

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 December 21, 2009

Regular meeting was called to order at 7:00 p.m. in the business office at the Wastewater Treatment Plant. Present were Directors Kraynek, Schwartz and O'Brien. Director Ball was absent. Also present were Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Minutes of October 26, 2009

The minutes of October 26, 2009 were placed in abeyance for approval by the Directors who were present at that meeting.

Minutes of November 30, 2009

MOTION Schwartz/Kraynek: To approve the minutes of November 30, 2009 as submitted.

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

2. Communications

Notice was given by Local Agency Formation Commission of Mendocino County (LAFCO) that there were three positions for district representation on LAFCO up for re-appointment. LAFCO was conducting a request for nominations and the ballot process by mail. Nomination decisions of the majority of board must be signed by the Chairman of the Board at received by LAFCO no later than March 8, 2010.

3. Public Comment – None

4. Groundwater Management

a. Elena Savitcheva, 10860 Lansing Street

On November 25, 2009, District personnel read the water meter as a result of a #2 meter reading violation. Groundwater Extraction averaged 642 gallons per day for the previous 116 days. \$50.00 was charged for MCCSD personnel to read the water meter and a penalty was assessed for over extraction of groundwater. Staff thought that Ms. Savitcheva wanted to attend the meeting to request a reversal of the penalty assessed.

Consensus of the Board was that the assessed penalty would remain in effect. The same issue was before them in October for over extraction of groundwater, and at that time, the Board denied the request for a reversal of the assessed penalty.

b. 10468 Lansing Street – Determination of Use Category for a Wine/Olive Oil Tasting Bar, Gift Shop and Retail merchandise, and a virtual “visitor’s center”, within an existing Commercial Retail space

The applicant requested that this item be removed from the agenda. They decided not to proceed with the project.

c. Monthly Groundwater Management Report

Superintendent Kelley gave a verbal report on the water shortage conditions. If the District received greater than 12 inches of rainfall by the end of December, the water shortage stage could potentially drop to a stage 1.

Three people received #2 violations letters, and eight received a #1 Notice of Violation.

d. Kennedy/Jenks Proposal for Annual 2009 Groundwater Model Update

Kennedy/Jenks Consultants provided a proposal for the District's 2009 Groundwater Model Update. The update included three tasks: 1) incorporation of 2009 groundwater elevation, well, and rainfall data collected by District staff into the groundwater model, 2) calibrate the groundwater model to reduce the difference between measured and simulated groundwater elevations, and 3) tabulate the water balance for the 5 subareas that were defined in 2007. Mike Maley, Kennedy/Jenks' hydrologist could start on the update immediately, and the project would be completed by March 2010. Mr. Maley would make a presentation of the results at a public meeting in Mendocino as an opportunity to inform the District's residents and business owners of expected groundwater conditions and groundwater availability during 2010.

Annual groundwater model updates were necessary to reliably evaluate aquifer conditions and improve and possibly modify the District's Water Shortage contingency Plan.

Based on below normal rainfall in the current 2009-2010 rain-year, the District may be declaring a Stage 3 Water Shortage in January. This would require property owners to reduce groundwater extraction by 20%.

The funding for the annual Groundwater Model Update was a line item in the current budget.

5. New Business

a. Adoption of Ordinance No. 09-3 – Regulations of the MCCSD Applicable to Food and Beverage Establishments for controlling Fats, Oils and Grease (FOG)

Ordinance No. 09-3 was introduced on November 30th. The intent of the Ordinance was to protect the sewer system from SSO's caused by FOG blockages in the sewer collection system.

MOTION Kraynek/Schwartz: To waive the reading of Ordinance No. 09-3.
ROLL CALL VOTE: AYES: Directors Kraynek, Schwartz and O'Brien
NOES : None
ABSENT: Director Ball

MOTION Kraynek/Schwartz: To adopt Ordinance No. 09-3, Regulations of the MCCSD Applicable to Food and Beverage Establishments for Controlling Fats, Oils, and Grease (FOG).

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

b. Adoption of Ordinance No. 09-4 – To Establish Sanitary Sewer Special Use Discharge Permit Application and Renewal Fees

In accordance with the legal authority set forth in the District's Sanitary Sewer Use Ordinance No. 09-2, Ordinance No. 09-4 was established to establish sanitary sewer special use discharge permit application and renewal fees. The District was working on a process to notify restaurants and provide information on Best Management Practices. The District intended to let restaurants understand the problems with FOG, and give them an opportunity to resolve any issues regarding their contributions of FOG

MOTION Kraynek/Schwartz: To waive the reading of Ordinance No. 09-4.

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

MOTION Kraynek/Schwartz: To adopt Ordinance No. 09-4, To Establish
Sanitary Sewer Special Use Permit Application
and Renewal Fees.

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

6. Old Business

7. Attorney's Report

8. District Superintendent's Report

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

District personnel are in the process of replacing the influent pump #3 and the #2 water system pump.

Superintendent Kelley and Operator Steve Acker attended the California Rural Water Association GIS training on December 9, 2009. The course covered GIS applications for small water systems and wastewater utilities. The instructor discussed the fundamentals of GIS, new GIS software, field mapping, Global Position System use with GIS, and how to improve infrastructure asset management and maintenance with GIS.

District personnel asked PG&E for an updated spreadsheet of street light data and locations. Staff plans to GPS the street lights, and a GIS map layer of them and a GIS map layer of them would be added to the District's GIS.

No recycled water was transferred to the Mendocino High School during the month of November 2009.

SHN Consulting has completed a draft of the capacity analysis of the MCCSD collection system. The study was required for the District's Sewer System Management Plan. Superintendent Kelley was reviewing the document. After the review and any necessary revisions, SHN would prepare the final report.

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

9. Committee Reports

10. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Schwartz/Kraynek: To pay disbursements for checks #9259-9302.

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

b. Update on Delinquent Monthly Sewer Service Accounts

A Notice of Intent to File a Certificate of Lien was sent to Lucia Zacha for properties located at 45180 Main Street and 45110 Main Street. The property owner had ten

days from December ten days to resolve the matter of non-compliance. The issue would be referred to the Attorney for filing a Certificate of Lien.

11. Matters from Board Members

Mike Kelley introduced the Board of Directors to Keith Linden, who attended the meeting for his civics class. Keith was the summer youth worker through MPIC, and is proceeding towards obtaining his Grade I certification. After one year of work experience at a wastewater facility with an Operator in Training permit, Keith would be in a position to obtain his Grade I certification.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell
District Secretary