

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 November 1, 2011

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 Waldman was absent. Also, present were Steve Acker, and Jodi Mitchell.

1. Public Comment

2. Approval of Minutes – September 26, 2011

Corrections: Page 1, Section 5(a), Line 5:...whereby the Water District was capable of ~~proving~~
providing the Greenwood...

Page 1, Section 5(A), line 8: The **MCCSD Board** ~~District~~ was concerned.....

Page 2, Section 5 (c), line 4: the term "push back" was changed to **waive**

Page 3, Section 8(a), Paragraph 1, Line 4: The new Hippo Hopper was installed in **conjunction with**
the bar screen

MOTION Schwartz/Kraynek: To approve the minutes of September 26, 2011 as corrected.

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

NOES: None

ABSENT: Director Waldman

3. Groundwater Management

a. Application for Hydrological Study Approval Renewal

Hank McCusker, 10770 Calypso Lane, APN 119-090-35

On December 19, 2005, a Hydrological Study was approved for an allotment for future development not to exceed 264 gallons per day. The Hydrological Study approval had been renewed twice; in 2007 and 2009.

MOTION Kraynek/Schwartz: To approve the renewal of the Hydrological Study Approval
for a period of two years.

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

NOES: None

ABSENT: Director Waldman

b. Groundwater Management Report

The Superintendent reported on rainfall and well monitoring. Annual average rainfall was 40.25". 46.93 inches of rainfall had fallen to date, which was 117% of annual rainfall. The Board reviewed the average depth to water in the 24 monitoring wells. The average depth to water as of October 24, 2011 was a bit lower as compared to the average this time last year.

Three-#2 violation letters were mailed, and nine-#1 violation letters were sent. Six property owners responded to the correspondence, two of which had received #2 violation notices.

4. Communications

5. Old Business

a. Action to Hire New Superintendent

At the September 26th meeting, the Board approved Steve Acker's promotion to Interim Superintendent, and asked staff to obtain a legal opinion that advertising of the position was not required. It was confirmed that there was no legal requirement for the District to advertise for that position. Since a well qualified person was on staff, there was no legal impediment to hiring Steve for the position.

MOTION Schwartz/Kraynek: To hire Steven Acker as a permanent employee with
District Superintendent's benefits.

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

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NOES: None
ABSENT: Director Waldman

b. Discussion of Undeveloped Parcel Located at APN 119-140-31

Preliminary discussions had occurred regarding plans by the previous Superintendent to utilize an undeveloped parcel for future use as a storage building with possible underground water storage. The District had been looking for the last couple of months for other property to relocate the vehicles and related storage.

The parcel under discussion was currently encumbered by an open space easement, and that would be eliminated if the eminent domain process occurred. The attorney did not believe that any of the exceptions would interfere with the District's plans for the property as long as the District was aware of the location of the various easements at issue. The Board discussed possibilities for future development, and other issues raised regarding acquiring the property, such as the building called the laundry room and possible liabilities, the Hill House Sign, and obligations, timeline, and costs for condemnation.

MOTION Schwartz/Kraynek: To proceed with investigation of acquiring the property and submit points to the Attorney as raised by the Board and ask the Attorney to draft an agreement for acquisition.

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

c. Update Regarding a Request for the MCSD to Provide the Mendocino Community Center with Umbrella Insurance Coverage

Harold Hauck updated the Board regarding the situation at the Community Center since the last MCCSD meeting. He indicated that the Mendocino Coast Park and Recreation District (MCPRD) committed to put aside a certain amount of revenue to support Mendocino Center until June. After that time, the Community would create a non-profit to enter into a lease with the School District for the building. The MUSD owns the property and was leased to the MCRPD. The MCP&R no longer leases the building, but the MUSD agreed to allow the MCR&PD to use the building as a community center until June at no charge.

Director O'Brien noted that the Attorney had advised the District that it wasn't "legal" for their District to provide insurance coverage to a building and activities for another entity outside of the District's legal jurisdiction, and would need to comply with the legal requirements of adding the operation and maintenance of recreational facilities to its scope of powers.

Mr. Hauck thanked the District for their effort, and noted that no action was warranted by the MCCSD Board.

6. New Business

a. Agreement with Mike Kelley for Consulting Services

Mike Kelley provided a Consulting Proposal for possible future operations assistance, grant writing, or project management. He thought the fee schedule provided was the most cost effective way for the District to pay for his assistance with future projects or maintenance. The Board agreed with the proposed hourly rate of \$35.00 for assistance with plant maintenance or construction and grants and state resolving fund loan application.

MOTION Kraynek/Schwartz: To accept the consulting proposal with a change; that the grant writing be charged at 5% and not an hourly rate.

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

7. Attorney's Report

8. District's Superintendent's Report

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

Staff installed new check valves on pumps #1 and #2 and a new impeller in pump#2 at Hills Ranch Lift Station.

District personnel worked on the enclosure for the bar screen.

Nitrate levels tested below 10 mg/l which allowed the District to transfer water to the High School. The Chlorine analyzer failed which stopped the first transfer. Repair parts have been ordered.

Annual effluent dioxin results were reported with a passing score. No accelerated testing Chronic toxicity results were reported. The score was 80 toxicity units and our limit was 100.

Schedule 1 sludge analyses samples for Redwood Landfill were sent in. The results of the testing were good, and we met their standards to deliver to the Redwood Landfill.

July and August Self Monitoring reports were sent. Progress was being made, but there was more work to be done. The paper monthly report for September was mailed.

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

Jeff Faber from Golden State Risk Management visited to appraise the filter press and dryer buildings. He also looked at the plant in general.

Planning staff from the County met with MCCSD about the Mendocino Town Plan Update.

A minor break-in at the Heeser Drive lift station was reported to the Sheriff for notation. There was nothing to take from the building and the lock was broken.

9. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION	Kraynek/Schwartz:	To approve checks #10436 through #10492, noting checks #10323, #10395 and #10441 were void.
ROLL CALL VOTE:	AYES:	Directors Kraynek, Schwartz and O'Brien
	NOES:	None
	ABSENT:	Director Waldman

b. Quarterly Report of Income and Expenses

The Board reviewed the quarterly report of income and expenses for the period of July through September 2011. Total operating revenue was \$166,805 and operating expenses were \$170,127, leaving a net operating loss of <\$3,322.00> for the period. With the addition of non-operating income, less cash items, the cash margin for the period was <\$48,781>.

10. Matters from Board Members

President O'Brien stated that he had officially been appointed to Fire Chief, and after serving 22 years on the MCCSD Board, he would be resigning. His intention was to leave after the evening's meeting, however said he would stay for the November meeting; that being his last.

Director Schwartz noted that Ed was exemplary in dealing with the public and adversity and he provided a dignified and honorable presence. Director Kraynek concurred, and added that the District would be losing knowledge of occurrences in the District's history.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell, Secretary