



# MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday May 20<sup>th</sup>, 2025 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday May 17<sup>th</sup>, 2025 6:30 p.m.

This meeting is accessible remotely via Zoom <https://us02web.zoom.us/j/3742372467> and phone-in @ 669-900-6833. Unless otherwise noted, all items on the agenda are subject to action by the Board of Directors. Time specific items (if any) are noted on the applicable agenda item and will be discussed at that time or as soon after that time as practical. It is planned to record this meeting so that it is accessible by the public.

**1. ROLL CALL, DETERMINE QUORUM:**

**2. APPROVE AGENDA:**

**3. PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** *The public is invited to present petitions, make announcements, or provide other information to the Board on matters **not** on the agenda. The Board may uniformly impose a time limit of 3 minutes for individual presentation to assure every subject is heard. By public law, the Board cannot take action on items not on the agenda.*

**4. BUSINESS ITEMS:**

- a) **Receive for Discussion and Possible Action:** Draft Rate Study/Prop 218 Process Review: Draft Water/Wastewater Rates for FY26-FY30.
- b) **Receive for Discussion and Possible Action:** Capital Grant Activity Financial Report.

**5. CONSENT CALENDAR:** *(Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.*

- a) **Receive Disbursements:** March 18<sup>th</sup> - to date
- b) **Draft Minutes of January 21<sup>st</sup>, 2025**
- c) **Draft Minutes of March 18<sup>th</sup>, 2025**

**6. BOARD DISCUSSION ITEMS:**

- a) **Committee Member Updates/Reports**
- b) **General Manager's Report : .**

**7. INCOMING COMMUNICATIONS:**

**8. ADJOURNMENT:**

*If open session items cannot be completed by 8:30 P.M., the meeting may be adjourned to the next regular meeting or the Board may vote to extend the meeting. A request for disability-related modification or accommodation, including auxiliary aids of services, may be made by a person with a disability, who requires a modification or accommodation in order to participate in the public meeting, by contacting the Manila CSD General Manager at least 24 hours prior to commencement of the meeting.*



## Agenda Summary

**Tuesday May 20<sup>th</sup>, 2025 4.a: Receive for Discussion and Possible Action:** Draft Rate Study/Prop 218 Process Review: Draft Water/Wastewater Rates for FY26-FY30.

### Summary:

The district needs to raise water and wastewater rates to maintain solvent and prudent operations. Public agencies are limited by law to a maximum 5-year consecutive increase schedule and the district's last study covered the periods 2018-2022. The presentation for this meeting is to provide an overview and justifications for setting rates beginning September 1<sup>st</sup>, 2025, with the highest increase up front and consecutive, smaller increases based on projections for the subsequent 4 years, 2026 through 2030

Manila CSD currently has the lowest average combined water/wastewater charges of all 7 Humboldt Bay area municipalities as well as Peninsula CSD (some rate structures add consumption charges for sewer and have been estimated):

Agency	Wtr Base	/hcf	Swr Base	/hcf	free<	600 cu ft	400- 1000
Fieldbr/Glen.CSD	59.48	3.25	104.31	9.75	400	\$186.54	\$200.35
Humboldt CSD	31.02	5.73	32.86	10.90		\$163.66	\$180.29
Arcata, City of	18.35	7.15	77.61	11.34	400	\$161.54	\$180.03
Peninsula CSD	57.75	3.47	75.00			\$153.57	\$157.04
Eureka	45.40	3.66	32.24	7.56		\$144.96	\$156.18
Blue Lake, City of	44.42	1.90	58.97			\$114.79	\$116.69
McKinleyville	27.44	2.78	38.98	3.41	1200	\$94.92	\$99.67
<b>Manila CSD Current</b>	<b>40.36</b>	<b>1.13</b>	<b>44.13</b>			<b>\$91.27</b>	<b>\$92.40</b>
Average	40.53	3.88	58.01	8.59		\$138.91	\$135.68
Median	42.39	3.57	51.55	9.75		\$149.27	\$137.62

The proposed draft rates are as follows:

Average Monthly Bill for 600 cf						
	Current	FY26	FY27	FY28	FY29	FY30
Water	47.14	\$60.28	\$62.32	\$64.44	\$66.65	\$68.94
			3.38%	3.40%	3.42%	3.45%
Sewer	44.13	\$48.54	\$49.97	\$51.45	\$52.99	\$54.59
			2.94%	2.97%	2.99%	3.01%
Avg Bill	\$91.27	\$108.83	\$112.29	\$115.90	\$119.64	\$123.53

