

**954MENDOCINO CITY COMMUNITY SERVICES DISTRICT**  
**P. O. BOX 1029**  
**MENDOCINO, CA 95460**  
**Business Phone (707) 937-5790 Treatment Plant (707) 937-5751**

AGENDA

REGULAR MEETING

Monday, December 15, 2025

5:00 PM

Wastewater Treatment Plant, 10500 Kelly St., Mendocino, Ca 95460

The meeting will be held in person at the above address and via teleconference. To participate by ZOOM call 1 (669)-900-6833, Meeting ID: 288 936 0093, Passcode: 044968

Or log in online URL:

<https://us06web.zoom.us/j/2889360093?pwd=cE40NFd2T1JScFg4WFQ2SCtod0V3QT09&omn=85424937623>

Meeting ID: 288 936 0093

Password: 4Bezsr

- 1) CALL TO ORDER
  - 2) APPROVAL OF AGENDA
  - 3) PUBLIC EXPRESSION: non-agenda items
  - 4) COMMUNICATIONS
  - 5) FINANCIAL REPORT  
Discussion and Possible Action to Approve District Disbursements/Expenditures
    - a) November Disbursements
  - 6) CONSENT AGENDA  
All matters on the Consent Agenda are to be approved by one action without discussion unless a Board Member requests separate action on a specific item.
    - a) APPROVAL OF MINUTES from 11-17-2025
    - b) APPROVAL OF proposed calendar for 2026 Board of Directors' Meetings
  - 7) DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION
  - 8) NEW BUSINESS
    - a) Update from Matt Kennedy on the Recycled Water Project
    - c) Discussion and Possible Action to approve Resolution 2025-326: Resolution of the Mendocino City Community Services District Reorganizing Staff Structure by Replacing the District Secretary Position with Two New Administrative Classifications and Creating a Grade III Operator Position
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MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 12-15-2025 MEETING AGENDA

- d) Discussion and Possible Action to approve Resolution 2025-327: Resolution of the Mendocino City Community Services District to amend the step compensation plan for the hourly employees
- e) Discussion and Possible Action to approve Resolution 2025-328: Resolution of Mendocino City Community Services District authorizing the expenditure of up to \$400,000 for the replacement of the MCCSD sewer main on Little Lake Rd between Lansing St. and Highway 1, and authorizing the Superintendent to serve as the District representative for project implementation

9) DISTRICT SUPERINTENDENT'S REPORT  
Monthly Report

10) GROUNDWATER MANAGEMENT  
Monthly Groundwater Management Report

11) COMMITTEE UPDATES

12) ADJOURNMENT

STANDING COMMITTEES: For 2025

Finance:----- Andrea Shepard and Ishvi Aum  
Personnel:----- Matthew Miksak and Andrea Shepard  
Plant Operations:----- Jim Sullivan and Ishvi Aum  
Safety:----- Donna Feiner  
Street Lighting:----- Donna Feiner  
Groundwater Management:----- Jim Sullivan and Andrea Shepard

*Pursuant to Americans with Disability Act (ADA Title II), MCCSD will make reasonable arrangements to ensure accessibility to the meeting. If you need special assistance to participate in this meeting, please contact the business office at 707- 937-5790.*

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT**

Post Office Box 1029  
Mendocino, CA 95460  
(707) 937-5790 (t)  
[mccsd@mcn.org](mailto:mccsd@mcn.org)

**MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD MEETING**

**ACTION MINUTES – November 17, 2025**

**BEFORE THE BOARD OF DIRECTORS  
FAIR STATEMENT OF PROCEEDINGS  
(PURSUANT TO CALIFORNIA COMMUNITY SERVICES DISTRICT LAW  
Government Code §61000)**

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**AGENDA ITEM NO. 1 – CALL TO ORDER – 5:00 p.m.**

**Present:** Directors Andrea Shepard, Donna Feiner, Jim Sullivan, and Ishvi Aum

**Staff Present:** Ryan Rhoades, District Superintendent, and Katie Bates, District Secretary

**Public Present:** Tina Aranguren, Jim Gragg, 510-508-3450

**AGENDA ITEM NO. 2. – APPROVAL OF AGENDA**

**Board Action:** Upon motion by Director Feiner, and 2<sup>nd</sup> by Director Aum to approve the Agenda, IT IS ORDERED to approve the agenda. The Motion carried by the following vote:

AYE: 4

ABSENT: 1 (Miksak)

**AGENDA ITEM NO. 3- PUBLIC EXPRESSION: NON-AGENDA ITEMS**

Jim Gragg has concerns about GWM

**AGENDA ITEM NO. 4- COMMUNICATIONS**

None

**AGENDA ITEM NO. 5- FINANCIAL REPORT**

**a) OCTOBER DISBURSEMENTS**

**Board Action:** Upon motion by Director Aum and 2<sup>nd</sup> by Director Miksak, IT IS ORDERED to approve October disbursements. The Motion carried by the following vote:

AYE: 4

ABSENT: 1 (Miksak)

