

**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 April 26, 2010

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, Schwartz and O'Brien. Also present were Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Minutes of March 22, 2010

MOTION Schwartz/Waldman: To accept the minutes of March 22, 2010 as submitted.

ROLL CALL VOTE: AYES: Directors Kraynek, Waldman, Schwartz and O'Brien.

NOES: None

ABSENT: None

2. Communications

The Community Services District was notified by Bob Wheat of Edward Jones Investments that the District's Financial Advisor Joni Barhight had decided to leave Edward Jones and pursue other business opportunities. It was Mr. Wheat's plan to invite another financial advisor to help him in providing the level of service the District deserved.

3. Public Comment

Connie Korbel noted that other Special Districts were currently budgeting for lower County Tax Revenue and asked if the MCCSD had heard anything about what affect the decreased revenue would have on the District's budget.

Connie would communicate with MCCSD regarding this issue and commented that the School Districts were faced with losing hundreds of thousands of dollars of tax revenue for the current fiscal year. She was focusing on the amount of total tax revenue the Coast would lose because of the tax shift.

In May of 2009, the MCCSD was notified by the Mendocino Auditor/Control that the estimate of taxes paid to their district for the 2009/10 fiscal year did not take into consideration the possibility of the State "borrowing" 8% of total tax revenues. The District was further notified that the amount to be shifted from their agency to the Education Revenue Fund would be \$6,719.00.

The District's current fiscal year budget was based on the County's Estimated 2009/10 Tax Revenue or \$88,276. To date, the District had received 92% of their budgeted County Tax Revenue or \$81,636.00. The District anticipated that \$6,640 would be received prior to the end of the fiscal year.

Staff would inquire whether the final payments for General Tax Revenue to MCCSD through the end of the fiscal year, or any future payments for the upcoming fiscal year, would be shifted to the Education Revenue Fund.

4. Old Business – None

5. Groundwater Management

a. Application for Groundwater Extraction Permit Approval Extension

1. 45081 Calpella Street , APN 119-234-09

2. 45036 Ukiah Street, APN 119-234-08

The Board reviewed two requests for a Groundwater Extraction Permit Application Approval Extension. Both permit approvals would expire by their own terms on May 22, 2010 if the applicants did not obtain Final Approval for the proposed new development on each parcel.

Staff noted that the bank had assumed ownership of APN 119-234-09, and the Realtor/ Broker for the Bank was suppose to return the signed application, along with the \$125.00 permit fee. The application for renewal on APN 119-238-08 had not been signed either. Both parties were contacted by

phone and they indicated that they would execute the application form and return it with the \$125.00 permit fee.

The Board agreed to approve the Groundwater Extraction Permit Application Renewals, contingent on the District receiving the executed application form and the \$125 renewal fee prior May 22, 2010.

MOTION Schwartz/Kraynek: To approve the Groundwater Extraction Permit Application Approval Extension for APN 119-234-08 at 45036 Ukiah Street and APN 119-234-08 at 45081 Calpella Street.

ROLL CALL VOTE: AYES: Directors Kraynek, Waldman, Schwartz and O'Brien.  
NOES: None  
ABSENT: None

b. Monthly Groundwater Management Report

On May 21, 2007, the MCCSD Board adopted the District's Water Shortage Contingency Plan, and on July 30, 2007 the District adopted a Water Shortage Ordinance. These documents provided the District with the legal authority to manage water shortages in Mendocino.

On May 31, the MCCSD Board of Directors declared a Stage 2 Water Shortage due to below normal rainfall in Mendocino. The Stage 2 Water Shortage was considered a moderate drought, and property owners were asked to voluntarily reduce their water use by 15%.

The Water Shortage was re-evaluated on December 31, 2009, and the Water Shortage Contingency Plan recommended continuation of the Stage 2 Water Shortage based on depth-to-water measurements taken in five key drought monitoring wells.

Based on the rainfall record collected by the District on March 31, 2010, the drought plan indicated that there was sufficient rainfall to end the current Stage 2 Water Shortage. The drought plan required greater than 32 inches of rainfall to end the water shortage on March 31<sup>st</sup>. At the end of March 2010 MCCSD measured 36.58 inches of precipitation. A resolution was prepared to declare the end of the Stage 2 and a No Water Shortage condition in Mendocino for 2010. Mike noted that the most current rainfall was 42.24" which was 105% of normal rainfall.

Director Schwartz thought it would be noteworthy to mention that public acceptance of the drought plans and notices, and the information from advisors who developed the plan, were quite effective in this community.

Eight Number 1 Notice of Violation letters were mailed, two of which the District received a response with a meter reading. One Number 2 Notice of Violation was mailed. Property owner Mike Litton responded to the certified mail for the No. 2 Notice of Violation, and indicated he would read the meter and submit the reading. He asked if it might be time to re-examine the policies and requested that the District call and remind him to read the meter, to save the \$6 certified mail fee.

6. New Business

a. Adoption of Resolution No. 216 – Resolution of the MCCSD to Declare a No Water Shortage Condition

MOTION Schwartz/Kraynek: To waive the reading of Resolution No. 216.

