



MANILA COMMUNITY SERVICES DISTRICT

Notice and Agenda of Regular Meeting Tuesday April 18th, 2023 at 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday April 15, 2023 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 to individual presentation to assure every subject is heard. By public law, the Board cannot take action on items not on the agenda.*

4. PRESENTATION ITEMS:

a) Redwood Coast Energy Authority Programs; Aisha Cissna, Regulatory and Legislative Policy Manager

5. BUSINESS ITEMS (Action Items):

a) Approve Resolution 2023.01 Adopting Mitigated Negative Declaration/Notice of Determination (Drainage Grant)

b) Consideration of Community Center Rain Garden Conceptual Plan (Drainage Grant) *** *The General Manager owns property adjacent to the project and will not be making a recommendation* ***

c) Approve Warrant from Treasury Acct 2520 (General Fund) to MCSD for \$12,750 for New 2022 4WD vehicle

d) Approve Warrant from Treasury Acct 2523 (Prudent Reserves) for \$52,263.20 for Drainage Grant/GHD

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

a) Draft Minutes of March 21st, 2023

b) Receive Disbursements: March 16th to date

7. BOARD DISCUSSION ITEMS:

a) Committee Member Updates

b) General Manager's Report

8. INCOMING COMMUNICATIONS:

9. 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

Presentation Item:

- a) **Redwood Coast Energy Authority Programs; Aisha Cissna, Regulatory and Legislative Policy Manager**

Summary:

Staff was directed to provide a venue and schedule a presentation from RCEA as it relates to energy programs available to the community.

There is no action required.

Agenda Summary

Business Item:

- a) **Approve Resolution 2023.01 Adopting Mitigated Negative Declaration/Notice of Determination (Drainage Grant)**

Summary:

The attached materials memorialize the environmental phase of the Drainage Project.

The board is asked to approve attached Resolution 2023.01 adopting the Mitigated Negative Declaration and Reporting Program and making the related findings in accordance with CEQA.

Recommended Motion: I move/second to approve Resolution 2023.01 in accordance with CEQA.

This action requires a roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attachments:

Resolution 2023.01

Exhibit A: Final Initial Study and Proposed Negative Declaration – SCH 2023020475

Exhibit B: Mitigation Monitoring and Reporting Program

Notice of Determination

Humboldt County Clerk 2023 CEQA Negative Declaration

RESOLUTION NO. 2023.01

RESOLUTION OF THE GOVERNING BODY OF THE MANILA COMMUNITY SERVICES DISTRICT ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM; MAKING RELATED FINDINGS IN ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT RELATING TO THE MANILA COMMUNITY SERVICES DISTRICT FLOOD REDUCTION AND DRAINAGE ENHANCEMENT PROJECT IN THE COMMUNITY OF MANILA, CALIFORNIA; APPROVING THE PROJECT; AND AUTHORIZING THE PRESIDENT OF THE BOARD TO EXECUTE AND FILE THE NOTICE OF DETERMINATION ON BEHALF OF THE MANILA COMMUNITY SERVICES DISTRICT

WHEREAS, The Manila Community Services District (“District”) is a Community Services District organized and operating entirely within the County of Humboldt pursuant to California Government Code section 61000 et seq; and

WHEREAS, The Manila Community Services District Flood Reduction and Drainage Enhancement Project (Project) analyzed under the Initial Study/Mitigated Negative Declaration (IS/MND) consists of the repair and creation of bioswales, culverts, valley gutters, and rain gardens to address chronic flooding throughout the unincorporated community of Manila; and

WHEREAS, In connection with the approval of a project involving the preparation of an IS/MND that identifies one or more significant environmental effects, the California Environmental Quality Act (CEQA) requires the decision-making body of the lead agency to incorporate feasible mitigation measures that would reduce those significant environment effects to a less-than-significant level; and

WHEREAS, Whenever a lead agency approves a project requiring the implementation of measures to mitigate or avoid significant effects on the environment, CEQA also requires a lead agency to adopt a Mitigation Monitoring and Reporting Program (MMRP) to ensure compliance with the mitigation measures during project implementation; and

WHEREAS, the District is the lead agency on the Project, and the Board of Directors (Board) is the decision-making body for the proposed Project; and

WHEREAS, The Board has reviewed and considered the IS/MND and MMRP for the Project and intends to take actions on the Project in compliance with CEQA and state and local guidelines implementing CEQA; and

WHEREAS, The IS/MND concluded that implementation of the Project could result in a number of significant effects on the environment and identified mitigation measures related to Air Quality, Biological Resources, Cultural Resources, Geology and Soils, and Hazards and Hazardous Materials that would reduce the significant effects to a less-than-significant level; and

WHEREAS, The IS/MND and the MMRP for the Project are attached hereto as Exhibit A and B, by this reference incorporated into this Resolution as if fully set forth herein.

NOW, THEREFORE, BE IT RESOLVED

1. The Board of Directors makes the following findings in accordance with CEQA based on substantial evidence on the record:

- A. The Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Program (MMRP) were prepared in accordance with all legal requirements, including all public notice and comment period requirements.
- B. The public comment period initially commenced on February 20, 2023 and conclude on March 22, 2023. The circulation period restarted on February 27, 2023, extending for 30 days through March 29, 2023 to allow agencies and the public the opportunity to review and comment on the document.
- C. District staff received one comment letter received from the California Department of Fish and Wildlife. The letter specifically addressed the IS/MND and recommended additional mitigation regarding the western bumble bee. This mitigation has been included in the Final IS/MND.
- D. The Board declares that it has considered the Mitigated Negative Declaration and MMRP, and all comments received within the public comment period, as well as all written and oral comments received after the public comment period and prior to the date of this Resolution, and finds that the document reflects the Board’s independent judgment and analysis.
- E. There is no substantial evidence in light of the whole record that the Project, as mitigated, may or will have a significant effect on the environment.
- F. The MMRP for the Project will ensure compliance with all mitigation measures incorporated into the Project to reduce the potentially significant environmental effects of the Project to a less-than-significant level.
- G. The Board designates the office of the Manila Community Services District, located at 1901 Park Street, Arcata, California, as the location and custodian of the documents and other material constituting the record of proceedings upon which this decision is based.

2. The Board of Directors, based upon the oral and documentary evidence received, hereby adopts the Initial Study, Proposed Mitigated Negative Declaration, and the Mitigation Monitoring and Reporting Program and approves the Project for the Manila Community Services District Flood Reduction and Drainage Enhancement Project.

