

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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

MENDOCINO CITY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

ACTION MINUTES – May 20, 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 – 5:00 p.m.

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

Staff Present: District Secretary, Katie Bates

Public Present: Dan Potash, Tim Stoen, Dan Robinson, Lily Robinson

AGENDA ITEM NO. 2- BOARD MEETING PROCEDURES

Presenter: President Murphy

AGENDA ITEM NO. 3 – APPROVAL OF AGENDA

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

AYE: 5

AGENDA ITEM NO. 4 –PUBLIC COMMENT

Tim Stoen introduces himself and states that he submitted a legal proposal

AGENDA ITEM NO. 5 – COMMUNICATIONS

None

AGENDA ITEM NO. 6- FINANCIAL REPORT

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

Board Comment: Director Aum

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

AYE: 5

AGENDA ITEM NO. 7- CONSENT AGENDA**a) APPROVAL OF MINUTES FROM 4-29-24**

Board Action: Upon motion by Director Sullivan, and 2nd by Director Aum, IT IS ORDERED to approve the minutes from April 29, 2024. The Motion carried by the following vote:

AYE: 5

AGENDA ITEM NO. 8—DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION

None

AGENDA ITEM NO. 9 – NEW BUSINESS**a) Introduction and Discussion of Proposed Budget for Fiscal Year 2024-2025**

Presenter: President Murphy

Board Comment: Director Sullivan

Public Comment: Dan Potash

AGENDA ITEM NO. 10- OLD BUSINESS**a) Discussion and Possible Action to direct Staff to move some reserves into an account which would maximize the District's money**

Board Comment: Director Aum, VP Miksak, and President Murphy

Staff Comment: Katie Bates

AGENDA ITEM NO. 11- COMMITTEE UPDATES

None

AGENDA ITEM NO. 12- MATTER FROM BOARD MEMBERS

Director Aum requests to agendize solar panels to off-set electric bills.

Director Aum mentioned potentially holding BOD meetings with remote options. Lily Robinson agreed

Director Sullivan discussed SAFER update

AGENDA ITEM NO. 13- ADJOURNMENT

IT IS ORDERED to approve adjourning the meeting at 5:50 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:----- Ishvi Aum and Jim Sullivan
Safety: ----- Donna Feiner and Matthew Miksak
Street Lighting:----- Donna Feiner and Jim Sullivan
Groundwater Management:----- Jim Sullivan and Ishvi Aum

Respectfully submitted,
Ryan Rhoades and Katie Bates

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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MENDOCINO CITY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

ACTION MINUTES – June 13, 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 – OPEN SESSION 10:00 a.m.

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

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

Legal Counsel Present: Chris Hamer

AGENDA ITEM NO. 2- BOARD MEETING PROCEDURES

In the future this will be moved to public comment

AGENDA ITEM NO. 3. – APPROVAL OF AGENDA

Table Item 9.

Ishvi Aum moved to approve the agenda. Director Sullivan 2nd.

All in favor.

Absent: Matthew Miksak and Donna Feiner

AGENDA ITEM NO. 4 – PUBLIC COMMENT: non agenda items

None

AGENDA ITEM NO. 5- COMMUNICATIONS

None

AGENDA ITEM NO. 6 –ADJOURNMENT TO CLOSED SESSION

Presenter: Dennak Murphy

AGENDA ITEM NO. 7–RETURN FROM RECESS 10:52 a.m. Continue Special Meeting

a. Call to Order

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

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

AGENDA ITEM NO. 8- REPORT OUT FROM CLOSED SESSION

Board consulted with council regarding ongoing litigation and provided counsel with direction regarding Gomes v MCCSD

AGENDA ITEM NO. 9- NEW BUSINESS

- a) Discussion and Possible Action to adopt RESOLUTION 2024-318: RESOLUTION OF MENDOCINO CITY COMMUNITY SERVICE DISTRICT TO ADOPT THE UPDATED MCCSD EMERGENCY ACTION PLAN

Tabled to a future meeting date not yet set

AGENDA ITEM NO. 10- MATTERS FROM BOARD MEMBERS

Discussion re: infrastructure and the Brown Act

AGENDA ITEM NO. 11- ADJOURNMENT

Meeting is adjourned 11:11 a.m.