**AGENDA ITEM NO. 6— CONSENT AGENDA**

**a) APPROVAL OF MINUTES FROM 10-27-2025**

**Board Action:** Upon motion by Director Shepard and 2<sup>nd</sup> by Director Sullivan, IT IS ORDERED to approve the Consent Agenda. The Motion carried by the following vote:

AYE: 4

ABSENT: 1 (Miksak)

**AGENDA ITEM NO. 7- DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION**

NONE

**AGENDA ITEM NO. 8- NEW BUSINESS**

- a) Discussion and Possible Action to adopt Resolution 2025-325: A Resolution of the Board of Directors of the Mendocino City Community Services District to Amend the Current Investment Policy to increase the limit on the amount able to be invested at the Local Agency Investment Fund (LAIF) from \$250,000 to \$1,500,000

**Board Comment:** Ishvi Aum, Jim Sullivan

**Board Action:** Upon motion by Director Shepard and 2<sup>nd</sup> by Director Aum, IT IS ORDERED to adopt Resolution 2025-325: A Resolution of the Board of Directors of the Mendocino City Community Services District to Amend the Current Investment Policy to increase the limit on the amount able to be invested at the Local Agency Investment Fund (LAIF) from \$250,000 to \$1,500,000

The Motion carried by the following vote:

AYE: 4

ABSENT: 1 (Miksak)

**AGENDA ITEM NO. 9- DISTRICT SUPERINTENDENT’S REPORT**

**Presenter:** Ryan Rhoades

**Board Comment:** Andrea Shepard, Ishvi Aum, Jim Sullivan

**AGENDA ITEM NO. 10- GROUNDWATER MANAGEMENT**

**Presenter:** Ryan Rhoades

**Public Comment:** Jim Gragg

**AGENDA ITEM NO. 11- COMMITTEE UPDATES**

None

**AGENDA ITEM NO. 12- ADJOURNMENT**

Meeting adjourned at 5:27 p.m.

**NOTICE: PUBLISHED MINUTES OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT MEETINGS**

- *Effective May 11, 2020, the Board of Directors’ minutes will be produced in “action only” format.*
- *Minutes are considered draft until adopted/approved by the Board of Directors*
- *Please reference the District’s website to obtain additional resource information for the Board of Directors: [www.mccsd.com](http://www.mccsd.com).*

***Thank you for your interest in the proceedings of the Mendocino City Community Services District***

***Board of Directors***

**STANDING COMMITTEES:**

Finance:----- Andrea Shepard and Ishvi Aum

Personnel:----- Matthew Miksak and Andrea Shepard

Plant Operations:----- Jim Sullivan and Ishvi Aum

Safety: ----- Donna Feiner

Street Lighting:----- Donna Feiner

Groundwater Management:----- Jim Sullivan and Andrea Shepard

Respectfully submitted,

Katie Bates

## Memo

**To:** Board of Directors  
**From:** Katie Bates  
**cc:** Seph Petta  
**Date:** 12/15/2026  
**Re:** Proposed 2026 Board of Directors' Meeting Calendar

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I would like to propose the following dates as potential meeting dates for the 2026 calendar year:

- January 26, 2026
- February 23, 2026
- March 30, 2026
- April 27, 2026
- **May 1<sup>o</sup>, 2026\***
- June 29, 2026
- *July 27, 2026*
- August 31, 2026
- September 28, 2026
- October 26, 2026
- November 16, 2026\*
- December 14, 2026\*

\*Denotes meetings NOT held on the last Monday of the month to be cognizant of holidays.

## Memo

**To:** Board of Directors  
**From:** District Superintendent and Personnel Committee  
**cc:** Seph Petta  
**Date:** December 11, 2025  
**Re:** Recommended changes to staff and compensation

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### Overview

Over the past six months, the Superintendent and members of the Personnel Committee have been evaluating MCCSD (District) staff structure, compensation and job descriptions. The goal of the review has been to enhance the District's ability to recruit and retain qualified, experienced staff. This review has been undertaken with support and advice from an HR professional recommended by our attorney. This review covered all non-exempt (hourly) employees and positions.

Based on that review, we have developed a series of recommendations which we are now bringing to the Board. These recommendations are summarized in the tables on the last page of this document.

### Recommended Staff Reorganization

In reviewing staff organization, we sought a structure that would extend career paths to: (a) encourage staff retention and reward staff investment in learning, gaining professional certification and taking on additional responsibility as appropriate; and (b) attract qualified and motivated applicants when openings arise.

We recommend making the following changes to our staff organization with changes to go into effect on January 1, 2026:

- Adding a Grade 3 Operator position to remain vacant now and be filled in the future when doing so is in the best interests of the District.
- Transitioning the current District Secretary position to the position of Office Manager.
- Adding an Administrative Assistant position to remain vacant now and be filled in the future when doing so is in the best interests of the District.

Note that these changes would not add to the staff count at this time.

Consistent with the recommended reorganization, we have developed new or revised job descriptions for each new position. The goal was to standardize language, clarify duties, and ensure compliance with current law and regulation. The recommended new descriptions appear in Attachment A to this document.

