

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, June 29, 2026

5:00 PM Regular Meeting

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=86079521634>

Meeting ID: 288 936 0093

Password: 4BezrR

- 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
 - a) May 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 5-26-2026
 - b) Approval of minutes from 6-22-2026
 - c) Approval of annual payment to GSRMA- workers' comp, property insurance, etc.
 - 7) DISCUSSION AND POSSIBLE ACTION REGARDING ANY CONSENT AGENDA ITEM NEEDING SEPARATE ACTION
 - 8) NEW BUSINESS
 - a) Discussion and Possible Action to approve Resolution 2026-333 Approving the Expansion of the District's Recycled Water Project, Determining the Expansion Would Not Require the Preparation of a Subsequent or Supplemental Mitigation Negative Declaration, and Authorizing the District Superintendent to Solicit Bids.
 - b) Public Hearing: Presentation of and public comment on staff summary of properties to be included in the annual Report of Delinquent Charges for water and sewer fees pursuant to Resolution No. 2025-322 adopted by the Board of June 30, 2025. The affected parcels
-

MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS 6-29-2026 MEETING AGENDA

include: 44560 Little Lake Rd.; 10490 Hills Rd.; 10901 Palette Dr.; 44140 Little Lake Rd; 45391 Ukiah St.; 45140 Main St.; 44740 Pine St.; 10910 Lansing St.; 44771 Jackson St.; 10391 Blair St.; 10491 Wheeler St.; 10577 Kelly St.; 10579 Kelly St.; 44696 Crestwood Dr.; 44801 Main St.; 45280 Main St.; 45052 Main St.; 44901 Main St.; 44400 Little Lake Rd.; 45090 Covelo St.; 45190 Ukiah St.; 45150 Calpella St.

- c) Discussion and Possible Action to approve the Report of Delinquent Charges and Resolution 2026-334 Adopting Report of Delinquent Charges, Authorizing Staff to File the Report with the County Auditor and Requesting the Auditor Place the Delinquent Charges on the County Tax Roll
- d) Discussion of Final Budget for Fiscal Year 2026-2027 introduced at the regular meeting of the Board of Directors on May 25, 2026
- e) Discussion and Possible Action to approve Resolution 2026-335: Resolution of Mendocino City Community Services District to Adopt the Budget for Fiscal Year 2026-2027

- 9) DISTRICT SUPERINTENDENT'S REPORT
Monthly Report
- 10) GROUNDWATER MANAGEMENT
Monthly Groundwater Management Report
- 11) COMMITTEE UPDATES
- 12) ADJOURNMENT

STANDING COMMITTEES: For 2026

Finance:----- Andrea Shepard and Michael Klinger
Personnel:----- Alex Fields and Matthew Miksak
Plant Operations:----- Jim Sullivan and Michael Klinger
Street Lighting:----- Alex Fields
Groundwater Management:----- Andrea Shepard and 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.

Cash Disbursements (Checking)
 For the Period End May 2026

	5/31/2026	
Balance Forward**	\$ 312,792	
Monthly Fees (Current and Past Due) Collected	\$ 114,666	
General Property Taxes	-	
Interest Income	34	
Service to Read Water Meters	970	
Ground water permit fees	-	
Sales	161	
Late Fee Income/NSF Fees	521	
Special Events Permit Fees	300	
Transfers In	153,010	
Transfers In	-	
Transfers In	-	
Deposits	<u>\$ 269,661</u>	
Total Inflows	\$ 582,453	
Disbursements	\$ (69,514)	
	\$ -	
Prior Period Corrections from Carryforward	\$ (2,441)	Correction for Duplicate Transaction
Balance Checking	<u>\$ 510,498</u>	
General Ledger Operating Checking	\$ 510,498	
Difference	\$ -	

APPROVAL OF THE BOARD OF DIRECTORS

The undersigned Directors of the Mendocino City Community Service District, do hereby certify total disbursements, including checks, online CalPers, State and Federal Tax Deposits.

Print and Sign



Mendocino City Community Services District
Distribution Report by Bank Account
 May 2026

Cash and Equivalents	Date	Num	Name	Amount
Cash in Checking #2837				
	05.06.2026	21879	Waste Management	-299.35
	05.06.2026	21880	Streamline	-485.90
	05.06.2026	21881	Quill	-152.08
	05.06.2026	21882	KYOCERA Document Solutions Northern California	-12.77
	05.06.2026	21883	Mountain Fresh Spring Water Co	-17.50
	05.06.2026	21884	Environmental Systems Research (ESRI)	-460.00
	05.06.2026	21885	MENDES SUPPLY COMPANY	-534.25
	05.06.2026	21886	Kyocera (aka Wells Fargo)	-175.56
	05.06.2026	21887	REDWOOD WASTE SOLUTIONS	-169.68
	05.06.2026	21888	Mendocino County Auditor	-3,140.21
	05.06.2026	21889	Pace Supply Corp.	-5,401.88
	05.07.2026	21890	Keith D. Linden	-3,126.84
	05.07.2026	21891	Wastewater Operator Certification State Water Resources Control Board	-311.00
	05.08.2026	21892	Harvest Market	-99.82
	05.08.2026	21893	Deep Valley Security	-37.95
	05.08.2026	21894	Alpha Analytical Laboratories	-206.00
	05.08.2026	21895	REDWOOD COAST FUELS	-236.09
	05.08.2026	21896	Rossi's Building Materials	-170.43
	05.13.2026	21897	Golden State Risk Management Authority	-10,688.00
	05.13.2026	21898	Rossi's Building Materials	-190.63
	05.14.2026	21899	Mountain Fresh Spring Water Co	-25.50
	05.14.2026	21900	PG&E	-6,700.12
	05.27.2026	21901	Alpha Analytical Laboratories	-733.00
	05.27.2026	21902	REDWOOD COAST FUELS	-85.42
	05.27.2026	21903	Pace Supply Corp.	-2,748.98
	05.27.2026	21904	USA Bluebook	-1,196.68
	05.27.2026	21905	Robert Ryan Rhoades	-32.61
	05.08.2026	DD	Keith D. Linden	-2,076.82
	05.08.2026	DD	Jonathan S. Stenson	-1,646.77
	05.08.2026	DD	Katharine L Bates	-2,623.19
	05.08.2026	DD	Robert Ryan Rhoades	-3,312.20
	05.22.2026	DD	Robert Ryan Rhoades	-3,312.20
	05.22.2026	DD	Jonathan S. Stenson	-1,586.52
	05.22.2026	DD	Keith D. Linden	-1,976.87
	05.22.2026	DD	Katharine L Bates	-2,527.74
	05.01.2026		K. Mckee & Company, Inc.	-155.00
	05.01.2026		K. Mckee & Company, Inc.	-300.00
	05.04.2026		CAL PERS	-1,635.63
	05.04.2026		CAL PERS	-442.19
	05.04.2026		QuickBooks Payments	-130.21
	05.05.2026		QuickBooks Payments	-111.89
	05.08.2026		Intuit QuickBooks Workforce	-3,985.34
	05.14.2026		Bank of America	-311.45
	05.18.2026		CAL PERS	-430.12
	05.18.2026		CAL PERS	-1,676.19
	05.22.2026		Intuit QuickBooks Workforce	-3,835.75
Total for Cash in Checking #2837				-\$ 69,514.33

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 – May 26, 2026

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 – 5:00 p.m.

Board Present: Directors Andrea Shepard, Jim Sullivan, Alex Fields, Michael Klinger, and Matthew Miksak

Staff Present: Ryan Rhoades, District Superintendent, Katie Bates, District Secretary, Keith Linden, Operator

Public Present: Christina Aranguren, Jim Gragg, Maggie O'Rourke, Mary Falkenrath, Jeff Stubbs, Toby Wade, Ray Alarcon, Matt O'Halaran, Donna Shuler, Margaret Rush, Mr. Black

AGENDA ITEM NO. 2. – APPROVAL OF AGENDA

Board Action: Upon motion by Director Miksak, and 2nd by Director Sullivan 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

Margaret Rush, Toby Wade, Jeff Stubbs, Donna Shuler, Ray Alarcon, Matt O'Halaran all commented on the potential of recycled water at Rotary Park.

Maggie O'Rourke asked about legal fees and had a potential paving question

AGENDA ITEM NO. 4- COMMUNICATIONS

MCCSD received emails from Maggie and from Margaret Rush

AGENDA ITEM NO. 5- FINANCIAL REPORT

a) April DISBURSEMENTS

Public Comment: Tina Aranguren

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

AYE: 5

AGENDA ITEM NO. 6— CONSENT AGENDA

- a) APPROVAL OF MINUTES FROM 4-27-2026
- b) Approval to use the MCCSD Palette Dr parcel for the Mendocino Film Festival May 19- June 9, 2026
- c) Approval to use the MCCSD Palette Dr parcel for the WOWMOM music festival June 5 – June 8, 2026

***Directors Fields and Shepard recuse themselves and step outside due to their affiliation with the Film Festival**

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

AYE: 3 (Miksak, Klinger, Sullivan)

ABSTAIN: 2 (Shepard and Fields)

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

NONE

AGENDA ITEM NO. 8- NEW BUSINESS

- a) Introduction and Discussion of Proposed Budget for Fiscal Year 2026-2027

Board Comment: Directors Shepard, Sullivan, and Miksak

- b) AB 2561 Report on the Status of Vacancies and Recruitment and Retention for Calendar Year 2025 (Public Hearing)

Ryan Rhoades explains AB 2561 and reports the MCCSD had no vacancies for 2025

- c) Discussion and Possible Action to approve proposed changes to the Governance Guidelines

Public Comment: Tina Aranguren

Board Action: Upon motion by Director Shepard and 2nd by Director Sullivan, IT IS ORDERED to adopt the changes to the Governance Guidelines on the process for agendaizing topics for Board meetings and consolidating the Safety and Plant Operations Committees as recorded on page 5 and 7, respectively, of the Guidelines included in the Board packet for this meeting. The Motion carried by the following vote:

AYE: 5

AGENDA ITEM NO. 9- DISTRICT SUPERINTENDENT'S REPORT

Public Comment: Jim Gragg, Maggie O'Rourke

Staff Comment: Ryan Rhoades

AGENDA ITEM NO. 10- GROUNDWATER MANAGEMENT

Ryan Rhoades reads report

AGENDA ITEM NO. 11- COMMITTEE UPDATES

Finance Committee met to review Draft Budget
Tina Aranguren asked if there are any upcoming committee meetings, specifically GWM

AGENDA ITEM NO. 12- ADJOURNMENT

6:17 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
Personnel:----- Matthew Miksak and Andrea Shepard
Plant Operations:----- Jim Sullivan
Safety: -----
Street Lighting:-----
Groundwater Management:----- Jim Sullivan and Andrea Shepard

Respectfully submitted,

Katie Bates

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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

MENDOCINO CITY COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

ACTION MINUTES – June 22, 2026

**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 – 3:00 p.m.

Present: Directors Andrea Shepard, Jim Sullivan, Alex Fields, Michael Klinger, and Mathew Miksak

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

AGENDA ITEM NO. 2. – APPROVAL OF AGENDA

Board Action: Upon motion by Director Klinger and 2nd by Director Sullivan, 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

Jim Gragg questioned the effectiveness of the GWM program

AGENDA ITEM NO. 4- NEW BUSINESS

- a) **Discussion and Possible Action to approve a bid for Frank and Pump Rental**

Upon motion by Director Fields and 2nd by Director Miksak, IT IS ORDERED to accept the bid proposal submitted by United Rentals for frac tank and dewatering equipment procurement in an amount not to exceed \$90,036.50, authorize the Superintendent to execute the agreement and related documents, and direct staff to issue a Notice to Proceed

Board Comment: Andrea Shepard, Jim Sullivan, Michael Klinger

Public Comment: Jim Gragg

Staff Comment: Ryan Rhoades

AYE: 5

AGENDA ITEM NO. 13- ADJOURNMENT

IT IS ORDERED to approve adjourning the meeting at 3:08 p.m.

