

**MENDOCINO 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, October 27, 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) September 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 9-29-2025
  - 7) DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION
  - 8) NEW BUSINESS
    - a) Discussion and Possible Action to create a new position: Office Manager
    - b) Discussion and Possible Action to authorize the Superintendent to spend up to \$22,000 for the purchase of sixteen valves
  - 9) DISTRICT SUPERINTENDENT'S REPORT  
Monthly Report
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MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 10-27-2025 MEETING AGENDA

- 10) GROUNDWATER MANAGEMENT
  - Monthly Groundwater Management Report
- 11) COMMITTEE UPDATES
  - a) Plant Operations Committee
- 12) PUBLIC COMMENT: Closed Session Matters
- 13) Adjourn to Closed Session
  - PUBLIC EMPLOYEE PERFORMANCE EVALUATION- Pursuant to Government Code 54957(b)
  - Title: District Superintendent
- 14) Return from recess: Continue Regular Board Meeting
  - a) Call to Order
- 15) Report out from Closed Session
- 16) 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

*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 – September 29, 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, Ishvi Aum, and Matthew Miksak

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

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

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

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

AYE: 4

ABSENT: 1 (Feiner, entered as vote was being taken)

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

Jim Gragg would like GWM discussed

**AGENDA ITEM NO. 4- COMMUNICATIONS**

None

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

**a) AUGUST DISBURSEMENTS**

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

AYE: 5

**AGENDA ITEM NO. 6— CONSENT AGENDA**

a) **APPROVAL OF MINUTES FROM 8-25-2025**

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

AYE: 5

**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 approve a filter valve replacement, not to exceed \$24,950.**

**Board Comment:** Directors Aum, Feiner, and Sullivan

**Staff Comment:** Ryan Rhoades

**Board Action:** Upon motion by Director Aum and 2<sup>nd</sup> by Director Sullivan, IT IS ORDERED to approve spending up to \$24,950 to replace a filter valve. The Motion carried by the following vote:

AYE: 5

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

**Presenter:** Ryan Rhoades

**Board Comment:** Directors Aum, Shepard, Miksak

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

**Presenter:** Ryan Rhoades

**Board Comment:** President Shepard, Director Sullivan

**Public Comment:** Christina Aranguren

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

NONE

**AGENDA ITEM NO. 12- PUBLIC COMMENT**

NONE

**AGENDA ITEM NO. 13- ADJOURN TO CLOSED SESSION**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code 54957(b)

Title: District Secretary

Title: District Superintendent

**AGENDA ITEM NO. 14- RETURN FROM RECESS**

- a) Call to Order

**AGENDA ITEM NO. 15- REPORT OUT FROM CLOSED SESSION**

District Secretary exceeding expectations.

District Superintendent performance review completed. Will revisit next meeting.

**AGENDA ITEM NO. 16- ADJOURNMENT**

Meeting adjourned at 5:52 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**

Respectfully submitted,

Katie Bates

# Memo

**To:** MCCSD Board of Directors  
**From:** District Superintendent  
**cc:** [Name]  
**Date:** October 23, 2025  
**Re:** Authorization Request – Purchase of Valves and Related Equipment for Wastewater Treatment Plant Maintenance Projects

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## Background

At the October 17, 2025 Plant Operations Committee meeting, the Superintendent provided an overview of current equipment and operations at the Wastewater Treatment Plant (WWTP). During the review, several valves have been identified as needing replacement in order to maintain reliable plant operation and system integrity.

The components proposed for replacement include:

- Two (2) 4-inch sludge line check valves
- Two (2) 6-inch effluent line check valves
- Six (6) 4-inch influent line check valves
- Six (6) 4-inch influent line gate valves

This totals **16 valves** across multiple plant systems.

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## Discussion

Initial supplier estimates for the 16 valves, including gaskets and bolt kits, total approximately **\$20,000**, excluding tax and freight. Staff propose an authorization limit of **up to \$22,000** to cover all related costs associated with these purchases.

The requested funding will support **three separate plant maintenance projects**, each designed to replace aging or failing components critical to WWTP operation.

In accordance with **District Purchasing and Procurement Ordinance 08-3**, staff will obtain at least **three written or verbal estimates** prior to making any purchases.