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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:----- Donna Feiner and Jim Sullivan

Respectfully submitted,

Katie Bates

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Jim Jackson
Date: June 20, 2024
Re: 2024-25 Budget Narrative

Following the District budgeting process, before you is the proposed final, balanced, MCCSD Budget for fiscal year 2024-25. Staff prepared a draft budget in March of 2024. The Finance Committee met to discuss and propose modifications on Friday April 19, 2024.

Following government code section 61110 et seq. MCCSD scheduled a public hearing on the Budget for today, June 24, 2024, and published notification the local paper of circulation on both May 16, 2024 and June 13, 2024.

The Board reviewed the draft budget at a public meeting May 20, 2024. No public or board member comments related to the budget were submitted to staff from May 21- the completion of this memo June 20, 2024. No changes were proposed or made from the Draft Budget as presented in May to what is before you June 24, 2024.

To re-cap, notable changes from the 2023-24 budget are listed below:

- Total projected revenue for MCCD in FY 2024-25 is \$1,594,398.
- Total projected operating revenue for FY 2024-25 is \$ 1,468,687.
- Total projected operating costs for FY 2024-25 are \$1,283,851.
- Total projected increase in operating costs for FY 2024-25 from FY 2023-24 are \$219,115
- Total projected reserve contributions for FY 2024-25 are \$195,971.

-Thanks to the 2022 voter approved rate increase, user fees are due to increase on July 1, 2024 by 12%. Including property tax revenues we project a total revenue increase of 15% or \$209,245 for the fiscal year over last year's projection.

-Revenue increases for the year will be used to address rising operating costs. Operating costs are for 2024-25 are projected to increase due to inflation, rising energy costs, legal expenses, and the pressing need to replace and repair critical infrastructure.

-Operating expenses are projected to increase by \$219,115. We are still adding money to into reserves but this year we plan to spend more money on repairing and replacing equipment rather than just saving for the next big disaster.

-If the financial year goes according to plan we expect to put \$195,971 into reserves, which is critical in planning for future infrastructure replacement.

Staff recommends a motion to adopt resolution 2024-319 approving the final MCCSD Budget for FY 2024-25.

MENDOCINO CITY COMMUNITY SERVICES DIS:
2024 2025 Proposed Budget 6/12/24

2024 2025 BUDGET Dept. 1 WW Dept.2 GWM Dept. 3 G/Admin

OPERATING INCOME:

1	SEWER USE FEES	1,184,513	1,095,675	0	88,839
2	CHARGE FOR GROUNDWATER MANAGEMENT	267,313	0	229,889	37,424
3	PERMIT FEES	2,500	0	2,500	0
4	FEES TO READ WATER METER	9,360	0	9,360	0
5	HILLS RANCH SERVICE	3,000	3,000	0	0
6	WATER METER SALES	2,000	0	2,000	0
	TOTAL OPERATING REVENUE:	1,468,687	1,098,675	243,749	126,262

NON-OPERATING INCOME:

		WW	GWM	G/Admin
1	General Property Taxes	117,061	0	117,061
2	Savings Interest	3,650	0	3,650
3	Late Fees	5,000	0	5,000
4	Other Income	0	0	0
	TOTAL NON-OPERATING REVENUE:	125,711	0	125,711
	TOTAL REVENUE	1,594,398	1,098,675	251,973

OPERATING EXPENSES:

		WW	GWM	G/Admin
SALARIES:				
1	WAGES	103,283	84,692	0
2	WAGES ADMIN	177,427	72,745	88,714
	SALARY SUBTOTAL	280,710	157,437	88,714
BENEFITS:				
3	RETIREMENT-CALPERS	28,000	16,520	7,840
4	DENTAL/OPT./HEALTH/LIFE	94,659	55,849	26,505
	BENEFITS SUBTOTAL:	122,659	72,369	34,345
5	WORKMAN'S COMP	23,000	12,880	7,130
6	CALPERS-UNFUNDED LIABILITY	41,064	24,228	11,498
7	PR TAXES	33,685	19,874	9,432
	LABOR SUBTOTAL:	501,118	286,788	151,118
PROFESSIONAL SERVICES:				
8	PROFESSIONAL FEES	40,000	22,800	5,200
9	LEGAL FEES	100,000	0	22,000
10	ACCOUNTANT/ AUDIT	20,000	0	20,000
11	GW MODEL UPDATE	0	0	0
	PROFESSIONAL FEES SUBTOTAL:	160,000	22,800	47,200
UTILITIES				
12	PG&E AND TRASH	102,577	94,546	8,031
13	TELEPHONE/ CELL /INTERNET/ WEBPAGE	5,256	0	5,256
14	BIOSOLIDS DRYER FUEL	35,000	35,000	0
	UTILITIES SUBTOTAL:	142,833	129,546	13,287
SUPPLIES AND MAINTENANCE				
15	OUTFALL MAINTENANCE AND REPAIR	35,000	35,000	0
16	COLLECTION SYSTEM MAINTENANCE AND REP	20,000	20,000	0
17	REPAIR & MAINTENANCE	250,000	225,000	25,000
18	SAFETY SUPPLY/EQUIP.	2,400	2,400	0

19	SUPPLIES/TOOLS	50,000	40,000	1,000	9,000
20	VEHICLE FUEL/MAINT	4,000	2,000	2,000	0
	SUPPLIES AND MAINTENANCE SUBTOTAL	361,400	324,400	28,000	9,000
20	SWRCB ANNUAL NPDES/SSO (discharge permit)	10,000	10,000	0	0
21	COUNTY PERMIT FEES	10,000	10,000	0	0
22	BIOSOLIDS DISPOSAL	2,000	2,000	0	0
23	LEGAL NOTICE/PUBLICATIONS	25,000	0	25,000	0
24	PROPERTY AND LIABILITY INSURANCE	45,000	18,131	0	26,869
25	LAB SUPPLIES/TESTING	22,000	22,000	0	0
26	TRAINING/EDUCATION	4,500	0	0	4,500
	TOTAL OPERATING EXPENSES:	1,283,851	825,665	206,212	251,974

	NET	310,546	273,010	37,537	(0)
	NON-OPERATING EXPENSES				
1	Loan Payment on Biosolids Dryer	34,658	34,658	0	0
2	Loan Payment on Plant Upgrades	79,917	79,917	0	0

RESERVES:

3	Capital Improvement(From User Fees)	80,451	61,391	19,060	0
4	Operation and Maintenance	64,170	53,170	11,000	0
5	Equipment Replacement fund (from User Fees)	51,350	43,873	7,477	0
	TOTAL RESERVES	195,971			
	TOTAL CASH ITEMS:	310,546	273,009	37,537	0

	CASH MARGIN	0	1	(0)	(0)
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RESOLUTION NO. 2024 – 319
RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT
TO ADOPT THE BUDGET FOR FISCAL YEAR 2024-2025

WHEREAS Section 61110 et seq of the Government Code establishes procedures for the adoption of budgets for Community Services Districts, including the Mendocino City Community Services District (MCCSD); and

WHEREAS the MCCSD annually adopts a proposed budget in May and a final budget in June to fulfill its purposes and functions in accordance with State law; and

WHEREAS the MCCSD published notice of its intention to introduce the proposed budget at a regular meeting to be held May 20; and

WHEREAS the Board of Directors reviewed the proposed budget attached to this Resolution as Exhibit A at a public meeting held on May 20, 2024 as a preliminary budget for Fiscal Year 2024-2025; and

WHEREAS the MCCSD published notice of this public hearing to be held June 24, 2024 to consider adopting the District's budget pursuant to Government Code Section 61110 et seq.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Directors of the MCCSD has hereby approved and adopted the Budget for Fiscal Year 2024-2025 following a public hearing held June 24, 2024.