3. The Board of Directors authorizes the President of the Board, or their designated representative, to execute and file the Notice of Determination, as required by CEQA, on behalf of the Manila Community Services District.

INTRODUCED, PASSED, APPROVED, AND ADOPTED this 18th day of April 2023 by the following roll call vote.

AYES:
 NAYS:
 ABSENT:
 ABSTAIN :

Tracy Woods, Secretary of the Board

Meghan Ryan, President of the Board

EXHIBIT A
Final IS/MND



Manila Flood Reduction and Drainage Enhancement Project

**Final Initial Study & Proposed Mitigated Negative
Declaration – SCH No. 2023020475**

Manila Community Services District

April 04, 2023

→ The Power of Commitment



Final Initial Study & Proposed Mitigated Negative Declaration – SCH No. 2023020475

Manila Community Services District Flood Reduction and Drainage Enhancement Project

Prepared for:



Manila Community Services District

1901 Park Street
Manila, CA 95521

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Prepared by:



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Purpose of the Final IS/MND

This Final Initial Study/Mitigated Negative Declaration (IS/MND) for the Manila Community Services District Flood Reduction and Drainage Enhancement Project consists of the Public Circulation Initial Study/Mitigated Negative Declaration, comments received during public circulation, the Manila Community Services District (MCSD; Lead Agency) responses to comments, and minor revisions to the IS/MND via errata. The Public Circulation IS/MND identified the likely environmental consequences associated with the Project, and recommended mitigation measures to reduce potentially significant impacts.

Environmental Review Process

The MCSD, serving as the California Environmental Quality Act (CEQA) Lead Agency, prepared an IS/MND for the Manila Community Services District Flood Reduction and Drainage Enhancement Project (hereafter referred to as the Project). The IS/MND was initially circulated on February 20, 2023 through March 22, 2023. However, the appendices to the IS/MND were initially not successfully uploaded to the Office of Planning and Research. The appendices were subsequently uploaded and the circulation period restarted on February 27, 2023, extending for 30 days through March 29, 2023, to allow agencies and the public the opportunity to review and comment on the document. The IS/MND was submitted to the State Clearinghouse for review by state agencies, and to agencies with jurisdiction by law over resources affected by the Project.

In accordance with the requirements of CEQA, the MCSD provided a Notice of Intent to Adopt a Mitigated Negative Declaration to the public, responsible agencies, trustee agencies, Humboldt County Clerk, and State Clearinghouse. The MCSD posted the ISMND on its website at <http://www.manilacsd.com> and made a hardcopy available for public review at the MCSD Office at 1901 Park St, Manila. The MCSD published a Notice of Intent to Adopt in the *Eureka Times Standard* on February 23, 2023. A second, updated Notice of Intent to Adopt was posted in the *Eureka Times Standard* on March 1, 2023. The Notice of Intent to Adopt was posted at the Humboldt County Clerk's office for a period of at least 30 days.

The MCSD will hold a board meeting online at <https://us02web.zoom.us/j/3742372467> and in person at 1611 Peninsula Drive Building A, Arcata, CA 95521 on April 18, 2023, at 6:30 p.m., to consider adoption of the Final ISMND and approval of the Project. Noticing and review periods required by CEQA have been satisfied. The ISMND was completed under the direction and supervision of the MCSD with support from their consultant team and reflects the MCSD's independent judgement and analysis of the potential environmental effects of the Project.

The contact person for the MCSD is:

Christopher Drop, General Manager
Manila Community Services District
1901 Park Street, Manila, CA 95521
Phone: (707) 444-3803
Email: manilacsd1@sbcglobal.net

Comments and Responses

During the public comment period for the Draft IS/MND, the MCSD received formal comments from the California Department of Fish and Wildlife (CDFW) on March 24, 2023. Comments received from CDFW specifically addressed recommendations to avoid significant impacts to the Western Bumble Bee. These recommendations were further clarified by email with CDFW staff, and a revised mitigation measure for Western Bumble Bee was provided to CDFW for their review and approval. This mutually-agreed upon revised mitigation measure for Western Bumble Bee is provided in Section 4- Errata. The MCSD received no other formal comments from the public or other agencies.



State of California – Natural Resources Agency
DEPARTMENT OF FISH AND WILDLIFE
Northern Region
601 Locust Street
Redding, CA 96001
www.wildlife.ca.gov

GAVIN NEWSOM, Governor
CHARLTON H. BONHAM, Director



March 24, 2023

Christopher Drop, General Manager
Manila Community Services District
1901 Park Street
Manila, CA 95521
manilacsd1@sbcglobal.net

SUBJECT: MANILA COMMUNITY SERVICES DISTRICT FLOOD REDUCTION AND DRAINAGE ENHANCEMENT PROJECT MITIGATED NEGATIVE DECLARATION (SCH# 2023020475)

Dear Christopher Drop:

On February 20, 2023, the California Department of Fish and Wildlife (CDFW) received the Manila Community Service District's (MCSD; Lead Agency) Initial Study and Draft Mitigated Negative Declaration (IS/MND) for the Manila Community Services District Flood Reduction and Drainage Enhancement Project (Project). CDFW understands the Lead Agency will accept comments on the Project through March 29, 2023.

As the Trustee Agency for the State's fish and wildlife resources, CDFW has jurisdiction over the conservation, protection, and management of fish, wildlife, native plants, and the habitat necessary to sustain their populations (Fish and Game Code (FGC), §§ 1801 and 1802). As a Responsible Agency, CDFW administers the California Endangered Species Act (CESA) and other provisions of the Fish and Game Code that conserve the State's fish and wildlife public trust resources. CDFW offers the following comments and recommendations in our role as Trustee and Responsible Agency pursuant to the California Environmental Quality Act (CEQA; California Public Resource Code §21000 *et seq.*). CDFW participates in the regulatory process in its roles as Trustee and Responsible Agency to minimize Project impacts and avoid potential significant environmental impacts by recommending avoidance and minimization measures. These comments are intended to reduce the Projects impacts on public trust resources.