In reviewing our compensation structure for both new and existing positions, we sought to:

- Provide competitive compensation thereby allowing us to retain high-performing, current employees and recruit qualified, new employees as necessary while recognizing the budgetary constraints we face. To that end, we have reviewed compensation at Fort Bragg and other neighboring agencies to create compensation competitive with that offered by our closest alternative employers.
- Ensure that the recommended changes would not result in reduced current or future compensation for any current employee.

These considerations led us to recommend moving to a percentage-based step increase structure from the dollar-increase structure adopted in 2023. We recommend that each step increase interval be 4% when implemented. The recommended structure is shown in the last page of this memo. The **current** staff organization and compensation structure are shown in the top table for comparison purposes and the **recommended** staff organization and compensation structure are shown in the bottom table.

### Budgetary Implications

Two components of our recommended changes create costs for the remainder of this fiscal year that were not anticipated in the budget for FY 2025-2026: changing to a 4% step increase and transitioning the current District Secretary to Office Manager. The additional costs for FY 2025-2026 are shown in the following table:

<b>Component</b>	<b>Increase in Wages</b>	<b>Increase in Wage-related Costs</b>	<b>Total Increase</b>
Change to 4% step increase	\$ 1,174.29	\$ 364.03	\$ 1,538.32
Transition District Secretary to Office Manager	\$ 4,658.78	\$ 1,444.22	\$ 6,103.00
<b>Total</b>	<b>\$ 5,833.07</b>	<b>\$ 1,808.25</b>	<b>\$ 7,641.32</b>

**ATTACHMENT A**

<b>Table A: Existing Non-Exempt Staff Structure and Compensation as of July 1 2025</b>					
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b>OIT</b>					
Hourly	\$ 22.33	\$ 24.00	\$ 25.68	\$ 27.35	\$ 29.03
Annually	\$ 40,636	\$ 43,684	\$ 46,731	\$ 49,779	\$ 52,827
<b>Grade 1 Operator</b>					
Hour	\$ 27.91	\$ 29.58	\$ 31.26	\$ 32.93	\$ 34.61
Annually	\$ 50,794.89	\$ 53,842.59	\$ 56,890.28	\$ 59,948.02	\$ 62,985.67
<b>Grade 2 Operator</b>					
Hourly	\$ 31.26	\$ 32.93	\$ 34.61	\$ 36.28	\$ 37.96
Annually	\$ 56,890.28	\$ 59,948.02	\$ 62,985.67	\$ 66,033.36	\$ 69,081.05
<b>District Secretary</b>					
Hourly	\$ 31.26	\$ 32.93	\$ 34.61	\$ 36.28	\$ 37.96
Annually	\$ 60,373.36	\$ 65,017.46	\$ 69,661.57	\$ 74,305.67	\$ 78,949.78

<b>Table B: Proposed Non-Exempt Staff Structure and Compensation as of January 1 2026</b>					
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b>OIT</b>					
Hourly	\$ 27.00	\$ 28.08	\$ 29.20	\$ 30.37	\$ 31.59
Annually	\$ 49,140.00	\$ 51,105.60	\$ 53,149.82	\$ 55,275.82	\$ 57,486.85
<b>Grade 1 Operator</b>					
Hourly	\$ 30.00	\$ 31.20	\$ 32.45	\$ 33.75	\$ 35.10
Annually	\$ 54,606.60	\$ 56,790.87	\$ 59,062.50	\$ 61,425.00	\$ 63,882.00
<b>Grade 2 Operator</b>					
Hourly	\$ 34.00	\$ 35.36	\$ 36.77	\$ 38.25	\$ 39.78
Annually	\$ 61,880.00	\$ 64,355.20	\$ 66,929.41	\$ 69,606.58	\$ 72,390.85
<b>Grade 3 Operator</b>					
Hourly	\$ 40.00	\$ 41.60	\$ 43.26	\$ 44.99	\$ 46.79
Annually	\$ 72,800.00	\$ 75,712.00	\$ 78,740.48	\$ 81,890.10	\$ 85,165.70
<b>Admin Asst</b>					
Hourly	\$ 32.50	\$ 33.80	\$ 35.15	\$ 36.56	\$ 38.02
Annually	\$ 67,600.00	\$ 70,304.00	\$ 73,116.16	\$ 76,040.81	\$ 79,082.44
<b>Office Manager</b>					
Hourly	\$ 42.75	\$ 44.46	\$ 46.24	\$ 48.09	\$ 50.01
Annually	\$ 88,920.00	\$ 92,476.80	\$ 96,175.87	\$ 100,022.91	\$ 104,023.82

Notes: The yellow highlighting in Table A shows the current staff positions.

The yellow highlighting in Table B shows the expected positions of current staff as of January 1 2026.

Per our current Personnel Policy, compensation is adjusted annually by a CPI-based COLA. As a result, both the compensation levels and the percentage step between them will change over time.

