

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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Minutes of November 24, 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, Dill, Schwartz and O'Brien. Director Ball would be on medical leave for a couple of months. Also present were Superintendent Mike Kelley and Secretary Jodi Mitchell.

1. Approval of Minutes of October 27 – Special Meeting

Correction: Page 1, Section 4 b, Line 1: the Board made a political decision, ~~probably guided by desires~~, to enlarge.....

Correction: Page 3, Section 6 a, Paragraph 2, Line 2.to prepare and ~~rock~~ **gravel** **the** road at the Heeser

Correction: Page 3, Section 6 a, Motion: To accept AKEFF Construction Services bid for the Heeser Drive and Main Street Lift Stations. ~~and noted that their bid was 87% less than the competing bid.~~

MOTION Schwartz/Dill: To approve the minutes of October 27, 2008 as corrected.

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

NOES: None

ABSENT: Director Ball

2. Communications

3. Public Comment

4. New Business

a. Approval of Purchase Order for Effluent Pump

Superintendent Kelley presented a purchase order for the Board's approval in the amount of \$20,286.00 to replace an effluent pump. The pump was worn and the main shaft was sheered in half. The pump was identical to a pump that was replaced in 2006, which cost \$5,000 less at that time.

MOTION Schwartz/Kraynek: To authorize the superintendent to purchase an effluent pump.

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

NOES: None

ABSENT: Director Ball

b. Discussion of Handling Future MCCSD Committees

During the Municipal Service Review (MSR) process, LAFCO determined that under Section 54952 of the Brown Act, a "standing committee" of the Board or committees, which have continuing subject matter jurisdiction, were considered to be a legislative body for the purpose of the Brown Act. Therefore, the District was required to publish agendas and keep minutes of all of its "standing committees". Attorney Jackson responded that to the extent it was the Board's intention to create an advisory committee of a relatively temporary nature, he would recommend that the Board specifically identify the committee as a temporary advisory

committee in order to clarify such committee's responsibilities under the Brown Act. On the other hand, to the extent the Board has committees, which repeatedly address the same subject matter, it would be his opinion that such committee should be considered standing committees subject to the Brown Act requirements. Such requirements would include the necessity of posting an agenda, keeping minutes and allowing public participation at the committee meeting.

5. Groundwater Management

a. Hydrological Study Approval

Richmond Aguilar, 10401 Heeser Street, APN 119-217-08

A memorandum was provided to the Board dated November 17, 2008. A 72 hour constant rate aquifer pump test was conducted for a hydrological study of a .7-acre developed parcel located at 10401 Heeser Street. The property owner planned to subdivide the original parcel and create a new parcel for future development of a three-bedroom residence. The test proved an adequate water supply for a maximum allotment equal to 1,057 gallons per day. Lawrence & Associates reviewed the study, and found no deficiencies. Staff recommended approval of the Hydrological Study to divide APN 119-217-08 for future development of the new parcel. Based on the aquifer test data and the conclusions of the Hydrological Study, it was recommended that the allotment for future development should not exceed 1,057 gallons per day. A deed restriction shall be recorded for an allotment, which would be based on the size and type of development. A water meter shall be installed at the wellhead on the new parcel prior to extraction from the new parcel well, and monthly meter readings shall be submitted to the District following water meter installation.

Director O'Brien asked if the approval of the study would allow a 100 gpd increase in the allotment for the existing guest cottage, which was previously approved under section 4 b, and allowed a groundwater extraction permit approval for the development, if the applicant remained within the existing use (200 gpd for a 2-bedroom residence).

MOTION Schwartz/Kraynek: To accept the Hydrological Study for APN 119-217-08 at 10401 Heeser Street, and increase the existing allotment from 200 gpd to 300 for the original Aguilar approval for the existing guest cottage and two-bedroom residence.

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

b. Hydrological Study Approval Extension

1. Hanneliesel Reeves, 45150 Ukiah Street, APN 119-235-03

The Board reviewed an application for a Hydrological Study Approval Extension for Hanneliesel Reeves. The Board approved the Hydrological Study on December 18, 2006 for an allotment for future development not to exceed 271 gallons per day. A hydrological Study approval shall automatically expire by its own terms if the applicant does not apply for a Groundwater Extraction Permit within two years. The MCCSD Board of Directors may extend a Hydrological Study Approval for an additional period of two years.

MOTION Schwartz/Kraynek: To accept the Hydrological Study Approval Extension for APN 119-235-03 for a period of two years.

