

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of December 17, 2012

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

1. Agenda – No changes or corrections were made to the agenda.
2. Approval of Minutes – December 27, 2012
Corrections:
Page two, Second Paragraph after Motion, Line 4: Strike **plant capacity or**
Delete last line. **Development on surrounding parcels would be required to consider the approved hydrological study in their water determinations.**
Page 3, Section 8, Paragraph 8, Line 4. This issue was referred to committee, Harold Hauck and ~~Sam Waldman~~ **Jeffrey Stubbs**
Page 3, Section 8, Paragraph 9, line 9....that the plan was to ~~camera~~ **video** the laterals...
MOTION Waldman/Stubbs: To approve the minutes of November 26, 2012 with the corrections, as noted.
ROLL CALL VOTE: AYES: Directors Waldman, Stubbs, Hauck and Schwartz
NOES: None
ABSENT: Directors Kraynek
3. Communications
4. Public Comment
5. Groundwater Management
 - a. Monthly Groundwater Management Report

On November 30th, the five indicator wells were measured for depth to water. The average depth to water was 22 ft. According to the model, the District would fall into a Stage 2 Water Shortage Condition. All of the monitoring wells were measured on December 5th, including the 5 indicator wells. The 5 wells averaged on that date was 18.65 ft, which placed the District just into the Stage 1 range. There had been 15+ inches of rain measured as of December 12, which was above normal. MCCSD declared a Stage 1 Water Shortage Condition on February 6, 2012, and should remain in effect, with no change in status. On January 31, 2013, if rainfall was greater than 19 inches, there would be a no water shortage condition. This would seem likely if the rain continued at a normal rate.
 - b. Hydrological Study Approval Extension
 1. 10440 Clark Street, APN 119-140-39

The Board of Directors reviewed the request for a Hydrological Study Approval extension. The issue was continued from the November meeting, pending a current parcel map.
MOTION Stubbs/Waldman: To approve the application for a Hydrological Study Approval Two Year Extension for APN 119-140-39, located at 10440 Clark Street.

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

2. 44580 Little Lake Road, APN 119-090-49

The Board of Directors reviewed the request for a two year extension of the Hydrological Study Approval. The issue was continued from the November meeting, pending a current parcel map.

MOTION Waldman/Stubbs: To approve the application for a Hydrological Study Approval Extension for 44580 Little Lake Road, APN 119-090-49.

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

6. Old Business

Proposal for Purchase of New Copier

The District's Toshiba copier was old, and parts were unavailable for future repairs. The district was currently paying \$133.00 per month for a service maintenance agreement. The Board of Directors reviewed the Superintendent's memorandum with a comparison of costs for the Kyrocera 3500i and the FS-6530MFP.

MOTION Stubbs/Waldman: To authorize the purchase of the Kyrocera 3500i as outlined in the recommendation of the Superintendent.

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

7. New Business

The Kennedy/Jenks Pond Liner Project update would be discussed just prior to the closed session item on the agenda.

b. Resolution No. 2012-225 – A Resolution Amending Formal Procedures for Collection of Fees and Charges

At the last meeting, the Board requested that a Resolution be provided at this meeting to change the policy for a delinquency from 3-quarters to 2-quarters for residential accounts, and from 3-months to 2-months for commercial/mixed use accounts.

MOTION Hauck/Waldman: To approve Resolution No. 2012-225, as written.

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

c. Review of Delinquent Accounts to Consider Disconnection of Sewer Service for Non-Payment of Fees and Charges

1. 10390 Blair Street, APN 119-120-41

Secretary reported that Bill Johnson contacted the office and offered to pay the charges on Tuesday at 8:30 a.m.

MOTION Hauck/Stubbs To approve disconnection at 10390 Blair Street, pending a receipt of the balance due on Tuesday, December 18, 2012.

MOTION Hauck/Waldman: To approve Resolution No. 2012-225, as written.

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

2. 44400 Little Lake Road, APN 119-090-39

MOTION Stubbs/Hauck To authorize disconnection of property at 44400 Little Lake Road, APN 119-090-39.

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

8. Attorney's Report

9. District Superintendent's Report

a. Monthly Report

During the month of December, the treatment plant operated normally. Plant personnel performed routine plant maintenance. On December 1st, early Sunday morning there was a brief power outage. The plant itself kept working, but the bar screen did not reset itself. The design of the unit allowed bypass so there was no disruption to the plant. There was a high flow into the plant due to 2.4 inches of rain. The plant handled the flow without upset or major problem.

The Board discussed plant flow and bypass situations and the use of the generator during power outages. Director Waldman suggested the District should consider all power alternatives, strategy of back up generators, equipment-fuel efficiency and affordability, which in his opinion, tied into his previous suggestion of completing the questionnaire for the energy audit. The Board would expect an outline of the system (power wise), any weak links, and recommendations at the February meeting.

The November self monitoring online report was sent into the Water Quality Control Board. The no spill certification for November was posted online.

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

One pump located at Hills Ranch Lift Station lost its prime and was re-primed. It took several tries to get the pump back to its normal function. This indicated that the pump was worn and nearing the end of its life cycle. The other pump was working normally. Steve recently put in some new parts. There was no immediate crisis, however the pump should be scheduled for replacement.

A gearbox that drives the leveling auger on top of the sludge hopper had been leaking oil, due to a seal failure. This leveling auger was not essential to the operation of the dryer. The auger could be removed and the leveling can be accomplished with the "wiper" that was part of the unit. Rather than repair the auger/gearbox, it would be removed. It would not diminish the function of the dryer.

Steve provided a memorandum from October 5, 2010 that addressed expanding the Recycled Water System. The MCCSD's recycled water requirements in its National Pollutant Discharge Elimination System permit were limited to the high school location. If the District wanted to expand the system to new locations, the NPDES permit would need revision to make the District a Master Water Recycler, and requirements for such may not be feasible. Also, applying for a landscape irrigation permit would be most difficult and expensive, and the District would act as producer, distributor and administrator of the system and would be responsible for

Title 22 engineering report and requirements, CEQA review, and development of a salt/nutrient plan.

Steve reported that reports requested by the Board of Directors had not been finished because of time and more immediate issues; the pond liner and legal matters were two of those.

- ◆ Energy Audit
- ◆ FOG program plan update etc. report action education program
- ◆ Capital program projection of costs and revenue sources 2/5/10 year priorities list and related revenue

Director Stubbs reiterated that a priority list was essential including capital projection costs and revenue sources. The Board requested that Steve provide a priority outline for discussion at the January meeting.

Steve told the Board that he would be on vacation from December 20 through the end of the year.

10. Committee Updates

11. Secretary's Report

Register of Cash Disbursements

MOTION Hauck/Waldman: To approve payment of checks #11118-11147.

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

NOES: None

ABSENT: Directors Kraynek

12. Pond Liner Project

Mike Kelley and Steve Acker provided a power point presentation regarding the Pond Liner Project including a timeline for MCCSD tasks, starting in January and ending in June of 2013. It was estimated the District could go out to bid in January or February. The Building Permit and Historical Review Board permit were in place. The black liner had a much shorter lead time. A green liner would take an additional 6 weeks. Steve was obtaining cost estimates a valve installation.

13. Closed Session

The secretary and Superintendent were asked to leave the room. Mike Kelley met with the Board during closed session.

Report out of closed session. There was nothing to report. No action was taken.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell, Secretary