## RESOLUTION NO. 2025-326

### A RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT REORGANIZING STAFF STRUCTURE BY REPLACING THE DISTRICT SECRETARY POSITION WITH TWO NEW ADMINISTRATIVE CLASSIFICATIONS AND CREATING A GRADE III OPERATOR POSITION

**WHEREAS**, the Mendocino City Community Services District (“District”) periodically reviews its organizational structure to ensure efficient, effective, and compliant delivery of public services; and

**WHEREAS**, the Board of Directors (“Board”) has evaluated the current administrative workload, staffing needs, and workflow responsibilities within the District office; and

**WHEREAS**, the Board seeks to improve District recruitment and retention by creating career ladders that reward employees who gain experience, professional certifications and take on greater responsibility; and

**WHEREAS**, the Board has determined that replacing the existing District Secretary position with two classifications—**Office Manager** and **Administrative Assistant**—will provide a clearer delineation of duties, expand recruitment opportunities and create an opportunity to recognize professional growth; and

**WHEREAS**, the Board finds it in the best interest of the District to establish a **Grade III Lead Operator** classification to support plant operations, regulatory compliance, staff coordination, and succession planning and to enhance recruitment and retention,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Mendocino City Community Services District hereby approves the following actions:

1. **Elimination of Position**

The position of **District Secretary** is hereby eliminated from the District’s organizational structure, effective immediately upon adoption of this resolution or on a date specified by the Superintendent for orderly transition.

2. **Creation of New Administrative Positions**

The Board hereby establishes the following classifications and authorizes their placement in the District’s personnel system:

a. **Office Manager** –A management-level, administrative position responsible for office oversight, finances, community relations, liaison with other government agencies and general support of the Board and Superintendent.

b. **Administrative Assistant** – An entry level administrative position responsible for reception duties, data entry, document processing, routine administrative tasks, and other duties as assigned.

3. **Creation of Grade III Operator Classification**

The Board hereby creates the classification of **Grade III Operator**, to be filled by a California-certified Grade III wastewater operator and responsible for advanced operations duties, regulatory compliance tasks, coordination of daily plant activities, and field oversight of collection system operations.

4. **Authorization to Update Job Descriptions and Compensation**

The Superintendent is authorized to finalize and publish updated job descriptions consistent with this resolution, and to prepare recommended salary ranges for Board consideration in accordance with District personnel policies and budget constraints.

5. **Organizational Chart Update**

The Superintendent is directed to update the District organizational chart to reflect the revised administrative structure and the addition of the Grade III Lead Operator classification.

6. **Implementation**

The Superintendent is authorized to implement the organizational changes contained in this resolution, including managing the transition, recruitment, and onboarding processes as necessary.

**PASSED AND ADOPTED** by the Board of Directors of the Mendocino City Community Services District at the Regular Meeting on December 15, 2025 by the following vote:

**ROLL CALL VOTE: AYES:**

**NOES:**

**ABSENT:**

**ATTEST:**

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Katie Bates, District Secretary

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Andrea Shepard, Board President

**RESOLUTION NO. 2025-327**

**RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT  
TO AMEND THE STEP COMPENSATION PLAN FOR HOURLY EMPLOYEES**

**WHEREAS**, on February 6, 2023, the step schedule for hourly employees was reviewed and adopted by the Board of Directors; and

**WHEREAS**, the District is authorized and directed by Section 5.5 of the Mendocino City Community Services District Personnel Manual to prepare, revise, and administer a step plan of compensation, directly correlated with the position classification plan, providing a rate of pay for each class;

**WHEREAS**, to reflect the rising costs of living, account for the full scope of duties for each position, and promote employee retention, the District desires to increase the current step compensation plan, as shown in Exhibit A;

**NOW, THEREFORE, IT IS RESOLVED**, that the Board of Directors hereby authorizes and directs the adoption and implementation of the recommendations made by the Personnel Committee to adopt the hourly employee step compensation plan as set forth in Exhibit A hereto, to be effective for the pay period starting January 1, 2026 superseding any prior schedules for these positions and to be adjusted to reflect the State-specified COLA adjustment as prescribed in Section 5.5 of the District's Personnel Policy on July 1.

**PASSED AND ADOPTED** by the Board of Directors of the Mendocino City Community Services District at the Regular Meeting on December 15, 2025, by the following vote:

**ROLL CALL VOTE: AYES:  
NOES:  
ABSENT:**

**ATTEST:**

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Katie Bates, District Secretary

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Andrea Shepard, Board President