Recommended Motion:

*I move/second to approve as presented (or as amended) draft rates and direct staff to proceed with the Prop 218 notice preparations*

Vote: \_\_\_\_\_

<b>Water</b>						
	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	
Water Purch	\$93,244	\$97,906	\$102,802	\$107,942	\$113,339	+5%
PGE	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	+5%
Insurance	\$4,627	\$4,766	\$4,909	\$5,056	\$5,208	+3%
Personell	\$126,488	\$130,282	\$134,191	\$138,216	\$142,363	+3%
Admin	\$6,250	\$6,438	\$6,631	\$6,830	\$7,034	+3%
Prof. srv	\$4,000	\$4,120	\$4,244	\$4,371	\$4,502	+3%
O&M	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	+0%
Permits	\$5,269	\$5,269	\$5,269	\$5,269	\$5,269	+0%
<b>TTL Budget</b>	<b>\$267,878</b>	<b>\$276,931</b>	<b>\$286,352</b>	<b>\$296,157</b>	<b>\$306,362</b>	
<b>Rate Calc</b>	\$269,829					
<b>net</b>	\$1,951					
		3.38%	3.40%	3.42%	3.45%	

<b>Sewer</b>						
	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	
Water Purch		\$0	\$0	\$0	\$0	+5%
PGE	\$45,000	\$47,250	\$49,613	\$52,093	\$54,698	+5%
Insurance	\$4,627	\$4,766	\$4,909	\$5,056	\$5,208	+3%
Personell	\$114,386	\$117,817	\$121,352	\$124,992	\$128,742	+3%
Admin	\$6,250	\$6,438	\$6,631	\$6,830	\$7,034	+3%
Prof. srv	\$4,000	\$4,120	\$4,244	\$4,371	\$4,502	+3%
O&M	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	+0%
Permits	\$8,878	\$8,878	\$8,878	\$8,878	\$8,878	+0%
<b>TTL Budget</b>	<b>\$208,141</b>	<b>\$214,269</b>	<b>\$220,626</b>	<b>\$227,221</b>	<b>\$234,063</b>	
<b>Rate Calc</b>	\$209,123					
<b>net</b>	\$982					
		2.94%	2.97%	2.99%	3.01%	



Manila Community Services District Board of Directors

## **Agenda Summary**

a) **Tuesday May 20<sup>th</sup>, 2025** 4.b: **Receive for Discussion and Possible Action:** Capital Grant Activity Financial Report.

### **Summary:**

Staff was asked to bring a more comprehensive grant activity report to the board for review at this meeting. The attached is a list of expenditures to GHD and Wahlund Const. for this FY grant activity.

At this time, staff would like to request another meeting to present a summary of all the activities.

Recommended Motion:

*No action required.*

**Manila Community Services District**  
**Vendor QuickReport**  
 July 2024 through June 2025

11:31 AM  
 05/13/2025

Type	Date	Num	Memo	Clr	Split	Amount
<b>Wahlund Construction Inc.</b>						
Bill	08/31/2024		INV 3 Engineer's project 12598740 Manila CSD W: 97650 · Construction			-514,997.38
Bill	09/30/2024		INV 4 Engineer's project 12598740 Manila CSD W: 97650 · Construction			-207,729.37
Bill	11/07/2024		INV 5 Engineer's project 12598740 Manila CSD W: 97650 · Construction			-172,882.37
Bill	11/30/2024		INV 6 Engineer's project 12598740 Manila CSD W: 97650 · Construction			-349,583.09
Bill Pmt -Check	12/18/2024	2773	INV 3 Engineer's project 12598740 Manila CSD W: 97650 · Construction	✓	22000 · Accounts Payable	-514,997.38
Bill	12/31/2024		INV 7 Engineer's project 12598740 Manila CSD W: 97650 · Construction			-210,484.37
Bill Pmt -Check	02/11/2025	2814	INV 4 Engineer's project 12598740 Manila CSD W: 97650 · Construction	✓	22000 · Accounts Payable	-207,729.37
Bill	02/13/2025		INV 8 Engineer's project 12598740 Manila CSD W: 97650 · Construction			-604,459.50
Bill Pmt -Check	02/21/2025	2816	INV 5 Engineer's project 12598740 Manila CSD W: 97650 · Construction	✓	22000 · Accounts Payable	-172,882.37
Bill Pmt -Check	02/25/2025	2820	INV 7 Engineer's project 12598740 Manila CSD W: 97650 · Construction	✓	22000 · Accounts Payable	-210,484.37
Bill Pmt -Check	02/25/2025	2822	INV 6 Engineer's project 12598740 Manila CSD W: 97650 · Construction	✓	22000 · Accounts Payable	-349,583.09
Bill	02/28/2025		INV 9 Engineer's project 12598740 Manila CSD W: 97650 · Construction			-171,656.67
Bill	03/18/2025		INV 10 Engineer's project 12598740 Manila CSD W: 97650 · Construction			-178,800.21
Bill Pmt -Check	05/01/2025	2869	INV 8 Engineer's project 12598740 Manila CSD W: 22000 · Accounts Payable			-604,459.50
Bill Pmt -Check	05/09/2025	2874			22000 · Accounts Payable	-350,456.88

