

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, November 17, 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) October 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 10-27-2025
 - 7) DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION
 - 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
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MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 11-17-2025 MEETING AGENDA

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

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD MEETING

ACTION MINUTES – October 27, 2025

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

AGENDA ITEM NO. 1 – CALL TO ORDER – 5:01 p.m.

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

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

Public Present: Dennak Murphy, Maggie O'Rourke, Ed Powers, Rod Jones, 510-508-3450

AGENDA ITEM NO. 2. – APPROVAL OF AGENDA

Board Action: Upon motion by Director Miksak, and 2nd by Director Feiner to approve the Agenda, IT IS ORDERED to approve the agenda. The Motion carried by the following vote:

AYE: 5

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

Rod Jones re: a parcel on Rd 500D

Ed Powers re: a parcel on Rd 500D

AGENDA ITEM NO. 4- COMMUNICATIONS

Letter rec'd 1.5 hours prior to the meeting from Rod Jones re: a parcel on Rd 500D

AGENDA ITEM NO. 5- FINANCIAL REPORT

a) SEPTEMBER DISBURSEMENTS

Board Action: Upon motion by Director Sullivan and 2nd by Director Miksak, IT IS ORDERED to approve September disbursements. The Motion carried by the following vote:

AYE: 5

AGENDA ITEM NO. 6— CONSENT AGENDA

a) APPROVAL OF MINUTES FROM 9-27-2025

Board Action: Upon motion by Director Sullivan and 2nd by Director Shepard, 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 create a new position: Office Manager

Board Comment: Andrea Shepard, Matthew Miksak, Ishvi Aum, Jim Sullivan

Staff Comment: Ryan Rhoades

Public Comment: Dennak Murphy

b) Discussion and Possible Action to authorize the Superintendent to spend up to \$22,000 for the purchase of sixteen valves.

Board Comment: Directors Aum and Sullivan

Staff Comment: Ryan Rhoades

Board Action: Upon motion by Director Aum and 2nd by Director Sullivan, IT IS ORDERED to 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. The Motion carried by the following vote:

AYE: 5

AGENDA ITEM NO. 9- DISTRICT SUPERINTENDENT’S REPORT

Presenter: Ryan Rhoades

AGENDA ITEM NO. 10- GROUNDWATER MANAGEMENT

Presenter: Ryan Rhoades

Board Comment: Directors Shepard and Sullivan

AGENDA ITEM NO. 11- COMMITTEE UPDATES

Director Aum reviewed the recent Plant Operations Committee meeting
Director Shepard has appointed herself to the GWM committee.

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 Superintendent

AGENDA ITEM NO. 14- RETURN FROM RECESS

- a) Call to Order

AGENDA ITEM NO. 15- REPORT OUT FROM CLOSED SESSION

District Superintendent performance review completed. Personnel Committee will meet.

AGENDA ITEM NO. 16- ADJOURNMENT

Meeting adjourned at 6:30 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.*

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

RESOLUTION NO. 2025-325

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MENDOCINO CITY
COMMUNITY SERVICES DISTRICT TO AMEND
THE CURRENT INVESTMENT POLICY**

The Board of Directors of the Mendocino City Community Services District does hereby **RESOLVE**:

WHEREAS, on June 28, 1993, the Investment Policy of the Mendocino City Community Services District was reviewed and adopted by the Board of Directors; and

WHEREAS, the current investment policy limits investments and depositories to checking accounts, savings accounts, money market accounts, treasury bills, Certificate of Deposits and Federally Insured Banks or Savings and Loans, and the Local Agency Investment Fund (LAIF); and

WHEREAS, on August 26, 2013, Resolution 2013-229 was adopted to, among others things, amend the limit on the amount invested at any one investment institution from \$100,000 to \$250,000; and

WHEREAS, the Board of Directors of the Mendocino City Community Services District desires to further increase the limit on the amount invested at LAIF, from \$250,000 to \$1,500,000; and;

NOW, THEREFORE BE IT RESOLVED, that the MCCSD amend the Investment Policy as follows:

1) Increase the amount that may be invested or deposited at the Local Agency Investment Fund (LAIF) operated by the California State Treasurer in accordance with Government Code Section 16429.1 et Seq. from \$250,000.00 to \$1,500,000.00.