Project Description

The Project is located in the unincorporated community of Manila on the Samoa Peninsula in Humboldt County, California. As described in the IS/MND, the Project will address chronic flooding and drainage problems caused by undersized, disconnected, and failing drainage infrastructure. Improvements are intended to address persistent flooding while also enhancing ecosystem services and resiliency to sea level rise. Existing bioswales will be cleared and re-graded to original contours, and new bioswales will be graded to connect with existing drainage systems. Restored and newly constructed bioswales will be revegetated with native species. The Project will also replace undersized or failing culverts and associated flap gates, and install several new

Christopher Drop, General Manager
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culverts, drainpipes, and valley gutters to connect drainage areas. Finally, rain gardens will replace impervious surfaces at the Manila Community Center and as feasible along roadsides.

CDFW Comments on the IS/MND:

Special Status Bumble Bees

Vegetation removal and ground disturbance have the potential to impact special status bumble bees and their habitat. The IS/MND reports that western bumble bee (*Bombus occidentalis*) was observed in the Project Area during a reconnaissance site visit. Due to a myriad of stressors, western bumble bee has experienced an 84% decline in relative abundance and occupies less than 50% of its historic range (Xerces Society et al. 2018). In California, populations are largely restricted to higher elevation sites in the Sierra Nevada, with a couple of observations in coastal northern California (Xerces Society et al. 2018, Xerces Society et al. 2023). The species is currently a candidate for listing pursuant to CESA and may therefore qualify as an endangered, rare, or threatened species under CEQA (CEQA Guidelines § 15380). Western bumble bee is also under review for protection pursuant to the Endangered Species Act. Although independent taxonomists were unable to verify or refute the sighting, there are historical occurrences along the Samoa Peninsula (CDFW 2023), and the Project Area contains suitable foraging and nesting habitat. Without conducting focused, appropriately timed surveys, the presence of western bumble bee should not be ruled out. Vegetation clearing and ground disturbance could result in the loss of foraging resources, changes in behavior, nest destruction or abandonment, and direct mortality.

Although the IS/MND acknowledges the potential for significant impacts, the proposed mitigation measure to halt construction is inadequate because it hinges on detection of a cryptic species and leaves implementation to the contractor. Sight identification of bumble bees is notoriously difficult; most surveys rely on non-lethal capture and photo documentation, which require experience and training. Furthermore, bumble bee nests and overwintering sites are difficult to detect, even for experienced biologists (Liczner and Colla 2019). If the Lead Agency cannot conduct several appropriately timed protocol-level surveys prior to Project implementation, CDFW recommends they assume presence and adapt Mitigation Measure BIO-6 to include seasonal avoidance and construction monitoring by a qualified biologist (**Recommendation 1**), as follows:

- 1) *Clear vegetation during late winter months (January through February) to avoid peak flight season, minimize impacts to floral resources, and reduce the potential for floral resources to draw bumble bees into the Project Area.*
- 2) *Commence ground-disturbing activities by early May at the latest as a potential means of discouraging bumble bees from nesting in the project area. Notify CDFW at least two weeks prior to breaking ground to coordinate early season scouting and any concurrent targeted surveys led by CDFW staff.*
- 3) *During grubbing and other ground-disturbing activities that occur during the colony active period, a qualified biologist shall scout the area for western bumble bee, with particular attention to potential floral resources and nest sites. If the species is detected, the biologist shall notify CDFW immediately*

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(kathryn.rian@wildlife.ca.gov) as further coordination will be required to avoid or mitigate for significant impacts. The biologist should have the authority to halt work and establish appropriate no-disturbance buffer zones around potential nest sites.

To facilitate reliable field identification of bumble bee species and avoid potentially unnecessary project delays, CDFW encourages the project proponent to retain a qualified biologist with a Memorandum of Understanding (MOU) and Scientific Collecting Permit (SCP) allowing for the capture and chilling of potential target species (**Recommendation 2**). Chilling and photographing bumble bees, as in the California Bumble Bee Atlas Point Surveys or the USFWS Survey Protocols for Rusty Patched Bumble Bee, is considered the most efficient and accurate means of identifying bumble bees without causing unnecessary harm; however, capture is a form of *take* and requires the aforementioned permits pursuant to Fish and Game Code section 2081. An MOU would suffice if the biologist can confidently identify and avoid netting species in the yellow-faced group, which includes obscure bumble bee (*Bombus caliginosus*), a special-status species requiring a SCP.

Submittal of Biological Data to CNDDDB

CEQA requires that information developed in Environmental Impact Reports and Negative Declarations be incorporated into a database, which may be used to make subsequent or supplemental environmental determinations (Pub. Resources Code § 21003(e)). Please report any special status species and natural communities detected during Project surveys to the CNDDDB (**Recommendation 3**). The CNDDDB field survey form can be found at <https://www.wildlife.ca.gov/Data/CNDDDB/Submitting-Data>, and completed forms can be mailed electronically to CNDDDB at CNDDDB@wildlife.ca.gov. The types of information reported to CNDDDB can be found at the following link: <https://www.wildlife.ca.gov/Data/CNDDDB/Plants-and-Animals>.


Summary of Recommendations

1. If the Lead Agency cannot conduct focused surveys prior to Project implementation, CDFW recommends they assume presence and adapt Mitigation Measure BIO-6 to include seasonal avoidance and construction monitoring by a qualified biologist.
2. To facilitate reliable field identification of bumble bee species and avoid potentially unnecessary project delays, CDFW encourages the project proponent to retain a qualified biologist with a Memorandum of Understanding (MOU) and Scientific Collecting Permit (SCP) allowing for the capture and chilling of potential target species.
3. Please report any special status species and natural communities detected during Project surveys to the CNDDDB.

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March 24, 2023
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We appreciate the opportunity to comment on this IS/MND. If you have any questions, please contact Environmental Scientist Kathryn Rian by email at kathryn.rian@wildlife.ca.gov.

Sincerely,

DocuSigned by:

1D82ADE7303A474...

Tina Bartlett, Regional Manager
California Department of Fish and Wildlife

cc: State Clearinghouse, Office of Planning and Research
state.clearinghouse@opr.ca.gov

California Department of Fish and Wildlife
Rebecca Garwood, Michael van Hattem, Kathryn Rian

References

CDFW. 2023. California Natural Diversity Database. Biogeographic Data Branch, California Department of Fish and Wildlife. Retrieved March 13, 2023 from <https://wildlife.ca.gov/Data/CNDDDB>.

Liczner, A. R. and S. R. Colla. 2019. A systematic review of the nesting and overwintering habitat of bumble bees globally. *Journal of Conservation* 23:787-801. Available from <https://link.springer.com/article/10.1007/s10841-019-00173-7>.

