
MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 1-27-2025 MEETING AGENDA

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
P. O. BOX 1029
MENDOCINO, CA 95460
Business Phone (707) 937-5790 Treatment Plant (707) 937-5751

AGENDA

REGULAR MEETING

Monday, January 27, 2024

5:00 PM

Wastewater Treatment Plant, 10500 Kelly St., Mendocino, Ca 95460

The meeting will be held in person at the above address and via teleconference. To participate by ZOOM call 1 (669)-900-6833, Meeting ID: 288 936 0093, Passcode: 044968

Or log in online URL:

<https://us06web.zoom.us/j/2889360093?pwd=cE40NFd2T1JScFg4WFQ2SCtod0V3QT09&omn=85424937623>

Meeting ID: 288 936 0093

Password: 4BezR

- 1) CALL TO ORDER
 - 2) APPROVAL OF AGENDA
 - 3) Election and appointment of Board Officers
 - 4) PUBLIC EXPRESSION: non-agenda items
 - 5) COMMUNICATIONS
 - 6) FINANCIAL REPORT
 - Discussion and Possible Action to Approve District Disbursements/Expenditures
 - a) November Disbursements
 - b) December Disbursements
 - 7) 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 from 11-25-24 and 12-3-2024
 - 8) DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION
 - 9) NEW BUSINESS
 - a) Discussion and Possible Action to appoint Standing Committee Assignments
 - b) Discussion and Possible Action to review existing ad hoc committee assignments
 - c) Discussion and Possible Action to create a Recycled Water Project ad hoc committee
 - d) Discussion and Possible Action to approve the tentative schedule for the 2025 Board of Director's meetings
-

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 1-27-2025 MEETING AGENDA

- e) Discussion and Possible Action to approve the amended task order with GHD for services in relation to the recycled water grant and project

- 10) DISTRICT SUPERINTENDENT'S REPORT
Monthly Report

- 11) GROUNDWATER MANAGEMENT
Monthly Groundwater Management Report

- 12) COMMITTEE UPDATES

- 13) MATTERS FROM BOARD MEMBERS
 - a) Discussion regarding the idea of the possible community water system

- 14) ADJOURNMENT

STANDING COMMITTEES: For 2025

Finance:----- TBD

Personnel:----- TBD

Plant Operations:----- TBD

Safety:----- TBD

Street Lighting:----- TBD

Groundwater Management:----- TBD

Pursuant to Americans with Disability Act (ADA Title II), MCCSD will make reasonable arrangements to ensure accessibility to the meeting. If you need special assistance to participate in this meeting, please contact the business office at 707- 937-5790.

Mendocino City Community Services District

Post Office Box 1029

Mendocino, California 95460

Office Phone (707) 937-5790 Superintendent Cell (707) 367-5286

E-mail: mccsd@mcn.org Website: mccsd.com

\$14.96 Million State Grant for Water Recycling in Mendocino

The Mendocino City Community Services District (MCCSD) is pleased to announce that it has been awarded a \$14.96 million grant to upgrade and expand our recycled water system.

The grant will enable us to build the infrastructure to use recycled water for irrigation and reduce the volume of treated wastewater discharged by our plant. The project will also provide additional water for fire suppression. As the recent fires in Los Angeles have demonstrated, adequate water for fire suppression is increasingly important and we do not currently have the capacity to adequately supply or deliver water to firefighting teams in the district. Replacing the potable water now used to irrigate athletic fields with clean, recycled water that would otherwise be discharged into the ocean will help conserve our limited groundwater resources and benefit our marine environment.

The grant from the State Water Resources Control Board Water will fund necessary improvements at the wastewater treatment plant and installation of a 250,000-gallon recycled water storage tank, 15 fire hydrants for recycled water, a recycled water main, and recycled water service at the Mendocino high school, K-8 school and Friendship Park.

The project is a collaborative effort between the MCCSD, Mendocino Unified School District and Mendocino Fire Protection District. Obtaining this grant required time, persistence and commitment from many people. Our staff and Board appreciate the local community leaders, County Board of Supervisors, staff at State agencies and GHD consultants who have put in the many hours of work required to win this funding for our community.

It will take some time to bring the new recycled water resources online, but the MCCSD staff will be working hard to push this project to fruition and look forward to enjoying the substantial benefits it will provide to our community.

Please contact Ryan Rhoades, District Superintendent, if you would like additional information.

Date: January 22, 2025

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

**Post Office Box 1029
Mendocino, CA 95460
(707) 937-5790 (t)
(707) 937-5751 (t)
mccsd@mcn.org**

MENDOCINO CITY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

ACTION MINUTES – November 25, 2024

**BEFORE THE BOARD OF DIRECTORS
FAIR STATEMENT OF PROCEEDINGS
(PURSUANT TO CALIFORNIA COMMUNITY SERVICES DISTRICT LAW
Government Code §61000)**

AGENDA ITEM NO. 1 – CALL TO ORDER – 5:30 p.m.

Present: Directors Jim Sullivan, Donna Feiner, Ishvi Aum, VP Matthew Miksak, and President Murphy

Staff Present: Ryan Rhoades, District Superintendent and Katie Bates, Board Secretary

Public Present: Bob Aranguren and Tina Aranguren

AGENDA ITEM NO. 2. – APPROVAL OF AGENDA

Board Action: Upon motion by VP Miksak and 2nd by Director Feiner, IT IS ORDERED to approve the agenda. The Motion carried by the following vote:

AYE: 4

ABSENT: 1 (AUM)

AGENDA ITEM NO. 3 – PUBLIC COMMENT: non agenda items

NONE

AGENDA ITEM NO. 4- COMMUNICATIONS

None

AGENDA ITEM NO. 5- FINANCIAL REPORT

- a) **October Disbursements**
Presenter: Katie Bates

Board Action: Upon motion by Director Feiner and 2nd by Director Sullivan, IT IS ORDERED to approve October disbursements. The Motion carried by the following vote:

AYE: 5

AGENDA ITEM NO. 6- CONSENT AGENDA**a) APPROVAL OF MINUTES FROM 10-28-2024**

Board Action: Upon motion by VP Miksak, and 2nd by Director Feiner, IT IS ORDERED to approve the minutes from October 28, 2024. The Motion carried by the following vote:

AYE: 5

AGENDA ITEM NO. 7—DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION

None

AGENDA ITEM NO. 8- NEW BUSINESS

- a) Discussion and Possible Action to adopt RESOLUTION 2024-320: **RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT TO ADOPT A POLICY TO HOST HYBRID MEETINGS AND RECORD MEETINGS WHEN HELD AT THE WASTEWATER TREATMENT PLANT**

Board Comment: Director Aum

Staff Comment: District Superintendent, Ryan Rhoades

Public Comment: Tina Aranguren

Board Action: Upon motion by VP Miksak, and 2nd by Director Feiner, IT IS ORDERED to approve Resolution 2024-320: Resolution of the Mendocino City Community Services District to Adopt a Policy to Host Hybrid Meetings and Record Meetings When Held at the Wastewater Treatment Plant. The Motion carried by the following vote:

AYE: 5

- b) Discussion and Possible Action to purchase a new influent pump, not to exceed \$9,000
Staff recommends approval to purchase a new influent pump, not to exceed \$9,000

Board Comment: Director Aum

Staff Comment: District Superintendent, Ryan Rhoades

Board Action: Upon motion by Director Aum, and 2nd by VP Miksak, IT IS ORDERED to approve the purchase of a new influent pump, not to exceed \$9,000. The Motion carried by the following vote:

AYE: 5

- c) Discussion and Possible Action to adopt RESOLUTION 2024-321: **RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT TO AMEND SECTION 5.8C OF THE MCCSD PERSONNEL MANUAL, MEDICAL/ HEALTH COVERAGE**

Board Comment: Directors Aum and Feiner

Staff Comment: District Superintendent, Ryan Rhoades and District Secretary, Katie Bates

Board Action: Upon motion by VP Miksak, and 2nd by Director Feiner, IT IS ORDERED to approve Resolution 2024-321: Resolution of the Mendocino City Community Services District Amend Section 5.8C of the MCCSD Personnel Manual, Medical/ Health Coverage with an amendment to read:

Now, Therefore, It Is Resolved that the Board of Directors hereby authorizes and directs the adoption and implementation fo the following amended Section 5.8C of the Personnel Manual: Medical/ health Coverage, effective 11/25/24.

The Motion carried by the following vote:

AYE: 5

- d) Rescission of MOU dated April 20, 2023 between MCCSD and MUSD for the Water Shortage Project

*Donna Feiner leaves the room

Board Action: Upon motion by VP Miksak, and 2nd by Director Sullivan, IT IS ORDERED to rescind the MOU dates April 20, 2023 between MCCSD and MUSD for the Water Shortage Project. The Motion carried by the following vote:

AYE: 4

ABSENT: 1 (FEINER)

- e) Discussion and Possible Action to adopt the revised MOU with MUSD for the Water Storage Project

Board Comment: Director Aum and President Murphy

Public Comment: Tina Aranguren

Board Action: Upon motion by Director Sullivan, and 2nd by VP Miksak, IT IS ORDERED to adopt the revised MOU with MUSD for the Water Shortage Project. The Motion carried by the following vote:

AYE: 4

ABSENT: 1 (FEINER)

AGENDA ITEM NO. 9- OLD BUSINESS

NONE

AGENDA ITEM NO. 10- DISTRICT SUPERINTENDENT'S REPORT

Presenter: Ryan Rhoades

Board Comment: Director Aum

Public Comment: Tina Aranguren

AGENDA ITEM NO. 11- GROUNDWATER MANAGEMENT

Presenter: Ryan Rhoades

Board Comment: Director Aum

AGENDA ITEM NO. 12- COMMITTEE UPDATES

NONE

AGENDA ITEM NO. 13- MATTERS FROM BOARD MEMBERS

Director Aum would like the MCCSD Board to issue a statement to the Board of Supervisors supporting drought preparedness, and to agendize a discussion for possible ways to prep for drought/ drought resiliency.

