

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**

**Post Office Box 1029**

**Mendocino, CA 95460**

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Minutes of July 28, 2008

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

1. Minutes of June 30, 2008

Minor Corrections were made to the minutes:

Page 1, Section 3, Line 9. Matt would like to volunteer for a fee **to** dispose of

Page 3, Section b, Line 4. the beginning of the **following** fiscal year

Page 5, Section 8, Paragraph 4, Line 2. ...repair **clamp** had been completed

MOTION Kraynek/Schwartz: To approve the minutes of June 30, 2008.

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

NOES: None

ABSENT: Director Dill

2. Correspondence

The District received correspondence from Dorothy Rice, Executive Director with the State Water Resources Control Board, in reply to Superintendent Kelley's correspondence to Ms. Tam M. Doduc, SWRCB Chair. The District requested modification to the General Order to include the use of biosolids within the California Coastal Zone. She indicated that the Programmatic Environmental Impact Report (PIER) prepared to support the General Order did not consider environmental impacts within the California Coastal Zone. Before the SWRCB could modify the General Order, the PEIR would have to be significantly modified, and the State did not have resources dedicated to that task. Although the General Order did not authorize the land application of biosolids in the Coastal Zone, the State Water Board had not prohibited this activity, and referred the District to apply for an individual waste discharge permit from the North Coast Regional Water Quality Control Board for the land application of biosolids at a site within the Coastal Zone, provided that the District complied with the California Environmental Quality Act Requirements.

Mike noted that there were currently no sites available in Mendocino County to dispose of Class A biosolids. The District's biosolids were currently transported to the Redwood Landfill, which was an approved beneficial use site, but not located within the County. Approved controlled sites for septic located within the County such as Tunzi Ranch, were not an available option, because there was no long term contract available, and the site was not permitted for Class A biosolids. Mr. DeVall noted that septic disposal was a huge issue, and that 50% of properties in Mendocino County were on septic with no long term resolve with the County for disposal.

Director Schwartz noted that the District's biosolids were certified as being as clean as any soil within the Coastal Zone, yet the District was prohibited from taking the product anywhere within the County.

Superintendent Kelley suggested that the District continue to transport the biosolids to the Redwood Landfill. Superintendent Kelley would talk to Charles Reed with the North Coast Regional Water Quality Control Board regarding beneficial uses of biosolids in Mendocino County and he would keep the Board posted with any progress.

3. Public Comment

4. Water Management

a. Hydrological Study Approval Renewal

1. Phil Engelbert – 44825 Pine Street, APN 119-150-41
2. Phil Engelbert – 44835 Pine Street, APN 119-150-40

On July 29, 1996, the Board of Directors approved a Hydrological Study for future development. The Hydrological Study Approval had been extended every two years since that time. An application was submitted for a two year extension of the Hydrological Study Approval.

MOTION Schwartz/Ball: To approve the Hydrological Study Approval Extension for APN 119-150-40 and 119-150-41, for a period of two years.

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

b. Groundwater Extraction Permit Application Approval Renewal

1. Mendocino Art Center – 10550 Howard Street, APN 119-150-36

On January 31, 1994, the MCCSD approved a Groundwater Extraction Permit application submitted by the Mendocino Art Center to develop five residential units on the parcel. A hydrological study was conducted, and based on the results of the study, an allotment for 1,000 gallons per day was approved for the development.

Norman DeVall was present representing the Art Center, and he provided correspondence on behalf of the Board of Directors. Mr. Devall explained that the parcel was known as the Stevenson/Burnham property in recognition of the generous donors of the property to the Art Center. The property represented the major of the Mendocino Art Center's endowment. When the Art Center came before the MCCSD two years ago, the property was in escrow. The escrow failed, and the Art Center hoped to find a buyer, despite the slow real estate market. The property was again on the market. The remuneration from the sale of the property was of paramount importance to the fiscal health and continuation of the Art Center. Additionally, five additional housing units would be equally valuable to the town.

Superintendent Kelley reported that two adjacent wells were monitored during the hydrological test, and there were no negative affects to the adjacent wells. He recommended that the board approve the two year extension.

MOTION Schwartz/Kraynek: To approve the Groundwater Extraction Permit Application Approval Extension for a period of two years for APN 119-150-36.

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

c. Groundwater Management Report

Meter Reading compliance and General Plan Amendment Letter

During June 2008, staff initiated the three-step process to obtain a meter reading from property owners who had not provided meter readings. If the property owner missed one month, the District would immediately send a letter, which discussed the importance of timely readings and advise the property owner that staff would read the meter if timely readings were not forthcoming. If the property owner missed a second month, a letter would be immediately sent notifying them that staff would read the water meter after the 10<sup>th</sup> of the third month, if the

District had not received meter readings for the prior two months by that date. The letter would advise them that a service fee would be added to their monthly sewer bill for the service. The letter would also provide them with an alternative for MCCSD staff to read the meter. If the owner persisted in non-reporting, District staff should take the readings on the 10<sup>th</sup> of the month (or some other reasonable date) and then bill them accordingly. Staff would continue to take the readings until the property owner began to send timely readings.

Director Schwartz commented that if a high enough penalty were charged for continued non-compliance, that certainly would make it prohibitive for property owners to ignore their responsibility to submit meter readings each month to the District.

After Board discussion, staff would proceed with the process as scheduled.