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

STANDING COMMITTEES:

- Finance:----- Andrea Shepard and Michael Klinger
- Personnel:----- Matthew Miksak and Alex Fields
- Plant Operations:----- Jim Sullivan and Michael Klinger
- Street Lighting:----- Alex Fields
- Groundwater Management:----- Jim Sullivan and Andrea Shepard

Respectfully submitted,

Katie Bates



Contribution Summary

Policy Period: 2026-27
Coverage Dates: 7/1/2026-7/1/2027
Account No: MENDCIT

Customer Service
For Information on Your Account Visit:
https://gsrma.org/member-portal/
GSRMA PO Box 706 Willows, CA 95988
Phone: 530-934-5633 Fax: 530-934-8133

Mendocino City Community Services District

COVERAGES			CONTRIBUTION
Workers' Compensation	<i>Estimated Payroll</i>	\$341,129	\$25,088
General Liability	<i>Estimated Payroll</i>	\$341,129	\$33,532
Property	<i>Total Insured Value</i>	\$4,363,352	\$15,705
Auto Physical Damage	<i>Total Insured Value</i>	\$77,414	\$573
Mobile Equipment	<i>Total Insured Value</i>	\$12,126	\$63
Cyber Liability	<i>Total Insured Value</i>	\$4,363,352	\$1,413
Crime Bond	<i>Exposure</i>	4	\$71
TOTAL ANNUAL CONTRIBUTION*			\$76,445

Summary dated 5/28/2026



Contribution Comparison

Policy Period: 2026-27
Coverage Dates: 7/1/2026-7/1/2027
Account No: MENDCIT

Customer Service	
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Mendocino City Community Services District

COVERAGE	CURRENT YEAR	PRIOR YEAR	DIFFERENCE	% CHANGE
Workers' Compensation	\$25,088	\$20,638	\$4,450	21.6%
<i>Estimated Payroll</i>	\$341,129	\$289,131	\$51,998	18%
<i>Effective Rate*</i>	\$7.35	\$7.14	\$0.21	2.9%
<i>Experience Ratio</i>	1.091	1.07	0.021	
General Liability	\$33,532	\$27,191	\$6,341	23.3%
<i>Estimated Payroll</i>	\$341,129	\$289,131	\$51,998	18%
<i>Effective Rate*</i>	\$9.83	\$9.40	\$0.43	4.6%
<i>Experience Ratio</i>	1.186	1.205	(0.019)	
Property	\$15,705	\$13,784	\$1,921	13.9%
<i>Total Insured Value</i>	\$4,363,352	\$4,116,765	\$246,587	6%
Auto Physical Damage	\$ 573	\$ 567	\$ 6	1.1%
<i>Total Insured Value</i>	\$77,414	\$77,414	\$0	0%
Mobile Equipment	\$ 63	\$ 63	\$ 0	0%
<i>Total Insured Value</i>	\$12,126	\$12,126	\$0	0%
Cyber Liability	\$1,413	\$1,302	\$ 111	8.5%
<i>Total Insured Value</i>	\$4,363,352	\$4,116,765	\$246,587	6%
Crime Bond	\$ 71	\$ 73	\$- 2	(2.7)%
<i># of Employees</i>	4	4	0	0%
TOTAL CONTRIBUTION	\$76,445	\$63,618	\$12,827	20.2%

*Amounts are shown rounded to the nearest cents. Actual Effective Rate = Contribution / Payroll * 100

Comparison dated 5/28/2026



Estimated Payroll

Policy Period: 2026-27
Coverage Dates: 7/1/2026-7/1/2027
Account No: MENDCIT

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Mendocino City Community Services District

Estimated Payroll for 2026-27

CLASS CODE	DESCRIPTION	# FULL TIME EMPLOYEES	# PART TIME EMPLOYEES	ANNUAL REGULAR PAYROLL	ANNUAL OVERTIME PAYROLL
7520	Waterworks	0	0	\$0	\$0
7580	Sanitary or Sanitation Districts Operation	2	0	\$122,945	\$0
7706	Firefighters - not volunteers	0	0	\$0	\$0
7707	Firefighters - volunteers	0	0	\$0	\$0
7720	Police, Sheriffs, Constables, etc. - not volunteers	0	0	\$0	\$0
8601(1)	Engineers-Consulting	0	0	\$0	\$0
8810(1)	Clerical Office Employees	1	0	\$88,940	\$0
8810(4)	Libraries - public	0	0	\$0	\$0
9043	Hospitals	0	0	\$0	\$0
9410	Municipal, State, or Public Agency Employees	1	0	\$129,244	\$0
9420	Municipal, State, or Public Agency Emp - other	0	0	\$0	\$0
Other	Other	0	0	\$0	\$0
TOTAL		4	0	\$341,129	\$0
Total Regular and Overtime Payroll (OT included at 2/3)					\$341,129
Imputed Payroll* for Volunteer Firefighters (\$5,000 per volunteer)					\$0
TOTAL ESTIMATED PAYROLL					\$341,129

Firefighter Guidance

Imputed Payroll*: GSRMA primarily uses payroll to allocate costs for the risk pool across membership. For members with Fire, the number of calls is used to some extent as well. To calculate the contribution amount for Volunteer Firefighters, a payroll amount of \$5,000 per Volunteer is used.

Volunteer # Employees: If your Agency has volunteer firefighters (7707), report the number of "active" volunteers (i.e. individuals that attend trainings, regularly respond to calls, etc.). This amount should be a simple **estimated average number of volunteers** during the reporting period.

Volunteer Payroll: Additional pay to volunteers (7707) such as stipends for local activities, etc. **should not be** reported.

Strike Team Pay: Strike team pay **should be** reported for all non-volunteer fighters (7706) and volunteer firefighters (7707).

Trainees/Cadets: Trainees and cadets that may attend training and respond to incidents **should be** identified as volunteer firefighters (7707).



Uninsured Property

Policy Period: 2026-27
Coverage Dates: 7/1/2026-7/1/2027
Account No: MENDCIT

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Mendocino City Community Services District

This schedule lists all property owned by the agency that has been explicitly **EXCLUDED FROM COVERAGE** by the agency. This is supplied as a reminder to agency staff and should be reviewed for continued accuracy.

Note: Absence from this schedule does not imply that a particular agency-owned property is covered. Property must be added to its pertinent schedule to be covered (i.e. vehicles, buildings, tanks, mobile equipment, ...). Please contact your GSRMA Risk Control Advisor or Member Services to add new property to your schedules.



Special Instructions

Policy Period: 2026-27
Coverage Dates: 7/1/2026-7/1/2027
Account No: MENDCIT

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Phone: 530-934-5633 Fax: 530-934-8133

STAFF REPORT

TO: Board of Directors, Mendocino City Community Services District
FROM: District Superintendent
DATE: June 22, 2026
SUBJECT: Recycled Water Project Expansion — Approval of Additional Project Elements, CEQA Determination, and Authorization to Solicit Bids

BACKGROUND:

The Mendocino City Community Services District (“MCCSD” or the “District”) owns and operates the wastewater treatment plant located at 10500 Kelly Street in Mendocino, within the jurisdiction of the North Coast Regional Water Quality Control Board (“Regional Board”). The District is authorized to deliver recycled water to approved use sites pursuant to Regional Board Order No. R1-2022-0001. The District’s Recycled Water Project (the “Project”) recycles treated wastewater for irrigation and related beneficial uses, reducing the volume of treated effluent discharged.

On March 23, 2026, the Board awarded the construction contract for the Project to Ghilotti Construction Company in the amount of \$9,218,230.00, inclusive of Base Bid Schedules A through E and Alternate Bid Schedules F, G, and H. Because that award came in substantially below the Engineer’s Estimate, grant funding remains available under the District’s Water Recycling Funding Program award. Approximately \$2,346,880.00 in construction grant funding is available to extend the beneficial use of recycled water beyond the originally bid scope.

DISCUSSION:

Staff, together with the District’s engineer, GHD, has identified a set of additional Project elements that would expand recycled water deliveries, improve fire protection in downtown Mendocino, and make beneficial use of the available grant funding (collectively, the “Expansion”). The proposed Expansion consists of:

- Extension of approximately 3,300 linear feet of recycled water mains within existing public rights-of-way, together with associated service connections and additional fire hydrants, to serve the Howard Street parcel, Evergreen Cemetery, Hillcrest Cemetery, Heider Field, the Hill House, the MCCSD-owned parcel on Palette Drive, the State Parks Ford House Visitor Center & Museum public restrooms, the Mendocino Volunteer Fire Department, and Grindle Park;
- Installation of small new irrigation services and spray/drip irrigation systems at the use sites described above; and
- Repairs to the existing Mendocino K-8 School and Mendocino High School irrigation systems to restore them to service.

The Expansion elements are more fully described in the GHD Technical Memorandum dated June 19, 2026 (Proposal to Include Additional Project Elements), which is attached hereto and incorporated by reference. The estimated cost of the Expansion is within the available grant funding identified above.

CEQA:

Staff has reviewed the Expansion under the California Environmental Quality Act (“CEQA”), Public Resources Code section 21000 et seq., and the CEQA Guidelines, California Code of Regulations, title 14, section 15000 et seq. Staff recommends that the Board determine the Expansion would not require major revisions to the Project’s previously adopted Mitigated Negative Declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects, and therefore would not require the preparation of a subsequent or supplemental Mitigated Negative Declaration or Environmental Impact Report under Public Resources Code section 21166 and CEQA Guidelines sections 15162 and 15164. As evidence that the Expansion would not result in new or substantially more severe significant effects requiring major revisions to the Mitigated Negative Declaration, the Expansion would, if considered on its own, be fully exempt from CEQA under a combination of categorical and statutory exemptions: the “Class 1” exemption for Existing Facilities (CEQA Guidelines § 15301), which covers the repair, maintenance, or minor alteration of existing facilities involving negligible or no expansion of use; the “Class 2” exemption for Replacement or Reconstruction (CEQA Guidelines § 15302), which covers the replacement or reconstruction of existing structures and facilities on the same site and with substantially the same purpose and capacity, including, under subdivision (c), the replacement or reconstruction of existing utility systems involving negligible or no expansion of capacity; the “Class 3” exemption for New Construction or Conversion of Small Structures (CEQA Guidelines § 15303), which covers the construction of limited numbers of new, small facilities and, under subdivision (d), water main and other utility extensions of reasonable length to serve such construction; the “Class 4” exemption for Minor Alterations to Land (CEQA Guidelines § 15304), which covers minor public or private alterations in the condition of land, water, or vegetation, including, under subdivision (f), minor trenching and backfilling where the surface is restored; and the statutory exemption for pipeline projects of less than one mile in length located within a public street, highway, or other public right-of-way (Public Resources Code § 21080.21; CEQA Guidelines § 15282(k)).

FISCAL IMPACT:

The Expansion is anticipated to be funded within the District’s existing Water Recycling Funding Program grant award, drawing on the approximately \$2,346,880.00 in construction grant funding remaining after the March 2026 contract award. No additional General Fund appropriation is anticipated. Final costs will be confirmed through the competitive bid process and adjusted as necessary to remain within available grant funding.

RECOMMENDATION / PROPOSED ACTION:

Staff recommends that the Board adopt the following motions:

1. Approve the expansion of the District’s Recycled Water Project to include the additional Project elements described in this Staff Report and in the attached GHD Technical Memorandum dated June 19, 2026;
2. Determine that the Recycled Water Project Expansion would not require major revisions to the Project’s previously adopted Mitigated Negative Declaration due to the involvement of new significant environmental effects or a substantial increase in the

severity of previously identified significant effects, and therefore would not require the preparation of a subsequent or supplemental Mitigated Negative Declaration or Environmental Impact Report under Public Resources Code section 21166 and CEQA Guidelines section 15162, and direct staff to file a Notice of Determination; and

3. Authorize the District Superintendent to advertise and solicit bids for the Recycled Water Project Expansion from qualifying contractors in accordance with the competitive bidding requirements of the California Public Contract Code, and to take such further administrative actions as are necessary to carry out the foregoing.



Technical Memorandum

June 19, 2026

To	Ryan Rhoades, MCCSD	Contact No.	+1 707-540-3376
Copy to	File	Email	matt.kennedy@ghd.com
From	Matt Kennedy, PE	Project No.	12619547
Project Name	PW MCCSD Recycled Water WWTP & Distribution Improvements		
Subject	Proposal to Include Additional Project Elements		

1. Introduction

The purpose of this technical memorandum is to summarize additional project elements proposed for incorporation into the project and request approval by the State Water Board for their inclusion. The awarded project, inclusive of base and additive bid schedules, is summarized in Table 1 below.