PASSED AND ADOPTED by the Board of Directors of the Mendocino City Community Services District at the Regular Meeting on June 24, 2024 by the following gvote:

ROLL CALL VOTE: AYES:

NOES:

ABSENT:

ATTEST

Katie Bates, District Secretary

Dennak Murphy, Board President

May and June 2024 Superintendent's Report

Wastewater Treatment Plant:

- Operators performed routine repair and maintenance to the WWTP in May and June of 2024.
- Staff received an after-hours call out for a power surge and equipment failure on May 30th.
- Replacement wooden garage doors were ordered in early May with no estimate on arrival or install date
- Replacement carbon air filter for the biosolids dryer was ordered but will be a few more weeks for delivery.
- Staff gave two tours of the WWTP in May and one in June
- Fort Bragg Plumbing came to assist with cleaning and maintenance of structure B.
- We continue to collect estimates for replacement of the effluent pump. Prices range from \$26,000-\$51,000 for parts alone.

Outfall Update: We continue to wait on Alpha Diving to complete the annual survey and Biological report. Staff have reached out to other companies for additional estimates, in case Alpha is unable to complete the work.

Recycled Water:

-MCCSD did not transfer any recycled water during the months of May or June. We did receive multiple requests for recycled water. As a reminder our recycled water system is from 1997, and needs equipment upgrades to meet current state Title-22 requirements. We have not had any recent funding update from the state Division of Finance on our upgrade grant application. It does appear that majority State Recycled water funding is being pulled to help balance the State Budget, and it appears there will be some funding next FY..

Biosolids:

-MCCSD staff transported one load of biosolids to Redwood Landfill in June

Grant and Project Updates:

-Staff continue search out and explore funding programs. We attended a four hour funding fair on May 29, hosted by Rural Community Assistance Corporation (RCAC). There were over 100 participants and 11 presenting agencies such as the IBank, SWRCB, DWR, US EPA, BR, Cal EOS and others. The presentations contained lots of good information but did not introduce any new wastewater funding programs that District Staff were unaware of.

-The SAFER feasibility study is moving forward. GHD with the support of West Company is still in the process of gathering information, and creating a web site. Due to contract delays, a time extension on deliverables has been requested. Holly from GHD is the project manager and can provide more of an update.

-Staff have been meeting with a RCAC technical advisor in relation a technical assistance request submitted to EPA to assist with a wastewater needs assessment and planning for wastewater infrastructure replacement/funding.

-Despite MUSD receiving Planning Commission approval from Mendocino County for the water storage tank and supply project, the permit has been appealed to the Coastal Commission where it is now under review by staff.

-No current updates from FEMA for the January 2023 Storm Damage re-imbusement.

Safety Meeting and Plant Safety Inspection:

Staff spent much of the month conducting disaster preparedness assessments. The 30-minute monthly safety meeting for May, was held May 31, 2024. The topic was review of MCCSD Emergency Action Plan. The 30-minute monthly safety meeting for June was held June 4, 2024. The topic was *Respect in the Workplace*. No safety incidents were reported for the period. Board member Sullivan sat in on 6-4-24 meeting.

Sanitary Sewer Collection System:

There were no Sanitary Sewer over flows to report for the period April 12, 2023- June 20, 2024

Other:

The District received notice of the RMAP award from GSRMA Insurance on 5/31/24. This is a safety program we participate in each year. It was completed in March and comes with an award of \$3608.01

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Jim Jackson
Date: June 18, 2024
Re: Groundwater Management Report

The 2023-24 Rain Year

October 1, 2023 was the beginning of the 2023-24 rain year. Average annual precipitation in Mendocino is 39.20 inches, and average rainfall in June is 0.49” inches. 0.27” inches of rainfall has been measured in the District for the month, as of June 18, 2024 (Figure 1, Table 1).