**Manila Community Services District**  
**Vendor QuickReport**  
 July 2024 through June 2025

	Type	Date	Num	Memo
GHD	Bill	07/02/2024		INV 380-0053668 project 12617948 Manila CSD Wastev
	Bill	07/02/2024		INV 380-0053669 project 12598740 Manila CSD Water
	Bill	07/02/2024		INV 380-0053670 project 12572691 Manila CSD Drainag
	Bill	08/12/2024		INV 380-0055835 project 12572691 Manila CSD Drainag
	Bill	08/12/2024		INV 380-0055834 project 12598740 Manila CSD Water
	Bill	08/12/2024		INV 380-0055832 project 12617948 Manila CSD Wastev
	Bill Pmt -Check	08/28/2024	2712	
	Bill	09/05/2024		INV 380-0057149 project 12598740 Manila CSD Water I
	Bill	09/05/2024		INV 380-0057148 project 12617948 Manila CSD Wastev
	Bill	09/05/2024		INV 380-0057147 project 12572691 Manila CSD Drainag
	Bill	10/11/2024		INV 380-0058891 project 12617948 Manila CSD Wastev
	Bill	10/11/2024		INV 380-0058890 project 12598740 Manila CSD Water
	Bill	10/11/2024		INV 380-0058884 project 12572691 Manila CSD Drainag
	Bill Pmt -Check	10/16/2024	2742	
	Bill	11/05/2024		INV 380-0060287 project 12572691 Manila CSD Drainag
	Bill	11/07/2024		INV 380-0060379 project 12617948 Manila CSD Wastev
	Bill	11/07/2024		INV 380-0060380 project 12598740 Manila CSD Water
	Bill Pmt -Check	11/21/2024	2770	
	Bill	12/05/2024		INV 380-0061946 project 12617948 Manila CSD Wastev
	Bill	12/05/2024		INV 380-0061940 project 12598740 Manila CSD Water I
	Bill	12/18/2024		INV 380-0061946 project 12617948 Manila CSD Wastev
	Bill Pmt -Check	12/18/2024	2772	
	Bill Pmt -Check	12/18/2024	2774	INV 380-0058891 project 12617948 Manila CSD Wastev
	Bill	01/08/2025		INV 380-0063403 project 12572691 Manila CSD Flood n
	Bill	01/09/2025		INV 380-0063452 project 12617948 Manila CSD Wastev
	Bill	01/09/2025		INV 380-0063451 project 12598740 Manila CSD Water p
	Bill	02/06/2025		INV 380-0065059 project 12572691 Manila CSD Drainag
	Bill	02/06/2025		INV 380-0065045 project 12598740 Manila CSD Water
	Bill Pmt -Check	02/10/2025	2807	
	Bill Pmt -Check	02/11/2025	2813	INV 380-0058890 project 12598740 Manila CSD Water
	Bill Pmt -Check	02/21/2025	2815	INV 380-0060380 project 12598740 Manila CSD Water
	Bill Pmt -Check	02/21/2025	2817	
	Bill Pmt -Check	02/25/2025	2819	INV 380-0063451 project 12598740 Manila CSD Water p
	Bill Pmt -Check	02/25/2025	2821	INV 380-0061940 project 12598740 Manila CSD Water I
	Bill	03/05/2025		INV 380-0066580 project 12572691 Manila CSD Drainag
	Bill	03/05/2025		INV 380-0066576 project 12598740 Manila CSD Water I
	Bill	03/05/2025		INV 380-0066578 project 12617948 Manila CSD Waste
	Bill	03/25/2025		INV 380-0067187 project 12617948 Manila CSD Water
	Bill	04/25/2025		INV 380-0069429 project 12572691 Manila CSD Drainag
	Bill Pmt -Check	05/01/2025	2868	INV 380-0065045 project 12598740 Manila CSD Water
	Bill	05/05/2025		INV 380-0070407 project 12598740 Manila CSD Water I
	Bill Pmt -Check	05/09/2025	2870	
	Bill	05/09/2025		INV 380-0070569 project 12572691 Manila CSD Drainag