Table 1: Summary of Awarded Project Base Bid Schedules and Alternate Bid Schedules Amounts

Schedule	Description	Amount
A	Recycled Water Distribution System	\$3,982,685.00
B	Stainless Steel Recycled Water Tank	\$1,068,000.00
C	Friendship Park Irrigation System	\$86,500.00
D	Wastewater Treatment Plant Improvements	\$3,296,625.00
E	Sewer Main Replacement (MCCSD Funded)	\$277,420.00
	TOTAL BASE BID SCHEDULES	\$8,711,230.00
F	Replace Equalization Basin Liner	\$283,000.00
G	Replace Filter Backwash Return Pipe	\$128,000.00
H	Existing Chlorine Contact Basin Baffles	\$96,000.00
	TOTAL ALTERNATE BID SCHEDULES	\$507,000.00
	TOTAL AWARD AMOUNT	\$9,218,230.00

The total award amount with a 10% construction contingency is summarized in Table 2 below. Table 2 also summarizes the amount of construction grant funding available that could be used toward additional beneficial recycled water improvements and other elements required for successful completion of the project.

Table 2: Summary of Available Funding

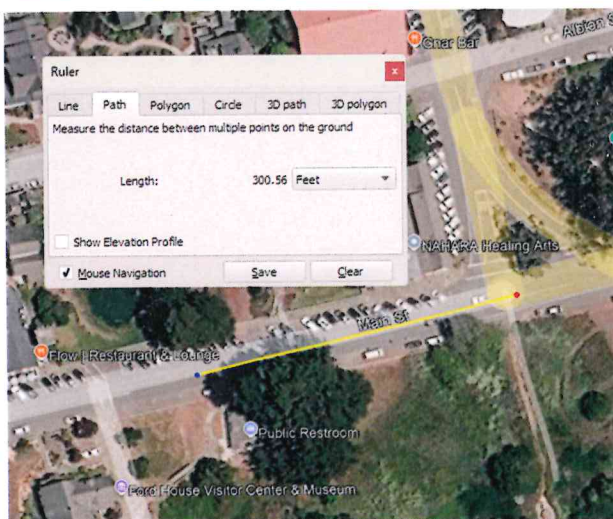
Description	Amount
Soft Costs (Grant Funded)	\$2,511,885.00
Pre-Purchased Equipment (Grant Funded)	\$263,691.00
Total Award Amount (Grant Funded)	\$8,940,810.00
Total Award Amount (MCCSD Funded)	\$277,420.00
10% Construction Contingency (Grant Funded)	\$894,081.00
10% Construction Contingency (MCCSD Funded)	\$27,742.00
Total Estimated Construction Cost	\$10,140,053.00
Approved Grant Funding	\$14,957,347.00
Available Construction Grant Funding	\$2,346,880.00

2. Additional Irrigation Areas

The following additional project elements are proposed for inclusion in the project. Each element includes a description, justification of need and estimated cost.

2.1 Extend Recycled Water Mains to Provide Recycled Water to Howard Street Parcel, Evergreen Cemetery, and State Parks Ford House Museum Public Restroom

Extension of recycled water mains from the intersection of Lansing Street and Little Lake Street to Albion Street, Howard Street and Main Street will allow for additional recycled water use for irrigation at a private parcel located on Howard Street, irrigation at the Evergreen Cemetery on Main Street and toilet flushing at the State Parks Ford House Visitor Center and Museum Public Restroom. Rotary Park could also add a future irrigation service and system. Total length of additional mains is estimated at 2,100 feet. Four additional fire hydrants would improve fire protection in downtown Mendocino.



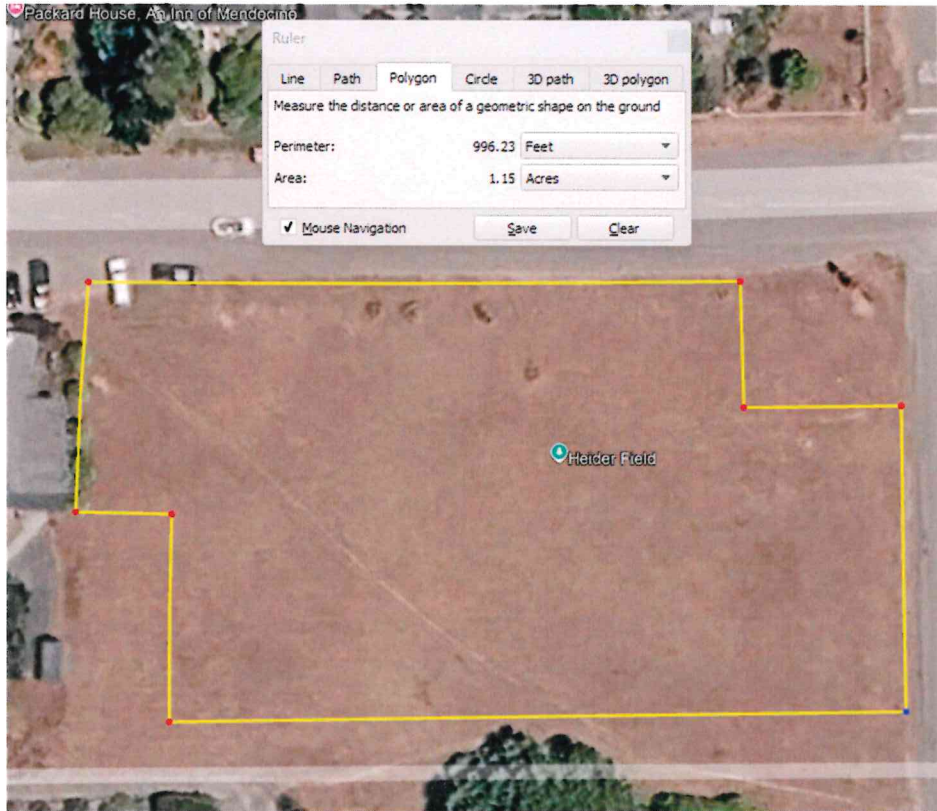
2.2 Extend Recycled Water Mains to Provide Irrigation Service and System to Hill House and Adjacent MCCSD Owned Field

Extension of recycled water mains from the intersection of Lansing Street and Little Lake Road to Palette Drive will allow for additional recycled water use at the Hill House, a private hotel in Mendocino located at 10701 Palette Drive, and an undeveloped 2.1-acre grass covered parcel owned and maintained by MCCSD that is used for parties, concerts and events. Total length of additional mains is estimated at 1,200 feet. Two additional fire hydrants would improve fire protection in downtown Mendocino.



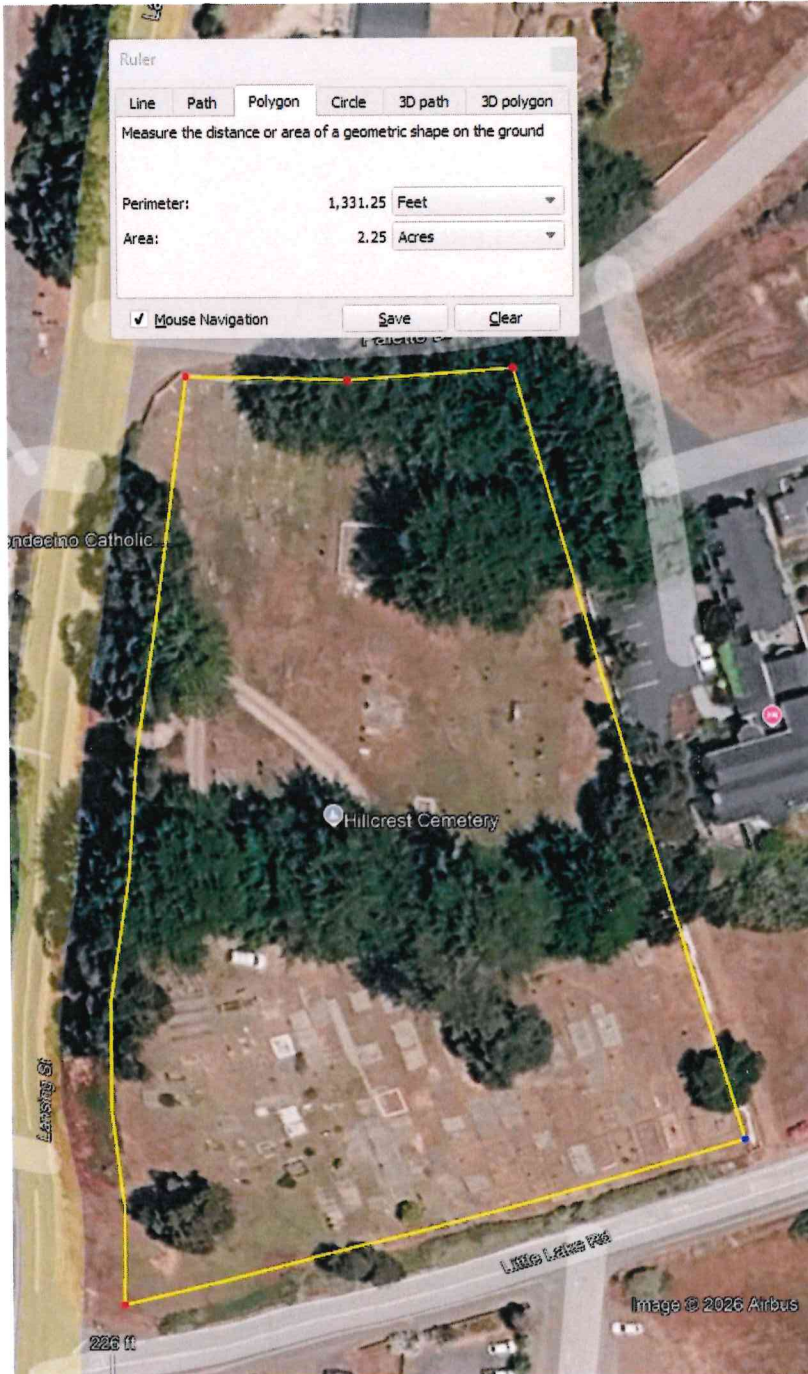
2.3 Provide a Recycled Water Service and Spray Irrigation System for State Parks Heider Field

The main recycled water pipeline passes Heider Field, an undeveloped one block park area located adjacent to Little Lake Street that is owned by State Parks. Approximately 1.15 acres of Heider Field could be irrigated. This project addition would provide a new irrigation service and spray irrigation system to Heider Field, which is planned for a future community park. Using the same agronomic demands used for the other turf irrigation areas, Heider Field could be irrigated with up to approximately 516,095 gallons per year (1.58 acre-feet per year).



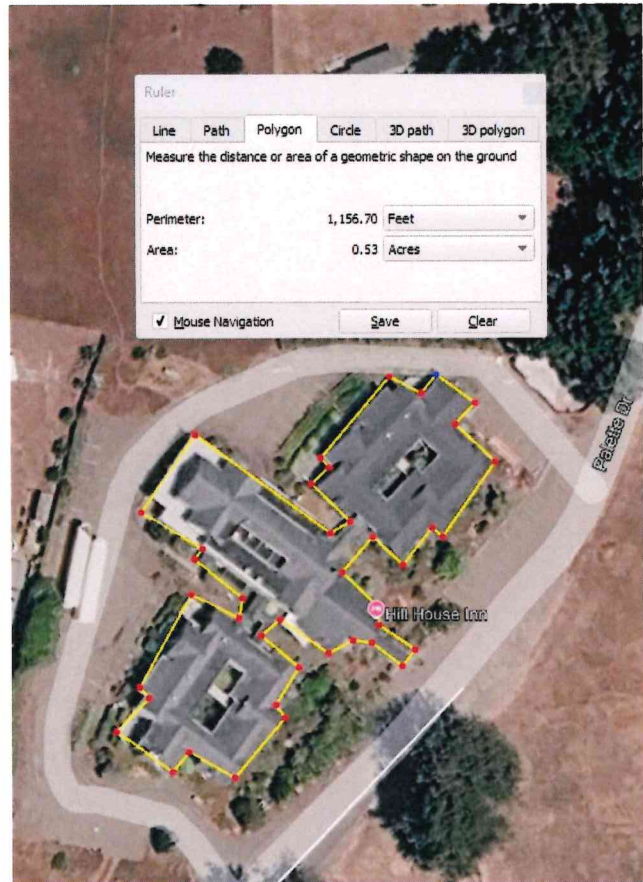
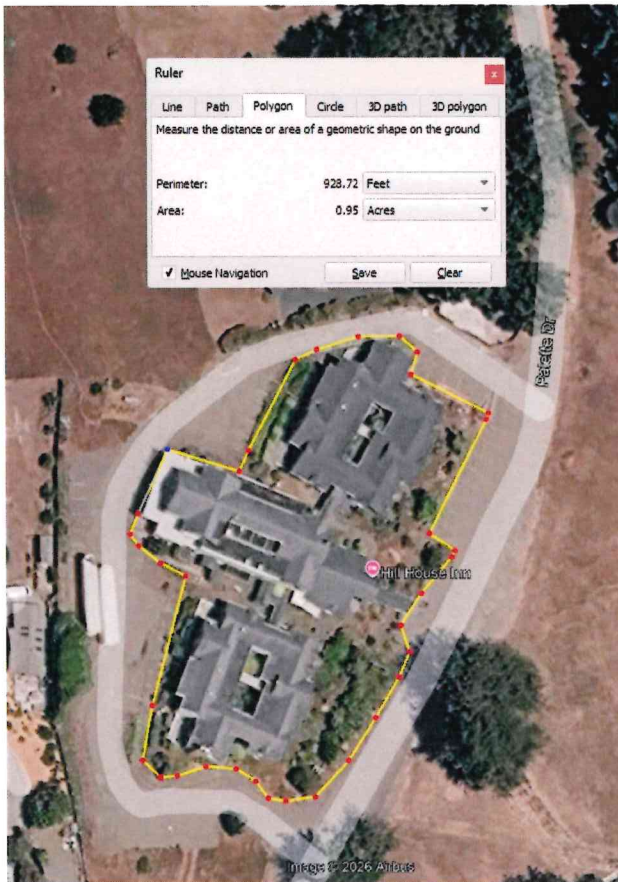
2.4 Provide a Recycled Water Service and Spray Irrigation System for Hillcrest Cemetery

The main recycled water pipeline passes the Hillcrest Cemetery located adjacent to Little Lake Road, Lansing Street and Palette Drive and is owned by the Mendocino-Little River Cemetery District. The Hillcrest Cemetery is approximately 2.25 acres and would be sprayed. This project addition would provide a new irrigation service and spray irrigation system to Hillcrest Cemetery. Using the same agronomic demands used for the other turf irrigation areas, the Hillcrest Cemetery could be irrigated with up to approximately 1,009,751 gallons per year (3.1 acre-feet per year).



