

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of August 27, 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, Waldman, Stubbs, Hauck and Schwartz. Superintendent Steve Acker and Jodi Mitchell were present.

1. Minutes of July 30, 2012

Corrections: Page 1, Paragraph 1. ~~Superintendent~~**Director** Hauck was absent.

Page 2, sentence 1.....porta potties and hand washing stations available, ~~inside and out~~, at their annual music event.

Page 2, Section 4, last sentence. The Board agreed to refund \$411.73 to the MacCallum Properties for their 2011 event which they paid last year.

Page 2, Section 4 and 5. Director Schwartz recused himself from discussions, and was removed from the roll call votes for 1) Motion to exempt the Mendocino Music Festival from Requirements of Ordinance No. 11-1, 2) Motion to waive the reading of Ordinance 2012-1 Rescinding Special Events Permits Ordinance No. 11-1, and 3) Motion to introduce 2012-1.

Page 5, first paragraph. Add: The critical issue was the preservation of District records and files and there was currently no offsite backup.

Page 5, Section 9, first paragraph. Add: The reason for an estimate was because Toshiba couldn't repair the scan and duplex feature.

Page 5, last line. Add: The Board asked for clarification on some of the line items; sewer use fees, fees to read water meters, wages, pr tax, permit and legal fees.

MOTION Kraynek/Waldman: To approve the minutes of July 30, 2012 as corrected.

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

NOES: ~~None~~

ABSENT: None

ABSTAIN: Director Hauck

Comment: 10/29/12

Minutes of July 9, 2012 – Special Meeting

On July 30, 2012, the minutes of the Special Meeting of July 9, 2012 were adopted.

However, Director Waldman and Stubbs were not at the Special meeting so could not have voted on the approval of the minutes. Director Hauck was not present on July 30th to vote on the minutes. A new motion was made:

MOTION Hauck/Kraynek: To adopt the minutes of the special meeting of July 9, 2012 as presented:

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

NOES: ~~Nees~~ ~~None~~

ABSENT: None

ABSTAIN: Directors Waldman and Stubbs

Comment: 10/29/12

Comment: 10/29/12

2. Communications

3. Public Comment

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4. Groundwater Management

Eleven #1 Notices of Meter Reading Violations were mailed, and there were three responses. One #2 violation letter was sent. With no response, MCCSD read the water meter and charged the customer \$50.00.

Total rainfall was 32.56 inches, noting no changes from last month. The District was currently in a stage 1 drought condition. On August 31st, the depth to water in the five indicator wells would determine if the drought condition should be updated. The average depth to water measurements in the 24 monitoring well field was 18.09 ft. The Board reviewed the water shortage evaluation, and requested that if the well measurements advance the water shortage condition to a Stage 2, they would schedule a special meeting, if necessary, to announce the condition update.

5. Old Business

a. Adoption of Ordinance No. 2012-1 – Ordinance of the MCCSD Rescinding Special Event Permits Ordinance No. 11-1

Ordinance No. 2012-1, An Ordinance Rescinding Special Events Permits was introduced at a meeting of the Board of Directors on July 30, 2012.

MOTION Kraynek/Stubbs: To waive the reading of Ordinance No. 2012-1.

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

NOES: None

ABSENT: None

ABSTAIN: None

MOTION Hauck/Kraynek: To adopt Ordinance No. 2012-1, an Ordinance rescinding Ordinance No. 11-1 for Special Event Permits

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

NOES: None

ABSENT: None

ABSTAIN: None

6. New Business

7. District Superintendent's Report

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

The July self-monitoring online report was sent in to the Water Quality Control Board. The no spill certification for July was posted online.

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

14,115 feet of the collection system were cleaned and videoed. Mike Kelley and Steve Acker ran the jetter and Keith Linden ran the video inspection system. The crew started at 6:00 a.m. from 8/6-8/10 and worked 10 and 11 hour days. Ed Allen kept the plant running and did routine plant operations and labs. A section of the old Heeser System that ran 1,138 feet from Hills Ranch Road to past Hill Road was cleaned. That section had never been cleaned before this year. Heavy grease was encountered on Evergreen, along Lansing, and at the Main Street Lansing intersection. Superintendent Acker noted one point in the system with damage that had occurred and he thought it was a pipeline of the school's that crossed a sewer line near Hills Ranch Road. It appeared to be a lateral for a fire hydrant and the PVC pipe was cracked and patched. The Board asked the Superintendent to correspond with the Mendocino Unified School

Comment: 10/29/12

District and copy the Fire Department and inquire about the repair which could be a potential liability to MCCSD. Steve would look into the cost of USA Underground Service, where agencies could provide the location of their sewer line locations.

