

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 February 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, Hauck, Stubbs, Waldman, and Schwartz. Superintendent Steve Acker and Secretary Jodi Mitchell were present.

1. Minutes – February 6, 2012

Corrections:

Page 3, Paragraph 1, Sentence 2: ...prohibitive charge **and** was a huge problem...

Page 3, Paragraph 1, Sentence 10: Rights of use ~~were~~ **was** used for capital improvement..

Page 3, Paragraph 2: The sentence was changed to read: Director Hauck asked if the Connection Right of Use Fee was in the best interest of the District and the community.

Page 4, Section 6 a; last sentence: Rob ~~Cane~~ **Kane**

Page 4, Section 6 b: added: Director Sam Waldman asked whether the design fee to construction cost ratio was reasonable.

The Board addressed Mike Kelley, who had attended the meeting, regarding the Kennedy Jenks Proposal. Mike assured the Board that Kennedy Jenks had a good reputation and their past experience with the District, and good communication with the Regional Water Quality Control Board, made them a valuable commodity. Superintendent Acker confirmed that he would clarify their proposal regarding the Final Design of the Overflow Pond Liner and have a detailed report at the next meeting. Director Hauck called for Point of Order, and asked the chairman to return to the issue at hand, correction of the minutes.

MOTION Kraynek/Hauck: To accept the minutes of February 6, 2012 as corrected.

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

NONE:None

ABSENT: None

2. Correspondence

The Mendocino Fire Department extended an invitation to the Board of Directors to attend a Board Ethics and Brown Act Training on March 2, 2012, at 9:00 a.m. at the Little Lake Road Firehouse, and presented by Janine Nadel, County Counsel. All Board members were invited to attend.

Secretary Mitchell provided the Annual Form 700 Statement of Economic Interests, which were required annually from all designated filers; the Board of Directors and the District Superintendent. Due to County budget constraints, no forms were mailed out. 2011/2012 Annual statements were due no later than Monday, April 2, 2012.

3. Public Comment

4. New Business

5. Groundwater Management

The average depth to water of the District's 24 monitoring wells was measured at 16 feet, which was below last year's average of 11 ft. Total Rainfall was 18.13 inches. The annual

average rainfall was 40.25 inches, which was 45% of the annual rainfall. On February 6, 2012, the Board declared a Stage 1 Water Shortage Emergency Condition, which was a mild shortage, and a voluntary reduction. At the end of March, the rainfall and monitoring well data would be reviewed to determine the current water shortage conditions. If 31 inches of rain has not fallen, by the end of March, then a recommendation would be made to declare a Water Shortage Emergency Condition and the Board would adopt a Resolution directing the District Superintendent to implement a program of demand management as defined in the Water Shortage Contingency Plan. The Board agreed that a Notice of the Water Shortage Emergency condition should be mailed to each property owner along with their April 1st sewer billing statement.

Three #2 violation letters and three #1 violation letters were mailed to property owners for non-compliance in reporting monthly meter readings.

6. Old Business

a. Quarterly Report of Revenue and Expenses ending December 31, 2011

The Board reviewed the Quarterly Report of Revenue and Expenses ending December 31, 2011. Total operating year to date revenue was \$328,568 and operating expenses were \$279,257, leaving an operating net income for the year to date of \$49,310. By adding non operating income and less cash items, there was a cash margin ending December of \$33,046. \$400 has been spent to date for Capital Improvement, and \$33,602 has been expensed for Equipment Replacement.

7. Attorney's Report

8. District Superintendent's Report

During the month of January, the treatment plant operated normally. Plant personnel performed routine plant maintenance and equipment repair.

The January self monitoring online report was sent in to Water Quality and Charles Reed accepted the report.

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

There was no update regarding Kennedy Jenks Proposal since 2/21/12. Steve would have a full report at the next meeting.

A copy of the IL Welty survey of the property boundaries between Dertner and MCCSD was emailed to the Dertners. There was no update as of February 21, 2012.

All of the parts for the new Flygt sludge pumps had arrived. A davit support was installed on the digester to provide a safety lift for personnel. The project was ready to proceed. The first step would be to empty and clean out the digester.

9. Committee Updates

10. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Waldman/Kraynek: To accept the Cash disbursements as presented for checks #10645-10694, noting that checks #10669 and #10673 were void. Check 10646 was deleted.

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

NONE:None

ABSENT: None

11. Matters from Board Members

In light of the situation which occurred at the last meeting and to avoid any similar situation, Director Schwartz directed staff to not accept any applications that were incomplete, and without a floor plan.

Director Schwartz noted that Mr. Dan Hamburg visited the Wastewater Treatment Plant, and he took considerable interest in the plant and the District's activities.

Director Schwartz noted that the League of Women Voters had invited Board members to a Meet and Greet on March 16, 2012 from 5 – 7 p.m. at the Caspar Community Center.

12. The meeting adjourned.

Respectfully submitted,

Jodi Mitchell, Secretary