AGENDA ITEM NO. 14- ADJOURNMENT

IT IS ORDERED to approve adjourning the meeting at 6:31 p.m.

NOTICE: PUBLISHED MINUTES OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT MEETINGS

- *Effective May 11, 2020, the Board of Directors' minutes will be produced in "action only" format.*
- *Minutes are considered draft until adopted/approved by the Board of Directors*
- *Please reference the District's website to obtain additional resource information for the Board of Directors: www.mccsd.com.*

Thank you for your interest in the proceedings of the Mendocino City Community Services District

Board of Directors

STANDING COMMITTEES:

- Finance:----- [Dennak Murphy and Ishvi Aum](#)
- Personnel:----- [Dennak Murphy and Matthew Miksak](#)
- Plant Operations:----- [Dennak Murphy and Jim Sullivan](#)
- Safety: ----- [Jim Sullivan](#)
- Street Lighting:----- [Donna Feiner and Jim Sullivan](#)
- Groundwater Management:----- [Ishvi Aum and Jim Sullivan](#)

Respectfully submitted,

Katie Bates

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

Post Office Box 1029
Mendocino, CA 95460
(707) 937-5790 (t)
(707) 937-5751 (t)
mccsd@mcn.org

MENDOCINO CITY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

ACTION MINUTES – December 3, 2024

**BEFORE THE BOARD OF DIRECTORS
FAIR STATEMENT OF PROCEEDINGS
(PURSUANT TO CALIFORNIA COMMUNITY SERVICES DISTRICT LAW
Government Code §61000)**

AGENDA ITEM NO. 1 – CALL TO ORDER

Present: Directors Ishvi Aum, Jim Sullivan, Matthew Miksak, and President Dennak Murphy

Staff Present: Katie Bates, Board Secretary and Ryan Rhoades, District Superintendent

Public Present: 83 in-person and 42 registered attendees for Zoom

AGENDA ITEM NO. 2- PRESENTATION AND WORKSHOP BY GHD REGARDING THE SOURCE WATER STUDY

Presenters: Adam Rauch and Ryan Crawford

Board Comment: Directors Aum, Sullivan, VP Miksak and President Murphy

AGENDA ITEM NO. 3 – PUBLIC COMMENT: LIMITED TO 3 MINUTES PER SPEAKER

Public Comment: Lily Robinson, Jim Gragg, Robert Jamgojian, Rich Young, Tina Aranguren, Sandra Kearney, Dan Potash, Maggie O'Rourke, Jamie Heideman, Ken Flannel, Tony Graham, Jeff Stubbs, Dyan Whyte, Tara Ouitavon, Margaret Fox, two (2) unidentified Zoom attendees

AGENDA ITEM NO. 4- PUBLIC COMMENT FOR NON-AGENDIZED ITEMS

Margaret Fox

AGENDA ITEM NO. 5 –ADJOURNMENT

Meeting is adjourned 8:04 p.m.

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Thank you for your interest in the proceedings of the Mendocino City Community Services District

Board of Directors

STANDING COMMITTEES:

Finance:----- Dennak Murphy and Ishvi Aum

Personnel:----- Dennak Murphy and Matthew Miksak

Plant Operations:----- Dennak Murphy and Jim Sullivan

Safety: ----- Jim Sullivan

Street Lighting:----- Donna Feiner and Jim Sullivan

Groundwater Management:----- Ishvi Aum and Jim Sullivan

Respectfully submitted,

Katie Bates

Standing and *Ad Hoc* Committees of Neighborhood Councils Under the Brown Act

Office of the City Attorney Neighborhood Council Advice Division

Standing Committees.

Standing committees of Neighborhood Councils are subject to the Brown Act (also, "Act"). The Act describes a standing committee as one which has "continuing subject matter jurisdiction." This means that a permanent committee that is designed to handle an issue or issues on a continual basis will be a standing committee and is subject to the Act's notice and posting requirements. For example, many Neighborhood Councils have established various committees through their bylaws, such as Land Use and Planning Committees, Public Safety Committees, Election Committees, *etc.*¹ These committees, because of their subject matter, generally are of an ongoing nature and regardless of their configuration, (whether comprising solely less than a majority of board members, or of a combination of board members and stakeholders) are subject to the notice and posting requirements of the Act.²

Standing committees need not establish a "regular meeting time and place" in any operating rules but they must meet in public and post notices of their meetings. The Act presumes that whenever a standing committee holds a meeting that is posted at least 72 hours in advance, that noticed meeting is considered the "regular meeting" of the standing committee. See Gov't Code § 54954.

Establishing Standing Committees.

Standing committees, as noted above, are generally established in the operating bylaws of the Neighborhood Council by simply listing their titles and functions. However, a Neighborhood Council may also create additional committees by formal board action (*i.e.*, a vote or resolution of the board to establish a committee). In situations where the board creates a new standing committee that has not been listed in the bylaws, the best practice is for the Neighborhood Council to amend its bylaws to identify this new standing committee.

¹ Many Neighborhood Councils also have Executive Committees, comprised of the Governing Body's officers. The functions depending upon the Neighborhood Council may vary, but generally since this Committee is set up by the bylaws, it too is a standing committee, subject to the Act.

² A standing committee can also be created if it has a meeting schedule that is fixed by charter, ordinance, or resolution, or formal action of a legislative body.

Ad Hoc Committees.

Ad hoc or “temporary” committees are treated differently under the Act. *Ad hoc* committees are *not* subject to the notice and posting requirements of the Act *so long as* the committee

- is comprised *solely* of members of the governing *body*, *i.e.*, the committee may not contain individuals other than the members of the governing body;
- consists of less than the number of board members who, if present at a meeting, would be able to make a decision, (*e.g.*, if a Neighborhood Council has 21 board members, a quorum of 11 and makes decisions by a majority of those board members present at a meeting, then as few as 6 board members would have the ability to make a decision; therefore, the *ad hoc* committee should be comprised of less than the majority or, as stated in this example, less than 6 board members);
- has a defined purpose and a time frame to accomplish that purpose; and
- is advisory, *i.e.*, the committee has not been delegated any decision-making power and will be returning to the full board on its recommendation. See, *Joiner v. City of Sepastopol* (1981) 125 Cal App. 3d 799.

Ad hoc committees are commonly used in City government. For example, the President of a City commission or the commission itself might choose to appoint three or fewer commissioners (depending upon the size and quorum of the board) to evaluate and report on a particular issue or subject relevant to that commission. Once that committee has completed its work, the committee is then disbanded.

Neighborhood Councils may create *ad hoc* committees in similar fashion by having the board or the President, depending on the bylaws, appoint *less than a majority of the Neighborhood Council board members* to evaluate a particular issue and report its findings, conclusions or recommendations to the full body. However, should any person other than an existing Neighborhood Council board member be appointed to the *ad hoc* committee, then the committee must operate under the notice and posting requirements of the Brown Act.

Establishing Ad Hoc Committees.

Members of *ad hoc* committees designed to be advisory to the Neighborhood Council may be appointed by the President, on behalf of the entire board, or by action of the entire board, depending upon the rules under which the Neighborhood Council operates. Although, as noted above, the *ad hoc* committee itself is not subject to the Act, if the board desires to create an *ad hoc* committee, then the *action to create* the

committee should be done at a publicly noticed meeting under the Act and the item should be placed on an agenda for that purpose.³

Establishing Committees That Are Not Subject to the Brown Act.

Advisory committees composed of non-Neighborhood Council board members may be created that are not subject to the Brown Act but only if they are advisory to a single-decision maker, rather than to the entire Neighborhood Council board. The Attorney General has concluded that advisory bodies that report to a single member of a legislative body or a single officer are not subject to the Act since they are not "created" by any formal action of the entire legislative body. See, 56 Ops. Cal Atty Gen 14 (1973).

Thus, an individual board member could create an advisory committee that reports directly to him or her. For example, a board member could ask a group of stakeholders (not during a public meeting to avoid the appearance that the entire board has created the advisory body by "consent") to investigate a particular item, report to the appointing board member, after which the board member could then make a recommendation or initiate discussion on the item that the committee investigated. As long as it is clear that the advisory committee is not created by the Neighborhood Council itself, these types of committees are not subject to the Brown Act.⁴

Implementing Projects - Not a Committee.

One point that may need clarification: Groups that are formed to implement a project are not treated as a standing or *ad hoc* committee under the Act; thus, gatherings to implement a project would not be considered a "meeting" subject to the Brown Act. For example, if a Neighborhood Council approves an action to conduct a tree-planting project along a street, the gathering of those people at a certain place and time to plant the trees would not be treated as a "meeting" under the Act. That would be true of other activities such as, purchasing goods and supplies for the Neighborhood Council or implementing other projects approved by the board, such as a graffiti abatement projects, etc., or activities designed to outreach to stakeholders.