**Exhibit A**

<b>Proposed Non-Exempt Staff Structure and Compensation as of January 1 2026</b>					
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
<b>OIT</b>					
<b>Hourly</b>	\$ 27.00	\$ 28.08	\$ 29.20	\$ 30.37	\$ 31.59
<b>Annually</b>	\$ 49,140.00	\$ 51,105.60	\$ 53,149.82	\$ 55,275.82	\$ 57,486.85
<b>Grade 1 Operator</b>					
<b>Hourly</b>	\$ 30.00	\$ 31.20	\$ 32.45	\$ 33.75	\$ 35.10
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<b>Grade 2 Operator</b>					
<b>Hourly</b>	\$ 34.00	\$ 35.36	\$ 36.77	\$ 38.25	\$ 39.78
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<b>Grade 3 Operator</b>					
<b>Hourly</b>	\$ 40.00	\$ 41.60	\$ 43.26	\$ 44.99	\$ 46.79
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<b>Admin Asst</b>					
<b>Hourly</b>	\$ 32.50	\$ 33.80	\$ 35.15	\$ 36.56	\$ 38.02
<b>Annually</b>	\$ 67,600.00	\$ 70,304.00	\$ 73,116.16	\$ 76,040.81	\$ 79,082.44
<b>Office Manager</b>					
<b>Hourly</b>	\$ 42.75	\$ 44.46	\$ 46.24	\$ 48.09	\$ 50.01
<b>Annually</b>	\$ 88,920.00	\$ 92,476.80	\$ 96,175.87	\$ 100,022.91	\$ 104,023.82

\*Admin salary based on a 40 hr (full-time)work week

\*Operater salary based on a 35 hr (full-time) work week

(Does not include additional required weekend shifts)

\*These numbers reflect minimum base hourly pay rates

\*Step increases go into effect annually on date of hire anniverery for all hourly staff

\*Hours worked over 40 in any one week are paid at a rate of 1.5 x normal base rate.

\*There are no step increases beyond five (5) years of employment

\*Schedule updated every July 1, based on annual CA CPI

\*See MCCSD Personnel Manual for other details

## Memo

**To:** MCCSD Board  
**From:** District Superintendent  
**cc:** Seph Petta  
**Date:** December 2, 2025  
**Re:** Recommendation to Replace 950 Feet of Sewer Main on Little Lake Road

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District staff, in coordination with GHD, have developed a plan to replace approximately 950 feet of existing 6" inch transite cement sewer main on Little Lake Road between Lansing Street and Highway 1, including the installation of up to four (4) new manholes (the "Project"). The current engineer's construction cost estimate is approximately \$355,000.

### Background and Need for Replacement

This section of sewer main has been on MCCSD's capital improvement radar for more than a decade and presents both operational and structural issues:

- **Identified Capacity Deficiency:**  
The 2010 SHN Engineering Capacity Study identified this 6-inch segment as undersized, creating a bottleneck between two larger 8-inch lines. The study recommended replacement, and while no blockages or overflows have been documented in that area, the segment has remained on the District's project list since then.
- **Age and Material Concerns (Heeser System):**  
This pipe is part of the historic "Heeser Collection System," predating MCCSD. The exact age is unknown, but transite pipes of this type were commonly installed between the 1940s and 1970s. Staff estimate the line is 55–85 years old, increasing the risk of failure.
- **Current Condition Issues:**  
Field inspection indicates root intrusion, sagging, and at least one surface opening contributing to infiltration (I&I). These issues create both regulatory and operational risks and contribute to increased wet weather flows at the WWTP.
- **Alignment Challenges:**  
A portion of the existing alignment crosses private property and goes under a structure, making future repair difficult and potentially costly.

- **The need for additional manholes:** This section of line currently consists of two manholes and a clean out. The additional manholes are necessary to maintain slope and depth of the pipe while eliminating the sags.

**Project Coordination and Timing**

GHD has incorporated this sewer replacement into the design package for the recycled water project. Coordinating construction and completing this project now will:

- Minimize future traffic disruptions on Little Lake Road
- Reduce mobilization, overhead, traffic control costs by utilizing contractors already on-site. Saving an estimated \$50,000
- Improve overall project efficiency.

Replacement of this sewer line is not eligible for funding under the current recycled water project grant. MCCSD must therefore self-fund the replacement.

**Budget and Funding Strategy**

The engineer’s current estimate for the sewer main replacement and installation of four manholes is approximately \$355,000.

<u>Sanitary Sewer</u>				
8-inch SDR 26 PVC	944	LF	\$ 290	<b>\$273,760</b>
48-inch Manhole	4	EA	\$ 13,000	<b>\$52,000</b>
Connect Sewer Lateral	3	EA	\$ 2,500	<b>\$7,500</b>
Connect to Existing Manhole	4	EA	\$ 3,000	<b>\$12,000</b>
Abandon Existing Sewer Main	1	LS	\$ 10,000	<b>\$10,000</b>

TOTAL: \$355,260

- The FY 2025–26 budget includes \$160,000 for collection system repair and maintenance.
- As of this memo, \$19,400 has been spent, leaving \$140,600 available.
- Staff anticipate going out to bid in late January or early February 2026.
- The FY 2026–27 budget will be drafted in April 2026.

To fully fund the required amount, the Board could:

1. Allocate \$260,000 in the FY 2026–27 budget and carry forward the remaining \$140,600 from FY 2025–26, *or*
2. Use \$260,000 from LAIF reserves (current balance \$841,787.00).

Either approach is financially feasible and allows the District to advance a long-overdue project.

## **Staff Recommendation**

While the estimated budget is \$355,260, staff and engineers suggest a budget of up to \$400,000 to include contingencies.