Xerces Society, Defenders of Wildlife, and Center for Food Safety. 2018. A petition to the State of California Fish and Game Commission to list the Crotch bumble bee (*Bombus crotchii*), Franklin's bumble bee (*Bombus franklini*), Suckley cuckoo bumble bee (*Bombus suckleyi*), and western bumble bee (*Bombus occidentalis occidentalis*) as Endangered under the California Endangered Species Act. Available from <https://xerces.org/publications/policy-statements/california-esa-bumble-bee-petition-2018>.

Xerces Society, Wildlife Preservation Canada, York University, University of Ottawa, The Montreal Insectarium, The London Natural History Museum, Bee Spotter. 2023. Data accessed from Bumble Bee Watch, a collaborative website to track and conserve North America's bumble bees. Retrieved March 13, 2023 from <http://www.bumblebeewatch.org/app/#/bees/lists>.

Errata

The purpose of this errata is to document revisions to the IS/MND that are intended to clarify project details since it was submitted to the Office of Planning and Research State Clearinghouse. The errata include excerpts of text from the ISMND that are proposed for modification and does not include the entire ISMND. Specifically, the entire subsection that contains the text proposed for modification is copied into the errata, and newly proposed text in the errata is **underlined and bolded**, deleted text from the original ISMND is stricken with single strikethrough, and unchanged text remains in normal font. Only the subsections of the original ISMND that are proposed for modification are copied into the errata.

4.4 Biological Resources

Section a) - Special Status Invertebrates

Special Status Invertebrates

One special status invertebrate, the Western Bumble Bee (*Bombus occidentalis*), was observed in the ~~Project Area~~ **Biological Study Area** during the reconnaissance level survey. However, only limited patches of nectar plants needed for foraging are present within the BSA. Although the Project Area falls within the species pre-2002 range for the Western Bumble Bee, the range has contracted significantly in the last decade and now only includes the intermountain west and cascade regions of the US, this species is now regionally rare. The species is not federally or state listed. **The species is under review for listing at the federal level is a candidate for listing pursuant to CESA with the full protection afforded to listed species until a designation is made.** However, the Western Bumble Bee has a State Rank of 1, which indicates it is critically imperiled (Appendix E). **The area where the Western Bumble Bee was observed has since been excluded from the Project and will not be disturbed.** **However,** Thus, due to ground disturbances from the Project **and the general mobility of the species**, a potentially significant impact could occur.

Mitigation

Implementation of Mitigation Measure BIO-6 would reduce the potential impact to the special status Western Bumble Bee.

Mitigation Measure BIO-6: Protect Western Bumble Bee

~~If an occupied Western Bumble Bee nest is observed in an active construction zone, the contractor will halt construction activities surrounding the area. A biologist will observe the nest and a buffer would be established to protect the occupied nest.~~

If surveys conducted by CDFW in Manila in 2023 do not identify Western Bumble Bee, construction monitoring will not occur. However, if surveys conducted by CDFW in 2023 identify Western Bumble Bee, the following will be implemented as recommended by CDFW in areas of suitable Western Bumble Bee habitat (areas near floral resources, leaf litter, old mammal burrows, downed wood, and similar habitats):

- **CDFW will be notified at least two weeks in advance of ground disturbing activities to support CDFW-led early season scouting and any concurrent targeted surveys led by CDFW staff.**
- **If feasible, vegetation in areas with suitable Western Bumble Bee habitat shall be cleared during late winter months (January 1 through February 28).**
- **If feasible, ground-disturbing activities in areas with suitable Western Bumble Bee habitat shall be completed prior to May.**

- **If ground-disturbing activities in areas with suitable habitat for the Western Bumble Bee occur after May 1, a qualified biologist shall scout the area for Western Bumble Bee immediately prior to the initial ground disturbance, with particular attention to floral resources and nest sites (non-capture photography surveys. if feasible, based on the Rusty Patched Bumble Bee survey guidelines, species will not be physically handled).**
- **CDFW will be immediately notified of any Western Bumble Bee sightings by MCSD and their qualified biologist. If a colony is identified, disturbance near the colony will pause until suitable avoidance measures can be determined in coordination with CDFW. If an individual is identified, work will pause until the individual leaves the area of disturbance.**
- **All biological data will be submitted to CNDDDB within 30 days of any Western Bumble Bee sighting by MCSD and their qualified biologist.**

Mitigation Measure BIO-6 requires actions to halt construction if a Western Bumble Bee is observed, thereby reducing any potential impacts. With the implementation of Mitigation Measure BIO-6, potential impacts to special status invertebrates would be less than significant.

EXHIBIT B

MMRP

Mitigation Monitoring and Reporting Program

Manila Community Services District - Manila Community Services District Flood Reduction and Drainage Enhancement Project

SCH No. 2023020475

Environmental Protections Actions (EPA) and Mitigation Measures (MM)	Monitoring Responsibility	Monitoring/Reporting Action & Schedule	Verification (Initials/Date)
<p>EPA 1 – Stormwater Pollution Prevention Plan (SWPPP)</p> <p>The Project will obtain coverage under State Water Resources Control Board (Water Board) Order No. 2009-0009-DWQ, Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction and Land Disturbance Activities. The Project will submit permit registration documents (notice of intent, risk assessment, site maps, SWPPP, annual fee, and certifications) to the Water Board. The SWPPP will address pollutant sources, best management practices, and other requirements specified in the Order. The SWPPP will include erosion and sediment control measures, and dust control practices to prevent wind erosion, sediment tracking, and dust generation by construction equipment. A Qualified SWPPP Practitioner will oversee implementation of the Project SWPPP, including visual inspections, sampling, and analysis, and ensuring overall compliance.</p>	<p>Manila CSD's contractor, to be verified by a SWPPP practitioner</p>	<p>Performance criteria – North Coast Regional Water Quality Control Board and County standards</p> <p>Reporting actions – As required by the state permit</p> <p>Schedule - During project construction activities, including work and non-work times</p>	
Air Quality			
<p>MM AQ-1: BMPs to Reduce Air Pollution</p> <p>The contractor shall implement the following measures during construction:</p> <ul style="list-style-type: none"> – All exposed surfaces (e.g., staging areas, soil piles, active graded areas, excavations, and unpaved access roads) shall be watered two times per day or as required by site conditions and current weather patterns. – All visible mud or dirt track-out onto adjacent public roads shall be removed using street sweepers at least once per day, or as needed to alleviate dust and debris on the roadway. – All vehicle speeds on unpaved roads shall be limited to 15 miles per hour, unless the unpaved road surface has been treated for dust suppression with water, rock, wood chip mulch, or other dust prevention measures. – All areas to be paved shall be completed as soon as possible. – Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five minutes. 	<p>Manila CSD and Manila CSD's contractor</p>	<p>Performance criteria – North Coast Unified Air Quality Management District standards</p> <p>Reporting actions – Verify requirements are included in final plans and specifications</p> <p>Schedule – During construction, check jobsite compliance as necessary</p>	

