

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Business Phone (707) 937-5790 Treatment Plant (707) 937-5751 Fax (707) 937-3837

Minutes of March 26, 2012

Regular Meeting was called to order at 7:00 p.m. in the business office at the Wastewater Treatment Plant. Present were Directors Kraynek, Stubbs, Waldman, Hauck & Schwartz. Superintendent Steve Acker and Jodi Mitchell were present.

1. Minutes – February 27, 2012

Corrections: Page 1, Section 1, - Roll Call Vote: ~~Schartz~~ Schwartz

Page 2, Line 3: ...and a ~~volunteer~~ voluntary reduction.

Page 2, Section 10, Roll Call Vote: ~~Schartz~~ Schwartz

MOTION Stubbs/Waldman: To accept the minutes of February 27, 2012 as corrected.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck, Stubbs, Waldman and Schwartz

NONE: None

ABSENT: None

2. Correspondence

Secretary Mitchell noted the deadline for filing the required Form 700 Annual Statement of Economic Interest was April 2, 2012, and she reminded the Board to file their required statements, if they had not already done so.

3. Public Comment

4. Groundwater Management

a. Monthly Groundwater Management Report

Three #1 violation letters were sent in March for non-compliance of monthly meter reading requirements. One #2 violation letter was sent, and the property owner had since forwarded his readings.

Rainfall to date was 23.48 inches. 6.46 inches had been measured since February 1st. The District was currently in a Stage 1 Water Shortage Condition. Water shortage conditions would be evaluated on March 31st, and at that time, the condition may change, depending on the amount of measured rainfall. A press release would be provided to the Mendocino Beacon, regarding the current water shortage stage at the end of March, and the updated conditions would be discussed at the next meeting.

b. Hydrological Study approval Renewal

Aileen Hizon, 45064 Ukiah Street, APN 119-233-08

Application was made for a two year extension of the Hydrological Study Approval for APN 119-233-08, located at 45064 Ukiah Street. A Hydrological Study was approved on March 29, 2006, and contained conditions for development of the property. The application approval has been renewed every two years. A Hydrological Study would automatically expire by its own terms if the applicant did not apply for a Groundwater Extraction Permit within two years of the Hydrological Study Approval. The MCCSD Board of Directors may extend the Hydrological Study Approval for an additional period of two years if it was determined that the conclusions of the hydrological study were still valid.

MOTION Waldman/Kraynek: To accept the Application for a Hydrological Study Approval Extension for a period of two years for APN 119-233-08.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck, Stubbs, Waldman and Schwartz
NONE: None
ABSENT: None

5. Old Business

a. Kennedy/Jenks Consultants – Authorization to Proceed with Task I of the Proposal for Services Regarding the Overflow Pond Liner Design

Kennedy/Jenks Consultants provided a proposal to assist MCCSD with design and permitting of a synthetic liner and under drain system for the overflow pond at the treatment plant. The pond liner was a result of the August 2009 use of overflow pond and an order from the California Regional Water Quality Control Board (CRWQCB) for a waste containment structure that was protective of the water quality objectives and beneficial uses of groundwater.

In August of 2010, the Board approved a budget of \$48,000 for the project. Kennedy Jenks Consultants were hired and the 30% design was completed as the first step to comply with the order from the CRWQCB. The cost was \$29,861. The next step in the pond liner process was the development of design drawings and final drawings for the contractor bid package. Task I of the proposal was \$68,000. Task 2 in the proposal was for support tasks that could be authorized on an as needed basis. The task 2 budget was \$45,000. The Board agreed to utilize Mike Kelley for those tasks. Kennedy/Jenks would only perform Budget Task 2 items, if approved by MCCSD.

Staff recommended continuing to collect \$45,000 from sewer fees annually for the Capital Improvement Fund, instead of increasing the equipment replacement line item. \$45,000 was already collected annually as a line item on the budget for Capital Improvements.