Account	Clr	Split	Amount
GHD			
22000 · Accounts Payable		-SPLIT-	-6,098.25
22000 · Accounts Payable		-SPLIT-	-2,043.65
22000 · Accounts Payable		-SPLIT-	-10,082.80
22000 · Accounts Payable		-SPLIT-	-8,462.80
22000 · Accounts Payable		-SPLIT-	-7,458.00
22000 · Accounts Payable		-SPLIT-	-23,378.55
10117 · Coast Central Checking	√	22000 · Accounts Payable	-24,984.50
22000 · Accounts Payable		-SPLIT-	-7,864.81
22000 · Accounts Payable		-SPLIT-	-9,943.50
22000 · Accounts Payable		-SPLIT-	-17,330.25
22000 · Accounts Payable		-SPLIT-	-9,402.65
22000 · Accounts Payable		-SPLIT-	-9,890.65
22000 · Accounts Payable		-SPLIT-	-547.70
10117 · Coast Central Checking	√	22000 · Accounts Payable	-27,385.63
22000 · Accounts Payable		-SPLIT-	-2,475.00
22000 · Accounts Payable		-SPLIT-	-6,606.50
22000 · Accounts Payable		-SPLIT-	-20,446.50
10117 · Coast Central Checking	√	22000 · Accounts Payable	-33,322.05
22000 · Accounts Payable		98815 · Project Management	-2,037.80
22000 · Accounts Payable		-SPLIT-	-14,569.15
22000 · Accounts Payable		98815 · Project Management	-2,037.80
10117 · Coast Central Checking	√	22000 · Accounts Payable	-15,322.81
10117 · Coast Central Checking	√	22000 · Accounts Payable	-9,402.65
22000 · Accounts Payable		-SPLIT-	-1,816.90
22000 · Accounts Payable		-SPLIT-	-5,227.50
22000 · Accounts Payable		-SPLIT-	-8,849.10
22000 · Accounts Payable		-SPLIT-	-2,580.00
22000 · Accounts Payable		-SPLIT-	-22,005.50
10117 · Coast Central Checking	√	22000 · Accounts Payable	-8,644.30
10117 · Coast Central Checking	√	22000 · Accounts Payable	-9,890.65
10117 · Coast Central Checking	√	22000 · Accounts Payable	-20,446.50
10117 · Coast Central Checking	√	22000 · Accounts Payable	-158,220.38
10117 · Coast Central Checking	√	22000 · Accounts Payable	-8,849.10
10117 · Coast Central Checking	√	22000 · Accounts Payable	-14,569.15
22000 · Accounts Payable		D80001 · Drainage- Personnel Costs	-8,238.75
22000 · Accounts Payable		-SPLIT-	-21,144.75
22000 · Accounts Payable		98820 · Sewer Prop 2 Labor	-9,902.75
22000 · Accounts Payable		-SPLIT-	-8,895.20
22000 · Accounts Payable		D80001 · Drainage- Personnel Costs	-2,117.50
10117 · Coast Central Checking		22000 · Accounts Payable	-22,005.50
22000 · Accounts Payable		-SPLIT-	-7,080.40
10117 · Coast Central Checking		22000 · Accounts Payable	-30,039.95
22000 · Accounts Payable		-SPLIT-	-1,647.75