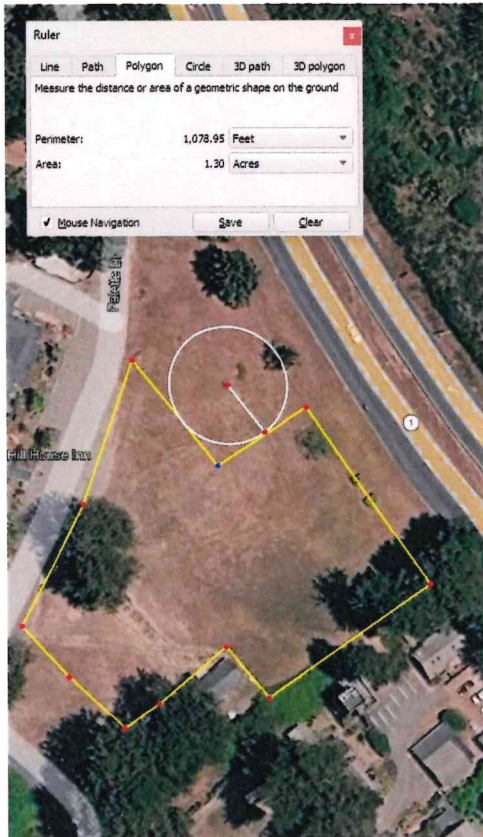
2.5 Provide a Recycled Water Service for the Hill House Hotel

The Hill House is a hotel in Mendocino located at 10701 Palette Drive. It has extensive landscaping that could be irrigated with recycled water. The Hill House will provide their own irrigation system and landscaping. The irrigable landscape area at the Hill House is approximately 0.42 acres. Using the same agronomic demands used for the other garden irrigation areas, the Hill House could be irrigated with up to approximately 218,460 gallons per year (0.76 acre-feet per year).



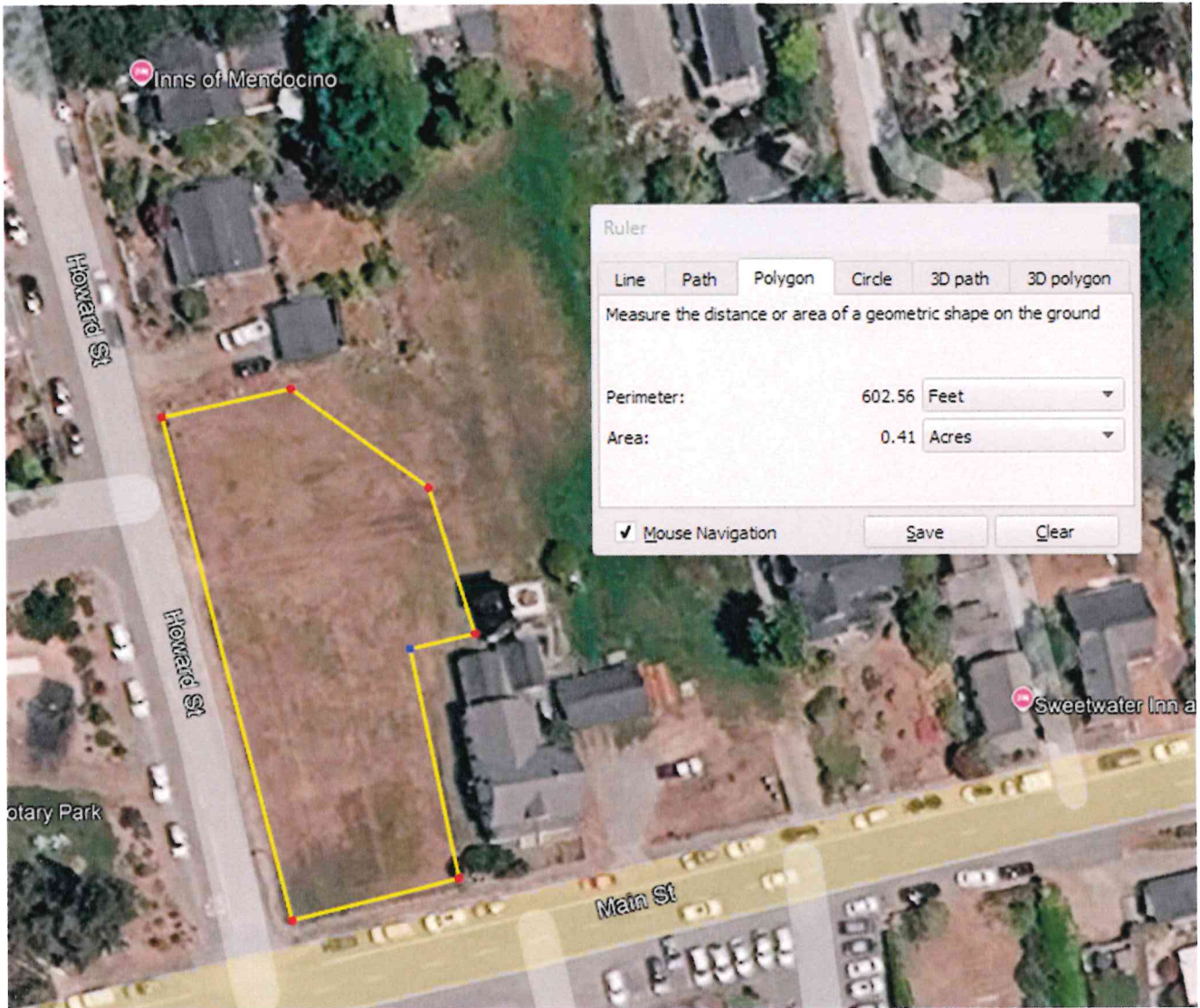
2.6 Provide a Recycled Water Service and Spray Irrigation System for MCCSD Owned Parcel

Across the street from the Hill House on Palette Drive is an undeveloped 2.1-acre grass covered parcel owned and maintained by MCCSD that is used for parties, concerts and events. Adding an irrigation system to MCCSD's parcel would enable long-term management of recycled water use. MCCSD's 2.1-acre parcel has 2-3 existing potable water supply wells. Adjusting the irrigable area to provide a minimum 50-ft buffer from the wells, the irrigable area is approximately 1.3 acres. Using the same agronomic demands used for the other turf irrigation areas, MCCSD's parcel could be irrigated with up to approximately 583,412 gallons per year (1.79 acre-feet per year).



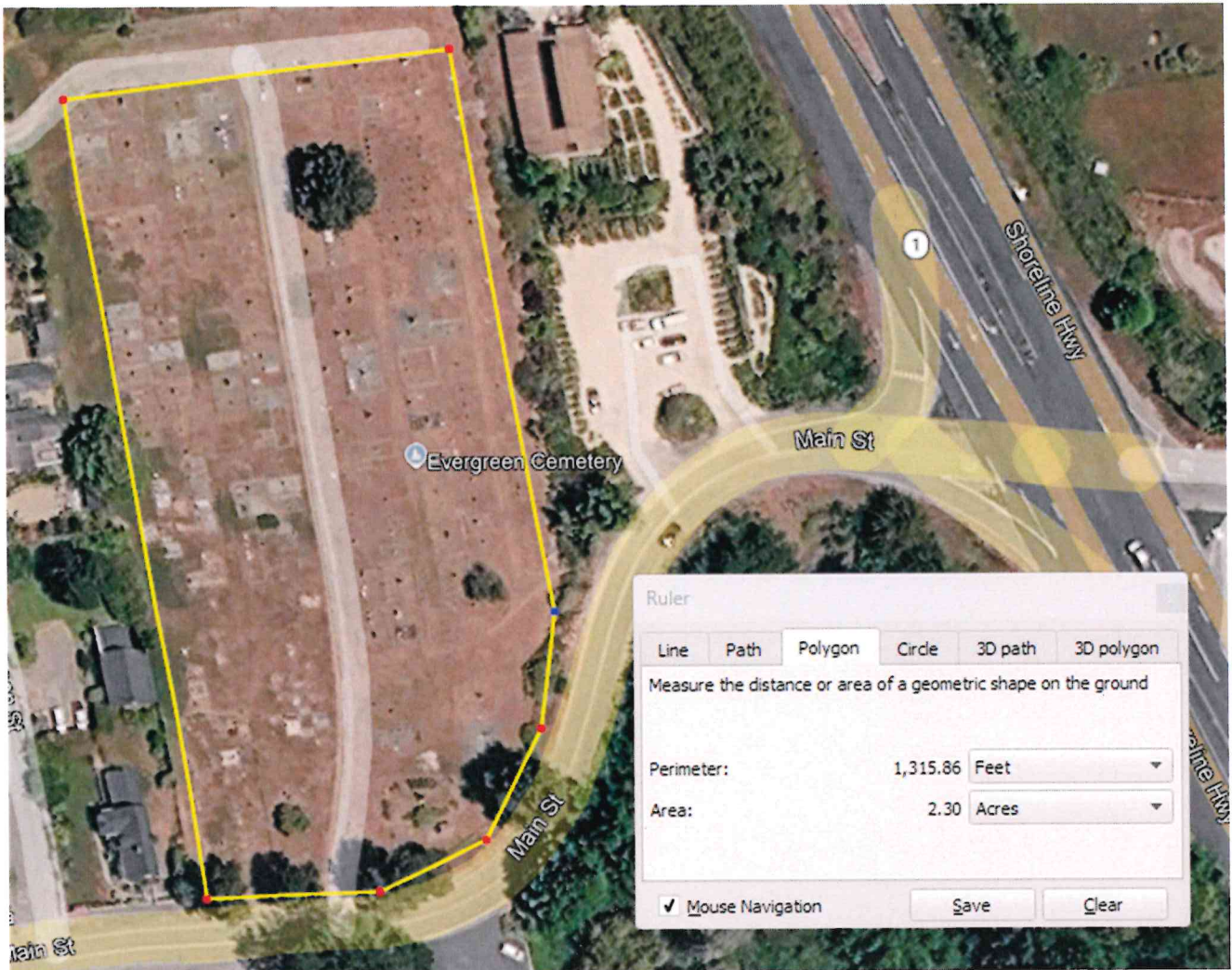
2.7 Provide a Recycled Water Service for Private Parcel on Howard Street

A private property owner located on Howard Street has requested a recycled water service. The property owner will provide their own irrigation system. The irrigable area is approximately 0.41 acres and is mostly grass. Using the same agronomic demands used for the other grass irrigation areas, the area could be irrigated with up to approximately 184,000 gallons per year (0.56 acre-feet per year).