Staff recommend the Board adopt **Resolution 2025-327**,

1. Authorizing an expenditure of up to \$400,000.00 to replace approximately 950 feet of existing sewer main on Little Lake Road between State Highway 1 and Lansing Street ( between manholes #81 to HR1), including installation of up to four (4) manholes (the "Project"); and
2. Finding that the action is exempt from CEQA pursuant to CEQA Guidelines section 15301, because the Project consists of repair and maintenance of existing public facilities involving negligible or no expansion of existing or former use; and section 15302, because it consists of replacement or reconstruction of existing on the same site as the structure replaced for substantially the same purpose and capacity as the structure replaced. There is no reasonable possibility that the project will have a significant effect on the environment due to unusual circumstances. No further environmental review is necessary.

This project replaces aging infrastructure, addresses a known capacity deficiency, reduces long-term risk, and takes advantage of cost efficiencies by coordinating the work with the recycled water project. Staff believe this is an essential and responsible investment in the reliability of the MCCSD collection system.

**RESOLUTION NO. 2025-328**

**A RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE EXPENDITURE OF UP TO 400,000.00 FOR THE REPLACEMENT OF  
THE MCCSD SEWER MAIN ON LITTLE LAKE ROAD BETWEEN LANSING STREET AND  
HIGHWAY 1, AND AUTHORIZING THE SUPERINTENDENT TO SERVE AS THE DISTRICT  
REPRESENTATIVE FOR PROJECT IMPLEMENTATION**

**WHEREAS**, Mendocino City Community Services District (MCCSD) is authorized and responsible for the operation and maintenance of its sanitary sewer collection system, within the MCCSD boundaries; and

**WHEREAS**, SHN Engineering identified the section of MCCSD sewer main on Little Lake Road between Lansing St. and Hwy 1, as being undersized, of unknown age, and listed for replacement in a 2010 Capacity Study; and

**WHEREAS**, the District has sufficient financial resources available to fund the replacement of this sewer main segment; and

**WHEREAS**, this section of sewer main should be relocated to be completely within the public right of way where possible.

**NOW, THEREFORE IT IS RESOLVED**, that the MCCSD Board of Directors authorizes:

1. The expense up to \$400,000.00 to replace approximately 950 linear feet of sewer main on Little Lake Rd. between Lansing St. on the West and Ca Highway 1 on the East, including the installation of up to four (4) manholes.
2. This action is exempt from CEQA pursuant to CEQA Guidelines section 15301, because the Project consists of repair and maintenance of existing public facilities involving negligible or no expansion of existing or former use; and section 15302, because it consists of replacement or reconstruction of existing on the same site as the structure replaced for substantially the same purpose and capacity as the structure replaced. There is no reasonable possibility that the project will have a significant effect on the environment due to unusual circumstances. No further environmental review is necessary.

**PASSED AND ADOPTED** by the Board of Directors of the Mendocino City Community Services District at a Regular Meeting on December 15, 2025 by the following vote:

**ROLL CALL VOTE: AYES:**

**NOES:**

**ABSENT:**

**ATTEST:**

\_\_\_\_\_  
Andrea Shepard, President of the Board

\_\_\_\_\_  
Katie Bates, Board Secretary

2001252.1

## December 2025 Superintendent's Report

### **Wastewater Treatment Plant:**

- Operators performed routine repair and maintenance to the WWTP in December of 2025.
- There were zero plant alarm call outs for the month, as of 12/12/25.
- On November 25, crane operator Pat Rowan was on site. He removed a 15ft influent intake pipe. Operators were then able to clear a large branch and rock obstruction and re-install the pipe. Inf pump #1 is back in service and normal rotation.
- A replacement influent pump motor was ordered and received for pump #3. We are working with FB Electric on installation. Another motor will likely be ordered as an in-house backup for the other two pumps.
- RF MacDonald came the week of December 1 and completed regular boiler service to the biosolids dryer.
- RF MacDonald came the week of December 8 and replaced effluent filter valves.
- The bar screen problems seem to have been resolved. I am still supportive of purchasing a second unit for redundancy and heavy flows.
- Operators ordered, received, and installed new air filters for the Aerzen blower, and dryer room ventilation system.
- Operators ordered and received drums of coagulant and de-chlor that should last most of the year.
- Operators purchased and are working to install new LED lighting in the press building.
- Operators collected and sent out final effluent samples for annual Chronic Toxicity testing.
- The CASGEM groundwater report was turned in 12/12/25 to the County.

### **Outfall:**

- Nothing to report

### **Recycled Water:**

- MCCSD did not transfer any recycled water for the month.

### **Biosolids:**

- No biosolids were transported in the month of November.

### **Grants and Projects:**

- No new updates from FEMA related to our 2023 emergency reimbursement claim.
- Staff received recent communication from our T.A. provider at RCAC (Rural Community Assistance Corporation) and our State Regulator, working in coordination with State Divisions of Finance to look at ways MCCSD might become eligible for infrastructure funding, despite having zero recent notices of violation.
- Staff and committee members met with Meha, our new SAFER project manager as assigned by GHD. She is working on getting up to speed and we are excited to have her on board. Her experience and background are in community engagement. We understand GHD is still working on amendments to its work plan with the State, which includes an update to the MCCSD Groundwater Model. We expect working group meetings to resume in January.
- GHD has been very engaged with District staff in finalizing plans for the Recycled Water Upgrade and Expansion Project. They made a recent site visit to go over plans with all operational staff and received feedback on any operational changes that might result from the project.
- Nothing to report on the MUSD, potable water storage tank project.