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

2. Matthew Skaarup, 44580 Little Lake Road, APN 119-090-10

The Board reviewed an application for a Hydrological Study Approval Extension for Matthew Skaarup. The Board approved the Hydrological Study on November 27, 2006 for an allotment for future development not to exceed 530 gallons per day. A hydrological Study approval shall automatically expire by its own terms if the applicant does not apply for a Groundwater Extraction Permit within two years. The MCCSD Board of Directors may extend a Hydrological Study Approval for an additional period of two years.

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| MOTION Schwartz/Kraynek: | To accept the Hydrological Study Approval Extension for APN 119-090-10 for a period of two years. |
| ROLL CALL VOTE: AYES: | Directors Kraynek, Dill, Schwartz and O'Brien |
| NOES: | None |
| ABSENT: | Director Ball |

c. November Groundwater Management Report

The Board was provided with a November Meter Reading Compliance Report, noting that all of the October violations have been addressed and that 20 #1 violation notices would be sent on December 20th.

Staff reported that all possible violations for water overages have been addressed and owners have been warned of possible penalties according to Ordinance 07-1 Section 15 Misdemeanor and Penalty.

6. Old Business

a. Sanitary Sewer Management Plan Update

The final Sanitary Sewer Management Plan (SSMP) needed to be completed by February 1, 2010 and a status of plan elements was provided for the Board's review.

The Plant Operations Committee needed to meet to review the new Fat, Oil, and Grease (FOG) and the Sewer Use Ordinance Drafts, which were part of the SSMP. Superintendent Kelley was also working on the FOG Program, which would need to be adopted for the Plan.

Another important part of the Plan was the engineering study of the collection system hydraulics to identify any deficiencies in the collection system. Part of this work was previously done by Larson and Associates for the rate structure study two years ago. This work could be used in the new study.

One facet of the Operation and Maintenance Program for the SSMP was the purchase of a high pressure Jetter, which was needed for routine maintenance of the collection system and for clearing emergency blockages of the sewer system. While researching Jetter units and their cost, Mike talked with the US Jetter representative, who offered to bring a trailer mounted Jetter unit to the plant for a demonstration.

In correspondence from Pete Lowman, Environmental Health Technician, he realized that many small wastewater systems had to rely on larger districts for emergency use of the more expensive equipment such as a "vac" truck, however he strongly suggested that the District invest in a high pressure jetting system, which could save the District from fines that could be imposed by the state for a heavy sewage release.

The Board would review information regarding the purchase of a camera at the next meeting.

7. Attorney's Report

8. District Superintendent's Report

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

Wetzler Waterworks had completed installation of the emergency bypass at the Main Street Lift Station.

78,105 gallons of recycled water was transferred to the Mendocino High School during the month of October 2008.

Alpha Diving had completed installation of three temporary grout pile anchors near the diffuser to support the outfall pipe until the permanent anchors are installed. The permanent anchors have been fabricated and would be installed when the weather improved.

Kelly Grimes was drawing the plans for the Heeser Drive Lift Station. It was believed that the shed construction costs would be under \$25,000.00. MCCSD would obtain three estimates for Board consideration and approval of a low bidder for the project.

AT & T had installed the telephone lines to the MCCSD lift station right of ways. The Encroachment Permits were issued by the Department of Transportation (DOT). DOT was scheduled to meet with Superintendent Kelley and the road contractor on November 20th to review the encroachment permit requirements.

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 Report of Cash Disbursements

MOTION Kraynek/Schwartz: To accept disbursement of checks #8577 through #8623, noting that checks #7495 and #7719 were void.

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

NOES: None

ABSENT: Director Ball

b. Report on Delinquent Monthly Sewer Fees

Secretary Mitchell reported that with the exception of one ongoing past due account, the delinquent account balances which were reported in October have been paid. Three new past due accounts were reported, including the Mendocino Youth Ballpark. It was noted that the Mendocino Coast Park and Recreation District assumed liability of the Ballpark's monthly sewer use charges, which were past due. The Mendocino Coast Park and Recreation District indicated they would assume liability for payment, however, the property owner – the School District, was ultimately responsible for the charges, and would be notified of the owner's responsibility.

Due to the Holiday Season, the next meeting was scheduled for December 15, 2008.

Director Schwartz noted that he would not be available for the January meeting, and he would be unavailable from January 15 through January 29.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell
District Secretary