

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**

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Minutes of June 25, 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, Hauck, Stubbs and Schwartz. Superintendent Steve Acker and Jodi Mitchell were present.

1. Minutes – May 21, 2012

Correction: Director Hauck suggested for clarification that Section 6 (a) be deleted, and replaced with the following verbiage: *A subcommittee, consisting of Directors Hauck and Stubbs met with Staff and drafted a Capital Asset Policy for consideration by the Board of Directors, which is attached and incorporated as part of the minutes.*

MOTION Hauck/Kraynek: To approve the minutes of May 21, 2012, as corrected.

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

NONE: None

ABSTAIN: Director Stubbs

2. Communications

President Schwartz presented correspondence, dated June 25, 2012, from the Mendocino Music Festival. Nancy Harris, Festival Manager requested that the Mendocino Music Festival be granted an exemption from the requirements of Ordinance No. 11-1 for Special Events Permits. The request was referred to Directors Kraynek and Hauck as a committee to review the existing policy for Special Events Permits and consider the request. This issue will be on the next meeting agenda with a committee recommendation..

3. Public Comment

4. Groundwater Management

a. Monthly Report

The Board of Directors reviewed the monthly meter reading compliance report dated June 20, 2012. Five 1<sup>st</sup> violations were mailed for the June 1, 2012 meter reading. The Board requested that a monthly report also be provided to the board each month for all past due sewer accounts.

As of May 31, 2012, 31.7 inches of rainfall had been recorded. Since that time, 2/10 of an inch was recorded or a total of 32". The current Stage 1 Water Shortage Emergency Condition had not changed. On August 31<sup>st</sup>, the District would look at depth to water in 24 monitoring wells to update the groundwater model. The average depth to water on May 30, 2012 was 15.57 ft.

b. Consulting Proposal from Mike Kelley to Complete Task I Sub Task of the Local Groundwater Assistance Grant Application (LGAGA)

A proposal was submitted to the Board from Mike Kelley in the amount of \$5,000.00 to complete Task 1 sub-tasks or he said they could be handled in house by the Superintendent. The Board asked for clarification from Mike Kelley regarding his proposal, and asked that he identify grant writing costs from any other consulting work. The Board also agreed that it would be helpful to define acronyms and provide a written glossary.

The deadline to submit the LGAGA was July 13<sup>th</sup>. The Board directed the Superintendent to get clarification from Mike Kelley regarding his proposal, contact Mike Maley with Kennedy/Jenks, and clarify tasks to meet the deadline.

5. Old Business

a. Approval of 2012/2013 Fiscal Year Budget

Secretary Mitchell noted that two changes were made to the budget draft, based on actual cost information provided by Golden State Risk Management Authority, and the Mendocino County Auditor; Workman's Compensation \$11,255, Liability/Vehicle \$10,018.00 and County Tax Revenue \$84,629.00.

The 2012/2013 budget revenue was \$665,383. Total Operating Expenses were \$501,979, leaving an operating net income of \$163,405. Total non-operating income, which includes County general and debt service revenue and savings interest, was \$279,328 and cash items were budgeted at \$278,453. These cash items included annual debt service (sewer bonds), the loan payment on biosolids dryer, and capital improvement and equipment replacement.

MOTION Kraynek/Waldman: To approve the 2012/2013 Budget.

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

NONE: None

ABSTAIN: None

6. New Business

a. Review Delinquent Account to Consider Disconnection of Sewer Service for Non Payment of Fees and Charges

1. 44919 Suntrap Meadow Circle, APN 119-510-17, Ivan Levanthal

Based on the regulations contained in the Fair Political Practices Commission, and the District's Ordinance 91-2 constituting the conflict of interest code for the District, President Schwartz recused himself from discussion, stating a conflict of interest because his residence was located within 500 feet from the boundaries of the real property subject to the Board's decision. Director Stubbs also disqualified himself from the discussion. He also resided within the 500 feet disqualification rule and also stated he was the president of the Hills Ranch Water Company.

Vice President Kraynek stated that Ivan Leventhal, owner of property located at 44919 Suntrap Meadow Circle, was past due in payment of his sewer fees and charges, and was on the agenda for a determination by the Board to disconnect the property from the sewer system. A Certificate of Lien was recorded on the property. The procedures for collection of delinquent fees and charges were followed. No attempt has been made by the property owner to resolve the balance owed in the amount of \$670.80. If the Board of Directors elected to implement disconnection of sewer service to the property, Resolution 163 procedures would be followed.

MOTION Waldman/Hauck: To proceed with the next step in the disconnection process for property located at 44919 Suntrap Meadow Circle from the sewer service.

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

NONE: None

ABSTAIN: None

Directors Schwartz and Stubbs returned to their official seat on the Board.

7. Attorney's Report

In response to whether there was any legal correspondence, Superintendent Acker responded that Attorney Jackson had corresponded with the county regarding property located at

10705 Palette Drive. Directors Waldman and Hauck, as a committee, would discuss this issue with Attorney Jackson.

8. District Superintendent's Report

The treatment plant operated normally during the month of June. Plant personnel performed routine plant maintenance.

The May self monitoring online report was sent to Water Quality Control Board.

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

Several loads of sludge had been run through the filter press since the installation of the new pumps. A different polymer had been used on the sludge for dewatering as suggested by Aqua Ben and the results were an improvement. Further adjustments would be made to the filter press to get a dryer cake. A dryer cake from the filter press would result in less fuel consumption by the dryer.

A Notice of Compliance with Order to Provide Information Pursuant to the Water Code pertaining to use of overflow pond was received from the North Coast Water Quality Control Board. The technical report was provided to the State Water Quality Control Board by Kennedy Jenks. \$4,372.50 was paid to Kennedy/Jenks in June for the technical report. The Regional Water Board staff had determined that the report satisfied all requirements of the Regional Water Board Order.

With regard to the recycled water transfers, the district had difficulty in the past getting the nitrate levels below 10 ppm in order to make the transfer. The most recent sample tested in house, was within the parameters of the official lab results. However, the chlorine analyzer was not operating properly. Steve had researched two models that don't use reagents and the costs were; 1) 3,075 and 2) \$4,400. The Superintendent requested authorization for the purchase of a new chlorine analyzer, so water transfer could be made to the School.

MOTION Waldman/Kraynek: To approve expenditures up to \$4,500 to purchase a chlorine analyzer for the recycling water system.

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

9. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Kraynek/Waldman: To approve disbursements for checks #10839 - #10892, noting check #10884 was void.

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

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell, Secretary