Steve recommended moving forward with the project. It was noted the plant was originally designed to utilize the pond for emergency overflow, and the end result would be an asset to the District, and an option for emptying the aerator for repair and maintenance tasks.

Changes were made to the contract as follows:

1) Page 8, Schedule: Line 3, ending the sentence, after three months. Delete Line 4: ...so that MCCSD can select a contractor and construction of improvements can begin in the late spring/early summer of 2012.

2) Page 9, Second Paragraph, and Second Sentence to read: The overall Task I budget will not be exceeded without your prior authorization.

MOTION Hauck/Waldman: To approve the contract with Kennedy/Jenks Consultants, dated November 21, 2011, for engineering design for the pond liner, with changes as noted.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck, Stubbs, Waldman and Schwartz
NONE: None
ABSENT: None

6. New Business

a. Resolution No. 2012-222 – A Resolution of the MCCSD – Policy Regarding Public Access to Public Records

President Schwartz inquired whether the District charged for photocopies pertaining to the public records act, and suggested the District should charge for photocopies for public access of public records.

A Resolution was prepared and reviewed by Attorney Jackson, to charge \$.15 cents per single-sided copy.

MOTION Kraynek/Waldman: To waive the reading of Resolution No. 2012-222.
ROLL CALL VOTE: AYES: Directors Kraynek, Hauck, Stubbs, Waldman and Schwartz
NONE: None
ABSENT: None

MOTION Kraynek/Waldman: To introduce and adopt Resolution No. 2012-222,
Resolution of the MCCSD – Policy Regarding
Public Access to Public Records.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck, Stubbs, Waldman and Schwartz
NONE: None
ABSENT: None

7. Attorney's Report

8. District Superintendent's Report

During the month of February, the treatment plant operated normally. Plant personnel performed routine plant maintenance.

The February self-monitoring online report was sent to the Water Quality Control Board. Staff took their regular monthly safety meeting. The Safety Officer also conducted the monthly safety inspection of the plant.

The digester had been emptied by a steady program of running the sludge through the filter press and dryer. When there was a break in the weather, the digester could be emptied completely within a day. The digester would be cleaned and the new pumps would be installed.

Carolyn Pecht from Aqua Ben came by the lab and ran a test to determine the best polymer to dewater the sludge. She suggested a different polymer than currently being used and offered some adjustments to help the system's process to create a dryer cake, and ultimately use less fuel.

John Baker from California Rural Water visited and suggested some ways to lower the nitrate levels so the MCCSD can meet the requirements for recycling water.

9. Committee Updates

10. District Secretary's Report

a. Monthly Register of Cash Disbursements

MOTION Kraynek/Waldman To approve disbursements for checks #10695 –
10744, noting Checks #10622 and 10723 were void.

ROLL CALL VOTE: AYES: Directors Kraynek, Hauck, Stubbs, Waldman and Schwartz
NONE: None
ABSENT: None

12. Matters From Board Members

President Schwartz noted that he attended a Board Ethics/Brown Act Training on March 2, 2012, which was presented by Janine Nadel, County Counsel. Director Schwartz suggested that all Board members would benefit from the training. Secretary Mitchell offered information regarding a free on line training program through the California Fair Political Practices Commission, and she also had copies of the Brown Act available at the District office.

President Schwartz announced that three committees would meet regarding upcoming issues:

Compliance	Roger Schwartz and Harold Hauck
Budget	Sam Kraynek and Roger Schwartz
Capital Improvement Plan:	Harold Hauck and Jeffrey Stubbs

The fiscal year budget was normally reviewed by the Budget Committee in May and introduced for discussion at that meeting. The budget must be adopted in June, and effective July 1, 2012.

Director Schwartz suggested changing the May meeting from the 28th to the 21st due to the Memorial Day Holiday. Mr. Stubbs thought he might be unavailable on the 21st. Roger would be gone May 22 – June 10th and Sam Kraynek would sign checks during his absence.

The meeting adjourned.

Respectfully submitted,

Jodi Mitchell
Secretary