[118222:2006]

³ The *appointments* to that Committee, if made by the President, may occur either in or outside a public meeting, depending upon the Neighborhood Council's rules; however, the better practice is for this to be done publicly.

⁴ Of course, stakeholders may also separately, and on their own initiative, form advisory groups and report the results, findings or recommendations to the Neighborhood Council board.

Memo

To: Board of Directors
From: Katie Bates
cc: Seph Petta
Date: 1/21/2025
Re: Proposed 2025 Board of Directors' Meeting Calendar

I would like to propose the following dates as potential meeting dates for the 2025 calendar year:

- January 27, 2025
- February 24, 2025
- March 31, 2025
- April 28, 2025
- May 19, 2025*
- June 30, 2025
- July 28, 2025
- August 25, 2025
- September 29, 2025
- October 27, 2025
- November 24, 2025
- December 15, 2025*

*Denotes meetings NOT held on the last Monday of the month to be cognizant of holidays.



Work Authorization

Work Authorization No. 12

Scope of Work	The scope of Services to be provided by GHD, in connection with this Work Authorization, is as follows:
Services Description	<p>In Task Order No 5 and No. 7, GHD prepared grant funding applications under the U.S. Department of the Interior, Bureau of Reclamation, Water Resources and Planning Office for a WaterSMART (Sustain and Manage America’s Resources for Tomorrow) program and under the Department of Water Resources, Division of Regional Assistance, 2021 Small Community Drought Relief Program, respectively. The purpose of these funding application efforts were to obtain grant funding that can be used to design and construct upgrades to the existing wastewater treatment plant, including process modifications for biological nutrient removal, new filter effluent pumps, a new pre-clarification polymer dosing system, a new chlorine generation system, a chlorine contact basin and recycled water equalization basin, recycled water discharge pumps, site piping, and associated controls, electrical and instrumentation. These new facilities would expand the available capacity of the existing recycled water system and bring the WWTP into compliance with NDPES permit and Title 22 requirements. Recycled water is initially planned to be supplied to the Mendocino Unified School District (MUSD) as the primary user for irrigation of playfields and landscaping but may be expended to other areas and users. The improvements convert the existing batch chlorine contact treatment system into a continuous system that can meet the design demands of the expanded recycled water system. Many of the improvements were previously designed by another consultant in a separate project but were not constructed. The designs must be updated and repackaged in this project.</p> <p>The project also includes expansion of the recycled water distribution and storage system including distribution pipelines,</p>

a 250,000-gallon storage tank at MUSD's tank site, new services at MUSD's properties to irrigate playfields and landscaping, valves, fire hydrants and two utility easements. These improvements were designed for MUSD under a CWSRF planning grant administered by State Division of Financial Assistance DFA. The distribution and storage system has already been designed but the plans require minor updates for bidding.

GHD and MCCSD coordinated with the DFA and the Water Recycling Funding Program (WRFPP) to obtain Construction Grant funds to complete the recycled water treatment, distribution and storage improvements designs and construct the project. Originally, GHD had been coordinating with DFA and MUSD to obtain funding for the distribution and storage improvements. During this application process the State decided to combine both projects into a single funding application with MCCSD as the applicant and owner of the assets. A funding agreement between MCCSD and the State Water Boards for the project was executed on December 16, 2024.

Under Task Orders No 5 and No. 7, if the funding is approved, the Work Authorization will be amended and GHD will provide project management, subconsultant management, planning, engineering, design reviews, coordination of reviews, bidding support, construction management and inspection, construction engineering and grant administration assistance. The scope of this task order Work Authorization 12 is to provide these services.

GHD Subcontractor(s)

Cinquini & Passarnio, Inc. (Land Surveying)

Crawford & Associates, Inc. (Geotechnical Engineering)

Fee Description including markups

GHD will perform the scope of services described in Attachment A for a time-and-materials fee not to exceed \$2,504,796.00. Invoices for services rendered will be paid on a reimbursement basis as outlined in the Construction Grant Agreement.

Materials/premises to be provided by Client

Information related to the WWTP process and performance, including record drawings, previous studies and reports, access to the WWTP for investigations, surveys and construction.

Other information relevant to the Services

None



Work Authorization

Key dates	
Commencement date	[1/27/2025]
Milestones, deadlines, timelines	Completion of Construction by June 30, 2027 Final Reimbursement Request by June 30, 2028
End date	[9/30/2028]
Designated Representatives	During the term of this Work Authorization, matters or issues arising shall, as applicable, be directed to:
GHD Representative(s)	Matthew G. Kennedy, PE
Client Representative(s)	Ryan Rhoades
Additional Terms and Conditions	
Special Conditions	Refer to Construction Funding Agreement No. D2405001 between MCCSD and State Water Board for additional conditions.

The Scope of Work described in this Work Authorization is governed by the terms and conditions of the Master Services Agreement ("Agreement") dated 11th day of November 2021, between GHD Inc. ("GHD") and Mendocino City Community Services District ("Client").

In **witness whereof**, GHD and Client have caused this Work Authorization to be executed by their duly authorized representatives effective 8th day of January 2025.

GHD

GHD Inc.

 Matthew G. Kennedy, PE
 Business Group Leader

**Mendocino City Community
 Services District**

 Ryan Rhoades
 Superintendent

2235 Mercury Way, Suite 150
Santa Rosa, California 95407
United States
ghd.com



State Agreement No.: D2405001
Our ref: 12619547

December 26, 2024

Ryan Rhoades, Superintendent
Mendocino City CSD
P.O. Box 1029
10500 Kelly Street
Mendocino, CA 95460

**RE: Proposal for Professional Project Management, Engineering and Construction Management
Services: Task Order No. 12 for MCCSD Recycled Water System Upgrades Project**

Dear Mr. Rhoades:

GHD is excited about the Mendocino City Community Services District (MCCSD) Construction Grant approval from the State Water Boards Water Recycling Funding Program, for the MCCSD Recycled Water Systems Upgrades Project (State Agreement No. D2405001). This proposal is for a new Task Order (**Attachment C**) to provide Professional Services for the **Scope of Work** included in **Attachment A**, and subject to the terms and conditions the Master Agreement between GHD and MCCSD and the terms and conditions stipulated in the **State Agreement (Attachment D)**. Our cost proposal is included in **Attachment B**.

We are excited about the opportunity to continue working with you on this important recycled water system project and look forward to contributing to its success and the long-term success of MCCSD and the community of Mendocino. Should you have any questions, please do not hesitate to contact me.

Respectfully submitted,

Matthew G. Kennedy, PE, TE
Principal Engineer
+1 707 540-9687
matt.kennedy@ghd.com

Copy to: File

Attachments:

- A. GHD Scope of Services
- B. GHD Cost Proposal
- C. Task Order 12 Form
- D. State Agreement No. D2405001

Attachment A

Mendocino City Community Services District

Grant Management, Project Management, Engineering, Construction Management and Related Professional Services for the Recycled Water System Upgrades Project (Water Boards Project No. C-06-8737-110)

Project Overview

The Mendocino City Community Services District (MCCSD) retained GHD Inc. (GHD) through a task order issued through our Master Services Agreement to assist MCCSD in applying for grant funding complete design of and construct a new recycled water distribution and storage system, including improvements to the Waste Water Treatment Plant (WWTP). A Construction Grant was approved from the State Water Boards Water Recycling Funding Program for the MCCSD Recycled Water Systems Upgrades Project (State Agreement No. D2405001) to complete this project. The scope of work below describes the professional services to manage the project, complete the design, bid and construct the project.

The MCCSD WWTP was designed in the early 1970s to remove BOD and TSS from raw wastewater prior to discharge to the Pacific Ocean. MCCSD is currently capable of supplying a limited amount of recycled water to irrigate athletic fields at Mendocino High School (MHS). The system is also constrained by new requirements in the NPDES permit, limitations on the pumping system that supplies recycled water to MHS from the WWTP and by the size of the recycled water distribution and storage system.

Drought conditions in the region have resulted in reduced groundwater availability during the dry summer season and increased risk of catastrophic loss due to wildfires. These conditions increase water shortages and impact limited groundwater supplies. The lack of adequate water supply in the area can limit fire response options even during normal or wet years.

The purpose of this recycled water project is to expand the use of Title 22 recycled water produced at the MCCSD WWTP to other sites in Mendocino, including Mendocino Unified School District (MUSD) playfields, to offset use of groundwater for irrigation and to provide additional fire water storage and supply through a new recycled water distribution system with fire hydrants.

To enable the recycled water supply, MCCSD must complete certain upgrades to the WWTP to meet new NPDES permit requirements and increase the capacity to supply more recycled water. Without these improvements, MCCSD will be unable to supply recycled water to MUSD or other future users. The recycled water distribution and storage system also must be expanded, and includes new mains, services, irrigation system, fire hydrants and terminal storage.

The project proposes to construct the following WWTP improvements:

- Improve biological nutrient removal (BNR) to reduce nitrate concentrations through mixed liquor recirculation or a similar process modification.
- Replacement of the diffuser air piping and aeration basin diffusers.
- Add a system for polymer coagulant addition prior to the clarifier to improve sedimentation.
- Replace the filter effluent pumps.
- A below-grade chlorine contact basin and a 50,000-gallon recycled water storage tank.
- Recycled water distribution pumps (vertical turbine), flow meter and yard piping.
- A chlorine generation system with chemical feed pumps.
- A dechlorination system.
- Up to two fire hydrants.
- SCADA monitoring equipment for flow, tank level and chlorine residual monitoring.
- Construct related electrical improvements.