Environmental Protections Actions (EPA) and Mitigation Measures (MM)	Monitoring Responsibility	Monitoring/Reporting Action & Schedule	Verification (Initials/Date)
<ul style="list-style-type: none"> All construction equipment shall be maintained and properly tuned in accordance with the manufacturer's specifications. 			
Biological Resources			
<p>MM BIO-1: Protect Special Status Plants</p> <p>Avoidance and minimization measures for special status plant species are addressed collectively for all species. The following measures are recommended:</p> <ul style="list-style-type: none"> The locations of any special status plant populations mapped herein shall be clearly identified in the contract documents (100% design plans and final specifications) if they occur within or adjacent to the grading boundary. If special status plant populations are detected where construction will have unavoidable impacts, seed will be collected prior to construction by a qualified botanist and redistributed following construction during the appropriate season. On-site seed collection from the impacted species will be prioritized. If on-site seed collection is infeasible due to blooming period conflicts with the planned construction season, off-site seed collection will occur from a suitable nearby area. 	<p>Manila CSD and Manila CSD's biologist and contractor</p>	<p>Performance criteria – California Department of Fish and Wildlife (CDFW) standards</p>	
<p>MM BIO-2: Protect Special Status Bats</p> <p>Removal of confirmed or presumed-occupied bat roost habitat will occur only during seasonal periods of bat activity (when bats are volant, i.e., able to leave roosts) between March 1 and April 15 or September 1 and October 15, when evening temps rise above 45 F, and when no rainfall greater than ½ inches has occurred in the last 24 hours.</p> <p>If trees or structures cannot be removed during the volant period, i.e., Project activities occur during the bat maternity season which generally occur April 16th through August 30th, the Manila CSD's qualified biologist shall conduct surveys within suitable habitat for special status bats. Survey methodology shall include visual examination with binoculars and may optionally utilize ultrasonic detectors to determine if special status bat species utilize the vicinity.</p> <p>Surveys shall be conducted by a qualified biologist within seven days prior to construction in any areas where potential maternity roosts may be disturbed/removed. The preconstruction surveys for bats may coincide with pre-construction surveys for other animals. Surveys shall include a visual inspection of the impact area and any large trees/snags with cavities or loose bark or crevices within infrastructure. If the presence of a maternity roost is confirmed, an appropriate buffer distance will be established in consultation with CDFW to ensure that construction noise will remain below disturbance thresholds for bats. If no bat utilization or roosts are found, then no further study or action is required. If bats are</p>	<p>Manila CSD and Manila CSD's biologist and contractor</p>	<p>Performance criteria – California Department of Fish and Wildlife (CDFW) standards</p> <p>Reporting actions – Verify that protection and avoidance measures are in final specifications; verify completion and documentation of surveys, if necessary</p> <p>Schedule – Pre-construction and during construction; verify applicable disturbance buffers and protection measures are implemented</p>	

Environmental Protections Actions (EPA) and Mitigation Measures (MM)	Monitoring Responsibility	Monitoring/Reporting Action & Schedule	Verification (Initials/Date)
<p>found to utilize the BSA, or presence is assumed, a bat specialist should be engaged to advise the best method to prevent impact.</p> <p>Project-related lighting shall be minimized if any construction occurs at night, either contained within structures or limited by appropriate reflectors or shrouds and focused on areas needed for safety, security or other essential requirements.</p>			
<p>MM BIO-3: Protect Special Status, Migratory, and Nesting Birds</p> <p>Ground disturbance and vegetation clearing will be conducted, where feasible, during the fall and/or winter months and outside of the avian nesting season (which is generally assumed to occur between March 15 – August 15) to avoid any direct effects to special-status and protected birds. Ground disturbance and vegetation clearing that cannot be confined to the fall and/or winter outside of the nesting season, will require that a qualified biologist conduct pre-construction surveys within the vicinity of the BSA, to check for nesting activity of native birds and to evaluate the site for presence of raptors and special status bird species. The biologist will conduct at minimum a one-day pre-construction survey within the seven-day period prior to vegetation removal and ground-disturbing activities. If ground disturbance and vegetation removal work lapses for seven days or longer during the nesting season, a qualified biologist will conduct a supplemental avian pre-construction survey before Project work is reinitiated.</p> <p>If active nests are detected within the construction footprint, or within 500 feet of construction activities, the biologist will flag a buffer around each nest. Construction activities will avoid nest sites until the biologist determines that the young have fledged, or nesting activity has ceased. If nests are documented outside of the construction (disturbance) footprint, but within 500 feet of the construction area, buffers will be implemented as needed. In general, the buffer size for common species will be determined on a case-by-case basis in consultation with the CDFW and, if applicable, with USFWS. Buffer sizes will take into account factors such as (1) noise and human disturbance levels at the construction site at the time of the survey and the noise and disturbance expected during the construction activity; (2) distance and amount of vegetation or other screening between the construction site and the nest; and (3) sensitivity of individual nesting species and behaviors of the nesting birds.</p> <p>If active nests are detected during the survey, the qualified biologist will monitor all nests at least once per week to determine whether birds are being disturbed. Activities that might, in the opinion of the qualified biologist, disturb nesting activities (e.g., excessive noise), will be prohibited within the buffer zone until such a determination is made. If signs of disturbance or distress are observed, the qualified biologist will immediately implement adaptive measures to reduce disturbance. These measures may include, but are not limited to, increasing buffer size, halting</p>	<p>Manila CSD and Manila CSD's biologist and contractor</p>	<p>Performance criteria – California Department of Fish and Wildlife (CDFW) standards</p> <p>Reporting actions – Verify that protection and avoidance measures are in final specifications; verify completion and documentation of surveys, if necessary</p> <p>Schedule – Pre-construction and during construction; verify applicable disturbance buffers and protection measures are implemented</p>	

