

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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Minutes of October 29, 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. Minutes of August 27, 2012

Corrections: Section 1, in Motion: NOES: ~~Noes~~ **None**

Section 2, Line two: Director Waldman and Stubbs were not at the Special meeting so ~~should~~ **could** not have voted

Section 2, in Motion: NOES: ~~Noes~~ **None**

Page 2, Section 7, Paragraph 4: 14,115 feet of the collection system ~~was~~ **were** cleaned....

Page 3, Line 3: The District adopted a ~~Fog~~, **Fats**, Oil and Grease Ordinance.....

Page 4, Section 9 b, Line 3: a residential account was allowed 100 **days** to pay.....

MOTION Stubbs/Waldman: To approve the minutes of August 27, 2012 as corrected.

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

NOES: None

ABSENT: None

President Schwartz asked what the status was regarding: 1) Correspondence with the MUSD and the Fire Department, regarding reported damage to the sewer line on Little Lake Road and a possible liability to the District, 2) a recommendation regarding implementation of the FOG Ordinance, and, 3) a 2/5/10 year priorities list and related revenue sources. Director Schwartz asked the Superintendent update the Board regarding these matters at the next meeting.

2. Communications

3. Public Comment

4. Groundwater Management

a. Monthly Groundwater Management Report

Superintendent Acker reported that over 3 inches of rainfall had been recorded in October, which began the 2013 rainfall year. On August 31st, the Depth to Water of the 5 indicator wells was .3” away from being out of the Stage I Water Shortage Condition. Steve recommended that the Board may want to wait until the next evaluation period to lift the Stage 1 Water Shortage Condition. The next determination would be made on November 30th. The current condition would be declared in the form of a Resolution adopted by the Board.

The average depth to water in the 24 monitoring wells was 18.63 ft as of October 8, 2012.

September 21, 2012. All violations have been satisfied with a meter reading, with the exception of 10860 Lansing Street, which was read by District personnel on August 13, 2012, as a second notice violation.

October 23, 2012. Eleven #1 violation notices were mailed. Nine property owners responded with a meter reading.

The Board reviewed water uses in excess of their groundwater extraction permit allotments, specifically, Friendship Park and a possible penalty of \$2,603.71 for over extraction. Correspondence was sent to the School on August 13th alerting them to possible penalties for over extraction of groundwater. Superintendent Acker noted that he had met with Jason Morse, the MUSD Superintendent and Charlie Acker, a MUSD Director. Apparently, there was a leak that had been repaired, and the irrigation restriction was inadvertently overlooked due to changes in tenants and responsibilities for irrigation. Director Hauck asked if the District had the capacity to transfer water to Friendship Park, and he suggested that MCCSD investigate what it would take to transfer recycled water from the High School to Friendship Park instead of one agency monetarily penalizing another. Superintendent Acker was asked to research the State's requirements to provide recycled water to Friendship Park and also, prepare a schematic of the water lines to the High School and to Friendship Park. The Board would like to discuss this possibility at the next meeting.

Since the groundwater extraction was back to normal, no penalties would be applied.

b. Hydrological Study Approval Extension
APN 119-217-08, Richmond Aguilar, 10401 Heeser Street

Mr. Aguilar applied for a two-year extension of his Hydrologic Study Approval. On November 24, 2008, the Board of Directors approved a Hydrological Study of assessor's parcel number 119-217-08. The conclusions of the Hydrological Study proved that the total allotment could not exceed 1,057 gpd. The new parcel for future development could not exceed 757 gpd. A deed restriction had been recorded on the remaining parcel for 300 gallons per day. The Hydrological Study Approval was renewed in 2010. The Board determined that the conclusions of the hydrological study were still valid.

MOTION Stubbs/Waldman: To approve the Application for a Hydrological Study Approval Extension for APN 119-217-08.

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

5. Old Business

6. New Business

a. Review of Delinquent Accounts to Consider Disconnection of Sewer Service for Non-Payment of Fees and Charges

1. 44400 Little Lake Road, Stephanie Silva, APN 119-090-39

The tenants of this property had paid \$574.00 to bring past sewer fees current. They owed for the current quarterly period of October through December, plus \$50.00. The property owner had not responded to any of her mail, and the tenants were attempting to pay the sewer fees to avoid disconnection. The remaining charges on the account represented water overage penalties of \$1,103.88, meter reading service, \$100.00, late payment penalties \$62.40, and sewer fees \$206.00 or a total of \$ 1,472.28. The property currently had a recorded lien in the amount of \$1,402.48. The Secretary understood that the lien must be lifted when the charges represented by the lien have been paid. She would review that information.

