

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**

**Post Office Box 1029**

**Mendocino, CA 95460**

**Business Phone (707) 937-5790 Treatment Plant (707) 937-5751 Fax (707) 937-3837**

Minutes of April 30, 2012

Regular Meeting was called to order at 7:00 p.m. in the business office at the Wastewater Treatment Plant. Present were Directors Kraynek, Stubbs, Waldman, Hauck & Schwartz. Superintendent Steve Acker and Jodi Mitchell were present.

1. Minutes March 26, 2012

Noting no corrections to the minutes a motion was made:

MOTION Hauck/Waldman: To approve the minutes of March 26, 2012 as submitted.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck, Stubbs, Waldman and Schwartz

NONE: None

ABSENT: None

2. Correspondence

3. Public Comment

4. Groundwater Management

a. Monthly Report

Thirteen #1 violation letters were mailed for not reporting the April 1<sup>st</sup> meter reading to the District. In response, four people provided their reading. There were no #2 violations letters mailed.

31.17 inches of rain had been recorded to date. The Board reviewed well monitoring and rainfall data. The District was currently in a Stage I Water Shortage Condition. The data would be re-evaluated on May 31<sup>st</sup>. Even with no more rainfall through May, the District would still be in a Stage 1 water shortage condition. When 35 inches of rainfall has fallen, there would be no shortage condition.

b. Groundwater Extraction Permit Application Approval Extension

1. 45081 Calpella Street/119-234-09, Clemmensen

An application was submitted for a Groundwater Extraction Permit Application Approval Extension. The existing groundwater extraction permit approval was based on an existing two-bedroom single family residence and an undeveloped 700 sq. ft. commercial retail. An allotment was established for 305 gallons per day. Since a Final Groundwater Extraction Permit had not been issued, the property owner requested a two –year extension.

MOTION Stubbs/Waldman: To approve the Groundwater Extraction Permit Application Approval for a period of two years for APN 119-234-09.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck, Stubbs, Waldman and Schwartz

NONE: None

ABSENT: None

2. 45091 Calpella Street/119-234-08, Bank of America

An application was submitted for a Groundwater Extraction Permit Application Approval Extension. The existing groundwater extraction permit application approval was based on one single family residence, and one 900 sq. ft. commercial retail. An allotment was established for

335 gallons per day. Since a final groundwater extraction permit has not been issued, the property owner requested a two-year extension.

MOTION Stubbs/Waldman: To approve the Groundwater Extraction Permit Application Approval for a period of two years for APN 119-234-08.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck, Stubbs, Waldman and Schwartz  
NONE: None  
ABSENT: None

5. Old Business

6. New Business

7. Attorney's Report

8. District Superintendent's Report

During the month of March, the treatment plant operated normally. Plant personnel performed routine plant maintenance.

The March self-monitoring online report was sent in to the Water Quality Control Board.

Staff took their regular monthly safety meeting. The Safety Officer also conducted the monthly safety inspection of the plant.

The digester was emptied by April 11<sup>th</sup>. On April 16<sup>th</sup>, MSI cleaned out the digester of the remaining sludge, sand, and debris with their industrial loader. Mike Kelley and MCCSD staff assisted using a fire hose and MCCSD's jetter. The existing aerator was removed and a reconditioned aerator was installed with new pipes. A new pump base with rails was installed along with the new pipes for the new and existing pump bases. The work in the digester was completed and wasting resumed on April 20<sup>th</sup>. Fort Bragg Electric would wire the new pumps. The valves and plumbing would be installed after the electrical component was completed to finish the project. In response to a proposed timeline for completion, the Superintendent anticipated the project could be done by the next meeting.

Mike Kelley wrote a letter to Charles Reed of the California Regional Water Quality Control Board about a storm water permit exemption to the liner installation. So far, there has been no response from Mr. Reed. Charles Reed indicated that he couldn't locate the official response from MCCSD to the order.

Steve Acker said that Mike Kelley indicated it would be beneficial that he attend the SWRCB Infrastructure Funding Fair which was utilized to find grants available to the District. Locations would be in Redding or Sacramento in Mid May.

9. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Kraynek/Schwartz: To approve payment of \$41,276.42 for checks #10745-10806, noting check #10790 was void and checks 10753 and 10762 were deleted.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck, Stubbs, Waldman and Schwartz  
NONE: None  
ABSENT: None

b. Quarterly Report of Income and Expenses

The Board reviewed the quarterly report of income and expenses ending March 2012. Total year to date operating revenue was \$491,084, and operating expenses were \$397,626,

leaving an operating year to date net income of \$93,458. Non Operating income was \$168,096. Cash items were \$111,990, leaving a year to date cash margin of \$56,105.

\$13,679 has been spent for equipment replacement during the quarterly period. Total Capital improvement and equipment replacement spent was \$47,681.39 year to date.

10. Committee Updates

Directors Stubbs and Hauck met with staff and looked at creating a policy for accounting for capital improvement items. The committee reviewed a policy from a district similar in size to the MCCSD with about the same amount of customers who had a fairly comprehensive policy relating to accounting for capital assets. Staff was modifying the policy, as needed, for review by Wendy Boise.

11. Matters from Board members

Superintendent Acker would clarify for the Board that actual construction of the pond liner would begin in the summer of 2013.

Director Hauck was planning to schedule a tour of the treatment plant.

The next regular monthly meeting of the MCCSD will be scheduled for May 21, 2012, due to the Memorial Day Holiday on May 28<sup>th</sup>.

Respectfully submitted,

Jodi Mitchell, Secretary