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## **Budget Impact**

The FY 2025–26 **Wastewater Repairs and Maintenance** budget currently has a balance of **\$44,095**. An additional **\$42,000** is anticipated to be reimbursed to this account from State grant funding, bringing the total available budget for repairs and maintenance to approximately **\$86,095**.

All valve replacements are expected to be completed using **District staff (force labor)** where possible. One of the three projects may require the assistance of an outside contractor due to project scale or equipment requirements.

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## **Recommendation**

Staff recommend that the Board authorize the Superintendent to purchase valves and related equipment necessary for the completion of three WWTP maintenance projects.

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## **Proposed Motion**

***Motion:*** Authorize the Superintendent to spend up to **\$22,000** for the purchase of valves and related equipment necessary to complete three Wastewater Treatment Plant maintenance projects, in accordance with Ordinance 08-3.

## **Budget Impact**

The FY 2025–26 **Wastewater Repairs and Maintenance** budget currently has a balance of **\$44,095**. An additional **\$42,000** is anticipated to be reimbursed to this account from State grant funding, bringing the total available budget for repairs and maintenance to approximately **\$86,095**.

All valve replacements are expected to be completed using **District staff (force labor)** where possible. One of the three projects may require the assistance of an outside contractor due to project scale or equipment requirements.

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## **Recommendation**

Staff recommends that the Board authorize the Superintendent to purchase valves and related equipment necessary for the completion of three WWTP maintenance projects.

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## **Proposed Motion**

***Motion:*** Authorize the Superintendent to spend up to **\$22,000** for the purchase of valves and related equipment necessary to complete three Wastewater Treatment Plant maintenance projects, in accordance with Ordinance 08-3.

## October 2025 Superintendent's Report

### **Wastewater Treatment Plant:**

- Operators performed routine repair and maintenance to the WWTP in October of 2025.
  - There were three alarm call outs for the month, all power surge related.
  - RF MacDonald has ordered the replacement filter valves and plans to install them soon.
  - The bar screen continues to have problems. New electrical components were installed, and it now seems to fault about every 3-5 days as opposed to daily. Members of the plant operations committee seemed supportive of purchasing a new unit.
- The third quarter self-monitoring report was turned into the State 10/22. We had no violations for the period.
- The CASGEM groundwater report was turned in 10/21 to the County.
- Operators took a diffuser to the welding shop to install a clean out.

### **Outfall:**

- GHD continues to investigate the idea of slip lining the outfall as longer term repair rather than replacing the unit. Potentially saving \$10 million.

### **Recycled Water:**

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

### **Biosolids:**

- The biosolids transport trailer received some maintenance, including checking the electrical and breaking systems, replacing a tire, packing the bearings, lubricating joints and suspension, and minor welding work on a fender. It is ready for safe winter transport. Operators plan to transport one load of biosolids to Novato the last week in October.

### **Grants and Projects:**

- FEMA has closed-out our reimbursement request from the 2023 winter storm disaster. It has been transferred to CalOES, with closeout paperwork filed 10/8/25. Hopefully we will receive payment within 90 days.
- The most recent SAFER group meetings were cancelled again this month. We understand GHD has submitted an amended work plan of studies for the State that is under review.
- GHD continues efforts on planning and design of Recycled Water Upgrade and Expansion Project. Surveyors were on site 10/21-10/22.
- MUSD, GHD and Wahlund Construction continue moving ahead with the potable water storage tank project.

### **Safety Meeting and Plant Safety Inspection:**

The 30-minute monthly safety meeting was held on October 23, 2025. The topic was *Emergency Overflow Response*. No safety incidents were reported for the period.

### **Sanitary Sewer Collection System:**

There are no Sanitary Sewer overflows to report for the period April 12, 2023- October 23, 2025. MCCSD conducted some regular maintenance to the Heeser Drive Lift Station.

# Memo

**To:** MCCSD Board of Directors  
**From:** District Superintendent  
**cc:** Seph Petta  
**Date:** October 23, 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 October 2.30 inches. 0.89 inches of rainfall have been measured in the District for October, as of October 23, 2025 (Figure 1, Table 1).