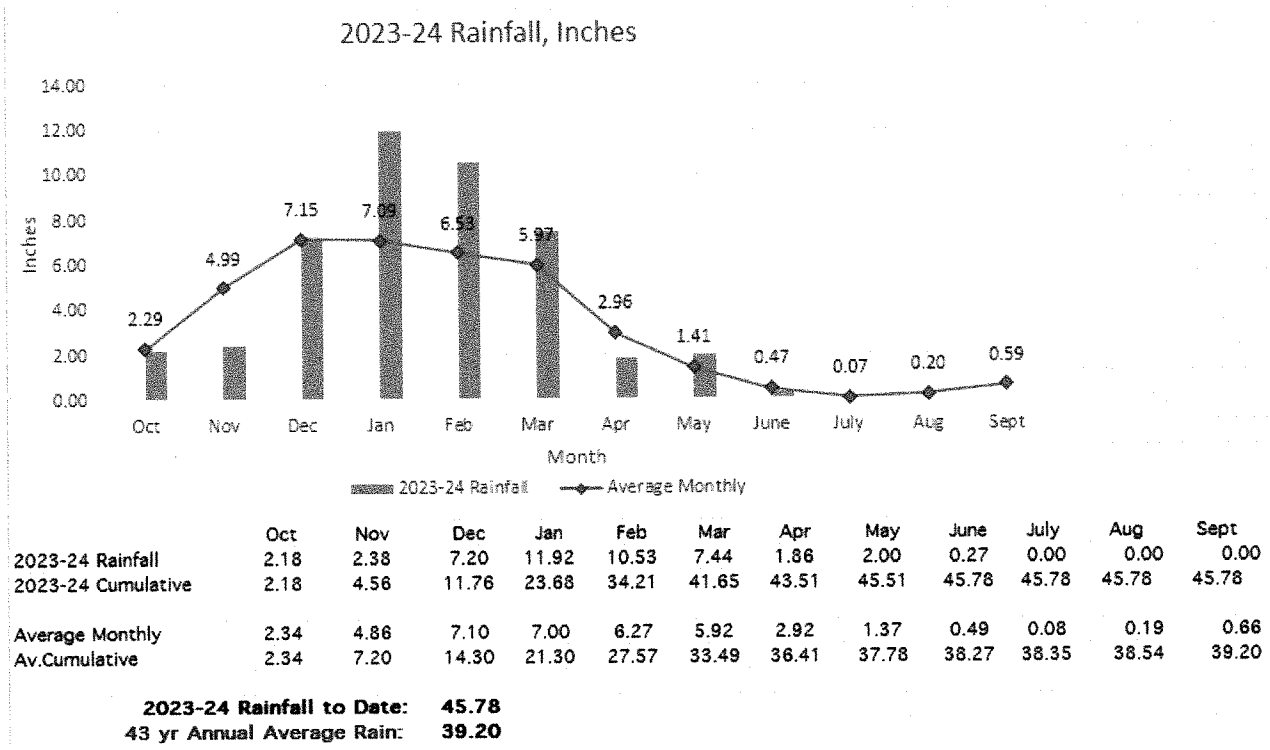


Figure 1, Table 1

Total Rainfall for Rain Year 2022-23 was 41.93” inches. Mendocino received 106% of normal annual rainfall during the last water year. By June 18, 2024, total rainfall since October 1, 2023 was 45.78” inches, 117 % of average annual rainfall.