Environmental Protections Actions (EPA) and Mitigation Measures (MM)	Monitoring Responsibility	Monitoring/Reporting Action & Schedule	Verification (Initials/Date)
<p>disruptive construction activities in the vicinity of the nest until fledging is confirmed or nesting activity has ceased, placement of visual screens or sound dampening structures between the nest and construction activity, reducing speed limits, replacing and updating noisy equipment, queuing trucks to distribute idling noise, locating vehicle access points and loading and shipping facilities away from noise-sensitive receptors, reducing the number of noisy construction activities occurring simultaneously, and/or reorienting and/or relocating construction equipment to minimize noise at noise sensitive receptors.</p>			
<p>MM BIO-4: Protect Northern Red-legged Frogs</p> <p>The Manila CSD will retain a qualified biologist to perform a pre-construction survey for the Northern Red-legged Frog within seven days prior to commencement of ground disturbance. The survey will be limited to the Project footprint and within 50 feet of suitable habitat. The biologist will relocate any specimens that occur within the work-impact zone to nearby suitable habitat. If a Northern Red-legged Frog is observed in an active construction zone, the contractor will halt construction activities in the area and the frog will be moved to a safe location in similar habitat outside of the construction zone. Construction within areas of standing water will be limited to the period of the year between July 1 and October 30 to avoid disturbance to breeding frogs. After July 1, a qualified biologist will inspect any work areas containing surface water (not including puddles resulting from rainfall) to ensure tadpoles or metamorphosing frogs are not present. If they are present, the qualified biologist will implement a rescue and relocation operation to move any tadpoles or metamorphosing frogs to a safe location in nearby suitable habitat.</p>	<p>Manila CSD and Manila CSD's biologist and contractor</p>	<p>Performance criteria – County, state, and federal standards, consistent with the project's permits</p> <p>Reporting actions – Verify that protection and avoidance measures are in final specifications</p> <p>Schedule – Pre-construction and during construction</p>	
<p>MM BIO-5: Protect Special Status Fish</p> <p>The following shall be implemented by Manila CSD to protect special status fish:</p> <ul style="list-style-type: none"> – Temporary exclusion fencing will be installed along the shoreline near planned areas of ground disturbance, if any, to limit inadvertent disturbance near aquatic habitat. The temporary exclusion fencing will be shown in the final 100% construction plan set. – Equipment maintenance or refueling will not occur within 100 feet of the Humboldt Bay shoreline. – Erosion control shall be installed for work in tidal drainages to avoid post-construction turbidity inputs into Humboldt Bay. Erosion control measures shall be shown on the final 100% design planset. – Dewatering of aquatic habitat shall not occur. – Fish relocation shall not occur. 	<p>Manila CSD and Manila CSD's contractor</p>	<p>Performance criteria – County, state, and federal standards, consistent with the project's permits</p> <p>Reporting actions – Verify requirements are in final specifications</p> <p>Schedule – Pre-construction, during construction; verify applicable measures are implemented; check jobsite compliance as necessary</p>	

Environmental Protections Actions (EPA) and Mitigation Measures (MM)	Monitoring Responsibility	Monitoring/Reporting Action & Schedule	Verification (Initials/Date)
<p>MM BIO-6: Protect Western Bumble Bee</p> <ul style="list-style-type: none"> – If surveys conducted by CDFW in Manila in 2023 do not identify Western Bumble Bee, construction monitoring will not occur. However, if surveys conducted by CDFW in 2023 identify Western Bumble Bee, the following will be implemented as recommended by CDFW in areas of suitable Western Bumble Bee habitat (areas near floral resources, leaf litter, old mammal burrows, downed wood, and similar habitats): – CDFW will be notified at least two weeks in advance of ground disturbing activities to support CDFW-led early season scouting and any concurrent targeted surveys led by CDFW staff. – If feasible, vegetation in areas with suitable Western Bumble Bee habitat shall be cleared during late winter months (January 1 through February 28). – If feasible, ground-disturbing activities in areas with suitable Western Bumble Bee habitat shall be completed prior to May. – If ground-disturbing activities in areas with suitable habitat for the Western Bumble Bee occur after May 1, a qualified biologist shall scout the area for Western Bumble Bee immediately prior to the initial ground disturbance, with particular attention to floral resources and nest sites (non-capture photography surveys. if feasible, based on the Rusty Patched Bumble Bee survey guidelines, species will not be physically handled). – CDFW will be immediately notified of any Western Bumble Bee sightings by MCSD and their qualified biologist. If a colony is identified, disturbance near the colony will pause until suitable avoidance measures can be determined in coordination with CDFW. If an individual is identified, work will pause until the individual leaves the area of disturbance. – All biological data will be submitted to CNDDDB within 30 days of any Western Bumble Bee sighting by MCSD and their qualified biologist. 	<p>Manila CSD and Manila CSD's biologist and contractor</p>	<p>Performance criteria – County, state, and federal standards, consistent with the project's permits</p> <p>Reporting actions – Verify requirements are in final specifications</p> <p>Schedule – Pre-construction, during construction; verify applicable measures are implemented; check jobsite compliance as necessary</p>	
<p>MM BIO-7: Avoidance and Minimization Measures to Protect Adjacent Wetlands</p> <p>The Manila CSD shall implement the following avoidance and protection measures for Waters of the United States and Waters of the State adjacent to areas of planned disturbance that will not be impacted (filled or excavated) during Project construction:</p> <ul style="list-style-type: none"> – The Manila CSD shall attempt to avoid or minimize impacts to wetlands/waters to the greatest extent feasible in the final design plans. – Adjacent wetlands shall be clearly identified in the final construction documents (100% design planset) 	<p>Manila CSD and Manila CSD's contractor</p>	<p>Performance criteria – County, state, and federal standards, consistent with the project's permits</p> <p>Reporting actions – Verify requirements are in final specifications</p> <p>Schedule – Pre-construction, during construction; verify</p>	

