

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 November 26, 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, Stubbs, Waldman, Hauck and Schwartz. Superintendent Steve Acker and Jodi Mitchell were present.

1. A correction was made to the agenda item for the closed session; "anticipated" litigation.

2. Minutes – October 29, 2012

Correction: Page 2, line 1. Correspondence was sent to the School on August 13th alerting them ~~the~~ **Superintendent** to possible penalties.....

Page 2, Paragraph 1, line 8. Superintendent Acker was asked to research the ~~State's~~ **technical and financial** requirements to provide recycled water.....

Page 4, Last paragraph, add: **The Board asked staff to complete the questionnaire and submit it.**

MOTION Hauck/Waldman: To adopt the minutes of October 29, 2012, as amended.

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

NOES: None

ABSENT: None

3. Public Comment

4. Groundwater Management

a. 2013 rainfall to date was 8.33 inches, which was slightly above average. At the end of November, depth to water in the monitoring wells would be measured to determine if there was still an existing drought condition. Depending on those measurements, a Resolution would be adopted at the December meeting if there were any changes to the existing Stage 1 Water Shortage Condition.

Eleven #1 violation letters were mailed for meter reading non-compliance.

b. Hydrological Study Approval Extensions

1. Thomas Hoffman, 10440 Clark Street, APN 119-140-39

The Board reviewed the request for a two-year extension of the hydrological study approval for APN 119-140-39 at 10440 Clark Street. The Hydrological Study was approved on November 27, 2006, and had been renewed every two years; 2008 and 2010.

MOTION Waldman/Kraynek To accept the application for a Hydrological Study Approval Extension for a period of two years, as stated; Thomas Hoffman, APN 119-140-39 at 10440 Clark Street.

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

NOES: None

ABSENT: None

2. Bryan Bird, 44560 Little Lake Road, APN 119-090-49

The Board reviewed the request for a two-year extension of the hydrological study approval for APN 119-090-49 at 44560 Little Lake Road. The Board asked for clarification because the assessor parcel number on the parcel map differed from the assessor parcel number on the application for the two year renewal. Staff explained that after a hydrological study was approved on a parcel, the assessor parcel numbers normally change when a lot split or boundary line adjustment were made. The Board asked for clarification of the assessor parcel numbers on a map, and continued the requests for 2-year extensions to the December meeting.

MOTION Hauck/Waldman: To rescind the Thomas Hoffman approval pending clarification of the parcel number on a current parcel map.

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

The Board of Directors requested that a current parcel map be provided for all two-year renewals.

Director Hauck asked for clarification that the Board's approval was based on a determination that the conclusions of the hydrological study were still valid. Staff explained that there was no limit to the number of times the applicant could extend their permit approval. Unless there was some issue with ~~plant capacity or~~ depletion of the groundwater aquifer, there would be no reason not to extend the Hydrological Study Approval. ~~Development on surrounding parcels would be required to consider the approved hydrological study in their water determinations.~~

3. Hanneliesel Reeves, 45150 Albion Street, APN 119-235-03

The Board reviewed an application for a Hydrological Study Approval Extension. The Hydrological Study was approved on December 19, 2006, and had been renewed in 2008 and 2010.

MOTION Stubbs/Kraynek: To approve the application for a Hydrological Study Approval Extension for a period of two years, for Hanneliesel Reeves, APN 119-235-03 at 45150 Albion Street.

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

5. Old Business

a. Review Policy for Collection of Fees and Charges

At the last meeting, the Board continued discussion regarding the policy for collection of fees and charges, pending an aged receivable report.

Since the Board concurred that a residential account could technically go 9-months without making a payment, and a year before disconnection was discussed, an option was to amend the current procedures for the collection of delinquent fees and charges by lowering the amount of time that a commercial/mixed use or a residential account becomes delinquent. The current policy required that a Notice of Intent to file a lien shall be mailed when a commercial account is 3-months delinquent or a residential account is 3-quarters delinquent. The Board asked that a Resolution be presented at the next 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. The notice would also be included with the January 1, 2013 billing statements to all MCCSD customers.

Director Stubbs asked if the 2/5/10 year projects list and related revenue resources were available, and he thought this was an important issue. Steve said that he would advance this on his list of things to do. President Schwartz directed the Secretary to place this issue on the next meeting agenda for discussion.