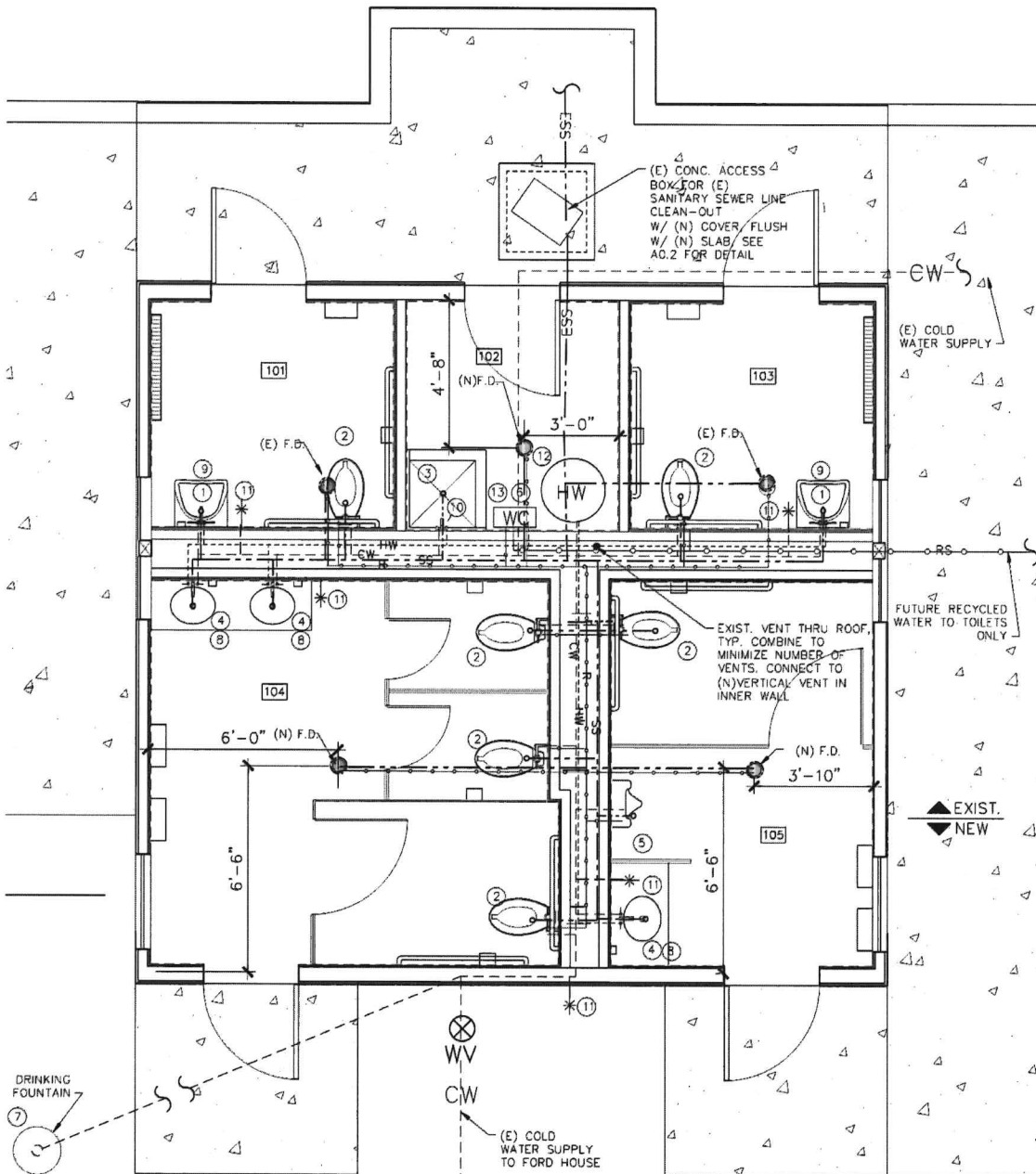
2.8 Provide a Recycled Water Service and Spray Irrigation System for Evergreen Cemetery

The main recycled water pipeline extends to the Evergreen Cemetery located adjacent to Main Street, and is owned by the Mendocino-Little River Cemetery District. The Evergreen Cemetery is approximately 2.30 acres and would be sprayed. This project addition would provide a new irrigation service and spray irrigation system to Evergreen Cemetery. Using the same agronomic demands used for the other turf irrigation areas, the Evergreen Cemetery could be irrigated with up to approximately 1,032,190 gallons per year (3.17 acre-feet per year).



2.9 Provide a Recycled Water Service for State Parks Ford House Visitor Center & Museum Public Restrooms

The State Parks Ford House Visitor Center & Museum Public Restrooms are the only public restrooms available in Mendocino and are heavily used by visitors to Mendocino. The restroom building underwent a major remodel in 2021, which included dual plumbing to allow for toilet flushing with recycled water when it became available. Toilets use 1.6 gallons per flush, and urinals use 0.5 to 1.0 gallons per flush (0.75 gallons per flush average). The restroom has six toilets and two urinals. Assuming each toilet and urinal is used once every 10 minutes for 12 hours per day during the months of April - October, the estimated recycled water usage is 173,600 gallons per year (0.53 acre-feet per year).



PROPOSED PLUMBING PLAN
SCALE: 1/2" = 1'-0"

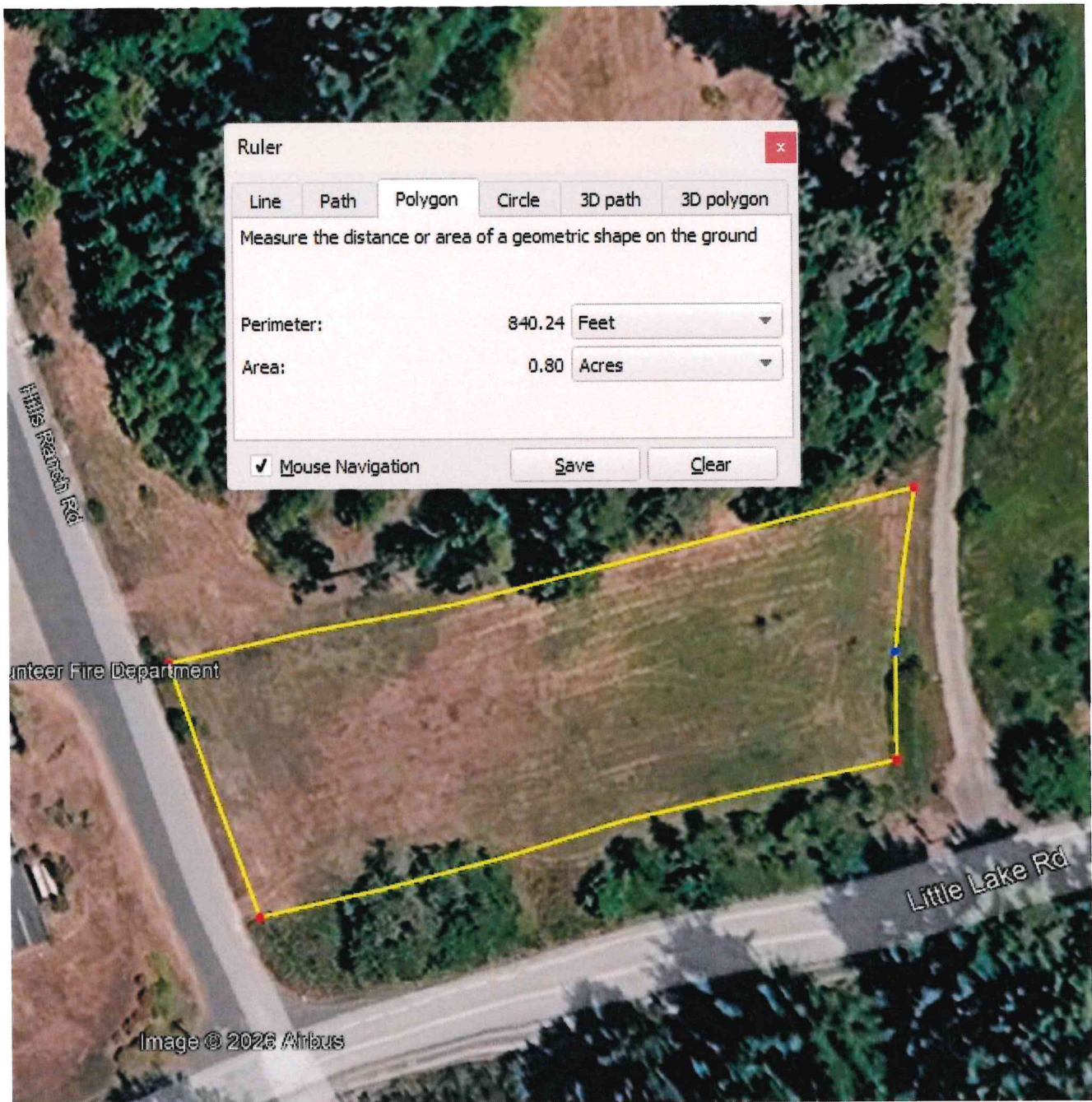
2.10 Provide Recycled Water Service for Mendocino Volunteer Fire Department

The main recycled water pipeline passes the Mendocino Volunteer Fire Department (MVFD) located on Little Lake Road. The Mendocino Volunteer Fire Department has approximately 0.90 acres of grass and landscaping that could be irrigated by a combination of spray and drip. This project addition would provide a new irrigation service to the MVFD. The MVFD would provide the irrigation system. Using the same agronomic demands used for the other turf irrigation areas, the MVFD could be irrigated with up to approximately 403,900 gallons per year (1.24 acre-feet per year).



2.11 Provide Recycled Water Service for Mendocino Volunteer Fire Department Grindle Park

The main recycled water pipeline passes Grindle Park located on Little Lake Road across from the MVFD. The MVFD owns the park, which has approximately 0.80 acres of grass area in the lower field that could be irrigated. The Park has an old historic orchard, which the MVFD plans to restore by planting additional apple trees. Using the same agronomic demands used for the other turf irrigation areas, the MVFD could be irrigated with up to approximately 359,023 gallons per year (1.10 acre-feet per year).



3. Repairs to MUSD K-8 School and High School Irrigation Systems

The Mendocino K-8 school play fields and landscaping are one of the primary irrigation areas identified in the project. The irrigation system has not been used for about eight years, and upon performing recent functional testing a number of repairs were identified, including power supply to the booster pump, leaks in some of the irrigation mainlines, and possibly additional work such as replacement of non-functional spray heads and drip irrigation lines.

The Mendocino High School lacrosse play field irrigation system requires replacement of some of the spray heads and a new irrigation controller and control wiring to bring it to full operation.

4. Environmental

All additional items summarized in Section 2 fall under the California Environmental Quality Act (CEQA) Statutory Exemption, as defined in the 2026 CEQA Guidelines, Section 15282 Other Statutory Exemptions, item (k) which states:

The installation of a new pipeline or maintenance, repair, restoration, removal, or demolition of an existing pipeline as set forth in Section 21080.21 of the Public Resources Code, as long as the project does not exceed one mile in length.

The total length pipeline proposed is approximately 3,300 feet, which is less than 1 mile. Therefore, the project is statutorily exempt from CEQA as set forth in Section 21080.21 of the Public Resources Code. A CEQA exemption should be filed for the additional items summarized in Section 2 that references Section 21080.21.

4.1 Scope and limitations

This technical memorandum has been prepared by GHD for Mendocino City CSD. It is not prepared as, and is not represented to be, a deliverable suitable for reliance by any person for any purpose other than what was intended. It is not intended for circulation or incorporation into other documents. The matters discussed in this memorandum are limited to those specifically detailed in the memorandum and are subject to any limitations or assumptions specially set out.

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
Post Office Box 1029
Mendocino, CA 95460
Business Phone (707) 937-5790
mccsd@mcn.org

Recycled Water System Project Initial Study/Mitigated Negative Declaration available at:

https://files.ceqanet.lci.ca.gov/276500-1/attachment/a4T7_aj2hr5PGdkO808Tceba1w9T5dnbJbCnbvgoMONgDtjxfiSDp-UQYi4A0epTkVghx_hbc4WrINf30

ADDENDUM TO THE MITIGATED NEGATIVE DECLARATION
for the Recycled Water System Project
(Recycled Water Project Expansion)

State Clearinghouse No.2022020568
Prepared by the Mendocino City Community Services District
June 23, 2026

I. Introduction and Purpose

This Addendum is prepared pursuant to Public Resources Code section 21166 and CEQA Guidelines sections 15162 and 15164. Its purpose is to document the determination of the Mendocino City Community Services District (the “District”) that the proposed Recycled Water Project Expansion (the “Expansion”) does not require the preparation of a subsequent or supplemental Mitigated Negative Declaration or Environmental Impact Report for the Recycled Water System Project (the “Project”).