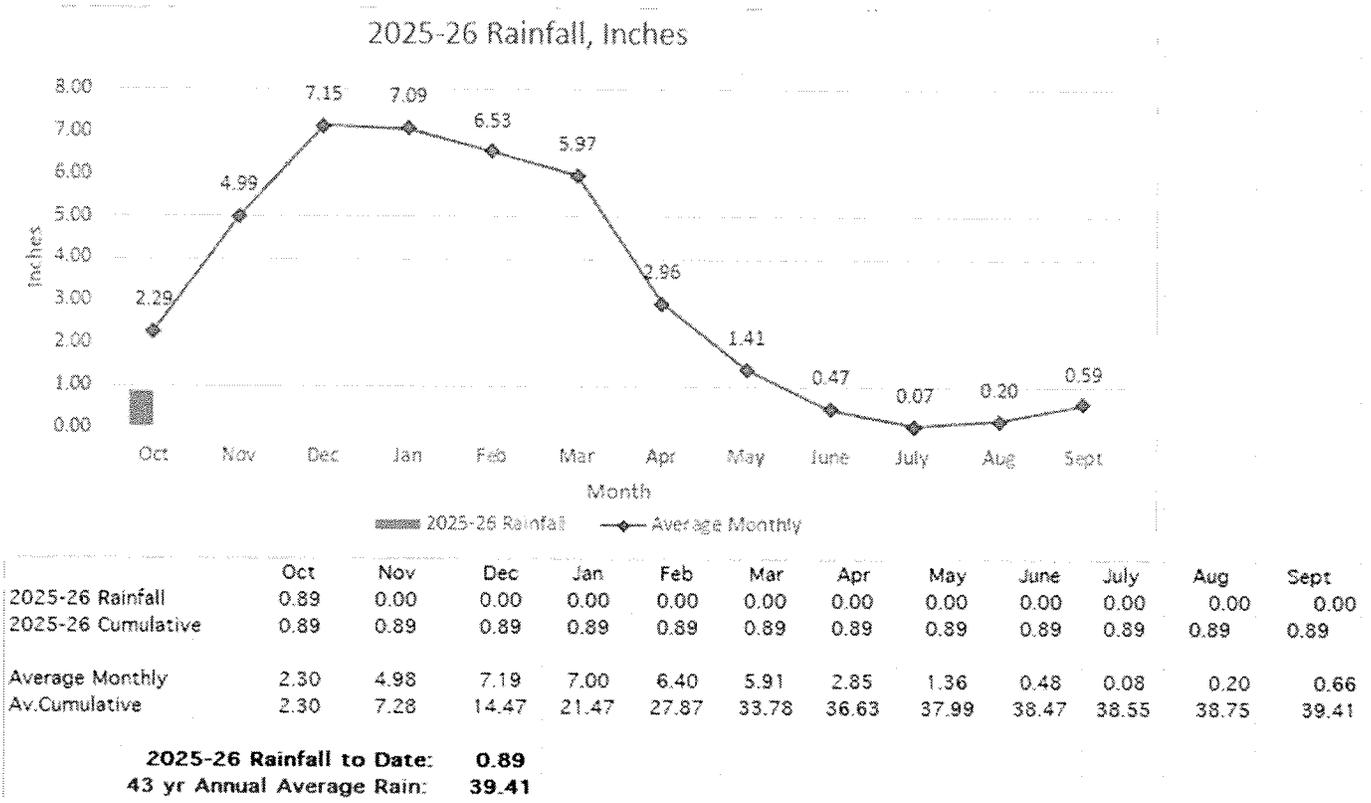


Figure 1, Table 1

Total Rainfall for Rain Year 2024-25 was 43.18" inches. Mendocino received 110% of normal annual rainfall during the last water year. By October 23, 2025, total rainfall since October 1, 2025, was 0.89" inches, 2.3% of average annual rainfall.

