

**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 October 25, 2010

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 Steve Acker, Mike Kelley and Jodi Mitchell.

1. Minutes of September 27, 2010

Correction: Page 2, Paragraph 1, Line 3...because the owner had vicious dogs  
Page 2, Section 8(a) Paragraph 2...gallons of recycled water ~~was~~ were transferred...  
Page 2, Section 8(a) Paragraph 3, condensate currently floweeds through a 6-inch .....  
MOTION Kraynek/Schwartz: To approve the minutes of September 27, 2010  
as corrected.

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

2. Communications

3. Public Comment

Bruce Fournier, Financial Advisor with Edward Jones attended the meeting and introduced himself to the Board of Directors. Mr. Fournier provided the Board with the District's current Portfolio Analysis.

4. Groundwater Management

a. Mendocino Unified School District, 10525 School Street, APN 119-140-19

An application was submitted by the Mendocino Unified School District (MUSD) for a Groundwater Extraction Permit to modify Friendship Park's existing permit and increase the existing irrigation allotment from 800 to 1,257 gallons per day. David Miller, MUSD Superintendent commented that the Department of Parks and Recreation was writing a landscaping grant for an exercise center, drip irrigation for landscaping, a parking area, fencing, a dog park, and an irrigation sprinkler system to the baseball diamond/soccer field, which was also safety issue.. In his opinion, it was a good community effort, and the irrigation water would not be needed for use by the School District.

The October 1993 hydrological study proved that 1,257 gallons per day could be extracted without adversely affecting wells located on adjacent parcels.

MOTION Waldman/Kraynek:To accept the application submitted by MUSD to  
modify the existing permit to increase their existing  
irrigation allotment from 800 to 1,257 gallons per day.

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

b. Monthly Groundwater Management Report

Nine first violation notices were sent to property owners who had not submitted their October 1<sup>st</sup>, meter reading report to the District. Four property owners responded after they received the notice. The owner of property at 44400 Little Lake Road provided a meter report on September 27, 2010, and indicated that she would report on the 27<sup>th</sup> of each month. Property on 10860 Lansing Street was read last on August 27, 2010 by MCCSD.

5. New Business

6. Old Business

7. Attorney's Report

8. District Superintendent's Report

a. Monthly Report

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

103,727 gallons recycled water was transferred to the Mendocino High School during the month of September 2010. The nitrate level on October 12<sup>th</sup> was below 10 mg/L, so water transfers would continue through the end of October.

Plant personnel completed the installation of the dryer condensate return line. The dryer condensate currently flowed through a 6-inch PVC pipe to the influent wet well. Baxman Gravel would be re-paving the driveway where the pavement was removed to install the pipe.

District personnel started removing the old comminutor, and the new bar screen would be installed in that location. The bar screen would arrive at the plant on week 48 (December 1).

Staff took their regular monthly safety meeting on line. The Safety Officer also conducted the monthly safety inspection of the plant, and personnel discussed lock-out tag-out procedures.

Mike reported that the computer component in the dryer was sent back to Texas for re-programming. This was an emergency cost to the District in the amount of \$3,700.

9. Committee Updates

10. District Secretary's Report

a. Notice of Intent to File a Certificate of Lien and Consideration of Disconnection of Sewer Service for Non-Payment of Fees and Charges

Resolution No. 210 established formal procedures for the collection of delinquent fees and charges. Three residential accounts were 3-quarters delinquent, and sent a Notice of Intent to Record a Lien for nonpayment of fees and charges. The Secretary was required to provide the Attorney with account information and request that a lien be recorded against the real property. The Board shall review a delinquent account to consider disconnection at their next regular meeting after the account was delinquent. Three notice of Intent to record a lien were mailed on October 12, 2010, requesting payment in full within 10 days of the date of the demand. Owner of property at 44740 Pine Street, APN 119-140-22 paid the balance in full prior to the meeting.

1. 44871 Suntrap Meadow Circle, APN 119-510-09, Pamela Kahlo

2. 10441 Wheeler Street, APN 119-120-56, Thomas Cooney

The Board reviewed the two delinquent accounts for consideration of disconnection of sewer service for non-payment of fees and charges.

MOTION Kraynek/Waldman: To continue consideration of disconnection implementation to the next regular meeting, and request that Superintendent Kelley contact both parties by telephone notifying them of

the proposed disconnection discussion on next month's agenda.

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

b. Monthly Register of Cash Disbursements

The Board of Directors reviewed cash disbursements.

MOTION Schwartz/Kraynek: To approve cash disbursements for checks #9780 through #9823, noting that checks #9797-9800 were void.

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

c. Quarterly Report of Income and Expenses Ending September 30, 2010

The Board of Directors reviewed the Quarterly Report of Income and Expenses for the period of July through September 2010. Total Revenue for the period was \$154,487.00. Operating expenses were \$150,503, leaving an operating income of \$3,984.00. After Non Operating Income was added, less cash items, the total cash margin for the period was \$4,157.00. Equipment Replacement for the period was \$4,566.74. There were no expenses to Capital Improvement.

11. Matters from Board Members

Director Waldman, Lighting Committee member, asked about the District's Policy and procedure to install a street light. Someone had commented that it was dark at the back stairs of the baseball field between the Highway on Little Lake. Superintendent Kelley noted that he had researched street lights, and would provide information to the Board at the next meeting.

12. The meeting adjourned.

Respectfully submitted,

Jodi Mitchell  
District Secretary