

MENDOCINO CITY COMMUNITY SERVICES DISTRICT

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MENDOCINO CITY COMMUNITY SERVICES DISTRICT BOARD MEETING

ACTION MINUTES – December 15, 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 – 5:00 p.m.

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

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

Public Present: Tina Aranguren, Jim Gragg, Ian Bishop, Severine Welcome, Matthew Meyer, and Matt Kennedy

AGENDA ITEM NO. 2. – APPROVAL OF AGENDA

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

AYE: 4

ABSENT: 1 (Aum)

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

Jim Gragg has concerns about GWM

Severine Welcome curious about rainwater runoff. Director Shepard suggests contacting District Staff.

AGENDA ITEM NO. 4- COMMUNICATIONS

None

AGENDA ITEM NO. 5- FINANCIAL REPORT

a) NOVEMBER DISBURSEMENTS

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

AYE: 4

ABSENT: 1 (Aum)

AGENDA ITEM NO. 6— CONSENT AGENDA

- a) **APPROVAL OF MINUTES FROM 11-17-2025**
- b) **APPROVAL OF proposed calendar for 2026 Board of Directors' Meetings**

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

AYE: 4

ABSENT: 1 (Aum)

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

NONE

AGENDA ITEM NO. 8- NEW BUSINESS

- a) **Update from Matt Kennedy on the Recycled Water Project**

Board Comment: Andrea Shepard

- c) **Discussion and Possible Action to adopt Resolution 2025-326: A Resolution of the Mendocino City Community Services District Reorganizing Staff Structure by Replacing the District Secretary Position with Two New Administrative Classifications and Creating a Grade III Operator Position**

Board Comment: Andrea Shepard, Jim Sullivan, and Donna Feiner

Board Action: Upon motion by Director Feiner and 2nd by Director Miksak, IT IS ORDERED to adopt Resolution 2025-326: A Resolution of the Mendocino City Community Services District Reorganizing Staff Structure by Replacing the District Secretary Position with Two New Administrative Classifications and Creating a Grade III Operator Position, with edits to add “and other duties as assigned” at the end of 2a, 2b, and 3, the Office Manager, Administrative Assistant, and Grade III Operator positions respectively.

The Motion carried by the following vote:

AYE: 4

ABSENT: 1 (Aum)

- d) **Discussion and Possible Action to approve Resolution 2025-327: Resolution of the Mendocino City Community Services District to amend the step compensation plan for the hourly employees**

Board Action: Upon motion by Director Miksak and 2nd by Director Sullivan, IT IS ORDERED to adopt Resolution 2025-327: Resolution of the Mendocino City Community Services District to amend the step compensation plan for the hourly employees, with edits to add “on July 1 of each year” at the end of the Now, Therefore, it is Resolved section.

The Motion carried by the following vote:

AYE: 4

ABSENT: 1 (Aum)

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

Board Comment: Directors Sullivan and Feiner

Board Action: Upon motion by Director Shepard and 2nd by Director Sullivan, IT IS ORDERED to adopt Resolution 2025-328: Resolution of Mendocino City Community Services District authorizing the expenditure of up to \$400,000 for the replacement of the MCCSD sewer main on Little Lake Rd between Lansing St. and Highway 1, and authorizing the Superintendent to serve as the District representative for project implementation

The Motion carried by the following vote:

AYE: 4

ABSENT: 1 (Aum)

AGENDA ITEM NO. 9- DISTRICT SUPERINTENDENT’S REPORT

Presenter: Ryan Rhoades

Board Comment: Jim Sullivan

AGENDA ITEM NO. 10- GROUNDWATER MANAGEMENT

Presenter: Ryan Rhoades

Board Comment: Andrea Shepard and Donna Feiner

Public Comment: Jim Gragg

AGENDA ITEM NO. 11- COMMITTEE UPDATES

None

AGENDA ITEM NO. 12- ADJOURNMENT

Meeting adjourned at 6:14 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