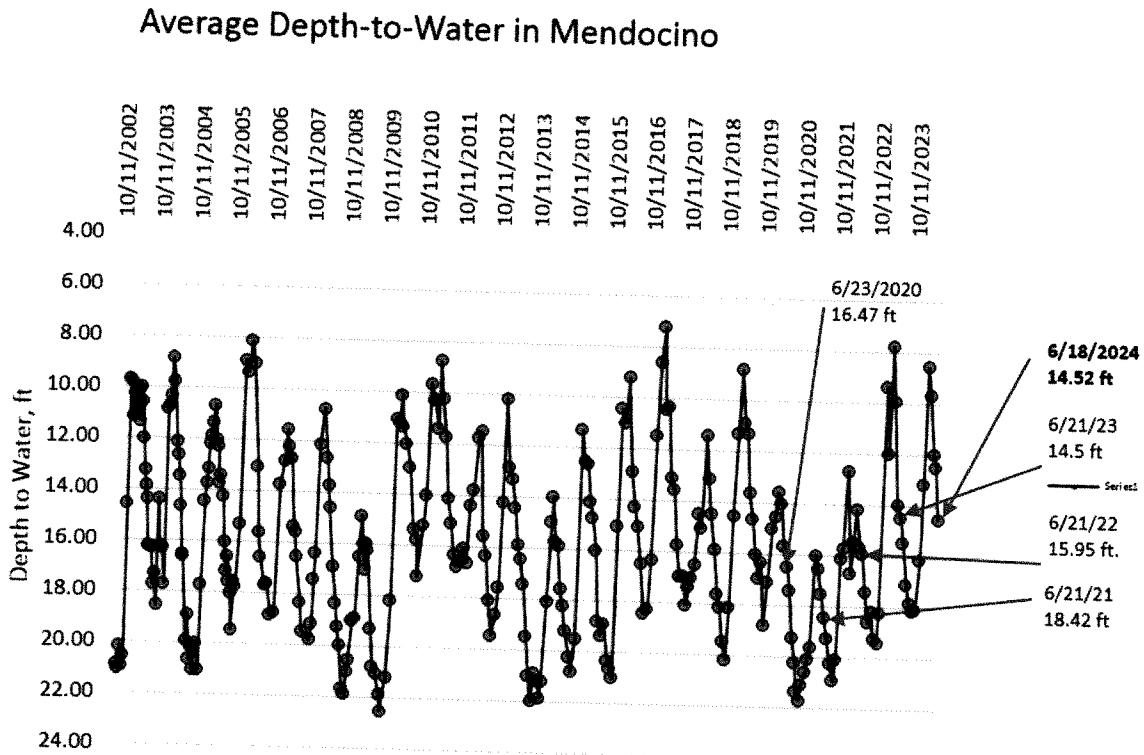
	DAILY TOTAL RAINFALL															
	2023-24															
	Data From: Community Service District															
								10AM							<i>Elevation 72 Feet</i>	
																<i>Latitude 33.306°</i>
Day	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	<i>Longitude -123.680°</i>			
1	0.01		0.76	0.01	0.52	0.32										
2		.01	0.31	1	0.05	0.25	0.02	0.01	0.19							
3		0.03	0.01	0.05	1.18	0.1	0.43	1.71	0.08							
4		0.21	0.02		2.06	0.25	0.54	0.19								
5		0.37	0.11	0.04	0.29	0.89		0.01								
6		0.08	0.74	0.38	0.32	0.04		0.02								
7	0.02	0.01	0.16	0.01	0.12		0.01									
8	0.24	0.01		0.40	0.01	0.43										
9	0.08			0.12		0.07										
10	0.19		0.02	0.10	0.02	1.11	0.01									
11	0.02		0.01		0.01	0.47										
12	0.01	0.03		0.84	0.02	0.04	0.61	0.02								
13	0.01	0.16		2.02	0.11		0.08									
14		0.39	0.02		0.65		0.02	0.01								
15		0.03			0.07		0.01	0.02								
16	0.29	0.03	0.23	0.88	0.51											
17	0.02	0.47	1.66	0.08	0.81											
18	0.02	0.09	0.56	0.01	1.42											
19	0.01		1.37	1.48	0.28		0.01									
20				0.42	0.92											
21	0.26	0.01	0.01	0.45	0.01	0.08										
22	0.87	0.01		0.26		1.25										
23	0.01		0.01	0.42		0.76	0.01									
24						0.05	0.01									
25	0.10					0.04	0.08									
26			0.46		0.01	0.07										
27			0.44			0.89	0.01	0.01								
28		0.20	0.30		0.27	0.15	0.01									
29	0.02	0.01			0.87	0.16										
30		0.24		2.00		0.01										
31				0.95		0.01										
Sum	2.18	2.38	7.20	11.92	10.53	7.44	1.86	2.00	0.27	0.00	0.00	0.00				
Count	17	18	19	21	23	22	15	9	2	0	0	0				
Max	0.87	0.47	1.66	2.02	2.06	1.25	0.61	1.71	0.19	0.00	0.00	0.00				
Rainy Days		146														
Maximum Daily Rainfall							Water year Total Rainfall						45.78			

Table 1 2023-24 Rainfall Record

June 2024 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 24 monitoring wells on June 18, 2024 was 14.52 ft. DTW averages are 2 ft. below May of 2024. The DTW averages in the five drought monitoring wells reported at 16.88 ft. a decrease of two feet from May of 2024. DTW averages are basically the same as June 2023.

Figure 2 May 2024, Depth-To-Water Chart



Following the Water Shortage Contingency Plan, May 31, 2024 was the most recent water shortage evaluation date. Current rainfall totals and depth to water averages indicate there is no water shortage in the District at this time.