**Safety Meeting and Plant Safety Inspection:**

The 30-minute monthly safety meeting was held on December 12, 2025. The topic was *Personal Protective Equipment*. No safety incidents were reported for the period. A member of the staff completed a CPR and First Aid course on November 20, 2025.

**Sanitary Sewer Collection System:**

There are no Sanitary Sewer overflows to report for the period April 12, 2023- December 12, 2025.

An internal audit of the SSMP was completed and submitted to the SWRCB CIQWS website. Staff continue planning work with GHD to replace 950 linear feet of 6” sewer main during the installation of recycled water main on Little Lake Rd. between Lansing St. and Hwy 1.

**Memo**

**To:** MCCSD Board of Directors  
**From:** District Superintendent  
**cc:** Seph Petta  
**Date:** December 9, 2025  
**Re:** Groundwater Management Report

**The 2025-26 Rain Year**

October 1, 2025 was the beginning of the 2025-26 rain year. Average annual precipitation in Mendocino is 39.41 inches, and average rainfall in December is 7.19” inches. 0.07” inches of rainfall have been measured in the District for December, as of December 9, 2025 (Figure 1, Table 1).

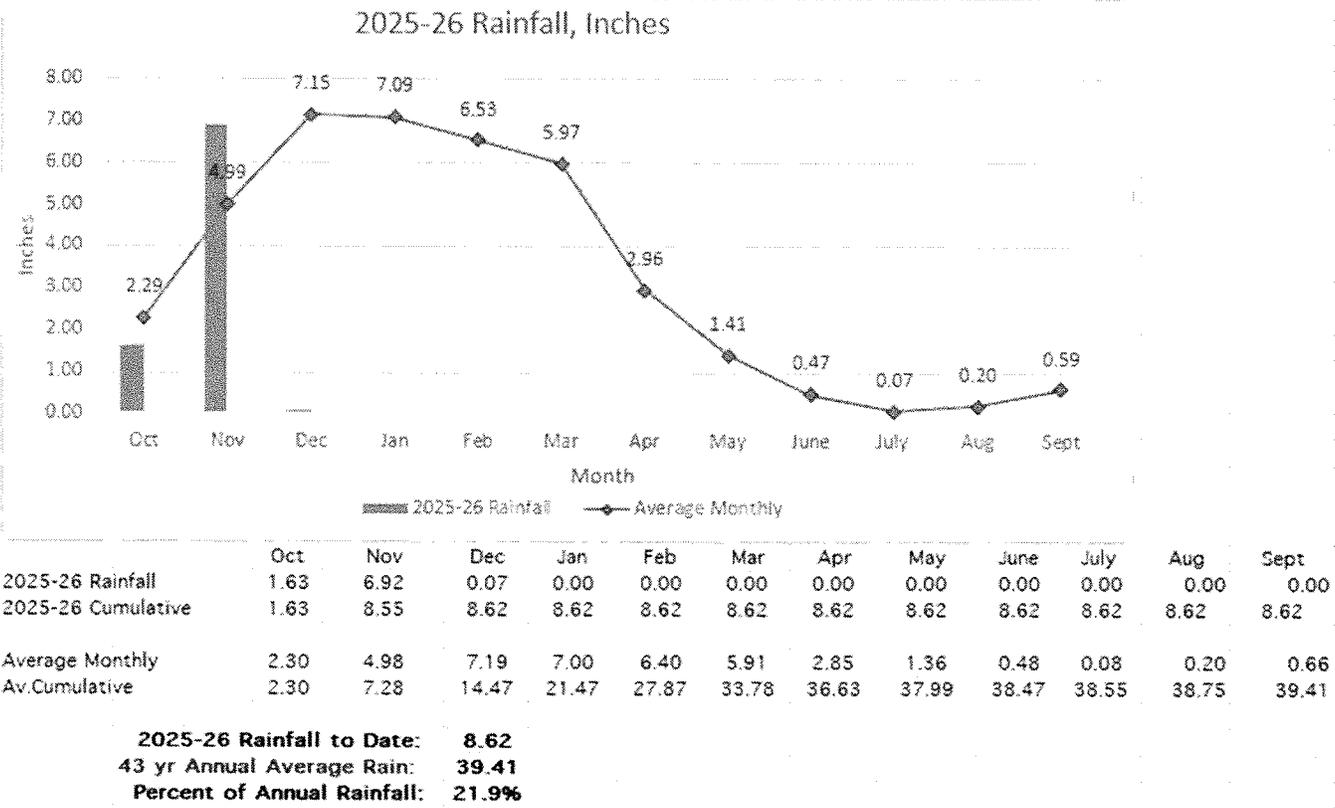


Figure 1, Table 1

Total Rainfall for Rain Year 2024-25 was 43.18" inches. Mendocino received 110% of normal annual rainfall during the last water year. By December 9, 2025, total rainfall since October 1, 2025, was 8.62" inches, 22% of average annual rainfall.