The project proposes to the following recycled water distribution, storage and irrigation system improvements:

- Construct a 250,000-gallon recycled water storage tank at MUSD's tank site.
- Construct approximately 1.8 miles of new recycled water distribution mains.

- Install fifteen (15) fire hydrants.
- Install new recycled water services at MHS, Friendship Park, the community garden and the K-8 school.
- Install a new irrigation system at Friendship Park.

The project is estimated to deliver an average of 150,000 gallons of recycled water per week and a maximum of over 200,000 gallons of recycled water per week for irrigation of MUSD fields and parks during the dry season, which is 3X to 4X the existing system capacity.

The CEQA environmental documents and Coastal Development Permits in support of the project have already been secured. Remaining permits are a Caltrans Encroachment Permit, County Encroachment Permit and County Building Permit. Two easements, one at the Mendocino Fire Department and the other at the MUSD tank site, need to be completed and recorded with the County. The recycled water distribution, storage and irrigation system design is nearly complete. The WWTP improvement design is partially complete and must be updated and additional elements included. The two design packages will be advertised for bidding and constructed as either one project or two separate projects. The State Water Boards has stated that the WWTP improvements must be completed before the recycled water distribution and storage improvements. GHD's services include overall project management, grant administration and reporting, planning, engineering, permitting, bidding assistance, construction engineering, and construction management and construction observation.

Scope of Work

Task 1 Project Management and Administration

Task 1.1 – Project Initiation

This task is for efforts to initiate the project, including preparing a project work plan with staff assignments, coordination and subcontracting with subconsultants and organizing and managing a project kick-off meeting with the State Water Boards Division of Financial Assistance (DFA), MCCSD, MUSD and GHD. This task also includes coordination efforts with DFA that are eligible for reimbursement and incurred from July 1, 2024, through the agreement execution date which are associated with the grant funding application and approvals, including general, technical, financial, and managerial elements.

Task 1.2 – Project Management

GHD will provide overall project coordination and project management for the duration of the project until final grant reimbursement and reporting submittals to the State. Project management includes preparing and maintaining budgets and schedules for GHD services, providing oversight and instructions to the GHD Team, preparing field safety instructions, and subconsultant management. The activities of the consultant team, including subconsultants, will be coordinated to meet the requirements of the contract and have regular communication with MCCSD and DFA Project Manager to report on overall progress, discuss issues to be resolved, and confirm key decisions. This task includes coordination with MCCSD, MUSD, the State Water Boards and other stakeholders, and correspondence as necessary to communicate and address key project issues as they develop during the performance of this scope of work to complete the project.

Task 1.3 – Funding Coordination and Reporting

GHD will provide grant administration by communicating monthly with the DFA Project Manager regarding scope, schedule, budget, and coordination on grant deliverables. GHD will complete and submit minimum quarterly reimbursement requests and Progress Reports under this task, as required under the State Agreement. Also, under this task a Project Completion Report and other grant close out documents will be prepared and submitted to the State Water Board. The State Water Board Reimbursement Request Form 260 and Form 261 will be used to document the reimbursement amounts.

Task 1.4 – Project Meetings

Under this task, the project team will conduct regular coordination meeting via conference call and periodically on-site meetings coinciding with site visits to Mendocino during design. Meetings may also include periodic project reports to the MCCSD board.

Deliverables:

- Meeting agenda and minutes (PDF)
- Site visit reports (PDF)
- Project work plan (PDF)
- Progress reports, grant reimbursement forms and reimbursement requests (PDF)
- Final grant closeout documentation (PDF)

Task 2 Prepare Construction Documents

Task 2.1 – Design Workshop

Prior to beginning design, GHD proposes to hold a design workshop with MCCSD staff to review the WWTP improvements and discuss the details of each design item summarized in Task 2.3 to confirm the requirements and develop a basis for the design. Following the design workshop a Basis of Design (BOD) technical memorandum will be prepared that summarizes the details and decisions made for each system, including action items to verify any unknowns and obtain missing information. The BOD will be updated as the design progresses to document the final systems and design parameters.

Deliverables:

- BOD Technical Memorandum (PDF)

Task 2.2 – Title 22 Engineering Report Update

GHD will prepare an update to the existing Title 22 Engineering Report. The BOD will be used to update the Report. The report will be submitted to the North Coast Regional Water Quality Control Board for review and approval.

Deliverables:

- Updated Title 22 Engineering Report (PDF)

Task 2.3 – Utility Easements

Two easements are required for the project. The first is for a check valve vault and a pressure reducing valve vault located at the Mendocino Volunteer Fire Department on Little Lake Road, and the other is for the recycled water tank and associated piping and valves located at the MUSD tank site on Little Lake Road. The easement documents for the vaults at the Fire Department is completed and needs minor updates. The easement documents for the tank site must be prepared. GHD will have the easement documents prepared, stamped and signed by a California licensed Professional Land Surveyor, and recorded with the County of Mendocino.

Deliverables:

- Easement Documents (PDF)

Task 2.4 – Prepare Final Bid-Ready Construction Documents

This task includes preparation of plans, technical specifications, and a construction cost estimate for the recycled water distribution and storage system and the WWTP. Technical specifications will be prepared in Construction Specifications Institute (CSI) 49 division format.

The initial design effort is to prepare a bid package for the replacement of the effluent pumps. This will be a bid-ready set of drawings

Only minor updates to the recycled water distribution and storage drawings and specifications are needed to make them bid-ready. Revisions include adding the two easements after they are recorded with the County and making minor piping adjustments at the MUSD tank site.

The design of the WWTP improvements, which were partially prepared for the 2019 Plant Improvements Project, require more significant revisions and updates. Key design items at the WWTP are:

- Design of mixed liquor recirculation to improve biological nutrient removal (BNR) to reduce nitrate concentrations in the finished effluent.

- A system for polymer addition prior to the clarifier to improve sedimentation, which is required to meet NPDES permit requirements.
- Replacement of the filter effluent pumps. Currently only one pump is functional.
- A below-grade chlorine contact basin and a 50,000-gallon recycled water storage tank. The design will be similar to what was prepared for the recent MCCSD Plant Improvements project, but located outside of the chlorine generation building.
- Vertical turbine recycled water distribution pumps and yard piping to connect with the recycled water distribution system at the gate.
- A chlorine generation system.
- A dechlorination system.
- SCADA monitoring equipment for flow, tank level and chlorine residual monitoring.
- Related electrical and instrumentation improvements.

2.4.1 Geotechnical Consultation

A geotechnical investigation may be performed for the structural improvements at the WWTP, specifically for the below-grade chlorine contact basin and storage tank. A Geotechnical Recommendations letter report was prepared by SHN Consulting engineers & Geologists, Inc. on January 24, 2018, for the original project. We assume the recommendations included in the report are still valid and we have included budget to engage SHN as a geotechnical subconsultant during design, if necessary.

2.4.2 50% Design

GHD will prepare the 50% design consisting of plans, technical specifications and an opinion of probable construction cost as well as supporting calculations. The plans will detail civil, structural, mechanical, and electrical work necessary to construct the proposed improvements.

The opinion of probable construction cost will be updated based on cost estimate prepared for the funding application, including quantities, unit costs, escalation and soft costs.

The 50% design will be submitted to MCCSD, the State Water Boards Division of Financial Assistance and North Coast Regional Water Quality Control Board for their compliance review. GHD will meet with MCCSD and the State Water Boards to review comments on the 50% submittal. Responses to comments will be provided and included with the 95% Design deliverable.

Deliverables:

- 50% Plans, Technical Specifications and Opinion of Probable Construction Costs (PDF).
- Engineering Calculations (PDF).

2.4.3 95% Design

GHD will prepare the 95% design updating plans, technical specifications and an opinion of probable construction cost and supporting calculations to a pre-final level of development. The 95% design will be submitted to MCCSD, the State Water Boards Division of Financial Assistance and Regional Water Quality Control Board for their compliance review

GHD will meet with MCCSD and the State Water Boards to review comments on the 95% submittal. Responses to comments will be provided and included with the 100% Design deliverable.

Deliverables:

- 95% Plans, Technical Specifications and Opinion of Probable Construction Costs (PDF).
- Engineering Calculations (PDF).
- Responses to 50% design review comments.

2.4.4 100% Design

GHD will prepare the 100% (final) design consisting of plans, technical specifications and an opinion of probable construction cost. Supporting calculations will also be updated, as necessary, and finalized. The construction documents will be coordinated with MCCSD's standard construction contract for bidding.

Deliverables:

- 100% Plans, Technical Specifications and Opinion of Probable Construction Costs (PDF and native file format).
- MCCSD Front-end contract (MS Word and PDF).
- Responses to 95% design review comments.

Task 2.5 – Construction Permit Coordination

Remaining permits required for construction are a Caltrans Encroachment Permit for the trenchless HDD pipeline crossing under State Route 1, a Mendocino County Encroachment Permit for pipeline construction in the County Right-of-Way and County Building Permit. The Contractor is required to obtain these permits for construction. GHD will assist in coordinating with the Contractor, Caltrans and the County on these permits.