II. Project Background

The Mendocino Unified School District (“MUSD”), as Lead Agency, prepared an Initial Study/Mitigated Negative Declaration for the Project and adopted the Mitigated Negative Declaration (“MND”) and a Mitigation Monitoring and Reporting Program (“MMRP”) on April 21, 2022 (Resolution 2022-09). The MND was circulated for public review from February 24 to March 25, 2022, and through the State Clearinghouse. The District, as the recycled-water purveyor and a Responsible Agency under CEQA Guidelines section 15096, adopted the MND and made Responsible Agency findings on October 3, 2023 (Resolution 2023-317). The District is the public agency granting the discretionary approval for the Expansion and therefore makes this determination under CEQA Guidelines section 15162, subdivision (c).

III. Description of the Expansion

The Expansion consists of installing approximately 3,300 linear feet (less than one mile) of recycled water mains within existing public rights-of-way—together with associated service connections, fire hydrants, and small new irrigation systems—to deliver recycled water to additional use sites in downtown Mendocino, including Howard Street parcel, Evergreen Cemetery, Hillcrest Cemetery, Heider Field, the Hill House, the MCCSD-owned parcel on Palette Drive, the State Parks Ford House Visitor Center & Museum public restrooms, the Mendocino Volunteer Fire Department, and Grindle Park; installation of small new irrigation services and spray/drip irrigation systems at the use sites described above; and repairing the existing Mendocino K-8 School and High School irrigation systems to restore them to service. The Expansion will broaden beneficial use of recycled water, improve downtown fire protection, and reduce treated effluent discharges. The Expansion is of the same character, serves the same purpose, and is

located within the same service area as the Project evaluated in the MND. The Expansion elements are more fully described in the GHD Technical Memorandum dated June 19, 2026 (Proposal to Include Additional Project Elements), which is incorporated by reference herein.

IV. Standard for an Addendum

Once a lead agency has adopted a mitigated negative declaration for a project, Public Resources Code section 21166 and CEQA Guidelines section 15162 establish a presumption against further environmental review. A subsequent or supplemental MND or EIR is required only where substantial changes to the project, substantial changes in circumstances, or new information of substantial importance will involve new significant environmental effects or a substantial increase in the severity of previously identified significant effects. Where, as here, only minor changes or additions are involved and none of the section 15162 conditions have occurred, the appropriate document is an addendum (CEQA Guidelines § 15164(b)). An addendum need not be circulated for public review (CEQA Guidelines § 15164(c)) and is considered by the decision-making body together with the adopted MND prior to action on the project (CEQA Guidelines § 15164(d)).

V. Environmental Analysis and Determination

The District has reviewed the Expansion against the conditions in CEQA Guidelines section 15162, subdivision (a), considering the whole record. The District finds that the Expansion does not involve (1) substantial changes to the Project requiring major revisions to the MND due to new significant environmental effects or a substantial increase in the severity of previously identified significant effects; (2) substantial changes in circumstances requiring such major revisions; or (3) new information of substantial importance, not known and not capable of being known when the MND was adopted, showing any effect described in section 15162(a)(3).

As substantial evidence, the District finds that each component of the Expansion would, if evaluated on its own, be exempt from CEQA: the repair of existing school irrigation facilities under the Class 1 exemption for existing facilities (CEQA Guidelines § 15301); the replacement or reconstruction of existing recycled-water system facilities, on the same site and involving negligible or no expansion of capacity, under the Class 2 exemption (CEQA Guidelines § 15302(c)); the new recycled water mains under the Class 3 exemption for utility extensions of reasonable length to serve permitted construction (CEQA Guidelines § 15303(d)) and, for any pipeline segment of less than one mile located within a public street, highway, or other public right-of-way, the statutory pipeline exemption (Pub. Resources Code § 21080.21; CEQA Guidelines § 15282(k)); the trenching and backfilling associated with pipeline installation, with restoration of the surface, under the Class 4 exemption for minor alterations to land (CEQA Guidelines § 15304(f)); and the increase in recycled water storage capacity under the Class 3 exemption for new small facilities (CEQA Guidelines § 15303). Each exemption reflects a determination that the described activity does not have a significant effect on the environment, which supports the finding that the Expansion introduces no new or substantially more severe significant effect. The District further finds that none of the exceptions in CEQA Guidelines

section 15300.2 applies to the Expansion. The mitigation measures in the MMRP remain in effect and apply to the Expansion to the extent applicable.

VI. Conclusion

Based on the foregoing and the whole of the record, the District finds that no subsequent or supplemental Mitigated Negative Declaration or Environmental Impact Report is required for the Expansion, and the District adopts this Addendum to the MND pursuant to CEQA Guidelines section 15164. The Board has considered this Addendum together with the adopted MND prior to approving the Expansion.

RESOLUTION NO. 2026-333

**RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT
APPROVING THE EXPANSION OF THE DISTRICT'S RECYCLED WATER
PROJECT, DETERMINING THE EXPANSION WOULD NOT REQUIRE THE
PREPARATION OF A SUBSEQUENT OR SUPPLEMENTAL MITIGATED
NEGATIVE DECLARATION, AND AUTHORIZING THE DISTRICT
SUPERINTENDENT TO SOLICIT BIDS**

WHEREAS, the Mendocino City Community Services District (“MCCSD” or the “District”) owns and operates the wastewater treatment plant located at 10500 Kelly Street in Mendocino, and is authorized to deliver recycled water to approved use sites pursuant to Regional Water Quality Control Board Order No. R1-2022-0001; and

WHEREAS, the Mendocino Unified School District (“MUSD”), proposed the Recycled Water System Project in 2021 to expand the use of recycled water on properties owned by MUSD to offset potable water use, provide additional fire water storage and supply, and provide for future system expansion and additional reuse, which will be achieved through new recycled water pipelines, irrigation systems, fire hydrants, and a new recycled water storage tank; and

WHEREAS, the MUSD, in its role as Lead Agency, prepared an Initial Study/Proposed Mitigated Negative Declaration (IS/MND) for the Recycled Water System Project in accordance with the requirements of the California Environmental Quality Act of 1970, as amended (“CEQA”), and state and local guidelines implementing CEQA; and

WHEREAS, MUSD, by Resolution 2022-09, made findings pursuant to CEQA, adopted the MND, approved the Project, and adopted a Mitigation Monitoring and Reporting Program (MMRP) on April 21, 2022; and

WHEREAS, the District has received grant assistance through the State Water Resources Control Board’s Water Recycling Funding Program to construct the Project; and

WHEREAS, on March 23, 2026, the Board of Directors awarded the construction contract for the Project at an amount substantially below the Engineer’s Estimate, leaving grant funding available to extend the beneficial use of recycled water; and

WHEREAS, the District’s engineer has identified additional Project elements, described in the GHD Technical Memorandum dated June 19, 2026, including the extension of approximately 3,300 linear feet of recycled water mains within existing public rights-of-way, new recycled water service connections and irrigation systems, and repairs to existing school irrigation systems (collectively, the “Expansion”); and

WHEREAS, pursuant to CEQA Guidelines Section 15096, as a Responsible Agency, the District must consider the environmental effects as shown in the MUSD IS/MND and has responsibility for mitigating or avoiding the direct or indirect environmental effects of those parts of the Project which it decides to carry out, finance, or approve; and

WHEREAS, in its capacity as a Responsible Agency under CEQA, the District has independently reviewed and considered the environmental effects of the proposed Expansion Project considering the Mendocino Unified School District’s Mitigated Negative Declaration; and

WHEREAS, based on the reasoning and evidence in the accompanying June 22, 2026 staff report and proposed Addendum, both of which are fully incorporated by reference herein, staff has reviewed the Expansion under the California Environmental Quality Act (“CEQA”), Public Resources Code section 21000 et seq., and the CEQA Guidelines, California Code of Regulations, title 14, section 15000 et seq. Staff recommends that the Board determine the Expansion would not require major revisions to the Project’s previously adopted Mitigated Negative Declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects; that there are no substantial changes in the circumstances under which the Expansion Project is undertaken requiring such major revisions; and that there is no new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence when the MND was adopted, showing any of the effects described in CEQA Guidelines section 15162, subdivision (a)(3). The Expansion Project therefore would not require the preparation of a subsequent or supplemental Mitigated Negative Declaration or Environmental Impact Report under Public Resources Code section 21166 and CEQA Guidelines section 15162; and

NOW, THEREFORE IT IS RESOLVED the foregoing Recitals are true and correct and made a part of this Resolution; and

BE IT FURTHER RESOLVED that the Board determines that the Recycled Water Project Expansion would not require major revisions to the Project’s previously adopted Mitigated Negative Declaration due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects, and therefore would not require the preparation of a subsequent or supplemental Mitigated Negative Declaration or Environmental Impact Report under Public Resources Code section 21166 and CEQA Guidelines section 15162, and direct staff to file a Notice of Determination; and

BE IT FURTHER RESOLVED that the Board hereby adopts the proposed Addendum for the Project; and

BE IT FURTHER RESOLVED that the Board of Directors hereby approves the expansion of the District’s Recycled Water Project to include the additional Project elements described in the June 19, 2026 GHD Technical Memorandum and the accompanying staff report; and

BE IT FURTHER RESOLVED that compliance with and implementation of the mitigation measures in the April 21, 2022 MND are made a condition of approval of the Expansion Project; and

BE IT FURTHER RESOLVED that the Board finds that there is no substantial evidence that the Expansion Project, with mitigation, will have a significant adverse impact on the environment; and

BE IT FURTHER RESOLVED that the District Superintendent is hereby authorized to advertise and solicit bids for the Expansion from qualifying contractors in accordance with the competitive bidding requirements of the California Public Contract Code, and to take such further administrative actions as are necessary to carry out this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Mendocino City Community Services District at a Regular Meeting on June 29, 2026 by the following vote:

ROLL CALL VOTE: AYES:
NOES:
ABSENT:

ATTEST:

Katie Bates, Board Secretary

Andrea Shepard, Board President

Memo

To: Board of Directors
From: Katie Bates
cc: Seph Petta
Date: 6/26/26
Re: 2026 Delinquent Charges

As the Board is aware, the majority of MCCSD's operating revenue is generated through user fees. In accordance with the Delinquent Account Collection Policy adopted by the Board of Directors on June 30, 2025, staff has reviewed all customer accounts to identify those eligible for collection through the County tax roll process.

The attached delinquency report (Exhibit 1) identifies 23 customer accounts that are delinquent by at least 91–180 days. Of those accounts, 15 have been delinquent for 271 days or more.

Each customer listed in Exhibit 1 was notified by USPS Certified Mail of the amount owed, including past-due sewer service charges, groundwater management fees, and applicable late fees. Two (2) property owners do not have a current, valid mailing address on file with either MCCSD or Mendocino County and therefore could not be reached by certified mail. In addition, notice of this public hearing was published in the *Mendocino Beacon* on June 18 and June 25.

The delinquent account collection process has proven to be an effective tool for recovering outstanding revenues. Last year, when staff initially compiled the list of delinquent accounts, the total amount owed to MCCSD was \$90,075.60. Following the required notices and prior to Board consideration, outstanding balances had been reduced to \$60,838.44 as customers made payments. Through the County tax roll collection process, an additional \$13,064.71 was recovered on behalf of MCCSD. In total, the District collected \$42,301.27 through customer payments and County collections. Staff is optimistic that this year's process will produce similar or better results.

Staff recommends that the Board review the attached delinquency report (Exhibit 1) and consider approving the placement of eligible delinquent charges on the Mendocino County property tax roll for collection, consistent with District policy.