Manila Community Services District

5/13/2025 11:26 AM

Register: 10117 · Coast Central Checking

From 03/18/2025 through 05/13/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/19/2025	2844	Rainbow Self Storage	-split-	2011 Ford E-1...	9,400.00	X		61,113.20
03/20/2025			12000 · Accounts Rece...	Deposit		X	11,962.24	73,075.44
03/20/2025			12000 · Accounts Rece...	Deposit		X	7,298.14	80,373.58
03/20/2025			12999 · Undeposited F...	Deposit		X	6,151.00	86,524.58
03/20/2025			40000 · Water Income:...	Deposit		X	95.94	86,620.52
03/20/2025		EMPLOYMENT DE...	60000 · Water Dept. E...	499-0210-9	366.06	X		86,254.46
03/20/2025		QuickBooks Payroll ...	-split-	Created by Pay...	6,702.91	X		79,551.55
03/21/2025			12000 · Accounts Rece...	Deposit		X	564.97	80,116.52
03/21/2025		EFTPS	-split-	94-1653492	2,029.36	X		78,087.16
03/21/2025	2759	EMPLOYMENT DE...	-split-	499-0210-9	3,294.29	X		74,792.87
03/21/2025	DD2181	BACHEMIN, CYNT...	-split-	Direct Deposit		X		74,792.87
03/21/2025	DD2182	BRODERICK, JOHN J	-split-	Direct Deposit		X		74,792.87
03/21/2025	DD2183	DROP, CHRISTOP...	-split-	Direct Deposit		X		74,792.87
03/21/2025	DD2184	FAULK-KELLOGG,...	-split-	Direct Deposit		X		74,792.87
03/21/2025	DD2185	KITTLESON, KEN...	-split-	Direct Deposit		X		74,792.87
03/21/2025	DD2186	Muniz**, Danielle	-split-	Direct Deposit		X		74,792.87
03/21/2025	DD2187	RYAN, MEGHAN	-split-	Direct Deposit		X		74,792.87
03/21/2025	DD2188	WATSON, ALISHA L	-split-	Direct Deposit		X		74,792.87
03/24/2025		OPTIMUM	-split-	paid online ACH	408.72	X		74,384.15
03/24/2025		OPTIMUM*	80000 · Sewer Dept. E...	paid online Ac...	74.90	X		74,309.25
03/25/2025	2845	ADVANCED SECU...	22000 · Accounts Paya...		213.00	X		74,096.25
03/25/2025	2846	Alisha Watson	22000 · Accounts Paya...	Reimbursement	74.54	X		74,021.71
03/25/2025	2847	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	278.75	X		73,742.96
03/25/2025	2848	COASTAL BUSINE...	22000 · Accounts Paya...	EU0719	243.75	X		73,499.21
03/25/2025	2849	EUREKA OXYGEN...	22000 · Accounts Paya...	220700	718.49	X		72,780.72
03/25/2025	2850	Microbac Laboraorie...	22000 · Accounts Paya...	March Statement	1,004.00	X		71,776.72
03/25/2025	2851	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	1,268.59	X		70,508.13
03/25/2025	2852	Restif Cleaning Servi...	22000 · Accounts Paya...		795.00	X		69,713.13
03/25/2025	2853	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	131.35	X		69,581.78
03/27/2025		Debit Card- CCCU	-split-	Rocky Moutain...	644.25	X		68,937.53
03/28/2025			12000 · Accounts Rece...	Deposit		X	1,708.62	70,646.15
03/29/2025		Debit Card- CCCU	-split-	Lemon squeezy...	59.99	X		70,586.16
03/31/2025			12000 · Accounts Rece...	Deposit		X	8,511.16	79,097.32
03/31/2025			90000 · Interest Earned	Interest		X	19.25	79,116.57
03/31/2025			60000 · Water Dept. E...	Service Charge	65.00	X		79,051.57
04/02/2025	2854	Black Mountain Soft...	22000 · Accounts Paya...	INV 02580 Bil...	3,400.00	X		75,651.57
04/03/2025		QuickBooks Payroll ...	-split-	Created by Pay...	5,795.23	X		69,856.34
04/03/2025		QuickBooks Payroll ...	-split-	Created by Pay...	4,437.15	X		65,419.19
04/04/2025		EFTPS	-split-	94-1653492	2,029.36	X		63,389.83
04/04/2025	DD2189	DROP, CHRISTOP...	-split-	Direct Deposit		X		63,389.83