Task 3 Project Bidding and Award

Task 3.1 – Bid Advertising and Administration

GHD will coordinate with MCCSD to package the construction documents and bid documents including bid schedule and requirements, funding requirements and other requirements that must be included in the bid documents. This effort includes preparing the front-end contract general provisions and special provisions. Should MCCSD not have a standard construction contract, GHD recommends using an Engineers Joint Contract Documents Committee (EJCDC) construction contract, including:

- C-520 Suggested Form of Agreement Between Owner & Contractor, Stipulated Price
- C-700 Standard General Conditions of the Construction Contract, and
- C-800 Supplementary Conditions

Electronic copies of the bid documents will be posted on MCCSD's website, sent to the Builder's Exchange and other relevant locations. The project will also be advertised in regional newspapers, and hard copies will be produced and made available for contractors to purchase, if desired.

GHD will manage a pre-construction conference and site visit to describe the project to prospective bidders, document questions and prepare official responses to be posted to the MCCSD's website, sent to the Builder's Exchange and other locations where the bid documents are posted.

Task 3.2 – Engineering Support During Bid

GHD will work with MCCSD during the bid period to respond to questions from bidders, develop and issue addenda as needed to clarify, correct, or change design-related items in the Bid Documents in response to questions and clarification requests received during the project's bid period. Responses to bidder's questions and addenda will be uploaded to the MCCSD's website, sent to the Builder's Exchange and other locations where the bid documents are posted.

Task 3.3 – Bid Evaluation, Award & Contracting

GHD will attend the bid opening at MCCSD's office, assist MCCSD with the evaluation of the bids, and prepare the board of director's report recommending award of the contract. GHD will work with DFA's Project Manager to confirm the bids and the award and address state contract award requirements.

Deliverables:

- Meeting agenda and minutes (PDF)
- Responses to questions and addenda (PDF)
- Report recommending award of the contract (PDF)
- Construction award documentation required for funding (PDF)

Task 4 Construction Management

GHD's Construction Management Team (CMT) will perform construction management services for the project. The CMT will coordinate with MCCSD, DFA, and the Regional Boards, to discuss project details,

review schedules, provide drafts for review and produce final documentation ready for MCCSD's signature. The CMT will provide periodic updates, coordinate meetings, and telephone calls, promptly transcribe meeting notes, and distribute. Construction management services are based on an estimate of 270 construction working days or approximately 365 calendar days (1 year) for the project.

The CMT will perform the following services:

Task 4.1 – Construction Management and Administration

The CM will coordinate with MCCSD, DFA and the Water Board's staff to discuss and address issues with the project. This will be accomplished by weekly updates of the activities that preceded the work accomplished in the time period with issues that occurred. The weekly updates will be more in depth by providing a 2-3 week look ahead on the schedule and will contain an ongoing list of outstanding critical issues.

The CM will coordinate with the various businesses, and residences, adjacent to the project.

The CM will review the Contractor's project schedule for conformance with the specifications and for reasonableness of activity durations and sequence. The CM will perform the following activities:

- Review the schedule for consistency with project requirements.
- Meet with the contractor to discuss and clarify any significant issues. Review revised schedules. Review work progress as compared to the as-planned schedule and notify contractor of schedule slippage.
- Review schedule to determine impact of the weather and change orders on the construction schedule. Review contractor's updates of the construction schedule that incorporates actual progress, weather delays, and change order impacts.

A pre-construction meeting will be organized by the CM. The pre-construction meeting will include MCCSD, the Engineer, the Contractor, and others as requested. The CM will prepare the agenda and meeting minutes. Prior to the Pre-Construction Meeting, the CM will prepare a draft contact list including GHD staff, MCCSD staff, Contractor and others as appropriate. Contact information will be identified for key personnel from each agency to be contacted in the event of an emergency. The list will be updated, finalized and distributed to all participants after the meeting, as well as to the County sheriff and Mendocino Fire Department.

CM will conduct weekly progress meetings and other special technical meetings throughout the project. The CM will prepare the agenda, describing key issues, schedule status, and potential change orders, and distribute notes to meeting participants.

CM will prepare and submit a monthly progress report to MCCSD and the DFA Project Manager, which will include a construction progress summary and summaries of activities.

Review and evaluate monthly progress payment requests submitted by the Contractor, negotiate differences over payment, and recommend payment by MCCSD. Provide approved contractor payment requests to project manager for inclusion with monthly disbursement requests to DFA. Quantity vouchers will be checked independently by the CM to monitor quantities paid against estimated quantities.

Prepare the final pay estimate and balancing change orders, prepare the Notice of Completion, and coordinate retention release at the conclusion of construction.

CM will require the contractor to maintain construction record drawings in coordination with the progress pay request.

Task 4.2 – Labor Compliance

CMT will monitor the Contractor's certified payroll, spot check to confirm that hours and classifications are consistent with field observations, and track subcontractor documentation. CMT will report certified payroll as required to comply with governing labor laws.

Task 4.3 – Permit Compliance

CMT will monitor and confirm to the extent possible that the Contractor and its subcontractors and their workers obtain and comply with required permits and approvals. This effort includes monitoring contractor compliance with construction permits, traffic and pedestrian control plans, and environmental compliance. CM will coordinate with the Engineer and Inspector/Observer for compliance and will recommend a course of action to MCCSD if required measures are not being met by the Contractor.

Task 4.4 – Claims Management

Analyze potential claims for additional compensation submitted during the construction period and make recommendations to MCCSD for resolution. Coordinate and monitor claims response preparation, logging and tracking status. The CM will monitor and assist in mitigating any potential project claim, support in defending any construction claims will be negotiated as an extra service.

Task 4.5 – Change Order Management

Coordinate and manage the change order process, including logging, reviewing them in conjunction with Engineer and MCCSD, assisting with determination of changed conditions and scope definition as needed, developing independent cost estimates, assisting with negotiation, and incorporating change orders into the construction contract.

Task 4.6 – Project Records and Document Control

Provide services and tools to efficiently manage and maintain documents. The primary function shall be the proper collection and organization of construction documents, gathering data regarding project progresses, producing progress reports, and monitoring time, cost, and quality.

The CM proposes to use an online construction management software for the Project Management Information System (PMIS) to track communication, design documents, construction documents, finances, and reporting.

- Communication Documents: Memos, daily inspector logs for both contractor and CM, meeting minutes, and all other relevant documentation.
- Construction Documents: Submittals, RFIs, testing results, photo logs, special inspection, change orders, corrective actions, punch list, various construction logs, payment applications, wage rate reporting, and all other relevant documentation.
- Contract Documents: Specifications, drawings, permits, bid documents, contract documents, and all other relevant documentation.

Maintain project records, including daily logs, weekly report of working days, inspection reports, compliance testing results, photos, measurement of quantities, schedules, submittals, RFIs, RFCs, PCOs, change orders, month pay requests, issues, and correspondence. Project records will be maintained in organized manner for quick reference. The project records are a combination of the web-based management system and our daily detailed field reports.

Task 4.7 – Project Photo or Video Documentation

Document initial site conditions prior to contractor's commencement of construction using either still photographs or video and will provide additional photos of progress periodically throughout construction.

Task 4.8 – Respond to Requests for Information (RFI's) and Issue Clarifications

Coordinate, evaluate, and manage the process of responding to RFI's and issuing clarifications. This effort includes receiving the RFI from the Contractor, logging into the PMIS, transmitting it to the Engineer for response, coordinating with the Engineer on field status, tracking progress, reviewing responses, and transmitting responses to the Contractor.

Task 4.9 – Coordinate Submittal and Shop Drawing Reviews

Coordinate the submittal and shop drawing review process, including logging submittals from the Contractor, transmitting to Engineer for response, coordinating with Engineer on field status, tracking progress, reviewing responses, and transmitting responses to the Contractor. Incomplete submittals will be returned to the contractor prior to being submitted to the Engineer.

CM and inspectors will also review submittals of shop drawings, materials, test reports, and manufacturer cut sheets to understand installation requirements and identify potential issues.

Task 4.10 – Field Observation

Provide an on-site construction inspector / observer to monitor the contractor's work for compliance with the contract documents, submittals, RFIs, change orders, traffic and pedestrian control plan, public outreach, environmental compliance, including stormwater management requirements. Contractor's certified payrolls will be checked and documented by the inspector. Construction inspector will be on-site full-time during most operations and will coordinate with the design team and MCCSD staff. Daily effort is assumed to be 8 hours per day for a typical full day of work and during other heavy work periods. During periods of lessor activity, the inspector's time will be reduced commensurately.

Daily Reports will include employee names and labor classification, equipment identification, hours that were work and equipment utilized, weather conditions, and issues, observations, and significant conversations between the inspector and the contractor and public. The report will be a combination of web-based data and written. The daily reports will have photographs and material tags.

Task 4.11 – Construction Surveys

GHD will retain a California licensed land surveyor to perform construction surveying and staking for the project. Survey efforts may include establishing and reestablishing reference control points on the site for accurate construction layout, staking the locations of foundations, structures, alignments and project features, defining the planned elevations for grading and earthwork, and documenting the exact placement of constructed features to verify that the constructed features match the approved design drawings.

Task 4.12 – Special Inspections

Provide an on-site construction special inspector to provide continuous or periodic observation of portions of the work required by the California Building Code and identified in the Statement of Special Inspections, including site preparation, soil compaction and fill, cast-in-place concrete, post-installed anchors, structural masonry, structural steel, welding, and structural member verification.

Task 4.13 – Quality Assurance Testing

Provide materials testing laboratory to performing quality assurance testing in accordance with the contract documents and Statement of Special Inspections. Coordinate between testing technicians and Contractor, review results to assure compliance with contract requirements.