Exhibit 1

APN	Service Address	Owner	Amount Past Due	Late Fees Assessed
119-090-48	44560 Little Lake Rd	Bryan Bird	\$ 1,257.78	\$ 129.12
119-120-63	10490 Hills Rd	Rob Buckle	\$ 1,950.65	\$ 262.32
119-060-13	10901 Palette Dr	James and Brenda Clark	\$ 33.74	\$ 3.37
119-090-20	44140 Little Lake Rd	Robert Dalva	\$ 810.78	\$ 111.31
119-216-01	45391 Ukiah St	Kevin Donley	\$ 946.36	\$ 129.12
119-237-05	45140 Main St	Family Tree Properties	\$ 4,368.18	\$ 436.87
119-140-22	44740 Pine St	Johanna Hosford	\$ 5,693.16	\$ 569.33
119-070-17	10910 Lansing St	Jim Jones	\$ 9,173.35	\$ 1,006.66
119-270-26	44771 Jackson St	Alicia Kepple	\$ 655.77	\$ 65.57
119-120-30	10391 Blair St	Matthew Leach	\$ 6,754.52	\$ 728.24
119-212-01	10577 Kelly St	Ceil McDonnell	\$ 1,759.11	\$ 194.80
119-212-01	10579 Kelly St	Ceil McDonnell	\$ 1,942.23	\$ 223.22
119-370-10	44696 Crestwood Dr	Candra Moyer	\$ 61.80	\$ 6.18
119-250-29	44801 Main St	Gary Olendyk	\$ 674.88	\$ 67.49
119-217-13	45280 Main St	Arianna Onstad	\$ 9,874.32	\$ 987.45
119-238-08	45052 Main St	Glen Ricard	\$ 1,479.10	\$ 147.90
119-250-46/47	44901 Main St	Judy Schlater	\$ 1,701.81	\$ 202.47
119-090-39	44400 Little Lake Rd	Stephanie Silva	\$ 1,063.45	\$ 158.91
119-530-14	10983 Hills Ranch Rd	Sage Simon	\$ 674.88	\$ 67.48
119-090-17	44440 Little Lake Rd	Pearl Steinbrecher	\$ 386.82	\$ 46.65
119-160-14	45090 Covelo St	Malinda Trimble	\$ 4,853.45	\$ 503.34
119-232-01	45190 Ukiah St	Arianna Wood	\$ 2,426.73	\$ 251.64
119-231-03	45150 Calpella St	Eliana Yoneda	\$ 381.27	\$ 38.12
		Total Amounts:	\$ 58,924.14	\$ 6,415.17

Exhibit 1

Total Lien		sewer	gwm		QB total
\$ 1,386.90		\$ 1,027.33	\$ 230.45		\$ 1,386.90
\$ 2,212.97		\$ 1,593.31	\$ 357.34		\$ 2,212.97
\$ 37.11		\$ 7.13	\$ 26.62		\$ 37.11
\$ 922.09		\$ 564.32	\$ 246.46		\$ 922.09
\$ 1,075.48		\$ 773.26	\$ 173.10		\$ 1,075.48
\$ 4,805.05		\$ 3,568.92	\$ 799.26		\$ 4,805.05
\$ 6,262.49		\$ 4,651.52	\$ 1,041.64		\$ 6,262.49
\$ 10,180.01		\$ 7,494.25	\$ 1,679.10		\$ 10,180.01
\$ 721.34		\$ 551.43	\$ 119.10		\$ 721.34
\$ 7,482.76		\$ 5,518.27	\$ 1,236.25		\$ 7,482.76
\$ 1,953.91		\$ 1,437.38	\$ 321.73		\$ 1,953.91
\$ 2,165.45		\$ 1,586.54	\$ 355.69		\$ 2,165.45
\$ 67.98		\$ -	\$ 61.80		\$ 67.98
\$ 742.37		\$ 551.28	\$ 123.60		\$ 742.37
\$ 10,861.77		\$ 8,067.63	\$ 1,806.69		\$ 10,861.77
\$ 1,627.00		\$ 1,208.20	\$ 270.90		\$ 1,627.00
\$ 1,904.28		\$ 1,391.24	\$ 310.57		\$ 1,904.28
\$ 1,222.36		\$ 868.63	\$ 194.82		\$ 1,222.36
\$ 742.36		\$ 551.28	\$ 123.60		\$ 742.36
\$ 433.47		\$ -	\$ 386.82		\$ 433.47
\$ 5,356.79		\$ 3,965.88	\$ 887.57		\$ 5,356.79
\$ 2,678.37		\$ 1,982.94	\$ 443.79		\$ 2,678.37
\$ 419.39		\$ 311.58	\$ 69.69		\$ 419.39
\$ 65,339.31		\$ 47,672.32	\$ 11,266.59		65339.31

RESOLUTION NO. 2026 – 334

RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT
ADOPTING THE REPORT OF DELINQUENT CHARGES AND AUTHORIZING STAFF TO
FILE THE REPORT WITH THE COUNTY AUDITOR AND REQUEST THAT THE
AUDITOR PLACE THE DELINQUENT CHARGES ON THE COUNTY TAX ROLL

WHEREAS, the Mendocino City Community Services District is legally responsible for the operation of the public sewer system in the community of Mendocino; and

WHEREAS, the Mendocino City Community Services District is legally responsible for monitoring and managing the groundwater of Mendocino; and

WHEREAS, Government Code 61115(b) authorizes the Mendocino City Community Services District to refer to the County of Mendocino the District's past due sewer fee accounts for collection on the tax rolls; and

WHEREAS, Government Code 61115(b) authorizes the Mendocino City Community Services District to refer to the County of Mendocino the District's past due groundwater management fee accounts for collection on the tax rolls; and

WHEREAS, the Directors of the Mendocino City Community Services District find that collection of the delinquent accounts of the District by the County of Mendocino is in the best fiscal interests of the District; and

WHEREAS, pursuant to Government Code 61115(b), the District Secretary has prepared and filed a report ("Report") that describes each affected parcel of real property and the amount of past due sewer fees and groundwater management fees for each affected parcel for the year. Said Report is attached hereto as Exhibit 1.

WHEREAS, pursuant to Government Code 61115(b), the District Secretary has (1) caused notice of the filing of the Report proposing to have such charges and delinquencies be collected on the tax roll in the same manner as property taxes; and (2) caused notice of the time and date of hearing to consider such Report by (a) mailing notice to each affected property owner and (b) publishing notice in a newspaper of general circulation; and

WHEREAS, the Board of Directors of the Mendocino City Community Services District held the duly noticed public hearing on June 29, 2026 to hear and consider any objections or protests to the Report.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of the Mendocino City Community Services District that:

1. The Board of Directors finds and determines, after giving notice of filing of the Report of delinquent properties to affected property owners and hearing objections thereto, that the parcels listed in Exhibit 1 to this Resolution, which is incorporated by reference, are subject to the charges and penalties enumerated therein.

2. The Board of Directors finds and determines that the charges and penalties listed in Exhibit 1 to this Resolution shall constitute a lien against each parcel or parcels of real property set forth and described in the Report.

3. The Board of Directors adopts Exhibit 1 to this Resolution as its Final Report of charges and penalties that the County of Mendocino is authorized to collect on the property tax rolls.

4. The District authorizes the County of Mendocino to collect delinquent sewer fee and groundwater management fee accounts of the District on the property tax rolls, as enumerated in the Final Report adopted by Item 2 of this Resolution.

5. A copy of the Final Report adopted by Item 2 of this Resolution shall be filed with the county auditor of the County of Mendocino on or before August 10 following the date of this Resolution's adoption, along with a statement that the Report has been adopted by the Board of Directors and a request that the charges and penalties be collected on the county property tax rolls.

6. Should any provision of this Resolution, or the application thereof to any person or circumstance, be held invalid by the final action of a court, the remainder of this Resolution and the application of such provision to other persons or circumstances shall remain in full force and effect.

PASSED AND ADOPTED by the Board of Directors of the Mendocino City Community Services District at the Regular Meeting on June 29, 2026 by the following vote:

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

ATTEST

Katie Bates, District Secretary

Andrea Shepard, Board President

Memo

To: Board of Directors
From: Katie Bates
cc: Seph Petta
Date: June 23, 2026
Re: Fiscal Year 2026 - 2027 Budget

Budget changes since 5/26 BOD meeting:

- Increase in worker's comp, \$1,304
- Increase Property and Liability Insurance, \$18,217
- Increase in lab supplies, \$5,000
- Increase in training budget, \$4,000

After receiving the annual contribution summary letter from Golden State Risk Management, I updated the draft budget to reflect the revised Worker's Compensation and insurance rates, along with the other changes recommended at the May 26 Board of Directors meeting. Together, these adjustments increase total spending by \$28,521.

MCCSD

2026-2027
BUDGETDept. 1
WWDept.2
GWMDept. 3
G/Admin

OPERATING INCOME:

1	SEWER USE FEES	1,323,717	1,323,717	0	0
2	CHARGE FOR GROUNDWATER MAN	296,848	0	296,848	0
3	PERMIT FEES	2,500	0	2,500	0
4	FEES TO READ WATER METER	10,080	0	10,080	0
5	HILLS RANCH SERVICE	3,000	3,000	0	0
6	WATER METER SALES	1,000	0	1,000	0
	TOTAL OPERATING REVENUE:	1,637,145	1,326,717	310,428	0

NON-OPERATING INCOME:

		WW	GWM	G/Admin
1	General Property Taxes	120,000	0	120,000
2	Savings Interest	25,000	0	25,000
3	Late Fees	8,000	0	8,000
	TOTAL NON-OPERATING REVENUE:	153,000	0	153,000
	TOTAL REVENUE	1,790,145	1,326,717	310,428

OPERATING EXPENSES:

		WW	GWM	G/Admin
SALARIES:				
1	WAGES	130,554	107,054	23,500
2	WAGES ADMIN	226,504	133,637	63,421
	SALARY SUBTOTAL	357,058	240,691	86,921
BENEFITS:				
3	RETIREMENT-CALPERS	28,565	23,423	5,142
4	DENTAL/OPT./HEALTH/LIFE	141,756	116,240	25,516
	BENEFITS SUBTOTAL:	170,321	139,663	30,658
5	WORKMAN'S COMP	25,088	14,802	7,025
6	CALPERS-UNFUNDED LIABILITY	57,700	34,043	16,156
7	PR TAXES	28,565	16,853	7,998
	LABOR SUBTOTAL:	638,732	446,053	148,757
PROFESSIONAL SERVICES:				
8	PROFESSIONAL FEES	10,000	4,000	2,000
9	LEGAL FEES	75,000	5,000	65,000
10	ACCOUNTANT/ AUDIT	18,500	0	18,500
	PROFESSIONAL FEES SUBTOTAL:	103,500	9,000	85,500
UTILITIES				
11	PG&E AND TRASH	120,000	120,000	0
12	TELEPHONE/ CELL /INTERNET/ WEBPAGE	10,000	0	10,000
13	BIOSOLIDS DRYER FUEL	25,000	25,000	0
	UTILITES SUBTOTAL:	155,000	145,000	10,000
SUPPLIES AND MAINTENANCE				
14	OUTFALL MAINT & REPAIR	40,000	40,000	0
15	COLLECTION SYSTEM	260,000	260,000	0
16	REPAIR & MAINTENANCE	160,000	150,000	10,000

17	SAFETY SUPPLY/EQUIP.	7,000	7,000	0	0
18	SUPPLIES/TOOLS	65,000	50,000	5,000	10,000
19	VEHICLE FUEL/MAINT	3,000	0	3,000	0
	SUPPLIES AND MAINTENANCE SUB	535,000	507,000	18,000	10,000
20	SWRCB ANNUAL NPDES/SSO (discha	14,000	14,000	0	0
21	COUNTY PERMIT FEES	8,500	8,500	0	0
22	BIOSOLIDS DISPOSAL	2,000	2,000	0	0
23	LEGAL NOTICE/PUBLICATIONS	1,000	0	1,000	0
24	PROPERTY AND LIABILITY INSURA	51,357	51,357	0	0
25	LAB SUPPLIES/TESTING	25,000	25,000	0	0
26	TRAINING/EDUCATION	8,000	8,000	0	0
	TOTAL OPERATING EXPENSES:	1,542,089	1,215,910	176,757	149,422

NET	248,056	110,807	133,671	3,578
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NON-OPERATING EXPENSES

1	Loan Payment on Biosolids Dryer	35,000	31,403	3,597	0
2	Loan Payment on Plant Upgrades	83,000	79,404	3,596	0

RESERVES:

3	Capital Improvement(From User Fees)	47,000	0	47,000	0
4	Operation and Maintenance	54,850	0	51,272	3,578
5	Equipment Replacement fund (from User	28,206	0	28,206	0
	TOTAL RESERVES	130,056	0	126,478	3,578

CASH MARGIN	0	0	(0)	0
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RESOLUTION NO. 2026 – 335
RESOLUTION OF THE MENDOCINO CITY COMMUNITY SERVICES DISTRICT
TO ADOPT THE BUDGET FOR FISCAL YEAR 2026-2027

WHEREAS Section 61110 et seq of the Government Code establishes procedures for the adoption of budgets for Community Services Districts, including the Mendocino City Community Services District (MCCSD); and

WHEREAS the MCCSD annually adopts a proposed budget in May and a final budget in June to fulfill its purposes and functions in accordance with State law; and

WHEREAS the MCCSD published notice of its intention to introduce the proposed budget at a regular meeting to be held May 25; and

WHEREAS the Board of Directors reviewed the proposed budget attached to this Resolution as Exhibit A on May 25, 2026 as a preliminary budget for Fiscal Year 2026-2027; and

WHEREAS the MCCSD published notice of this public hearing to be held June 29, 2026 to consider adopting the District's budget pursuant to Government Code Section 61110 et seq.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Directors of the MCCSD has hereby approved and adopted the Budget for Fiscal Year 2026-2027 following a public hearing held June 29, 2026.