# Manila Community Services District

5/13/2025 11:26 AM

Register: 10117 · Coast Central Checking

From 03/18/2025 through 05/13/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/04/2025	DD2190	KITTLESON, KEN...	-split-	Direct Deposit		X		63,389.83
04/04/2025	DD2191	WATSON, ALISHA L	-split-	Direct Deposit		X		63,389.83
04/04/2025	DD2192	DROP, CHRISTOP...	-split-	Direct Deposit		X		63,389.83
04/07/2025		INTUIT	Payroll Expenses	Direct Deposit...	64.00	X		63,325.83
04/08/2025		Debit Card- CCCU	-split-	Zoom yearly re...	159.90	X		63,165.93
04/09/2025			12000 · Accounts Rece...	Deposit		X	41.37	63,207.30
04/09/2025			12000 · Accounts Rece...	Deposit		X	19.93	63,227.23
04/11/2025		Debit Card- CCCU	-split-	Ca DMV regist...	55.05	X		63,172.18
04/11/2025		VERIZON WIRELE...	-split-	Account #3420...	107.24	X		63,064.94
04/14/2025		Debit Card- CCCU	-split-	Do it yourself p...	237.63	X		62,827.31
04/15/2025			12000 · Accounts Rece...	Deposit		X	3,337.37	66,164.68
04/15/2025			12000 · Accounts Rece...	Deposit		X	4,915.20	71,079.88
04/15/2025		SDRMA MB	60000 · Water Dept. E...	Auto-pay April...	2,937.57	X		68,142.31
04/15/2025		SDRMA	-split-	ACH Payment ...	214.79	X		67,927.52
04/16/2025		EFTPS	-split-	94-1653492	2,290.74	X		65,636.78
04/16/2025		Debit Card- CCCU	-split-	O'Riley Auto P...	84.84	X		65,551.94
04/16/2025			60000 · Water Dept. E...	test credit card ...	2.50	X		65,549.44
04/16/2025			60000 · Water Dept. E...	test credit card ...	1.00	X		65,548.44
04/17/2025		OPTIMUM	-split-	paid online ACH	408.64	X		65,139.80
04/17/2025		OPTIMUM*	80000 · Sewer Dept. E...	paid online Ac...	74.85	X		65,064.95
04/17/2025		QuickBooks Payroll ...	-split-	Created by Pay...	5,847.87	X		59,217.08
04/18/2025	DD2193	DROP, CHRISTOP...	-split-	Direct Deposit		X		59,217.08
04/18/2025	DD2194	KITTLESON, KEN...	-split-	Direct Deposit		X		59,217.08
04/18/2025	DD2195	WATSON, ALISHA L	-split-	Direct Deposit		X		59,217.08
04/24/2025		Nuvei (Paya)	-split-	Creditt card ter...	421.00	X		58,796.08
04/24/2025			12000 · Accounts Rece...	ACH payments...	85.17			58,710.91
04/25/2025			12000 · Accounts Rece...	ACH payments...	1,539.17			57,171.74
04/25/2025			10200 · Coast Central ...	Reimburse MC...		X	3,979.00	61,150.74
04/28/2025	2855	BADGER METER	22000 · Accounts Paya...	INV 80190044...	4.85			61,145.89
04/28/2025	2856	CALIFORNIA RUR...	22000 · Accounts Paya...	Membership D...	662.00			60,483.89
04/28/2025	2857	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	283.24			60,200.65
04/28/2025	2858	Colantuono, Highsmi...	22000 · Accounts Paya...	INV 64596 Le...	2,345.00			57,855.65
04/28/2025	2859	HENSEL'S ACE HA...	22000 · Accounts Paya...	CUST 351	360.41			57,495.24
04/28/2025	2860	HUMBOLDT BAY ...	22000 · Accounts Paya...	March 1-31, 20...	7,803.42			49,691.82
04/28/2025	2861	KEENAN - HAJOC...	22000 · Accounts Paya...	CUST 26-5561...	274.05			49,417.77
04/28/2025	2862	MCMASTER-CARR	22000 · Accounts Paya...	INVOICE 399...	242.20			49,175.57
04/28/2025	2863	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	629.51			48,546.06
04/28/2025	2864	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	435.00			48,111.06
04/28/2025	2865	SECURITY LOCK ...	22000 · Accounts Paya...	1813	49.16			48,061.90
04/28/2025	2866	The Mitchell Law Fir...	22000 · Accounts Paya...	Inv 7241	11.00			48,050.90