Task 5 Construction Engineering

Task 5.1 – Attend Pre-Construction Meeting

The Project Manager will attend the pre-construction meeting to establish connection with all parties of the construction team.

Task 5.2 – Review Contractor Submittals

GHD will provide review and comments for technical submittals required by the Contract Documents. The budgeted amount of labor is based on an average of 2 hours per submittal and a total of 50 submittals, including re-submittals. The 2 hour per submittal estimate is lower than average and reflects the basic materials required for this project. Preparation of logs, administrative and clerical time is included in CM tasks.

Task 5.3 – Review Contractor RFI's

GHD will respond to formal Requests for Information related to design as assigned by the CMT. Routine RFI's that do not relate to design intent are assumed to be handled by the CMT. The budgeted amount of labor is based on an average of 2 hours per RFI, and 15 RFI's. The 2 hours per RFI estimate is lower than average and reflects this project's relatively low level of complexity. Preparation of logs, administrative and clerical time is included in CM tasks.

Task 5.4 – Periodic Site Visits

Design team members will make periodic site visits to observe the progress of the work and assess general compliance with the contract documents and design intent. A total of six (6) individual site visits is included. A report with photographs documenting the site visit and observations made will be provided following each site visit.

Task 5.5 – Construction Changes

GHD will review proposed construction change orders involving design intent and provide design services to implement the change orders at MCCSD's request. It is assumed that proposed change orders will be issued by the CMT using a standard written format. The budgeted amount of labor is based on an average of 4 hours per construction change order, plus administrative and clerical time, and a total of 5 change orders and is an estimate only. The 4 hours per PCO estimate is lower than average and reflects this project's relatively low level of complexity. Preparation of logs, administrative and clerical time is included in CM tasks.

Task 5.6 – Develop Punch List and Final Inspection

Design team will make a final site visit near substantial completion and develop a punch list for the project in coordination with the construction inspector. Upon completion of the punch list items and final completion, a California Registered Civil Engineer with GHD will provide for a final inspection and certify that the Project has been completed in accordance with State Funding Agreement. Final Record Drawings and specifications will be submitted to the State Water Board's Project Manager, including any amendments or modifications.

Task 5.7 – Prepare Record Drawings

GHD will prepare record drawings based on as-built records provided by the Contractor. Record drawings will be prepared following substantial completion, once all available as-built records are provided. Record drawings will be provided in electronic format (AutoCAD and pdf format).

Task 6 Post Construction Services

Task 6.1 – Final Inspections and Deficiency Resolution

Develop a preliminary punch list for the project and maintain a running punch list of defects and deficiencies in the work through the course of the project that must be corrected by the contractor prior to final acceptance of the work. Coordinate punch list items with design team. Schedule and perform one (1) final completion inspection with MCCSD staff and contractor and issue final punch list.

Task 6.2 – Start-up Training and Warranties

Coordinate with contractor and MCCSD to schedule and conduct start-up training and standard maintenance procedures required by the Contract documents for proper operation and maintenance of new improvements and equipment.

Maintain a copy of the warranties and compile associated manufacturer and Contractor warranty documents. Warranty information shall be included in the final project report. All original warranty documents shall be provided to MCCSD.

Task 6.3 – Construction Close-out Documentation

Provide MCCSD, DFA and Water Boards with a complete set of project records for the project, indexed and filed, and a listing of warranties provided under the project including the items covered and the warranty duration. The documentation will be all in electronic format.

Assumptions:

The scope of work is based on the following assumptions:

- **Means and Methods.** The Contractor is responsible for the means and methods on the project.
- **Control of Contractor's Work.** The Construction Management Team (CMT) does not supervise or direct the Work of the Contractor. The Contractor is solely responsible for and has control over construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the Work under the Contract.

- **Site Safety.** The Contractor is solely responsible for site safety.
- **Compliance with Contract Requirements.** The Contractor will not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the CMT in the CMT's administration of the Contract, or by tests, inspections, or approvals required or performed by persons other than the Contractor.

	Construction Costs	Distribution & Storage	WWTP Improvements
	Construction Subtotal	\$ 6,693,194	\$ 4,620,861
	10% Construction Contingency	\$ 669,320	\$ 462,087
	Construction Total	\$ 7,362,514	\$ 5,082,948
	Allowances (Soft Costs)		
Admin	Project Management	\$ 36,813	\$ 50,882
Admin	Project Administration	\$ 36,813	\$ 25,415
Admin	Project and Grant Reporting	\$ 55,219	\$ 50,830
Design	Survey, Engineering and Design	\$ -	\$ 609,960
Planning	Coastal Development Permit	\$ -	\$ 25,415
CM	Prepare Bid Documents and Bidding	\$ 36,813	\$ 25,415
CM	Construction Management and Inspection	\$ 736,252	\$ 609,960
CM	Construction Engineering	\$ 55,219	\$ 50,830
CM	Post Construction Services	\$ 55,219	\$ 50,830
	Allowances Total	\$ 1,012,348	\$ 1,499,537
	PROJECT TOTAL	\$ 8,374,862	\$ 6,582,485

Totals
\$ 11,314,055
\$ 1,131,407
\$ 12,445,462
\$ 87,695
\$ 62,228
\$ 106,049
\$ 609,960
\$ 25,415
\$ 62,228
\$ 1,346,212
\$ 106,049
\$ 106,049
\$ 2,511,885
\$ 14,957,347

Item	Description	Project Funding Amount
A	Construction	\$ 11,314,055
B	Pre-Purchase Material / Equipment	\$ -
C	Purchase of Land / Easements	\$ -
D	Change Order Contingency	\$ 1,131,407
E	Force Account	\$ -
F	Allowances (Soft Costs)	
	Planning	\$ 25,415
	Design	\$ 609,960
	CM	\$ 1,620,538
	Admin	\$ 255,972
	Allowances Subtotal	\$ 2,511,885
	TOTAL	\$ 14,957,347

DGS Construction Cost Index (9/2023)	9592
Discount Rate	5%
Useful Life (years)	50
Current Year	0
Present Worth	\$ 11,314,055
Life Cycle Cost	\$ 11,460,390
Annual O/M Cost	\$ 146,335
Replacement Cost	\$ 11,314,055

Annual O/M Cost Estimate

Item	Quantity	Unit Cost	Total Cost
Gate Valve	47	\$ 5	\$ 235
Check Valve	2	\$ 50	\$ 100
Flow Meter	2	\$ 200	\$ 400
ARV	2	\$ 100	\$ 200
Irrigation Service	7	\$ 25	\$ 175
Irrigation System	3	\$ 500	\$ 1,500
Fire Hydrant	17	\$ 25	\$ 425
PRV	2	\$ 100	\$ 200
Electrical/Instrumentation	1	\$ 3,000	\$ 3,000
Chlorination System	1	\$ 60,000	\$ 60,000
Aeration System	1	\$ 10,000	\$ 10,000
Mixing System	1	\$ 10,000	\$ 10,000
Mixed Liquor Pumping	2	\$ 10,000	\$ 20,000
Recycled Water Pumps	2	\$ 15,000	\$ 30,000
Filter Effluent Pumps	2	\$ 5,000	\$ 10,000
Coagulant System	1	\$ 100	\$ 100
TOTAL			\$ 146,335

December 2024 Superintendent's Report

Wastewater Treatment Plant:

- Operators performed routine repair and maintenance to the WWTP in December of 2024.
- We had a visit from Advanced Flow Meters for annual meter calibration on 12/3/24.
- RF McDonald was on site for service on boiler side of the biosolids dryer. 12/17/24 they replaced a 2" pneumatic water control valve and the thermal fluid pump motor. The dryer has not been operated in over a month.
- Hach tech support was on site 12/19/24 to service the LDO probe, Solitax NTU probe, and C117 chlorine analyzer.
- Replacement garage doors are scheduled to arrive at the end of January and will be installed in early February.
- We continue to collect applications for potential operators or OIT's.

Outfall: Ocean conditions prevented Alpha from completing the Biological Survey in December, but they informed us that their local crew member did conduct a limited inspection dive of the outfall when conditions permitted in late September. A debrief with the Diver might contain information for an interim condition report until a more complete survey can be safely completed.

Recycled Water:

-MCCSD did not transfer any recycled water during the month of December. I am very excited to announce that the SWRCB Division of Finance has awarded the District \$14.97 million in construction funding to upgrade and expand our recycled water system. A big thank you to GHD, State Senate Pro-temp McGuire, U.S. Congressman Huffman, Mendocino County Board of Supervisors, Josh Metz at Regional Government Services, District staff and others that have supported our multiyear effort to get this project funded. It's a big win for the community, environment, and District.

Biosolids:

-MCCSD did not transport any biosolids to Redwood Landfill as of December 20, 2024.

Grants and Project:

-No update on FEMA reimbursement for the January 2023 Storm Damage. Application still under review.

-GHD presented their draft source water study on Tuesday, December 3rd. The meeting was attended by 111 people. Many questions remain to be answered but we are excited for this level of community engagement.

-The MUSD/MCCSD Water Storage Tank project was approved for a CDP on December 19th by the Mendocino County Planning Commission.

Safety Meeting and Plant Safety Inspection:

The 30-minute monthly safety meeting was held December 16, 2024. The topic was Drug Free Workplace. No safety incidents were reported for the period.

