

**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 June 29, 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, Ball, Dill, Schwartz and O'Brien. Also present were Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Minutes of June 1, 2009

Correction: Page 1 – Section 2 – Paragraph 2. ....and the District could not obtain a quorum until July June 1, one-week after the regularly scheduled meeting.

MOTION Schwartz/Dill: To approve the minutes of June 1, 2009, with the exception noted.

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

2. Communications

3. Public Comment

4. Groundwater Management

a. Application for Groundwater Extraction Permit-  
Mendosa-Knacke Properties, LLC/10550 Lansing Street, APN 119-160-31

An application was submitted for approval under Section 4(b) of Ordinance O7-1, which was an exception to the hydrological study requirement. Kelley Grimes was present as the owner's agent. The property owner planned to increase the water demand on the parcel by 4.18%, or 25 gallons per day, based on changes in square footage of existing and new commercial uses. The increase of 25 gpd fell within the 10% limited increase allowable under Section 4(b) or 59.8 gallons per day.

The Board discussed calculations for the current and proposed use, and changes in square footage of the existing buildings, which were based on actual measurements provided by the applicant.

Director O'Brien noted that following the issuance of a groundwater extraction permit under Section 4 (b), any future new development, change in use, or expansion of existing use, may require approval of a Hydrological Study prior to issuance of a new Groundwater Extraction Permit to review the effect that incremental development may have on the adjacent wells.

A one time Right of Use Fee was also required for a 63 sq. ft. office, 208 sq. ft. office and a 696 sq. ft. retail commercial store.

A Deed Restriction would be recorded for 598 gallons per day, which was the allotment for current and present use.

MOTION Dill/Ball: To approve Groundwater Extraction Permit 2009/6-22.

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

b. Administrative Approval -Application for Groundwater Extraction Permit  
Mendocino Presbyterian Church – 44867 Main Street

An application was submitted by the Mendocino Presbyterian Church to reduce the water demand on the property to reflect the actual use. The change in use resulted in a decrease in the water allotment of 1,505 gallons per day. The applicant had agreed to all conditions of approval, and a new Deed Restriction

would be filed with the Mendocino County Recorder in the amount of 1,665 gpd. Historic meter readings indicated the church should be able to remain within the new lowered allotment.

c. Monthly Groundwater Management Report

On June 30, 2008, the board of Directors declared a Stage 2 Water shortage. Property owners were asked to voluntarily reduce their water use by 15% to help mitigate the expected water shortfall. The Stage 2 drought was extended into 2009. Because of the ongoing Stage 2 drought from 2008 and below normal rainfall in January 2009, the drought stage was increased to a Stage 3 Water Shortage on February 6, 2009. This called for a mandatory 20% reduction in water usage. Mendocino received 24.08 inches of rain by the end of May, so the drought stage was lowered to Stage 2. The District would re-evaluate and update the water shortage stage based on the average depth to water in the MCCSD drought monitoring wells on August 31, November 30, and December 31, 2009.

9 #1 Notice of Violation letters were mailed to property owners that were twenty days late with their May extraction meter readings. Two property owners submitted a reading shortly after the due date, so only 7 were in violation of the meter reading requirement. The District had averaged about 20 to 25 violation letters per month, so property owners are starting to report regularly near the 1<sup>st</sup> of the month for the previous month's extraction.

Director Schwartz inquired about the ongoing wet patch on Little Lake Road, east of the Highway. The Mendocino Unified School District confirmed with the District that the wet spot was not sewage or a broken water pipe, but probably a disturbance in the water flow when the new water line was installed. The water would eventually undermine the road and the contractor was supposed to have looked at it on June 1<sup>st</sup>.

5. New Business

a. Review of Proposal's for a Hydraulic Study of the District's Collection System

In 2006 the State Water Resources Control Board required all public wastewater collection systems in California with greater than one mile of sewer to be regulated under Statewide General Waste Discharge Requirements, and they mandated the development of a Sewer System Management Plan and the reporting of sanitary sewer overflows. Element VIII System Evaluation and Capacity Assurance Plan would be completed following the engineering study of the collection system hydraulics.

MCCSD Personnel re-mapped the District's collection system, and Superintendent Kelley asked for collection system evaluation proposals from three companies. He had only received two of the proposals, and requested that the matter be carried over to the Next Meeting.

The Sewer System Management Plan must be certified by February of 2010. Attorney Jackson was currently reviewing legal elements of the Sewer System Management Plan, which included the Fats, Oil and Grease Ordinance and the Sewer Use Ordinances.

b. Approval of 2009/2010 Fiscal Year Budget

The 2009/2010 budget was reviewed at the last meeting. Under Less Cash Items, it was noted that the Annual Debt Service (Sewer Bonds) payment was \$26,000 and not 27,000. This will reflect a cash margin of \$1,039.

MOTION Kraynek/Dill: To approve the 2009/2010 Budget.

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

NOES: None

ABSENT: None

ABSTAIN: None

6. Old Business

7. Attorney's Report

8. District Superintendent's Report

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

194,154 gallons of recycled water were transferred to the Mendocino High School during the month of May 2009.

The Mendocino Private Industry Council (MPIC) planned to fund a summer youth worker this year. The district's student worker from the 2009 school year, Keith Linden, had applied for the position. He would also be working for the District in 2010 through his high school Youth Internship and Work Experience Program. The student received worker compensation insurance coverage and minimum wage pay through the MPIC and High School Programs. Superintendent Kelley noted that Keith had, at this time, chosen wastewater treatment as a career path, so the District he could start on his Operator in Training License, which required one year of on the job training.

AT & T completed installation of the new telephone line for an emergency dialer at the Main Street Lift Station. Staff planned to install log barriers and a bollard at the Heeser Drive lift station during July.

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

9. District Secretary's Report

a. Monthly Register of Cash Disbursements

The Board reviewed the register of cash disbursements. Director Schwartz asked staff if they obtained competitive bids for propane gas and, if not, made a suggestion to do that.

MOTION Kraynek/Dill: To approve expenses for checks #8919 through #8988, noting check #8964 was void.

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

b. Certificate of Deposit – Investment with the Savings Bank of Mendocino County

Secretary Mitchell reported that a certificate of Deposit was opened in the amount of \$85,000 for a 6-month period at the rate of 1.40% with the Savings Bank of Mendocino County. The funds were transferred from the Money Market Savings account at Edward Jones currently earning .01% interest. Secretary Mitchell invited Mr. Wheat to update the Board regarding the status of their investments. Mr. Wheat was unavailable but could visit the Board in July.

10. Matters from Board Members

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell  
District Secretary