

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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Minutes of February 5, 2010

Special Meeting was called to order at 8:30 a.m. in the business office at the Wastewater Treatment Plant. Present were Directors Kraynek, Schwartz and O'Brien. Also present were Superintendent Mike Kelley and Secretary Jodi Mitchell.

President O'Brien called for public commenting regarding items on the closed session agenda, and with none, he convened to a closed session.

Action was taken to make changes to the District Secretary/Office Manager and the District Superintendent Job Descriptions, and changes to the personnel policy.

The meeting was reconvened to open session. Director O'Brien reported on action taken in the closed session.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell
District Secretary