Sanitary Sewer Collection System:

There were no Sanitary Sewer overflows to report for the period April 12, 2023- December 20, 2024. MCCSD assisted MUSD with a lateral blockage on December 2, that was cleared December 3 but led to an MCCSD blockage on December 3rd which was cleared shortly thereafter the same morning. Following the earthquake on December 5th MCCSD operators conducted collections system inspections. A 10 ft section of 6" line was replaced on December 6, 2025.

January 2025 Superintendent's Report

Wastewater Treatment Plant:

- Operators performed routine repair and maintenance to the WWTP in January of 2025.
- Staff are still working with legal counsel and GHD to issue an RFP to get the effluent pump #1 replaced. The recycled water system upgrades should cover replacement of this pump.
- New garage doors have arrived and are being painted. They should be installed in early February.
- Staff completed the annual CERS HazMat updates with the County.
- 1/15/25 Arezen service technicians on site performing annual blower maintenance discovered a problem with the blower, which is now out of service while parts are on order. There is no estimate of time or cost at this point. The other two blowers are in service and only one is needed to run the plant.
- Superintendent completed the Q4 SMR. We had one violation to report, a coliform hit on 11/14/24, likely caused by a clog in clarifier scum air lift. The clog was removed but not before a water sample was collected and sent for analysis.
- We continue to collect applications for potential operators or OIT's. We are building a list of qualified candidates.

Outfall: Alpha Diving was not able to get their full team in the water during December or January for a Biological assessment but submitted an interim report on the condition of the outfall based on a dive inspection completed by one of their local divers earlier in the year. The outfall is reported to be in serviceable condition, with effluent observed discharging from the diffusers. A biological survey and more detailed assessment are planned for 2025.

Recycled Water:

- MCCSD did not transfer any recycled water during the month of January 2025. Now that MCCSD has secured State grant funds to upgrade and expand the recycled water system, the goal is to out for bid by the fall of 2025 or sooner.

Biosolids:

- MCCSD transported one load of biosolids to Novato in January of 2025.

Grants and Project:

- No update on FEMA reimbursement for the January 2023 Storm Damage. Application still under review.
- No updates on the GHD source water study. The December 3rd community meeting attended by 111 people is the most recent information. Questions remain to be answered but we are excited for the level of community engagement. MCCSD staff continue to work on collecting and sharing of information, but it will be up to the community to decide what they choose to do with that information.
- The MUSD/MCCSD Water Storage Tank project was approved for a Coastal Development Permit, on December 19th by the Mendocino County Planning Commission. We are waiting to hear if it is again appealed to the Coastal Commission.
- Next steps in the Recycled Water Funding process include a revised work order with GHD.

Safety Meeting and Plant Safety Inspection:

The 30-minute monthly safety meeting was held on January 8, 2025. The topic was Working Outdoors. No safety incidents were reported for the period.

Sanitary Sewer Collection System:

There were no Sanitary Sewer overflows to report for the period April 12, 2023- January 22, 2025.

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Seph Petta
Date: December 29, 2024
Re: Groundwater Management Report

The 2024-25 Rain Year

October 1, 2024 was the beginning of the 2024-25 rain year. Average annual precipitation in Mendocino is 39.20 inches, and average rainfall in December is 7.10 inches. 11.64 inches of rainfall has been measured in the District for the month, as of December 29, 2024 (Figure 1, Table 1).

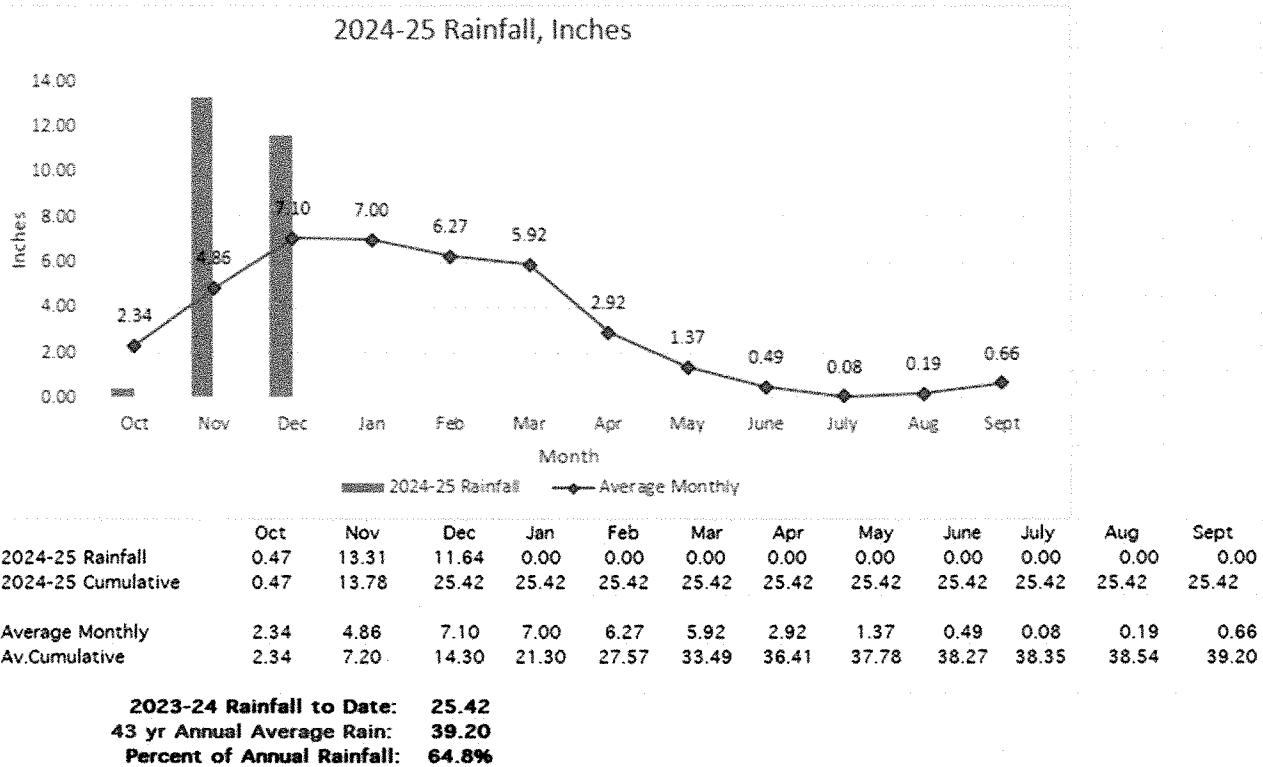
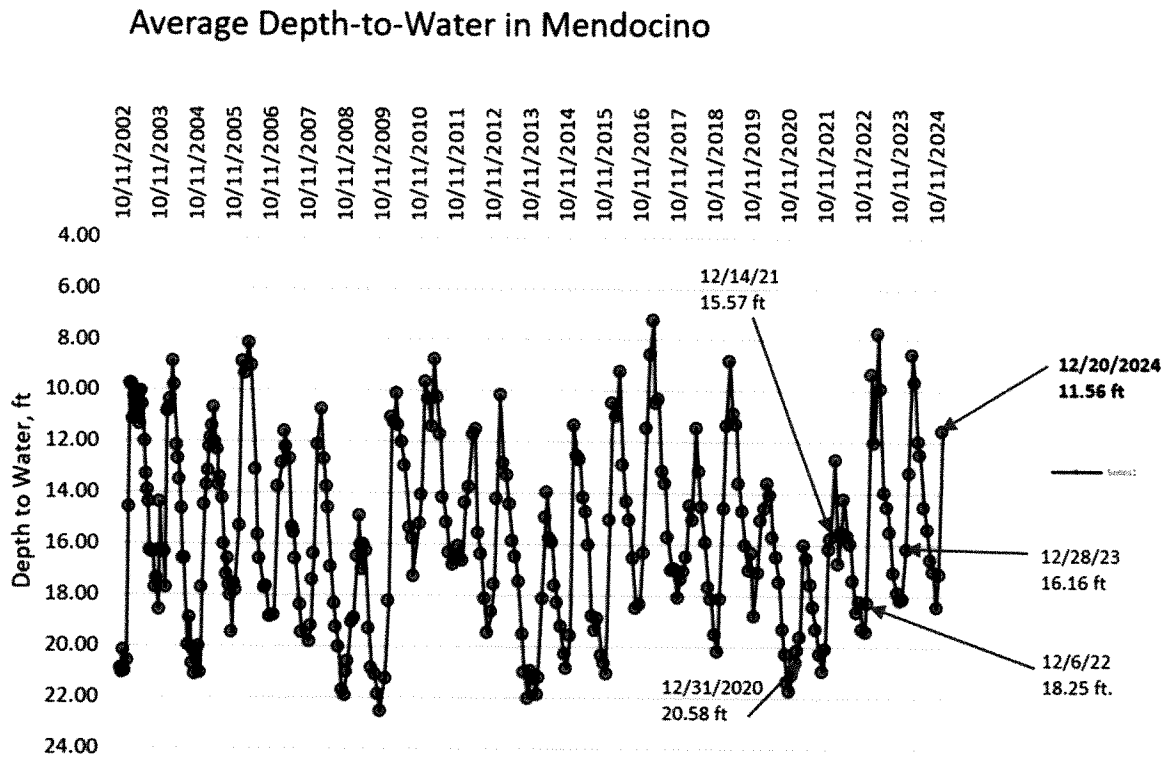


Figure 1, Table 1

Total Rainfall for Rain Year 2023-24 was 46.63 inches. Mendocino received 119% of normal annual rainfall during the last water year. By December 29, 2024, total rainfall since October 1, 2024 was 25.42 inches, 65% of average annual rainfall, 164% of average rainfall for the month of December, and 178% of average total rain fall Oct-Dec

Figure 2 Average Depth-To-Water Chart



Following the Water Shortage Contingency Plan, May 31, 2024, was the most recent water shortage evaluation date. The next evaluation date will be on January 31, 2025. Current rainfall totals and depth to water levels indicate there is not a water shortage within the District.