PASSED AND ADOPTED by the Board of Directors of the Mendocino City Community Services District at the Regular Meeting on June 29, 2026 by the following vote:

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

ATTEST

Katie Bates, District Secretary

Andrea Shepard, Board President

June 2026 Superintendent's Report

Wastewater Treatment Plant:

- Operators performed routine repair and maintenance to the WWTP in June of 2026.
- Operators installed a new pressure transducer on the influent wet well on 6/2/26.
- Operators replaced some rotten siding on the pump shed to prepare for painting.
- Operators have been working to digitize and update the plant maintenance log.
- Operators completed a deep clean of the blower room.
- Operators repainted the influent pump gallery pipes and valves.
- DXP is nearly finished with the disassembly and inspection of effluent pump #2
- Staff have resumed reaching out to solar companies to gather information on what might be possible.
- RF MacDonald re-scheduled for 6/30 to come work on boiler
- The Aerzen blower errored out on 6/12 due to high temperature and is awaiting service in July.
- There were three after-hours alarm call out for the month as of June 23, 2026. Two power surges and multiple Hills Ranch alarms related to their recent maintenance work, and not an actual problem.
- The monthly CASGEM groundwater report was turned in on June 23, 2026, to the County.

Office:

- The District transferred \$125,000.00 on June 17, 2026, to District reserve LAIF Account. The current balance in this account is now \$1,134,331.00

Streetlights:

- Outfall:** No updates from Alpha diving on their schedule, but we reached out with a reminder email.

Recycled Water:

- MCCSD did not transfer any recycled water for the month. We anticipate resuming recycled water production and transfers at some point in 2027, after the system upgrades are completed.

Biosolids:

- Zero biosolids were transported in June of 2026.

Grants and Projects:

- Carollo Engineers have completed a draft site visit report and are now working on a schedule to begin the preliminary engineering report.

-Ghilotti Construction continues to make great progress on Phase II of the Recycled Water Upgrade and Expansion Project. Work at the WWTP is expected to begin in July. Plant shut down, de-watering, and cleaning is scheduled for the week of July 13, 2026. This temporary maintenance work should not last more than five days and presents the chance for increased odors. Staff will work to minimize this concern. There is a complaint form on the District website. Ghilotti was not on site the week of 6/22. Ghilotti's sub-contractor is still waiting on an approved boring plan for the work under Hwy 1, that will close the West side of Little Lake Road by Friendship Park. We again thank the community for your patience and understanding during this temporary inconvenience.

- MCCSD understands the MUSD potable water storage project is continuing on track.

Safety Meeting and Plant Safety Inspections:

The 30-minute monthly safety meeting was held on June 24, 2026. The topic was *Back Safety*. No safety incidents were reported for the period.

June 2026 Superintendent's Report

Sanitary Sewer Collection System:

There are no Sanitary Sewer overflows to report for the period April 12, 2023- June 23, 2026. Hills Ranch had two new pump motors and sprockets installed to make their pumps run more efficiently. MCCSD received multiple alarm call outs during the work, but everything seems to be running smoothly now.

Memo

To: MCCSD Board of Directors
From: District Superintendent
cc: Seph Petta
Date: June 22, 2026
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 June is 0.48" inches. 0.57 inches of rainfall have been measured in the District for June, as of June 23, 2026 (Figure 1, Table 1).

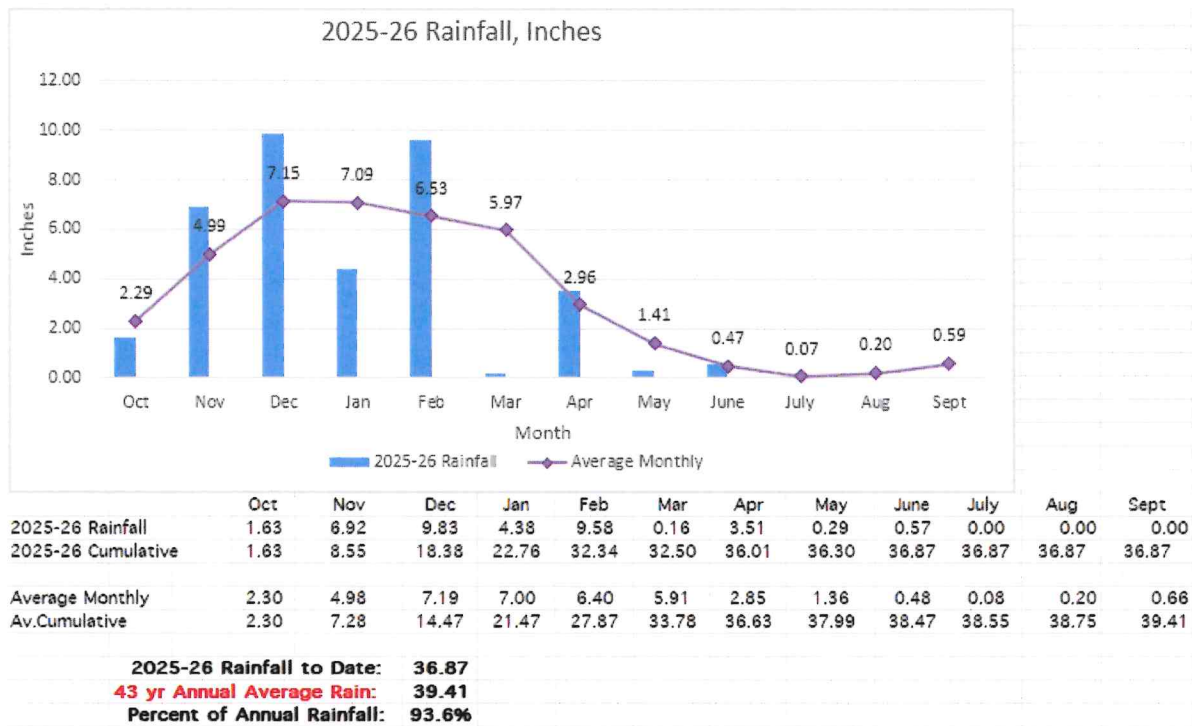


Figure 1, Table 1

Total Rainfall for Rain Year 2024-25 was 43.18" inches. Mendocino received 110% of normal annual rainfall during the last water year. By June 23, 2026, total rainfall since October 1, 2025, was 36.87 inches, 94% of average annual rainfall.

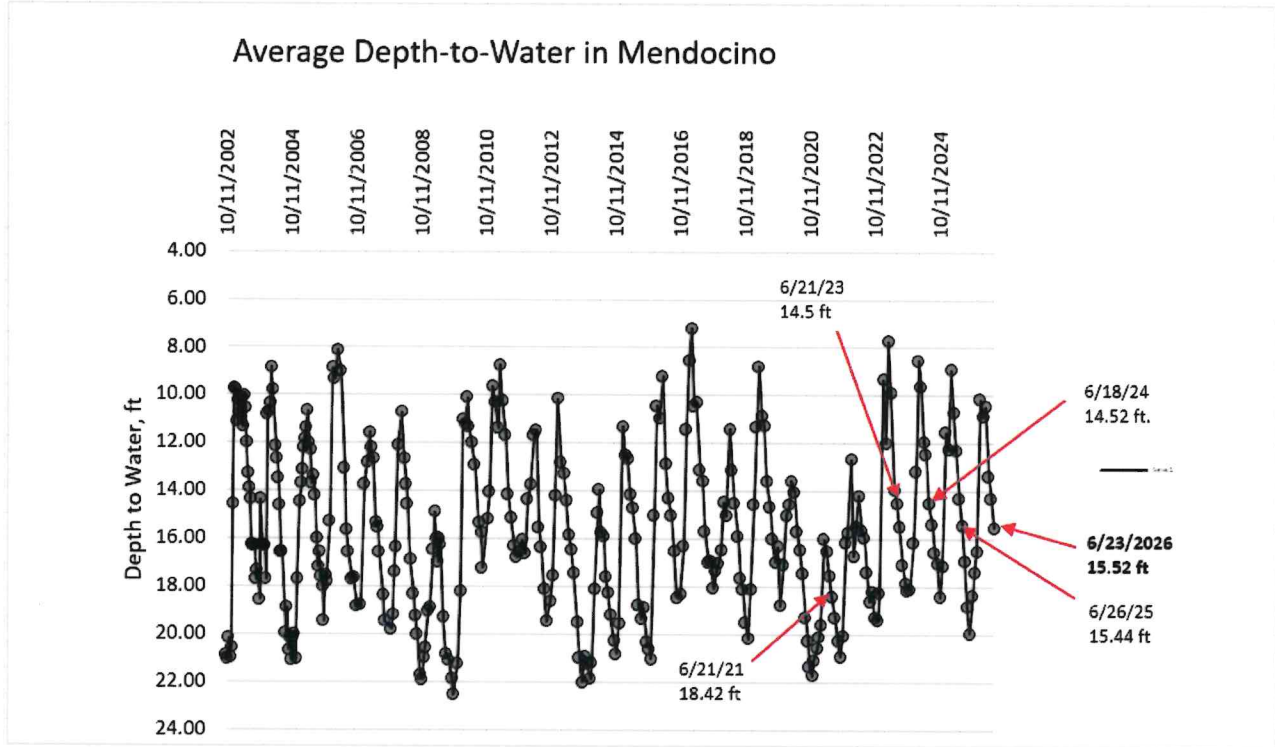
DAILY TOTAL RAINFALL													
	2025-26											<i>Elevation 72 Feet</i>	
												<i>Latitude 39.306°</i>	
	Data From : Community Service District							10AM					<i>Longitude -123.000°</i>
Day	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
1	0.01	0.02	0.04	0.26	0.01		0.35						
2				1.44		0.02			0.01				
3		1.39		0.58	0.01	0.03							
4		0.70		1.71				0.05					
5	0.01	0.15		0.15			0.01						
6		0.56											
7			0.02	0.15	0.39	0.01							
8			0.01		0.01	0.01	0.03	0.01	0.46				
9			0.01	0.01			0.15						
10	0.25		0.02		0.44		0.14	0.01					
11			0.01	0.01			1.16						
12	0.14	1.36	0.01	0.01		0.01	0.01						
13	0.45	0.46		0.01		0.01							
14				0.01	1.43				0.03				
15	0.01	0.24	0.13		2.44	0.02	0.02						
16	0.01	2.02	0.85	0.01	0.20				0.02				
17		0.02	0.01		0.54	0.01			0.04				
18			0.41	0.01	0.82	0.01			0.01				
19			1.10	0.02	0.05		0.62						
20	0.01		2.27				0.8						
21			0.83		0.08		0.21	0.01					
22			0.25		0.02								
23	0.02		0.78		1.38			0.05					
24	0.24		0.56		1.76			0.01					
25	0.40		0.89					0.06					
26	0.08		0.63										
27								0.03					
28							0.01	0.06					
29			0.01			0.01							
30													
31			0.99			0.02							
Sum	1.63	6.92	9.83	4.38	9.58	0.16	3.51	0.29	0.57	0.00	0.00	0.00	
Count	12	10	21	14	15	11	12	9	6	0	0	0	
Max	0.45	2.02	2.27	1.71	2.44	0.03	1.16	0.06	0.46	0.00	0.00	0.00	
Rainy Days		110										36.87	
Maximum Daily Rainfall				2.44									

Table 1 2025-26 Rainfall Record

June 2026 Depth-to-Water (DTW)

The average DTW measurements District-wide in the 24 monitoring wells on June 23, 2026, was 15.52 ft. DTW averages are about 1.2 ft. lower than May of 2026. The DTW averages in the five drought monitoring wells reported an average of 18.13 ft., which is 1.48 ft lower than May of 2026. DTW averages are about the same as June 2025, and 2.9 ft better than a drought year like May 2021.

Figure 2 Average Depth-To-Water Chart



Following the Water Shortage Contingency Plan, May 31, 2026, was the most recent water shortage evaluation date. Rainfall totals at that time were (36.3") 96% of average for the rain year to date, indicating there is no water shortage within the District currently. January 31, 2027 is the next water shortage evaluation date.

Groundwater Management Notification for the Month:

- 5-Overage notification letters were mailed out for the month.
- 7-Violation 1 letters for failure to report a water meter reading
- 2-Violation 2 letters for failure to report a water meter reading for two consecutive months
- 0-Violation 3 letters for failure to report a water meter reading for three consecutive months