

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**

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Minutes of August 25, 2008

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

1. Minutes of July 28, 2008

Corrections: Page 1, Section 2, Line 5 – *PIER* should be **PEIR**  
Page 2, Section b, Paragraph 2, Line 4 - ....major **portion** of the....  
Page 3, Section 5 – vice should be spelled **vice**  
Page 5, Section 8, Paragraph b, Line 2 – annual net *income* **loss**

MOTION Schwartz/Kraynek: To approve the minutes as corrected.  
ROLL CALL VOTE: AYES: Directors Kraynek, Ball, Schwartz and O'Brien  
NOES: None  
ABSTAIN: Director Dill  
ABSENT: None

2. Communications – None

3. Public Comment – None

4. Water Management

a. Spring Pond Properties, 10490 Howard Street, APN 119-150-05

The applicant requested that the Groundwater Extraction Permit approval for the conversion of an existing single family residence to a commercial veterinary practice be taken off the agenda, so they could consider the additional Right of Use Fees. The Right of Use Fee was \$14,467.50 and would be required for the conversion of a residence to an office and a conversion of a commercial office to a veterinary clinic. The Board would handle types of establishments not listed on the Water Use Standard or special requests on a case-by-case basis. A portion of the Right of Use Fees were based on a .77 gpd water use for the veterinary clinic, which was derived from information provided in the application for water use of other similar veterinary offices in Fort Bragg. Director O'Brien noted that there may be an existing ordinance, which allowed Right of Use payments over a period of time, with interest. The Secretary would provide that information to the applicant.

Kathleen Cameron was present to speak to the issue on the agenda, and she would hold her comments until that time.

b. Groundwater Management Report

During June 2008, staff initiated the three-step process to obtain a meter reading from property owners that had not provided readings.

The three-step process required that if a property owner missed one month's reading, the staff would send a letter to them that discussed the importance of timely readings and reporting, and advise the owner that staff would read the meter if a reading were not forthcoming. A second letter would be sent if an owner missed a second month. This letter would advise them that a fee would be added to their monthly sewer bill for this service and would also provide them with an alternative to sign up for the meter reading service on an annual basis for \$120 per year or \$10 per reading. If the owner persisted

in non-reporting, staff would take the reading. Two owners from the first batch of letters had not responded, so staff would be entering the property to read the meter. If the property owner refused to provide access to the property, their permit would be subject to revocation and the matter would be referred to legal counsel for further handling. One method of further handling would be to obtain an injunction against the property owner's interference with the District's groundwater management program. A second batch of Letter No. 1's was mailed on August 20<sup>th</sup>.

At the last meeting, the Board agreed that a higher fee should be charged to property owners who refused to read the water meter, which necessitated the need for District personnel to enter the property and collect the meter reading. In speaking with Legal Counsel, the Secretary understood that an Ordinance would be required to charge a higher fee than what was established. At this time, the District cannot change the fee as discussed. The Board suggested that an Ordinance be scheduled for introduction, which would include charges for actual staff wages and benefits and other associated costs with District Personnel entering a private property to collect a meter reading.

Superintendent Kelley provided a PowerPoint presentation on Mendocino's current groundwater situation. MCCSD declared a stage 2 water shortage on June 30<sup>th</sup>, based on below average rainfall and a dryer than normal spring. The District received 31.59 inches to date. Mendocino has received 22.5% below normal rainfall. On August 31, the District would re-evaluate the drought stage, based on depth to water in five key drought monitoring wells. The district maintains 28 monitoring wells.

Mike reviewed average depth to water, rainfall statistics, and information on indicator well's average depth to water per drought stage evaluation. On August 31, MCCSD would re-evaluate the drought stage, based on depth to water in 5 key monitoring wells.

5. New Business – None

6. Old Business

a. Lift Station Improvements

Superintendent Kelley provided an update regarding the Heeser Drive and Main Street Lift Station Improvements. Mike sent a packet to the State Parks Department, which included an environmental checklist, a project description, maps, etc. The State Parks would review and respond with special concerns and any CEQA requirements. Mike had two encroachment permits pending with the County of Mendocino. Director O'Brien suggested that, if necessary, the District may have to prioritize the road access improvements to get the most important work done prior to the rainy season.

7. Attorney's Report - None

8. District Superintendent's Report

During the month of August, the treatment plant operated normally. Plant personnel performed routine plant maintenance and equipment repair. District personnel cleaned the flow equalization pond. 177,211 gallons of recycled water was transferred to the Mendocino High School during the month of July 2008.

Alpha Diving started the ocean outfall repairs on July 12<sup>th</sup>. They placed the repair clamp on the pipeline about 700 feet offshore, and completed the installation of the clamp on August 15 – 17, 2008. Alpha recommended replacement of the missing pipeline brackets, and was preparing an estimate for that task.

On August 15, 2008, there was a 480 gallon Sanitary Sewer Overflow (SSO) between manhole 42 and 43. Mendocino County was replacing a storm drain located along Little Lake Road across from the PG&E substation. They broke the 8-inch sewer main during the storm drain replacement. Wetzler Waterworks repaired the damage while District personnel plugged the upstream wastewater flow at manhole 43. The Regional Water Board considered the spill to be a Category 1 SSO, since none of the spill was recovered and the spill entered the drainage at the end of the storm drain culvert. This may

result in a \$10.00 gallon per day fine from the Regional Water Quality Control Board. The District was not notified by the County prior to their excavation. Mike noted that District personnel also had to jackhammer one of the manholes, which the County previously paved over. MCCSD made all notifications to the required agencies about the spill. The Board asked what the County's procedure was when planning construction where one would assume there would be sewer lines. Normally, USA would locate power, telephone, and electric lines, however, no one from the County contacted the District to determine the sewer line location. The Board directed Staff to bill the County of Mendocino for all costs, including wages and benefits, John Wetzler's repair bill and the necessary pipe supplied by MCCSD for the repair.

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

Mike reported that he received an estimate from Alpha Diving Industries for \$23,800 to replace the pipe brackets on the ocean outfall, but the estimate was not received in time to put the action item on the agenda for approval. The Board agreed to hold a special meeting on Thursday, August 28<sup>th</sup> at 7:30 a.m., to approve the cost estimate and time schedule from Alpha Diving to Re-Anchor the Ocean Outfall Pipeline.

9. District Secretary's Report

a. Monthly Register of Demands and Disbursements

MOTION Dill/Schwartz: To approve expenses in the amount of \$77,511.18 for checks #8418 through #8472, noting checks #8434 and #8453 were void.

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

10. Matters from Board Members

Director Dill was sorry that he missed the last two meetings. Mr. Dill noted that unfortunately, he would be out of town, and unavailable for the special meeting to approve the Ocean Outfall repair costs. He asked if the estimate of \$23,800 was firm, and whether there would be changes in the cost if the divers discovered additional problems. Mike explained that the cost of \$23,800 was based on their observation of the damage.

Director O'Brien noted that Mike had some good ideas to help the treatment plant operate more efficiently. He suggested that the Plant Operation Committee meet to discuss the District's goals and objectives for the next few years, and lay out a plan to prioritize and incorporate necessary purchases into the proposed budget. Director Schwartz inquired if the finance committee should simultaneously review this issue, since it was related to the fiscal year budget. The Plant Operation Committee would provide information in a format for Board discussion, and if necessary, it would be referred to the Finance Committee.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell  
District Secretary