Following Groundwater Extraction Permit Ordinance 2020-01, if 120% of average annual rainfall is recorded in October-December, then properties may extract two times the amount of a permittees' approved daily allotment during the months of January, February, and March. The 2024-25 rain year has recorded 178% of average annual rainfall from October 1-December 29, 2024.

Hydrological Studies:

In August of 2024 a mixed-use property on the corner of Lansing St. and Little Lake St. completed a 72-hour hydrological study. A report from the study was received in October and sent to a District Hydrogeologist for peer review in compliance with MCCSD Ordinance 2020-01. Draft peer review comments were received in December and forwarded to the Hydrogeologists responsible for the study. We understand the two hydrogeologists are in communication and that both final draft comments and potentially amended findings report will be provided to the District in January 2025.

A property at 44780 Little Lake Rd. and Hw 1, also completed a 72-hour hydrological study that started November 12, 2024. MCCSD Staff observed the study in progress. We learned on 12/23/24 that the official report has been completed. The report has been sent to a District Hydrogeologist for peer review.

The hydrological testing period is closed as of November 21, 2024. If current rainfall patterns continue, the hydrological study period should open again on August 20, 2025.

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Seph Petta
Date: January 22, 2025
Re: Groundwater Management Report

The 2024-25 Rain Year

October 1, 2024 was the beginning of the 2024-25 rain year. Average annual precipitation in Mendocino is 39.20 inches, and average rainfall in January is 7.00" inches. 1.55" inches of rainfall have been measured in the District for the month, as of January 22, 2025 (Figure 1, Table 1).

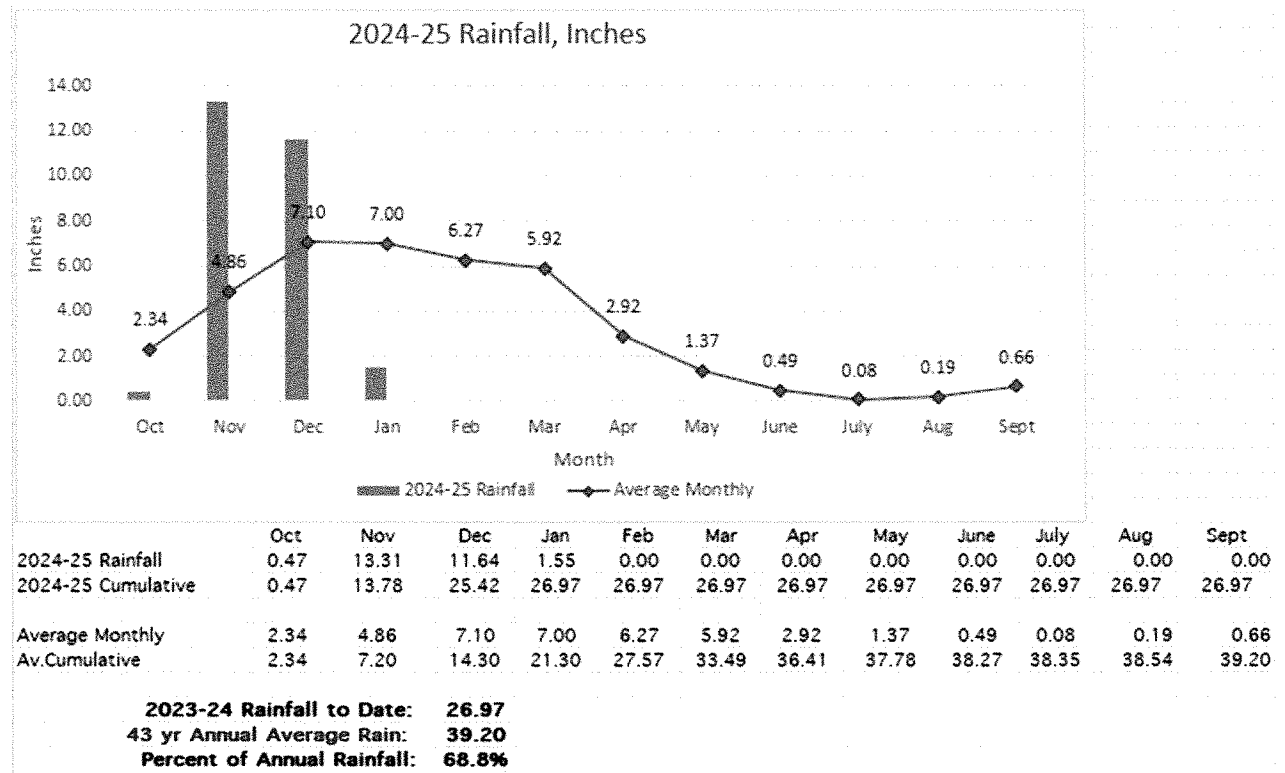
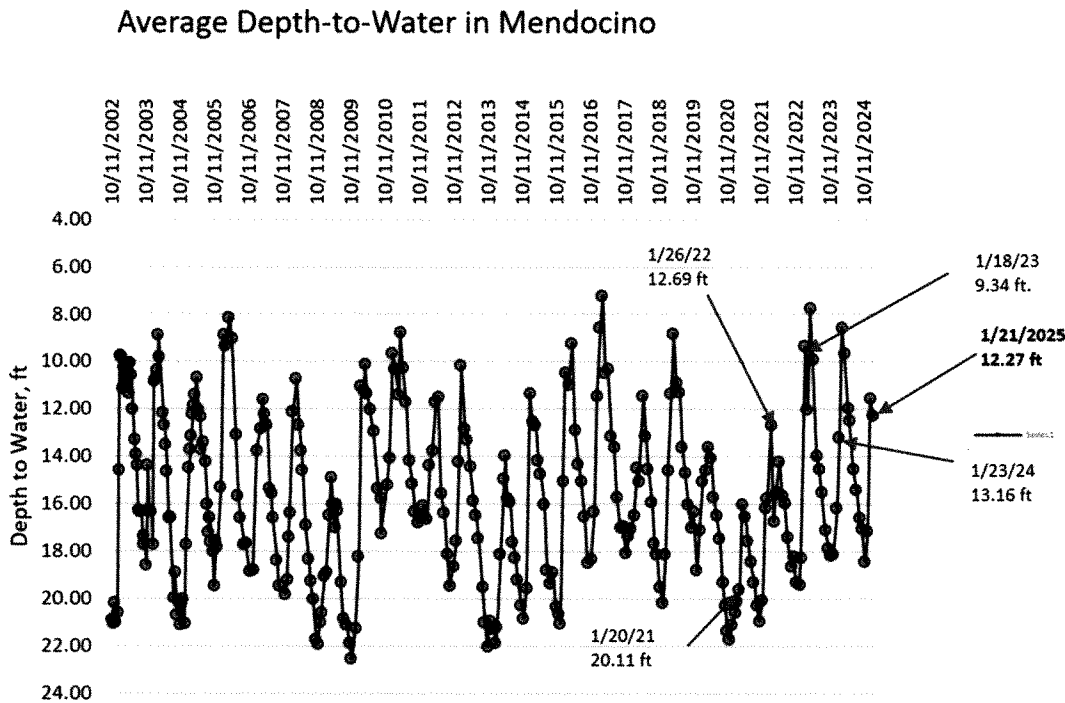


Figure 1, Table 1

January 2025 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 24 monitoring wells on January 21, 2025, was 12.27 ft. DTW averages are 0.71' ft. lower than December of 2024. The DTW averages in the five drought monitoring wells reported an average of 14.16 ft., which is 0.44 ft. lower than December of 2024. DTW averages are 2.93' ft. lower than January of 2023, but 8.84 ft. better than a drought year like 2020.

Figure 2 Average Depth-To-Water Chart



Following the Water Shortage Contingency Plan, May 31, 2024, was the most recent water shortage evaluation date. The next evaluation date will be on January 31, 2025. Current rainfall totals and depth to water levels indicate there is not a water shortage within the District at this time.

Following Groundwater Extraction Permit Ordinance 2020-01, if 120% of average annual rainfall is recorded in October-December, then properties may extract two times the amount of a permittees' approved daily allotment during the months of January, February, and March. The 2024-25 rain year has recorded 178% of average annual rainfall from October 1-December 31, 2024.

Hydrological Studies:

In August of 2024 a mixed-use property on the corner of Lansing St. and Little Lake St. completed a 72-hour hydrological study. A report from the study was received in October and sent to a District Hydrogeologist for peer review in compliance with MCCSD Ordinance 2020-01. Peer review comments and a revised study were received in January 2025. The report will be presented at the February Board Meeting for discussion and consideration of adoption.

A property at 44780 Little Lake Rd. and Hwy 1, also completed a 72-hour hydrological study that started November 12, 2024. MCCSD. We learned on 12/23/24 that the initial report has been completed. The report has been sent to a District Hydrogeologist for peer review.

The hydrological testing period is closed as of November 21, 2024. Depending on rainfall over the next three months the hydrological study period should open again on August 20, 2025.