Stage 4 Water Shortage. A stage 3 Shortage is the current District position, adopted March 29, 2021.

Table 3: Water Shortage Stage Criteria (Previous Year with Normal Rainfall)*

| Water Shortage Stage | Severity | Rainfall | Expected Recurrence | Evaluation Date/ Cumulative Rainfall Total | | |
|----------------------|----------|----------------------------|---------------------|---|--------------------------------------|---------------------------------------|
| | | | | Jan. 31 | March 31 | May 31 |
| 1 Alert | mild | 75% to 82.5% of normal | ±5 years | 14-19" | 29-32" and <7" since Feb 1 | 32-35" and <12" since Feb 1 |
| | | | | | 26-29" and 7-18" since Feb 1 | 29-32" and 10-20" since Feb 1 |
| | | | | | 22-26" and >18" since Feb 1 | 24-29" and >20" since Feb 1 |
| 2 Warning | moderate | 60% to 75% of normal | ±8 years | 10-14" | 26-29" and <7" since Feb 1 | 29-32" and <10" since Feb 1 |
| | | | | | 22-26" and 7-18" since February 1 | 24-29" and 10-20" since February 1 |
| | | | | | 16-22" and >18" since Feb 1 | 20-24" and >20" since Feb 1 |
| 3 Emergency | severe | 50% to 60% of normal | ±15 years | 8-10" | 22-26" and <7" since Feb 1 | 24-29" and <10" since Feb 1 |
| | | | | | 16-22" and 7-18" since Feb 1 | 20-24" and 10-20" since Feb 1 |
| 4 Crisis | historic | less than 50% of normal | ±50 years | <8" | 16-22" and <7" since Feb 1 | 20-24" and <10" since Feb 1 |
| | | | | | <16" | <20 |

*Rainfall measured from October 1.

April 2021 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 23 monitoring wells on April 20, 2021 was 16.54 ft. (Figure 2). About 0.5 ft. worse than March 23, 2021, and 2.5 ft. worse than April of 2020.

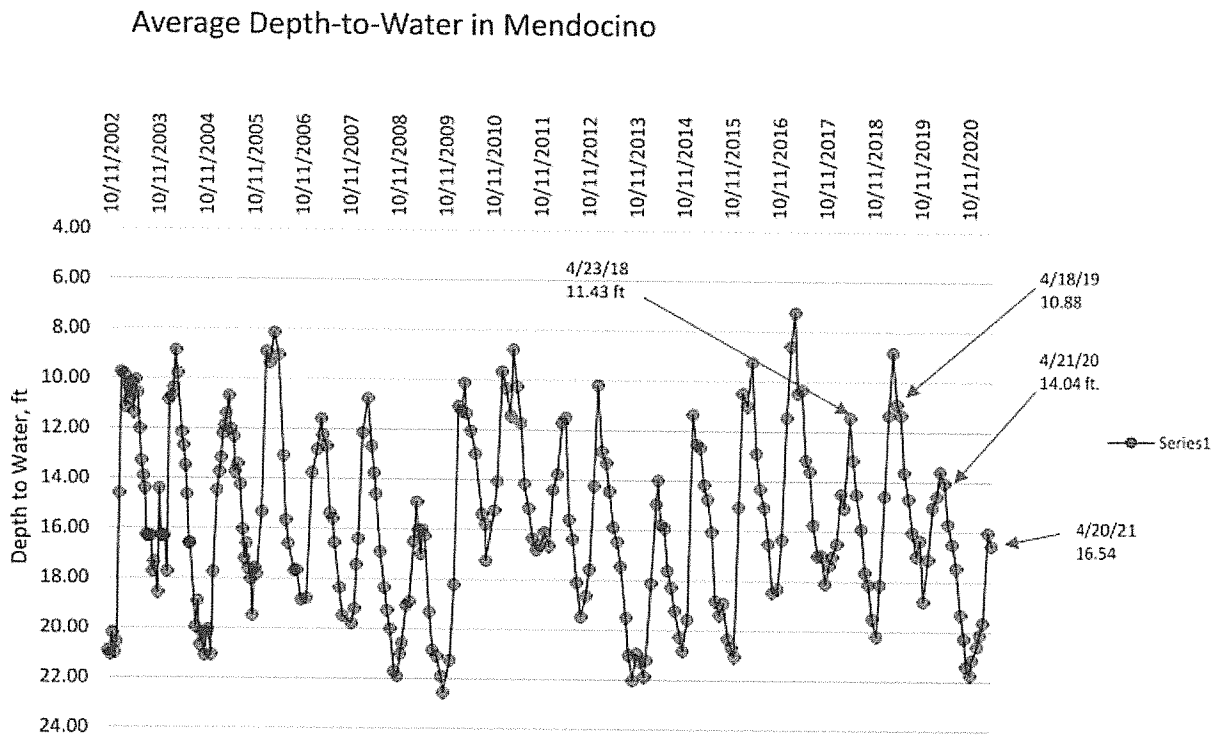


Figure 2 April 2021, Depth-To-Water Chart

The average depth-to-water reported from the five drought monitoring wells on April 20, 2021 was 19.78 ft. about 0.4 ft. worse than last month.

2020 was a very dry and unusual year, this year is looking even worse. Following the Water Shortage Contingency Plan, rainfall totals as of March 31, 2021 indicate a Stage 4 water shortage condition exists within the District. The Superintendent recommends moving from a Stage 3 Water Shortage to a Stage 4 Water Shortage at this time.