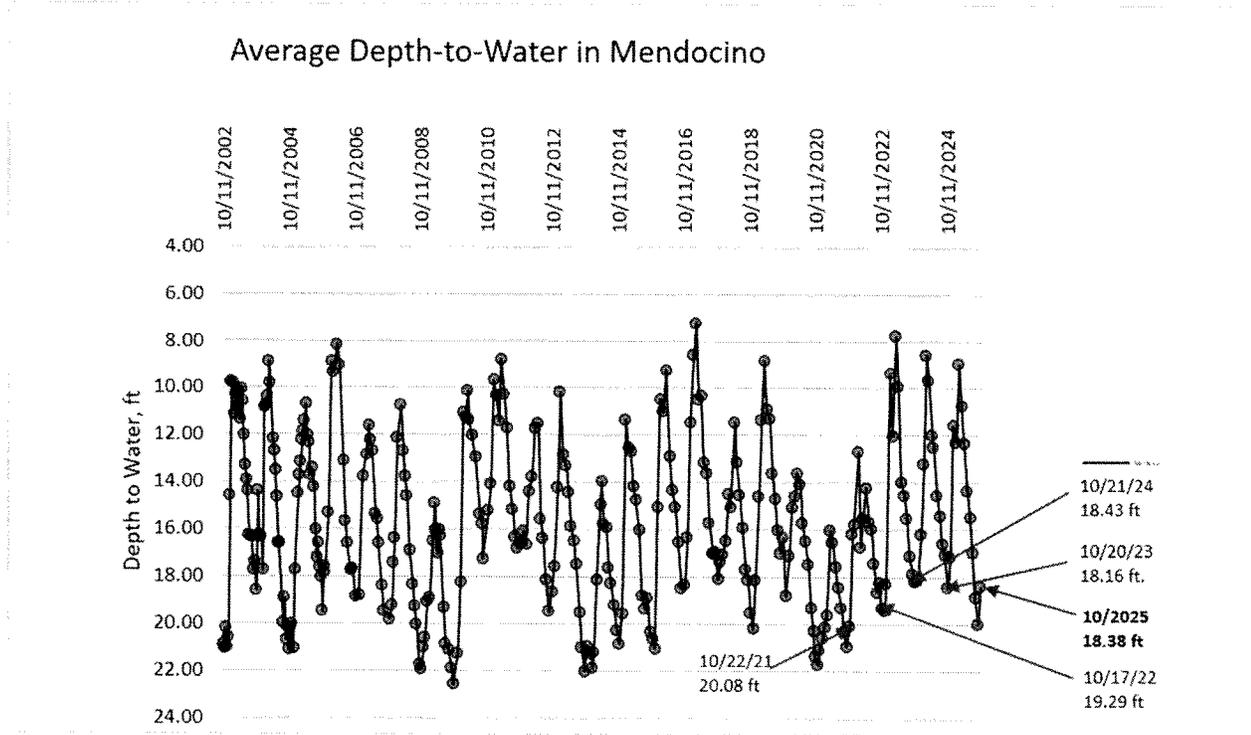
<b>DAILY TOTAL RAINFALL</b>													
	2025-26											<i>Elevation 32 Feet</i>	
	Data From: Community Service District											<i>Latitude 39.306°</i>	
	10AM											<i>Longitude -123.600°</i>	
Day	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
1	0.01												
2													
3													
4													
5	0.01												
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7													
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10	0.25												
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25													
26													
27													
28													
29													
30													
31													
Sum	0.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Count	8	0	0	0	0	0	0	0	0	0	0	0	
Max	0.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Rainy Days	8							Water year Total Rainfall					0.89
Maximum Daily Rainfall				0.45									

Table 1 2025-26 Rainfall Record

October 2025 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 24 monitoring wells on October 20, 2025, was 18.38 ft. DTW averages are 1.57 ft. better than September of 2025. The DTW averages in the five drought monitoring wells reported an average of 22.05 ft. which is about 0.87 ft lower than September of 2025. DTW averages are .2 ft. lower than October 2024, and about 1.7 ft. better than a drought year like September 2021.

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 August 20<sup>th</sup>, 2025, the hydrological testing period for 2025 is open. There are currently no properties within the District that have pending applications and planned drawdown tests scheduled at this time. The testing period will remain open until 6" inches of rain is recorded within the District.

It's important to remember that it is currently the time of year when groundwater levels are typically near their lowest, as evident by the water delivery trucks we see more frequently in town. Please do your best to conserve water, think about your neighbors, and let's hope more rain arrives soon.