Manila Community Services District

5/13/2025 11:26 AM

Register: 10117 · Coast Central Checking

From 03/18/2025 through 05/13/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/28/2025	2867	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	320.90			47,730.00
04/30/2025			12000 · Accounts Rece...	Deposit		X	172.92	47,902.92
04/30/2025			12000 · Accounts Rece...	Deposit		X	4,027.64	51,930.56
04/30/2025			12000 · Accounts Rece...	Deposit		X	7,155.83	59,086.39
04/30/2025			90000 · Interest Earned	Interest		X	7.13	59,093.52
04/30/2025		VERIZON WIRELE...	-split-	Account #3420...	114.23			58,979.29
04/30/2025			-split-	Returned ACH ...	270.00	X		58,709.29
04/30/2025			60000 · Water Dept. E...	Service Charge	65.00	X		58,644.29
05/01/2025			12999 · Undeposited F...	Deposit			6,151.00	64,795.29
05/01/2025			40000 · Water Income:...	Deposit			100.80	64,896.09
05/01/2025			P13500 · Per Capita In...	Deposit			43,154.00	108,050.09
05/01/2025			12000 · Accounts Rece...	Deposit			5,703.92	113,754.01
05/01/2025			12770 · Prop 1 Accoun...	Deposit			626,465.00	740,219.01
05/01/2025	2868	GHD	22000 · Accounts Paya...	INV 380-0065...	22,005.50			718,213.51
05/01/2025	2869	Wahlund Constructio...	22000 · Accounts Paya...	INV 8 Enginee...	604,459.50			113,754.01
05/01/2025		QuickBooks Payroll ...	-split-	Created by Pay...	5,795.25			107,958.76
05/02/2025		EFTPS	-split-	94-1653492	2,258.40			105,700.36
05/02/2025	DD2196	DROP, CHRISTOP...	-split-	Direct Deposit		X		105,700.36
05/02/2025	DD2197	KITTLESON, KEN...	-split-	Direct Deposit		X		105,700.36
05/02/2025	DD2198	WATSON, ALISHA L	-split-	Direct Deposit		X		105,700.36
05/05/2025		PACIFIC GAS AND...	80000 · Sewer Dept. E...	Acct 34288574...	4,191.36			101,509.00
05/07/2025		INTUIT	-split-	Yearly subscrip...	1,894.00			99,615.00
05/09/2025			12770 · Prop 1 Accoun...	Deposit			187,695.00	287,310.00
05/09/2025			12770 · Prop 1 Accoun...	Deposit			192,801.00	480,111.00
05/09/2025		Debit Card- CCCU	-split-	Amazon	33.70			480,077.30
05/09/2025		Debit Card- CCCU	-split-	Amazon	76.11			480,001.19
05/09/2025		Debit Card- CCCU	-split-	Amazon	88.27			479,912.92
05/09/2025	2870	GHD	22000 · Accounts Paya...		30,039.95			449,872.97
05/09/2025	2871	HUMBOLDT BAY ...	22000 · Accounts Paya...	April 1-30, 202...	7,747.29			442,125.68
05/09/2025	2872	HUMBOLDT COU...	22000 · Accounts Paya...	Inv PT0002390...	509.68			441,616.00
05/09/2025	2873	Roto-Rooter	22000 · Accounts Paya...	Invoice 350563...	1,100.00			440,516.00
05/09/2025	2874	Wahlund Constructio...	22000 · Accounts Paya...		350,456.88			90,059.12



# MANILA COMMUNITY SERVICES DISTRICT

## Minutes of Regular Meeting Tuesday January 21<sup>th</sup>, 2025

1. **ROLL CALL, DETERMINE QUORUM:** Broderick, Bachemin, Ryan and Faulk present. Muniz absent. Staff: Drop present

2. **APPROVE AGENDA:**

3. **PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** *There was no public input.*

4. **BUSINESS ITEMS:**

a) **Annual Organizational Meeting to Review:** Appoint Officers of the Board and Representatives. *There were no changes made to the officers of the board. HBMWD primary is Meghan Ryan and alternate is Sequoyah Faulk. Ryan/Faulk to approve changes to committee. Vote: 4-0 with Muniz absent*

b) **Redwood Coast Montessori Lease:** Consideration of 10-year lease option. *Ryan/Bachemin to approve amended lease. Vote: 3-0-0 with Muniz absent and Faulk abstaining*

c) **Consideration of annual funding for the Peninsula Community Collaborative** in the amount of \$3,245. *Broderick/Bachemin to approve funding PCC. Vote: 4-0 with Muniz absent.*

