

**MINUTES**  
**Mendocino County Waterworks District II**  
**Meeting of the Board of Directors**  
**January 16, 2025, 2:30pm**

South Coast Volunteer Fire Department, 39215 Church St., Gualala CA  
and via ZOOM, Pursuant To Executive Order N-6-23 Issued by Governor Newsom

**The meeting was called to order at 2:30pm**

**ATTENDANCE:**

**BOARD of DIRECTORS**

Linda-Marie Koza, President, Present  
Alex McDonnell, Vice President, Present  
Lisa Wieneke, Secretary, Absent  
Jens Shelby, Present on Zoom  
Donna Lemmon, Present

**STAFF:**

Chris Troyan, Acting General Manager, Present  
Susannah Cuesta, Administrative/Bookkeeper, Present

**DISTRICT CONSULTANTS:**

Laura Ratcliffe, Hanson & Bridgett, Legal Advisor, Present on Zoom  
John Pedri, MC Engineering, Consulting Engineer, Present

**ADOPTION OF AGENDA**, Moved by McDonnell, Seconded by Lemmon, Shelby Aye, McDonnell AYE

**CONSENT AGENDA**

- Minutes of Special Board Meeting 09-26-24
- Minutes of Special Board Meeting 10-12-24

Moved by Lemmon, Seconded by McDonnell, Ayes 4, Noes 0, Minutes Approved

**PUBLIC COMMENT** None.

**REPORTS**

**General Manager Report**

- Discussion re: challenges of complying with permit when heavy rains result in excessive Inflow and Infiltration. In recent storms, District was discharged 72,000 gallons in one day, when normal is about 5,000 gallons. King tides caused the ocean outfall to back up, so District discharged to the forest.
- The District is buying a shed from Costco, the lowest cost, to replace the deteriorating shed at the plant.
- Discussion of planned collection system replacement project. Two sections of Ocean View Avenue are tentatively identified as most urgent, about 200 ft. plus potentially 3-4 lateral connections. Cost approximately \$170,000 – 180,000. We could begin construction in July; ideally District will receive the MH7 reimbursement grant (\$130,000) before construction starts. Discussion of how to finance laterals, which are normally the responsibility of homeowners. Several options, including loans, tax assessments, individual financing, district financing. The board will attempt to identify which homeowners have Orangeburg laterals, so that staff can check them. Staff will research easements for road and utility access.

## **Financial Report**

- We received approximately 50% of the Sewer Fees from the County in late December. The remaining amounts will come in late April and early July.
- The problem with QuickBooks that prevented reconciliation has been resolved; the budget was input to QuickBooks, and the Audit is almost completed.

## **CLOSED SESSION**

Public Employment pursuant to Gov. Code Section 54957(b), Title: Contract General Manager, Treatment Plant Operator. No action taken, no report.

## **DISCUSSION ITEMS**

- Discussion of potential Amendment to Agreement with GCSD –Counsel Ratcliffe will draft a proposed amendment to the Agreement with GCSD.
- Procurement Policy - Laura Ratcliffe will prepare a policy proposal to adopt the California Uniform Public Construction Cost Accounting Act (CUPCA) for higher limits on informal bidding.
- McDonnell and Troyan will work on Emergency Response Plan. Koza will provide input from the recent RCAC Emergency Response Planning course.

## **ACTION ITEMS**

- Mission Statement, Values Statement, and Strategic Plan 2024, Lemmon moved to adopt, McDonnell seconded, Ayes 4, Noes 0.
- Meeting Schedule CY 2025 (every 3<sup>rd</sup> Thursday, except December) Lemmon moved to adopt, McDonnell seconded, Ayes 4, Noes 0.
- Election of Officers for CY 2025: Koza, President; McDonnell, Vice President; Secretary, Lemmon; Wieneke, Treasurer. Lemmon moved to adopt, McDonnell seconded, Ayes 4, Noes 0.

**REQUEST FOR FUTURE AGENDA ITEMS** None

**ADJOURNMENT at 4:43pm**