Environmental Protections Actions (EPA) and Mitigation Measures (MM)	Monitoring Responsibility	Monitoring/Reporting Action & Schedule	Verification (Initials/Date)
<ul style="list-style-type: none"> – Suitable perimeter control measures, such as silt fences, or straw wattles shall be placed below all construction activities at the edge of surface water features to intercept sediment before it reaches the waterway. These measures shall be installed prior to any clearing or grading activities. 		applicable measures are implemented; check jobsite compliance as necessary	
<p>MM BIO-8: Compensate for Loss of Wetlands</p> <p>The Project shall avoid fill and conversion of seasonal wetlands and waters, to the extent feasible. If fill cannot be avoided, the Project shall compensate for the loss of seasonal wetland habitat to ensure there is no net loss in wetlands. The Project shall compensate for impacts to identified wetlands through restoration, rehabilitation, and/or creation of wetland at a ratio of no less than 1:1 and to the satisfaction of jurisdictional agencies.</p> <p>A Habitat, Mitigation, and Monitoring Plan (HMMP) shall be prepared in coordination with the NCRWQB, the USACE, and the Coastal Commission. Onsite locations for three-parameter wetland mitigation shall occur along existing drainage ditches, at the locations where rain gardens would be installed, and the locations where drainage ditch connection will be created. Onsite locations for one-parameter wetland mitigation shall occur within the Manila Community Park area. The Plan shall be acceptable to the regulatory agencies with jurisdiction over wetlands and waters and include the following elements: mitigation ratios, description and size of the restoration or compensatory area, site preparation and design, plant species, planting design and techniques, maintenance activities, plant storage, irrigation requirements, success criteria, monitoring schedule, and remedial measures. The Plan shall be implemented by the Manila CSD.</p> <p>The Project shall also compensate for impacts to other waters by obtaining required permits from the USACE, the NCRWQCB, and Coastal Commission shall be received prior to the start of any on-site construction activity. The Manila CSD shall ensure any additional measures outlined in the permits are implemented.</p>	Manila CSD and Manila CSD's biologist and contractor	<p>Performance criteria – County, state, and federal standards, consistent with the project's permits</p> <p>Reporting actions – Verify requirements are in final specifications; verify completion of HMMP</p> <p>Schedule – Pre-construction, during construction, and post-construction; verify applicable compensatory mitigation is implemented; check jobsite compliance as necessary</p>	
Cultural Resources			
<p>MM CR-1: Cultural Monitoring and Inadvertent Archaeological Discoveries</p> <p>The Manila CSD will retain a qualified cultural resource monitor who is approved by the Wiyot Tribe, Bear River Band of the Rohnerville Rancheria, and the Blue Lake Rancheria to monitor ground disturbing activities related to this Project in areas the Tribes deem culturally sensitive, specifically:</p> <ul style="list-style-type: none"> – Any ground disturbance within ~100 feet of a recorded site – Excavation meeting or exceeding 1 foot (below historical flow line) within existing drainage channels 	Manila CSD and Manila CSD's archaeologist and contractor, Tribal Cultural Resource Monitor	<p>Performance criteria – County, state, and federal standards</p> <p>Reporting actions – Verify requirements are in final plans and specifications; verify completion of DPR 513 forms, if necessary</p>	

Environmental Protections Actions (EPA) and Mitigation Measures (MM)	Monitoring Responsibility	Monitoring/Reporting Action & Schedule	Verification (Initials/Date)
<ul style="list-style-type: none"> – In locations where new culverts will be placed and excavation meets or exceeds 1 foot below existing culvert flow line – In locations where grading is occurring to construct new drainage features regardless of the excavation depth – Any excavation where the construction inspector is not present to oversee that the excavation does not exceed the lines or grades on the final design construction plans <p>The Manila CSD will contact the three Tribal Historic Preservation Officers or their functional equivalent to set up and implement a cultural monitoring contract when a construction schedule has been determined. Advanced coordination with the qualified cultural monitor is required. The Manila CSD shall provide written verification for compliance with this Condition. If cultural or historic-era resources are encountered during construction activities, the contractor on site shall cease all work in the immediate area and within a 66-foot buffer of the discovery location. A qualified archaeologist, as well as the Tribal Historic Preservation Officers for the Bear River Band Rohnerville Rancheria, Blue Lake Rancheria, and Wiyot Tribe shall be contacted to evaluate the discovery and, in consultation with the applicant and lead agency, develop a treatment plan in any instance where significant impacts cannot be avoided. Prehistoric materials may include obsidian or chert flakes, tools, locally darkened midden soils, groundstone artifacts, shellfish or faunal remains, and human burials.</p>		<p>Schedule – Pre-construction and during construction; verify applicable protection measures are implemented</p>	
<p>MM CR-2: Inadvertent Discovery of Human Remains</p> <p>If human remains are discovered during Project construction, work will stop at the discovery location, within 66 feet, and any nearby area reasonably suspected to overlie adjacent to human remains (PRC, Section 7050.5). The Humboldt County Coroner will be contacted to determine if the cause of death must be investigated. If the Coroner determines that the remains are of Native American origin, it is necessary to comply with State laws relating to the disposition of Native American burials, which fall within the jurisdiction of the Native American Heritage Commission (NAHC, PRC, Section 5097). The Coroner will contact the NAHC. The descendants or most likely descendants of the deceased will be contacted, and work will not resume until they have made a recommendation to the landowner or the person responsible for the excavation work for means of treatment and disposition, with appropriate dignity, of the human remains and any associated grave goods, as provided in PRC, Section 5097.98.</p>	<p>Manila CSD and Manila CSD's archaeologist and contractor</p>	<p>Performance criteria – County, state, and federal standards</p> <p>Reporting actions – Verify inclusion of language in final plans and specifications</p> <p>Schedule – During construction; verify completion of protection measures and notifications if inadvertent discovery</p>	

