

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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Mendocino, CA 95460

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

Minutes of May 21, 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 & Schwartz. Director Stubbs was absent. Superintendent Steve Acker and Jodi Mitchell were present.

1. Minutes - April 30, 2012

MOTION Hauck/Waldman: To approve the minutes of April 30, 2012 as submitted.

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

NONE: None

ABSENT: Director Stubbs

2. Correspondence

3. Public Comment

4. Groundwater Management

a. Monthly Report

Twelve #1 violation letters were mailed for the May meter reading violation, and no one responded to the notice. Two #2 violation letters were sent for not providing an April meter reading and District personnel planned to read those two water meters next week. A \$50.00 fee will be charged to the owner's sewer bill.

Superintendent Acker stated that .22" of rainfall had been recorded in May. 31.54 inches of total rainfall had been recorded to date. The District declared a Stage 1 Water Shortage Emergency Condition on February 6, 2012, and that condition had not changed. On May 2, 2012, the average depth to water in the 24 monitoring wells was 11.48 ft.

b. Local Groundwater Assistance Grant Application

Mike Kelley provided a memorandum and a power point presentation regarding a Local Groundwater Assistance Grant (LGAG) application. On May 3, 2012, the Department of Water Resources released guidelines and a proposal solicitation package for the LGAG Program. Grants would be awarded to public agencies to conduct groundwater studies, groundwater monitoring, and management activities. The maximum awards were \$250,000.00 per grant funded. Documents must be received by DWR by 5:00 p.m. on July 13, 2012. The District must comply with all applicable law, including California Labor Code requirements of prevailing wage. He suggested that Attorney Jackson should be contacted to prepare the certified-plan as soon as possible. Attorney fees were not reimbursable, and up front costs could be estimated at \$300 - \$400. Since no construction was involved, a categorical exemption could be filed to satisfy any CEQA requirement. Mike Kelley said he saw an opportunity to apply for a grant for the District to assess groundwater quality within 1 sq. mile of densely located wells, and provide an update to the groundwater model. The GIS project would involve sampling the existing 24 monitoring wells as water quality points, and performing individual well inspections on the 400 closely spaced wells in Mendocino. Someone, like Ed Hoylman, for example, could perform a

sampling service and a one page report would be provided to property owners with recommendations, suggestions, and results of the well inspections.

Mike's fees would be included in Task I. Kennedy/Jenks Consultants would provide the technical report to the State and the MCCSD Final Report, and would also be included in Task I.

Director Waldman asked if there were remedial funds available in the grant to remedy problems identified in any substandard wells, and he was concerned about identifying substandard wells, especially if there were no funds available to fix the problem. Director Hauck also noted that public relations would be extremely important so that the information and explanation of why the District was applying for the grant would be received in a positive manner by the community. Board members agreed that this type of available information may cause neighborhoods to feel vulnerable. The other option was to do nothing.

The Board decided to eliminate the well inspections portion of the grant, and do the vulnerable mapping with the 370 wells for which they had already collected data.

Resolution #2012-223, a Resolution of the MCCSD to Submit a Local Groundwater Assistance Grant Application

MOTION Kraynek/Waldman: To waive the reading of Resolution #2012-223.

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

NONE: None

ABSENT: Director Stubbs

MOTION Hauck/Waldman: To adopt Resolution #2012-223, A Resolution of the MCCSD to Submit a Local Groundwater Assistance Grant Application

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

NONE: None

ABSENT: Director Stubbs

5. Old Business

6. New Business

a. Resolution #2012-222 – A Resolution of MCCSD Adopting a Capital Asset Accounting Policy

A subcommittee consisting of Directors Hauck and Stubbs met with the Staff and drafted a capital asset policy for consideration by the Board, attached and incorporated as part of the minutes.

MOTION Kraynek/Waldman: To waive the reading of Resolution #2012-222.

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

NONE: None

ABSENT: Director Stubbs

MOTION Kraynek/Waldman: To adopt Resolution #2012-222, A Resolution of the Board of Directors of the MCCSD Adopting a Capital Asset Accounting Policy.

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

NONE: None

ABSENT: Director Stubbs

b. Review Proposed Fiscal Year budget 2012/2013

Director Kraynek explained that he and Director Schwartz met as the Budget Committee and reviewed the proposed fiscal year budget for 2012/2013. The New Capital Asset Accounting Policy was considered when reviewing the budget. Because of the higher threshold for capitalizing assets, there may be an increase reflected in the repair and maintenance

operational expense account. The Committee recommended the budget was ready for approval. Secretary Mitchell noted in the past, the Board reviewed the budget approved by the committee at a meeting in May and then adopted the budget in June, prior to the beginning of the July 1st fiscal year. The budget would be on the June agenda for final approval.

7. Attorney's Report

8. District Superintendent's Report

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

The April 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 work in the digester was completed and wasting was resumed on April 20th. Fort Bragg electric wired the new pumps. The valves and plumbing were installed and tested on Monday, May 15th. On Tuesday the new pumps supplied sludge to the filter press. The whole system worked well and it was a large improvement in performance and ease of use.

Mr. Charles Reed responded to the District's inquiry regarding state storm water requirements related to the pond liner project. "Because the project was estimated to disturb less than one acre of land surface, enrollment under the *General Permit for Discharges of Storm Water Associated with Construction Activity* (Construction General Permit Order 2009-0009-DWQ) was not required."

The two truck radios, base station and the two hand held radios were reprogrammed by Fisher Wireless to narrow band to comply with FCC regulations.

9. District Secretary's Report

a. Register of Demands and Disbursements

The Board reviewed the check disbursements and discussed with staff alternative plans for backup offsite. Staff was asked to consider offsite backup of district records, and ask Linn Varnum for options available and a backup proposal.

MOTION Kraynek/Waldman: To approve checks #10807 through #10838 for total disbursements of \$38,721.58.

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

NONE: None

ABSENT: Director Stubbs

10. Matters from Board Members

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell, Secretary