PASSED AND ADOPTED by the Board of Directors of the Mendocino Community Services District at the Regular Meeting on the 17th day of November 2025 by the following vote:

ROLL CALL VOTE: AYES:

NOES:

ABSENT:

ATTEST

Katie Bates, District Secretary

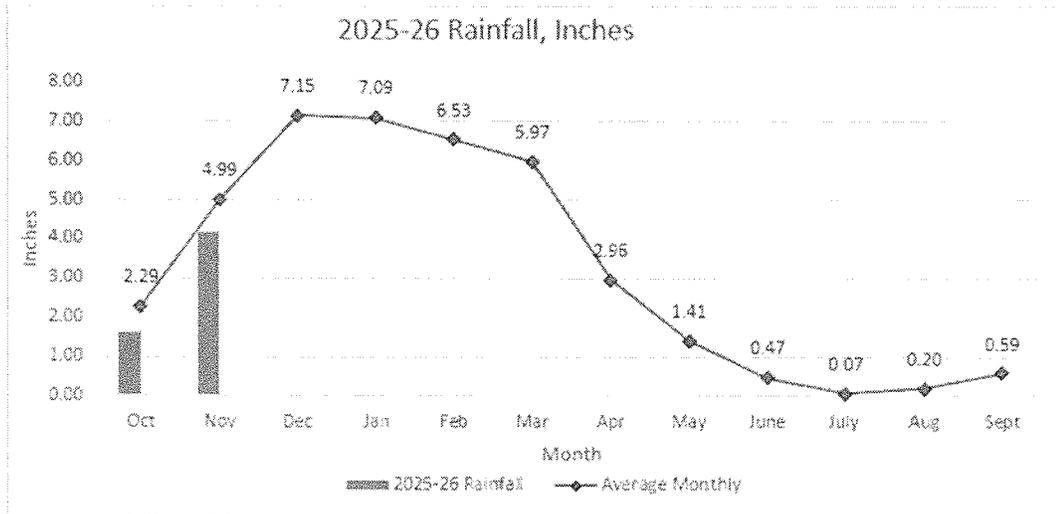
Andrea Shepard, Board President

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Seph Petta
Date: November 13, 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 November is 4.18” inches. 4.18” inches of rainfall have been measured in the District for November, as of November 13, 2025 (Figure 1, Table 1).



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2025-26 Rainfall	1.63	4.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2025-26 Cumulative	1.63	5.81	5.81	5.81	5.81	5.81	5.81	5.81	5.81	5.81	5.81	5.81
Average Monthly	2.30	4.98	7.19	7.00	6.40	5.91	2.85	1.36	0.48	0.08	0.20	0.66
Av.Cumulative	2.30	7.28	14.47	21.47	27.87	33.78	36.63	37.99	38.47	38.55	38.75	39.41

