

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 September 26, 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, Waldman, Schwartz and O'Brien. Also present were Mike Kelley, Steve Acker, and Jodi Mitchell.

1. Public Comment

2. Approval of Minutes – August 29, 2011

Correction: Page 1, Section 4, Paragraph a, line 9/10; Director Schwartz suggested that the mail delivery be addressed, so in the future, **management would be aware of all incoming bills.**

MOTION Schwartz/Kraynek: To approve the minutes of August 29, 2011, as corrected.

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

3. Groundwater Management

a. Application for Groundwater Extraction Permit approval Renewal
Mendocino Art Center – 45200 Little Lake Street, APN 119-160-32

On September 29, 09, a Groundwater Extraction Permit (GWEP) Application was approved for new studio construction, and an additional apartment. The application was approved under Section 4 (b) of Ordinance 07-1 for a limited increase of 8.2% in the audited water demand. The Mendocino Art Center made application for a two-year renewal of the GWEP approval.

MOTION Schwartz/Kraynek: To approve the application for the Groundwater Extraction Permit Application Approval renewal.

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

b. Groundwater Management Report

Nine #1 violation letters were sent to meter reading violators, and one #2 violation letter was sent. Three people responded with a meter reading after receiving their violation notice.

4. Communications

5. New Business

a. Request for establish a relationship between the MCSD and the Mendocino Community regarding the impact and proactive efforts to minimize any potential closure of the Mendocino Community Center

Harold Hauck explained that three weeks ago a community group was formed to look at what would happen if the Park and Recreation District stopped functioning in Mendocino. Out of concern, the local committee was formed to determine alternatives for the community to keep the community center functions and the after school programs operating. According to Charlie Acker of Elk, he had developed a feasible plan for the Elk community whereby the Water District was capable of proving the Greenwood Elk Community School, a non-profit organization under the Parks and Recreation District with insurance coverage under the auspice of the Water District with no additional cost to their existing insurance policy. The District was concerned that they recently went through Prop 218 procedures to raise rates, and were faced with huge costs to install the emergency pond liner. Also, the Board would have no control over the activities operating under their policy at a location owned by another agency.

Since this matter was of considerable community interest, the Board asked for a legal opinion and an opinion from Golden State Risk Management Authority.

MOTION: Schwartz/Waldman Request an opinion from Attorney Jackson as discussed.
ROLL CALL VOTE: AYES: Directors Kraynek, Waldman, Schwartz and O'Brien
NOES: None ABSENT: None

b. MCCSD Support to the Board of Supervisors to make Appointments to MCCSD Board Vacancies

Sam Waldman provided an appointment of Interest Application to the Mendocino County Board of Supervisors and a letter stating that the time he has spent serving on the MCCSD board had been a privilege and an education, and one way to contribute to his community.

MOTION Schwartz/Waldman To accept the appointment of interest application of Sam Waldman to the MCCSD, and support his appointment by the Board of Supervisors

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

c. Pond Liner Permits, and Fence Relocation and Berm Excavation

MHRB approval was given for the pond line on Monday, September 12, 2011. A Coastal Development Permit and a County Planning and Building Permit were not required. Kennedy/Jenks was in the process of completing the pond liner plans. They were contacting Charles Reed at the California Regional Water Quality Control Board (CRWQCB) to push back on the Title 27 requirement that the pond be double lined. If the RWQCB would not waive the requirement, both the engineering and the construction costs would significantly increase for the project. Following approval by the RWQCB to install a single liner system, the pond liner project could go out to public bid.

d. Purchase of a Replacement Sludge Pump

A quote was provided for 2 Flygt Model submersible pumps to replace the existing sludge pump that transfers the sludge from the digester to the belt filter press. Steve Acker gave a power point presentation.

MOTION Schwartz/Kraynek: Accept ITT Water & Wastewater bid for the Flygt pumps in the amount of \$9,598.60.

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

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

The Board reviewed a map which provided the location of power, water and utility lines and the location of the existing laundry room and water tanks. The Board discussed possible lot line adjustments. Attorney Jackson was finishing his research regarding a friendly condemnation and possible lot line adjustments.

f. Discussion and Action to Hire New Superintendent

Mike Kelley stated that he would be officially retired on September 30, 2011. He provided the job description for his position and Steve Acker's resume. Steve started working for the District in November 1999 as an Operator in Training and in 2003 he was certified by the State Water Resources Control Board as a Grade 3 Wastewater Treatment Plant Operator. Steve has been involved in all major plant upgrades and equipment replacement projects since 1999. He has a special interest in GIS and computer systems. Steve was recommended for Mike's replacement.

The Board asked if this position was legally required to be published.

MOTION Waldman/Schwartz: To approve Steve's promotion to Interim Superintendent based on the legal opinion that advertising of the position was not required, and if advertising was needed, then staff would advertise according to Attorney Jackson's direction.

AMENDMENT: The salary was raised to \$53,000.

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

6. Old Business

a. Amendment to Investment Policy to Include Municipal Bonds

The Board reviewed their existing policy and the proposed policy to include Municipal Bonds. The Board agreed to retain their existing policy to invest in FDIC insured accounts and treasury notes.

b. Certificate of Deposit Re-Investments/Edward Jones

A Certificate of Deposit matured on September 12, 2011 in the amount of \$82,000, and was placed into the District's money market savings account. Bruce Fournier with Edward Jones provided coupons and rate information with maturities from August 2014 to September 2021. The Board agreed that laddering should not extend more than three-years out.

One Certificate of Deposit was scheduled to mature in November; Bank of China 11/23/11 for \$30,000.00. Director Kraynek offered to act on behalf of the Board to make laddering decisions when Certificates of Deposits matured.

7. Attorney's Report

8. District Superintendent's Report

a. Monthly Report

During the month of September the treatment plant operated normally. Plant personnel performed routine plant maintenance and equipment repair. Staff cleaned up the bone yard. Plant personnel rebuilt the filter press. New belts and grates were installed. The new Hippo Hopper was installed in the bar screen.

No recycled water was transferred to the Mendocino High School during August or September 2011 due to high nitrate levels in the effluent (>10 mg/L).

The Regional Water Quality Control Board (RWQCB) ordered MCCSD to start making online Self-Monitoring Reports through the California Integrated Water Quality System on September 2, 2011. Mike provided a copy of the correspondence from the CRWQCB, stating that failure to comply with the requirements to submit the discharge self monitoring reports may be subject to administrative civil liability of up to \$10,000.00 per day for each day of noncompliance.

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

9. Committee Updates

10. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Schwartz/Kraynek To approve payment of checks #10379 to #10435, noting five checks listed as void.

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

11. Matters from Board Members

Due to Halloween, the meeting would be rescheduled to the following evening, Tuesday, November 1st at 7:00 p.m.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell, Secretary