ROLL CALL VOTE: AYES: Directors Kraynek, Waldman, Schwartz and O'Brien.  
NOES: None  
ABSENT: None

MOTION Schwartz/Kraynek: To adopt Resolution No. 216 – Resolution of the MCCSD to Declare a No Water Shortage Condition.

ROLL CALL VOTE: AYES: Directors Kraynek, Waldman, Schwartz and O'Brien.  
NOES: None  
ABSENT: None

b. Headwork Modification Presentation

Superintendent Kelley had been researching options available to the District to prevent the entry of plastic materials into the treatment plant. There had been some indication that dioxins may be created from heating synthetic materials in the biosolids. Mike suspected the problem was in the condensate,

which would require additional testing of the influent. "Screentec" was a low maintenance, mechanical vertical bar screen for deep channel installation. Mike presented a video of the equipment in the operating mode where a shovel-rake collected solid wastes from the bottom of the channel and then dropped into the waste disposal bin. A compactor could be used with Screentec. The total cost was \$87,337.67, and included the compacter, bar screen, tax, shipping and a two year warranty. Mike noted that the downside to this situation was that the existing materials were already in the aerator, and they would need to work their way into the biosolids and out to the landfill. The new machinery would prevent any future entry of plastic materials from entering into the plant.

The Board asked Mike to provide some comparisons of other machinery, and bring this issue back at the next regular meeting.

7. Attorney's Report – No Report

8. District Superintendent's Report

a. Monthly Report

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

The fence between the treatment plant and Tomas Dertner's parcel was completed during April. The fence boards were cedar and the frame was pressure treated. It was about 6 feet high.

The treatment plant operators were installing a new dryer condensate discharge line between the dryer and the influent wet well. The original line discharged into the sluice gate at the east end of the emergency overflow pond. Odors from the condensate would be eliminated with the flow dumping into the influent wet well.

No recycled water was transferred to the Mendocino High School during the month of March 2010.

TLC Construction was waiting for a Cal-Fire permit before starting construction of the Heeser Drive Lift Station foundation for the lift station generator building. After the old concrete slab was removed, the existing electrical panel would be moved to the north side of the new slab.

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

b. Operator in Training Program

Superintendent Kelley provided a memo dated 4/21/10 regarding an Operator-In-Training Program. He explained that Mendocino High School Keith Linden had worked for MCCSD since the summer of 2009. The District helped him obtain an Operator-In-Training Certificate from the California Department of Water Resources in July of 2009. Keith planned to make wastewater treatment his career path after graduation in June of 2010. The Mendocino Private Industry council (MPIC) funded Keith as a student summer youth worker in 2009 to work at the treatment Plant. The Mendocino County Office of Education and the California Department of Vocational Rehabilitation (CDVR) paid his wages through the Workability Program. He also worked for the District in 2010 during his senior year through the High School Youth Internship and Work Experience Program. MPIC was trying to approve Keith for the summer youth program for a second time during 2010. This would provide another 200 hours of paid employment. MPIC had an Internship Program, which consisted of 300 hours of paid employment with the agreement that the employer agreed to hire the intern at the end of the program. The CDVR would also provide \$5,000 on the job training wages if the District hired Keith. In summary, Keith needed one year of experience as an OIT before he could test for the Grade 1 Certification, and had several months of cumulative experience. The District had benefited from workers compensation insurance and wage pay. Additional program funding was available, but at some point the agencies that provided the wage support wanted the District to hire the person they were sponsoring. The personnel committee may wish to meet and discuss future staffing needs and the opportunity to employ a student worker whose training was paid for by the programs mentioned. The personnel Committee would meet. Director Kraynek agreed replace Director O'Brien on the Personnel Committee with Director Sam Waldman.

9. Committee Updates

Staff would prepare a 2010/2011 fiscal year budget and meet with the budget committee to review the draft for its introduction and discussion at the May meeting. The Budget would be finalized and accepted by the Board at their June meeting.

10. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Schwartz/Kraynek: To authorize payment of Checks #9463 – 9518.

ROLL CALL VOTE: AYES: Directors Kraynek, Waldman, Schwartz and O'Brien.

NOES: None

ABSENT: None

b. Quarterly Report of Income and Expenses Ending March 31, 2010

The Board reviewed the quarterly report of income and expenses ending March 31, 2010. Total revenue to date was \$477,243, with expenses of \$413,520 leaving an operating net income in the amount of \$63,724. Non-Operating Income of \$151,327, less cash items, left a negative cash margin of \$25,549 year to date. It was noted that \$27,794 of County Tax Revenue was received after the quarterly period which would increase revenue for the next period.

c. Update on Delinquent Sewer chares and Certificate of Liens

Three, out of four, Certificate of Liens had been released as a result of payment in full for delinquent fees and charges. The remaining Certificate of Lien recorded against real property at 10391 Blair Street would be released following payment in full.

A Notice of Intent to file a Certificate of Lien was mailed regarding APN 119-070-14 at 10860 Lansing Street. The account information was forwarded to Attorney Jackson requesting that a Certificate of Lien be filed. The issue would be on the next meeting agenda for Board review to consider disconnection from the sewer system for non payment of fees and charges, in which case, Resolution No. 163 procedures would be followed.

11. Matters from Board Members

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell  
District Secretary