2. 10390 Blair Street, Emily Greco, APN 119-120-41

\$120 was paid on this account. Director Waldman was aware that a substantial payment would be made toward the balance of the account on October 30th.

The Board reviewed the delinquent accounts, and decided not to disconnect the parcels for non payment of fees and charges. A progress report would be provided at the next meeting about the status of the two delinquencies.

b. Review Policy Regarding Collection of Fees and Charges

The Board reviewed the current policy regarding collection of fees and charges, specifically, the amount of time allowed for a residential account to pay for charges before they become delinquent. Since the sewer charges are billed in advance, the customer is allowed 100 days to pay for the charges (the quarterly period plus 10 days). At that time, a penalty of 10% was assessed. Jodi guessed that most customers pay their bill during the quarterly period, but there were occasionally a number that resulted in further collection action, and faced disconnection. The Board asked Jodi to provide an aged-receivable report for discussion at the next meeting.

7. Attorney's Report

The attorney corresponded with the Mendocino County Planning and Building Services about the proposed update to the Mendocino Town Plan regarding the condemned real property located on Palette Drive, and the designation of the property as Open Space.

The Board asked the Superintendent to research legal enforcement of the provisions of the Groundwater Extraction Permit Ordinance 07-1, for non-compliance issues.

8. District Superintendent's Report

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

The September self-monitoring on-line report was sent in to the Water Quality Control Board. The no spill certification for September was posted on line

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

On October 6th, Keith Linden took the Grade II wastewater licensing test. The results would be reported in January.

The Nitrate levels remained below 10 mg/l. This allowed the District to transfer 267,499 gallons in September. The nitrate level tested below 10 mg/l in October and 187,688 gallons had been transferred as of October 24th. 1,411,539 gallons had been transferred to the High School so far this year. The rain had started. Water transfers to the High School probably wouldn't be necessary until next year.

Director Kraynek noted that the previous Superintendent had trouble transferring water to the High School, due to high Nitrate levels. Steve had managed to alleviate the high nitrate problem, and saved thousands of gallons of groundwater from being extracted from the town's aquifer for irrigation.

8. Committee Update

9. District Secretary's Report

a. Demands and Disbursements

MOTION Hauck/Waldman To approve the cash disbursements for checks as reflected in the August 22 through September 17 disbursement report.

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

ABSENT: None

MOTION Waldman/Hauck To approve the cash disbursements for checks, as presented in the report for September 18 through October 24, 2012.

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

b. Update on Delinquent Sewer Accounts and Certificates of Liens

The Board reviewed the delinquent sewer accounts and certificates of Liens report for October.

c. Quarterly Report ending June 30, 2012

The Board reviewed the quarterly report of revenue and expenses for the period ending June 30, 2012. Year to Date revenue was \$658,521, and YTD expenses were \$489,813, leaving a net income of \$168,708. Total non-Operating Revenue, which includes County tax revenue and savings interest was \$116,637. After subtracting cash items, the net cash margin at the year end was \$152,318. The secretary provided explanations for overages of some of the line items, which exceeded the proposed budget amount.

d. Quarterly Report ending September, 2012

The Board reviewed the quarterly report of revenue and expenses for the period ending September 30, 2012. Revenue for the quarterly period was \$170,481.41 and operating expenses were \$136,556.46, leaving an operating net income of \$33,924.95. Director Stubbs noted an error in the calculation for the district margin, which also reflected on the cash margin. The secretary would correct the calculation error to reflect that the District margin was \$41,963.99, and the cash margin was \$10,619.87.

12. Matters from Board Members

President Schwartz said that he was disturbed that there was no meeting held last month. He asked that if any Board member knew in advance that they would be unavailable to please notify the secretary as soon as possible.

Director Waldman had been reviewing ways to lower the District's P.G. & E bill, and he provided an outline for alternative energy and technology for a net zero approach for MCCSD and the potential for community participation. He said the first step was to have an energy audit, and then complete a questionnaire about the District's various needs. There would be no cost to the District, and may yield some interesting results.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell, Secretary