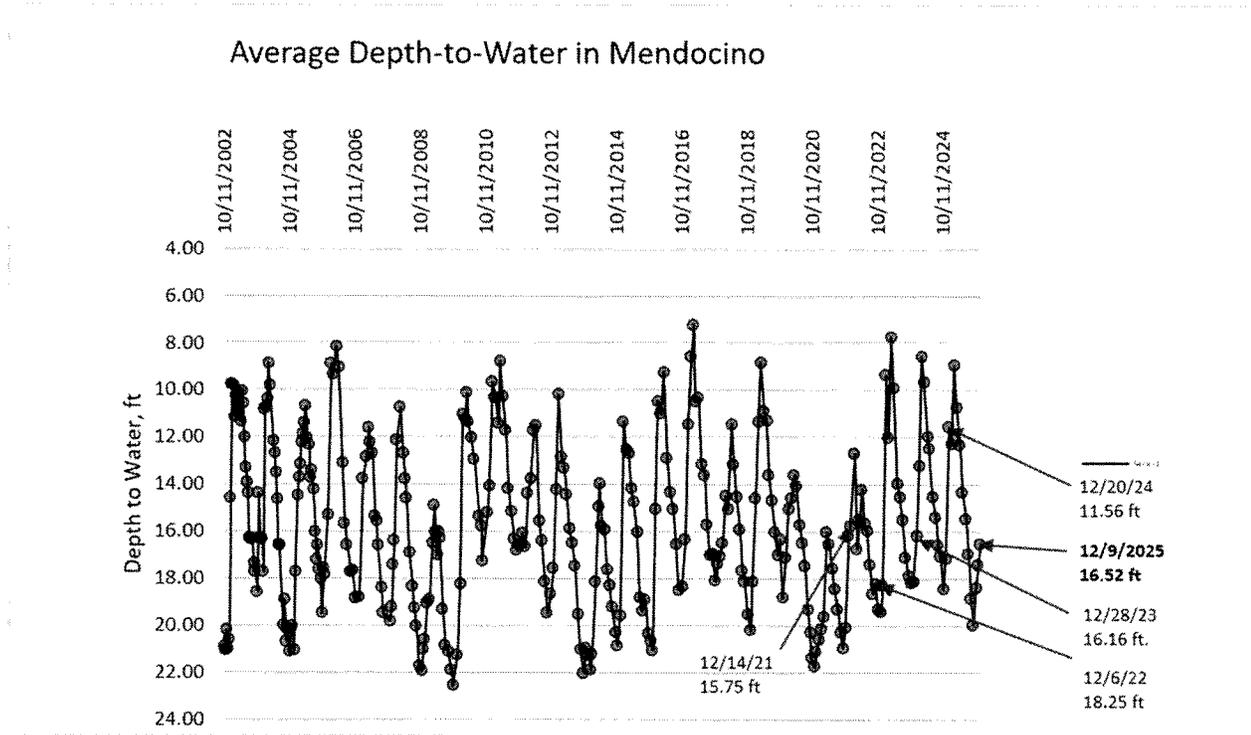
DAILY TOTAL RAINFALL												
2025-26												Elevation 32 Feet
												Latitude 39.306°
Data From: Community Service District												Longitude 123.800°
	10AM											
Day	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	0.01	0.02	0.04									
2												
3		1.39										
4		0.70										
5	0.01	0.15										
6		0.56										
7			0.02									
8			0.01									
9												
10	0.25											
11												
12	0.14	1.36										
13	0.45	0.46										
14												
15	0.01	0.24										
16	0.01	2.02										
17		0.02										
18												
19												
20	0.01											
21												
22												
23	0.02											
24	0.24											
25	0.40											
26	0.08											
27												
28												
29												
30												
31												
Sum	1.63	6.92	0.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Count	12	10	3	0	0	0	0	0	0	0	0	0
Max	0.45	2.02	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rainy Days		25					Water year Total Rainfall					8.62
Maximum Daily Rainfall				2.02								

Table 1 2025-26 Rainfall Record

December 2025 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 24 monitoring wells on December 9, 2025, was 16.52 ft. DTW averages are about 0.9 ft. better than November of 2025. The DTW averages in the five drought monitoring wells reported an average of 20.45 ft. which is about 0.35 ft higher than November of 2025. DTW averages are almost 5ft. lower than December 2024, and about the same as December 2023.

Figure 2 Average Depth-To-Water Chart



Following the Water Shortage Contingency Plan, May 31, 2025, was the most recent water shortage evaluation date. Rainfall totals and depth to water levels indicated there was not a water shortage within the District at that time. If no water shortage is declared by that date, no further evaluation is required until January 31, 2026.

As of November 7, 2025, the hydrological testing period for properties within MCCSD seeking a groundwater extraction permit is closed. The testing period may open again on August 20, 2026, depending on rainfall in the coming months.