6. New Business

a. Proposal to Purchase a New Copier

A proposal was provided from Discovery Office Systems to upgrade the current Toshiba E-Studio 25 copier to a new Kyocera copier. The sales price was \$6,500, and lease options were provided. Board consensus was the District should purchase a new copier, and asked the Superintendent to further research the copy machine to make a determination of whether this machine may have a greater capacity than was needed. A machine with a lower volume capability may work as well and cost less. Steve would also clarify the maintenance agreement. The Board would review the information at the December meeting.

7. Attorney's Report

8. District Superintendent Report

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

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

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

The phone cable coming into the plant was mal-functioning. A bad splice was discovered and repaired. Steve reported the District's office line was switched over to a "fusion" line with MCN. It provided a higher speed internet as well as long distance on that line.

An Arc Map software program update was purchased and installed. This brought the GIS software used for the District's mapping system up to date.

The Nitrate levels remain below 10 mg/l. This allowed the District to transfer 187,688 gallons of recycled water in October. No water was transferred to the High School in November. 1,411,539 gallons had been transferred to the High School so far this year. The rain had started. Water transfer to the High School probably wouldn't be necessary until next year.

The October 3rd coliform test results for the plant effluent was a "most probable number" of >1600. The weekly coliform tests after that was most probable number of 2 or non-detect, which was the usual result. The District could have one high coliform number in ten consecutive tests and would still be in compliance with the plant effluent. The count over 240 one time did not put the District over the limit for the water transfer. This was reported to the Water Quality as required. Recycled water was re-chlorinated when it was transferred and tested in house for coliform. The test for the October 3rd transfer was negative as were all the tests for October.

Director Hauck asked Steve to report on the feasibility to transfer recycled water to Friendship Park, and he thought it would have been in his report. Ed O'Brien noted that John Wetzler had a theory about pumping the water from the soccer field up to the tank, and gravity to the Ball field. Steve noted it may be problematic to use the old lines. This issue was referred to committee, Harold Hauck and ~~Sam Waldman~~ Jeffry Stubbs. The committee will advise the Secretary when to put this item on the agenda for discussion.

Superintendent Acker provided a memorandum regarding the FOG Program (Fats, Oils, and Grease). The FOG program was established in 2009. The overall purpose was to avoid sanitary overflows caused by grease buildup in the collection system. The program had two approaches to FOG management; 1) to minimize the FOG that entered the collection system from food and beverage establishments, by the installation and maintenance of grease control devices and from residents through public education, and 2) to remove the FOG that entered the collection system during routine maintenance. Up to now, the main activity had been to remove the fog from the collection system, through the systematic cleaning of the system with a high pressure jetter. It was Edward O'Brien's understanding that the plan was to ~~camera~~ video the laterals for food and beverage establishments and provide best management practices information, and re-video at a later time. If the Best management practices did not resolve the problem, then they would be required to install grease traps, or if that was physically impossible, to charge the owner to clean their lateral annually. Steve was asked to have an effective plan of action for Board consideration at the January meeting.

9. District Secretary's Report

Monthly Register of Cash Disbursements

MOTION Kraynek/Waldman: To approve disbursements for checks #11081-11117.

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

NOES: None

ABSENT: None

Update on Delinquent Sewer Accounts and Certificate of Liens

The Board reviewed the update on delinquent sewer accounts and certificate of liens.

Correspondence would be provided to Stephanie Silva and Emily Greco that due to non-payment of fees and charges, the delinquent accounts would be considered for disconnection at the meeting scheduled for December 17th.

10. Matters from Board Members

Due to the holidays, the Next Board meeting would be scheduled for December 17th.

The Board asked what the status was for correspondence between the MCCSD and the MUSD/Fire Department regarding the repair that was made to the sewer line on Little Lake Road, without notification to MCCSD. Superintendent Acker said he had extracted the picture from the video and he would send the letter alerting the School that they would be responsible for any necessary repair to the line.

11. Closed Session

Ed O'Brien was present to comment on the closed session item on the agenda, but he didn't know what the closed session was regarding. Theresa Shumaker noted that normally closed sessions state the item of business to be discussed. Staff indicated they had a situation regarding non-compliance with the Groundwater Extraction Permit Ordinance, and they were unable to obtain legal advice because the MCCSD attorney had a conflict of interest. The Board concurred that staff should hire an attorney to advise them on how to handle a situation which may or may not be discussed in a closed session at the next meeting.

MOTION Hauck/Waldman: To authorize the employment of an Attorney that can advise the staff on the issue at hand; an issue that Attorney James Jackson could not handle due to a conflict of interest

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

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell, Secretary