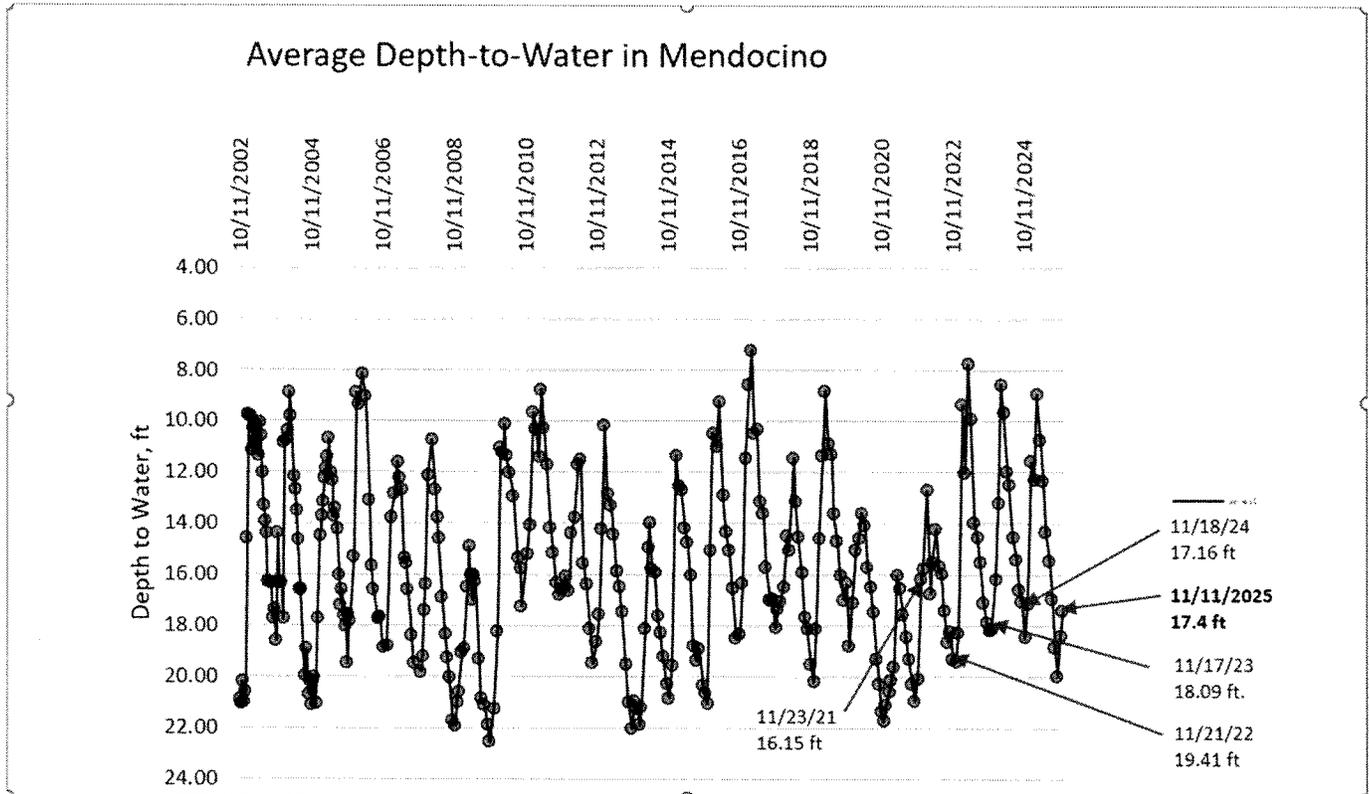
2025-26 Rainfall to Date: 5.81
43 yr Annual Average Rain: 39.41
Percent of Annual Rainfall: 14.7%

Figure 1, Table 1

November 2025 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 24 monitoring wells on November 11, 2025, was 17.4 ft. DTW averages are about 1 ft. better than October of 2025. The DTW averages in the five drought monitoring wells reported an average of 20.8 ft. which is about 1.25 ft higher than October of 2025. DTW averages are .24 ft. lower than November 2024, and about .69 ft. better than November 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.

November 2025 Superintendent's Report

Wastewater Treatment Plant:

- Operators performed routine repair and maintenance to the WWTP in November of 2025.
- There were zero plant alarm call outs for the month, as of 11/13/25.
- There was one after hours alarm call out for the Heeser Lift Station. It was due to a power outage; the generator started as designed and everything was found in working order upon arrival.
- Operators performed maintenance on the influent pumps and valves.
- RF MacDonald is still waiting to receive replacement 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.
- The internal audit of our SSMP was completed and submitted.
- The CASGEM groundwater report was turned in 11/13/25 to the County.
- GHD submitted a proposal to update the District Asset Management Plan and provide a brief condition assessment that would include recommendations for priority projects.

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:

- FEMA has requested additional paperwork, apparently our 2023 file is not closed out. No current ETA on payments.
- The most recent SAFER group meetings were cancelled again this month. We learned that GHD Project Manager Holly Ziegler is leaving GHD and we are awaiting the assignment of a new project manager. We understand GHD is working on amendments to its work plan with the State which includes an update to the MCCSD Groundwater Model.
- Nothing to report on the Recycled Water Upgrade and Expansion Project.
- Nothing to report on MUSD, potable water storage tank project.

Safety Meeting and Plant Safety Inspection:

The 30-minute monthly safety meeting was held on November 7, 2025. The topic was *Confined Space Awareness*. Operators inspected safety equipment, no safety incidents were reported for the period. A member of the staff is attending 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- November 13, 2025.