The District received correspondence from PMC, a county consultant that asked for wastewater system information for the upcoming County General Plan Update. The purpose of the inquiry was to identify potential environmental impacts from the General Plan Update. Responses to the questions about the District's wastewater service were provided, and two other areas of concern were included in the District's reply; water source limitations, and Certificates of Compliance.

President O'Brien left on an emergency call, and Vice President Schwartz presided over the meeting.

5. New Business

a. 2007/2008 Superintendent's Annual Report

Superintendent Kelley provided his 2007/2008 Annual Report. In summary, from July 2007 through June 2008, the District's wastewater treatment plant discharged over 30.6 million gallons of tertiary treated effluent to the ocean outfall or was recycled for irrigation. The MCCSD reused water system has been in operation for ten consecutive years. The Mendocino Unified School District's gym fields were irrigated with the recycled water, which has helped conserve groundwater. The MCCSD Board of Directors approved 25 Groundwater Extraction Permits in 2007 and in the first six months of 2008. Specialized Pipe Services cleaned and videotaped 11,581 feet of collection system during July 2007. No significant sewer line damage was found during the cleaning and videotaping this year. No point repairs were required in 2007. The treatment plant buildings were re-painted by O'Halloran Painting during June 2008. A Used 1-ton service truck was purchased in December 2007. District personnel outfitted the truck with a 2,000 lb. capacity crane, a rack, emergency lights, tools, vice and a radio. Redwood Roofers completed the re-roofing of the Press building during November 2007. Alpha Diving performed cleaning and repair dives on the outfall from September 10-12, 2007.

During 2007, the District adopted the District's Water Shortage Contingency Plan and subsequently adopted a Water shortage Ordinance. On September 24, 2007, the Board declared a Stage 1 Water Shortage due to 25% below normal rainfall in Mendocino, and property owners were asked to voluntarily reduce their water use by 10%. Based on rainfall records on January 31, 2008, the drought plan indicated there was sufficient rainfall to end the Stage 1 Water Shortage. On June 30, 2008, the Board declared a Stage 2 Water Shortage as a precautionary measure, and property owners were asked to voluntarily reduce their water use by 15%. Kennedy/Jenks submitted a technical memorandum to the District that summarized the results of the 2007 model update, which demonstrated that the effects from groundwater pumping are localized, and especially vulnerable to drought conditions due to unfavorable geology and high density of wells.

District Goals and Objectives were reviewed, the Audit was presented, and sewer rates were raised 13.7% on July 1, 2008.

6. Old Business

a. Adoption of Ordinance No. 08-2 – Sewer Design Standards

Ordinance No. 08-2 was introduced at the last meeting. The Ordinance would become effective 30 days after adoption, and required that the summary be published within 15 days after adoption.

MOTION Kraynek/Ball: To waive the reading of Ordinance No. 08-2 – Sewer Design Standards.

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

MOTION Kraynek/Ball: To adopt Ordinance No. 08-2 – Sewer Design Standards

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

b. Lift Station Improvements

In response to the Board's concern at the last meeting, regarding the large difference between two bids presented for road improvements at the District Lift Stations, AKEFF Construction Services, Inc. provided an updated bid referencing the work to be done according to drawings provided by Welty & Associates.

Mike noted that Baxman Gravel had exceeded the \$25,000 threshold for bidding requirements for a community services district for the Main Street lift station improvement.

Kelly Grimes provided a new diagram of the Heeser Drive Lift Station with changes as discussed at the last meeting.

The Board was concerned about the time frame to complete the proposed improvements by the rainy season, and it was their desire to proceed with the improvements at an appropriate speed. The Board directed staff to obtain references from AKEFF Construction Services, and obtain cooperation with the State Parks.

7. District Superintendent's Report

During the month of July, the treatment plant operated normally. Plant personnel performed routine plant maintenance and equipment repair. District personnel installed the new backwash wet well return pump in the pipe gallery.

306,937 gallons of recycled water was transferred to the Mendocino High School during the month of June 2008. The RWQCB notified the district that recycled water could be used for soil compaction and dust control at the school construction project.

Alpha Diving started the ocean outfall repairs on July 12. They placed the repair clamp on the pipeline about 700 feet offshore. They would complete the installation during the first week in August, weather permitting. Alpha was preparing an estimate to install new brackets for the pipeline.

Specialized Pipeline Services has completed high pressure cleaning of a portion of the collection system and the Heeser Drive and Hills Ranch Lift Stations wet wells and the influent wet well at the treatment plant.

Staff has almost completed National Pollutant Discharge Elimination System Permit required lab analyses. The renewal applications must be submitted by September 24, 2008.

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

8. District Secretary's Report

a. Register of Demands and Disbursements

MOTION Kraynek/Ball: To approve disbursements for checks #8364-8417, noting checks #8381, 8382, 8383 and 8384 were void.

ROLL CALL VOTE: AYES: Directors Kraynek, Ball, Schwartz

NOES: None

ABSENT: Director Dill and O'Brien

Director O'Brien returned to the meeting.

b. Quarterly Report of Income and Expenses ending June 2008

The Board reviewed the quarterly report of income and expenses. Year to date revenue was \$678,319, and expenses for were \$680,624. This represented an annual net income in the amount of \$2,305, and was based on estimated revenue and expenses for the year. The District spent \$68,486 on Equipment Replacement, and \$16,856 on Capital Improvements.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell  
District Secretary