Steve said there was some heavy grease in the sewer lines. The District adopted a ~~Fog~~ **Fats, Oil and Grease Ordinance** which contained regulations applicable to Food and Beverage Establishments for controlling fats, oils and grease; however the Ordinance had not been implemented. Steve thought the first step was to video the lateral, and implement Best Practices. The Board asked Steve to provide a written set of recommendations regarding what steps were needed to ensure that restaurants were complying with the Ordinance.

Comment: 8/29/12

The Dertner property next to the MCCSD plant did not make it through escrow.

The Nitrate levels remained below 10 mg/l. This allowed the District to transfer 418,703 gallons of recycled water in July. The nitrate level tested below 10 mg/l in August and 215,922 gallons had been transferred as of August 16th.

MCCSD received an award from the Mendocino Historical Review Board for the construction of a historically harmonious equipment building on the North part of the Mendocino Headlands.

Robert Lucariello of Alpha Diving reported that on Monday, September 13th, they planned to photograph the damage and take measurements of the outfall line. He would start fabricating the new clamp. Since he had a digital camera, photo transfers would be easier in the future.

On August 28, Sage's computer was scheduled to assess MCCSD's computer hardware, copier and network and make recommendations for upgrades and backup.

Annual Report 2011/2012

Steve Acker provided the Board with his 2011/2012 Annual Report. Highlighted in his report were; wastewater treatment plant and collection system, 2010/2011 water reclamation, pond liner, annual sewer main cleaning, annual dioxin and chronic toxicity analyses, online self-monitoring reports, sludge analysis, and plant and groundwater management improvements. The 2011/12 Groundwater Model was not updated, and the District declared a Stage 1 water shortage condition. Mike Kelley retired, Steve Acker was hired as the Superintendent, and Keith Linden was hired to a full time position as an operator. The Board discussed the District's goals and long term objectives proposed for 2012/2013. The Board asked if the list represented the primary items that the District would address during the 2/5/10 year periods. Director Kraynek commented that it was mainly an equipment replacement list, and there were other major projects requiring priority, such as the pond liner, old Heeser lines, and ocean outflow lines. Revenue for capital improvement was derived from savings interest, Right of Use fees, and monthly user fees. Equipment replacement revenue was derived from monthly user fees. The Directors would like to review Steve's current list of priorities for the next 2/5/10 years, and the resources related to the expenses.

Edward O'Brien commented from the audience, that he agreed there was a big lacking of previous boards to set money aside for future replacement of equipment and capital expenses. At the beginning the town was poor and past boards kept the monthly costs low for the ratepayers and users of the system. Over the years, there has been a value placed on all equipment and after 40 years the plant needed major repair and replacement. Mr. O'Brien noted the sewer bonds would be paid in 2015, and now might be the time to consider pursuing the bond process to repair and replace critical components of the plant; collection and outfall lines. He suggested that this board could not fairly ask for rate increases in sewer fees, when there are people in the District, who were making blatant attempts to cheat the system, and who were not paying their fair share for uses on their property.

8. Committee Updates

9. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Kraynek/Hauck: To approve cash disbursements for checks #10398 - #10991, noting that payroll check #10958 was deleted.

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

b. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board reviewed the monthly update on delinquent sewer accounts and certificates of liens. The Board discussed collection procedures and time allowed for customers to pay their bill. Currently, a residential account was allowed 110 **days** to pay the quarterly charge before a 10% penalty was added, and action would not be taken to record a certificate of lien until a residential account was three quarters in arrears. Staff was asked to review the ordinances for sewer charges and the policy for collection of fees and charges to change the period of time allowed for the owner of a residential property to pay their quarterly charge.

Comment: 10/29/12

9. Matters from Board Members

Director Schwartz announced he would not be at the next meeting and Vice President Kraynek would chair that meeting.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell
Secretary