5. **CONSENT CALENDAR:** *(Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.*

a) **Draft Minutes of November 19<sup>th</sup>, 2024,** Ryan/Faulk to approve item a) **Vote: 4-0**

b) **Receive Disb.: November 19<sup>th</sup> - to date** Broderick/Bachemin to approve item b) **Vote: 4-0**

6. **BOARD DISCUSSION ITEMS:**

a) **Committee Member Updates/Reports**

b) **General Manager's Report**

7. **INCOMING COMMUNICATIONS:** *Letter from Denger re Emergency Preparedness*

8. **ADJOURNMENT:** 7:29pm

\_\_\_\_\_  
Thia Bachemin, Secretary

Date: \_\_\_\_\_

\_\_\_\_\_  
Meghan Ryan, Board President

Date: \_\_\_\_\_



# MANILA COMMUNITY SERVICES DISTRICT

## Minutes of Regular Meeting Tuesday March 18<sup>th</sup>, 2025

1. **ROLL CALL, DETERMINE QUORUM:** Broderick, Bachemin, Ryan, Faulk and Muniz present. Staff: Drop present
2. **APPROVE AGENDA:** there were no changes to the agenda
3. **PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** Michiko Mares introduced herself as new GM of HBMWD.
4. **BUSINESS ITEMS:**
  - a) Flood Reduction and Drainage Enhancement Project Bid Award: Approval of the Manila CSD Board of Directors award the Base Bid of \$1,361,575 up to a total of \$1,822,000 to Wahlund Construction Inc. (Contractor) and authorize the Manila CSD General Manager to contract with the Contractor and issue change orders within the current available grant construction and contingency funding.  
*Muniz/Broderick to approve award of contract. Vote: 5-0*
  - b) **Policy 2.1.3 New Hire Health Insurance Waiting Period:** First Reading Addendum to Policy 2.1.0 to comply with Affordable Care Act Requirement of 60 days (to accommodate carrier turnaround time).  
*Bachemin/Faulk to adopt policy revision per SDRMA requirements. Vote: 5-0*
  - c) **Public Requested Item:** Lupine Ave Maintenance Options.  
*Ryan/Faulk to direct staff to coordinate any appropriate use of unspent government funds for improvements to Lupin and bring back other possible solutions including long-term maintenance vs immediate repairs and seeking help from adjacent property owners. Vote: 5-0*
  - d) **Approval to replace District van** not to exceed 11,000  
*Muniz/Bachemin to approve purchase of van. Vote: 5-0*
5. **CONSENT CALENDAR: (Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.**
  - a) **Receive Disbursements: January 21st - to date and Balance Sheet as of March 14, 2025 (draft minutes of January delayed)** *Muniz/Broderick to approve Consent Calendar. Vote: 5-0*
6. **BOARD DISCUSSION ITEMS:**
  - a) Committee Member Updates/Reports
  - b) General Manager's Report
7. **INCOMING COMMUNICATIONS:** *Letter from R. Lawson.*
8. **ADJOURNMENT:** 7:45 pm

\_\_\_\_\_  
Thia Bachemin, Secretary

Date: \_\_\_\_\_

\_\_\_\_\_  
Meghan Ryan, Board President

Date: \_\_\_\_\_

## **General Manager's Report for May 2025**

### **Water Project:**

The water project has been on hold for a few weeks awaiting some changes required to spec booster pumps and panels. Other aspects of the project are moving forward and expected to be 100% completed this fall.

### **Park:**

New Split Rail Fencing has been approved by the Harbor District (Clean Ca Caltrans) and will be installed this summer.

### **Office Updates:**

Our new billing software, BMS is up and running and has performed better than expected. We are seeking a refund for our unused gWorks system and cancelling our onboarding/contract.

### **Wastewater Grant:**

The district final budget from the state has been approved and this project is moving forward. We will begin replacing pump control panels in the yards of residents in the next few months and will provide notifications individually in advance.

### **Drainage Grant:**

Contract has been awarded and some vegetation work has begun.

### **Other:**

- Staff procured the (new to us) Ford van for \$9600 which was \$1,400 below authorized maximum.
- A few water and sewer issues in the community that have been repaired.
- Wahlund Construction has mentioned selling he containers and awning to the district at cost.
- Staff attended the court hearing for SVP Stobaugh and has received 807 signatures on the petition.
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