Environmental Protections Actions (EPA) and Mitigation Measures (MM)	Monitoring Responsibility	Monitoring/Reporting Action & Schedule	Verification (Initials/Date)
Geology and Soils			
<p>MM GEO-1: Inadvertent Discovery of Paleontological Resources</p> <p>In the event that fossils are encountered during construction (i.e., bones, teeth, or unusually abundant and well-preserved invertebrates or plants), construction activities shall be diverted away from the discovery within 50 feet of the find, and a professional paleontologist shall be notified to document the discovery as needed, to evaluate the potential resource, and to assess the nature and importance of the find. Based on the scientific value or uniqueness of the find, the paleontologist may record the find and allow work to continue, or recommend salvage and recovery of the material, if it is determined that the find cannot be avoided. The paleontologist shall make recommendations for any necessary treatment that is consistent with currently accepted scientific practices. Any fossils collected from the area shall then be deposited in an accredited and permanent scientific institution where they will be properly curated and preserved.</p>	Manila CSD and Manila CSD's contractor	<p>Performance criteria – County, state, and federal standards</p> <p>Reporting actions – Verify inclusion of language in final plans and specifications</p> <p>Schedule – During construction; verify completion of protection measures and notifications if inadvertent discovery</p>	
Hazards and Hazardous Materials			
<p>MM HAZ-1: Implement Corridor Study Report Recommendations</p> <p>All recommendations resulting from the Corridor Study Report shall be implemented by the Manila CSD prior to, during, and following construction, as appropriate.</p> <ul style="list-style-type: none"> – If Soluble Threshold Limit Concentration (STLC) analysis exceeds regulatory levels, Soil and Groundwater Management Plan (SGMP) shall be prepared which identifies soil and groundwater handling options and protocols during construction. The SGMP will identify protocols to proactively manage potentially impacted soil and groundwater within the Project Area and reduce worker exposure. – If the Corridor Study Report indicates constituent of concern impacts above STLC levels to soil and/or groundwater, then construction workers involved in excavation activities will be Hazardous Waste Operations and Emergency Response (HAZWOPER) trained (Occupational Safety and Health Administration [OSHA] 1910.120) 	Manila CSD and Manila CSD's contractor	<p>Performance criteria – County and state standards</p> <p>Reporting actions – Verify requirements are in final specifications; verify completion of SAP; verify completion of SGMP and SESTP, if applicable</p> <p>Schedule – Pre- and during construction; verify requirements are implemented; check jobsite compliance as necessary</p>	

Notice of Determination**Appendix D****To:**

Office of Planning and Research
 U.S. Mail: _____ Street Address: _____
 P.O. Box 3044 1400 Tenth St., Rm 113
 Sacramento, CA 95812-3044 Sacramento, CA 95814

County Clerk
 County of: Humboldt
 Address: 825th Street, 5th Floor
Eureka, CA 95501

From:

Public Agency: Manila Community Services District
 Address: 1901 Park Street
Manila, CA 95521
 Contact: Christopher Drop
 Phone: 707-444-3803

Lead Agency (if different from above): _____

Address: _____

Contact: manilacsd1@sbcglobal.net

Phone: _____

SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.

State Clearinghouse Number (if submitted to State Clearinghouse): 2023020475

Project Title: Manila Community Services District Flood Reduction and Drainage Enhancement Project

Project Applicant: Manila Community Services District

Project Location (include county): The community of Manila, Humboldt County

Project Description:

The Manila Community Services District proposes to address chronic flooding throughout Manila due to undersized culverts, undersized roadway ditches, and lack of connectivity between facilities through the repair and creation of bioswales, culverts, valley gutters, and rain gardens.

This is to advise that the Manila Community Services District has approved the above
 Lead Agency or Responsible Agency)

described project on _____ and has made the following determinations regarding the above
 (date)
 described project.

1. The project [will will not] have a significant effect on the environment.
2. An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.
 A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures [were were not] made a condition of the approval of the project.
4. A mitigation reporting or monitoring plan [was was not] adopted for this project.
5. A statement of Overriding Considerations [was was not] adopted for this project.
6. Findings [were were not] made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at:

Manila CSD Office, 1901 Park Street, Manila, CA

Signature (Public Agency): _____ Title: General Manager

Date: _____ Date Received for filing at OPR: _____

County of Humboldt
Office of the County Clerk-Recorder



825 5th Street, 5th Floor, Eureka Ca 95501
(707)445-7593 or Toll Free (888)486-2732

2023 CEQA DOCUMENT DECLARATION

ENVIRONMENTAL FILING FEE RECEIPT

PLEASE COMPLETE THE FOLLOWING:

1. LEAD AGENCY: Manila Community Services District
2. PROJECT TITLE: Manila Community Services District Flood Reduction and Drainage Enhancement Project
3. APPLICANT NAME: Manila Community Services District PHONE: 707-444-3803
4. APPLICANT EMAIL: : manilacsd1@sbcglobal.net
5. APPLICANT ADDRESS: 1901 Park Street Manila, CA 95521
5. PROJECT APPLICANT IS A: Local Public Agency School District Other Special District State Agency Private Entity
6. NOTICE TO BE POSTED FOR 30 DAYS.
7. CLASSIFICATION OF ENVIRONMENTAL DOCUMENT

a. PROJECTS THAT ARE SUBJECT TO DFG FEES

<input type="checkbox"/> 1. <u>ENVIRONMENTAL IMPACT REPORT</u> (PUBLIC RESOURCES CODE §21152)	\$ 3,839.25	\$ <u>0.00</u>
<input checked="" type="checkbox"/> 2. <u>NEGATIVE DECLARATION</u> (PUBLIC RESOURCES CODE §21080(C))	\$ 2,764.00	\$ <u>2,764.00</u>
<input type="checkbox"/> 3. <u>APPLICATION FEE WATER DIVERSION</u> (STATE WATER RESOURCES CONTROL BOARD ONLY)	\$ 850.00	\$ <u>0.00</u>
<input type="checkbox"/> 4. <u>PROJECTS SUBJECT TO CERTIFIED REGULATORY PROGRAMS</u>	\$ 1,305.25	\$ <u>0.00</u>
<input checked="" type="checkbox"/> 5. <u>COUNTY ADMINISTRATIVE FEE</u> (REQUIRED FOR a-1 THROUGH a-4 ABOVE) Fish & Game Code §711.4(e)	\$ 50.00	\$ <u>50.00</u>

b. PROJECTS THAT ARE EXEMPT FROM DFG FEES

<input type="checkbox"/> 1. <u>NOTICE OF EXEMPTION</u> (\$50.00 COUNTY ADMINISTRATIVE FEE REQUIRED)	\$ 50.00	\$ <u>0.00</u>
<input type="checkbox"/> 2. A COMPLETED "CEQA FILING FEE NO EFFECT DETERMINATION FORM" FROM THE DEPARTMENT OF FISH & GAME, DOCUMENTING THE DFG'S DETERMINATION THAT THE PROJECT WILL HAVE NO EFFECT ON FISH, WILDLIFE AND HABITAT, OR AN OFFICIAL, DATED RECEIPT / PROOF OF PAYMENT SHOWING PREVIOUS PAYMENT OF THE DFG FILING FEE FOR THE *SAME PROJECT IS ATTACHED (\$50.00 COUNTY ADMINISTRATIVE FEE REQUIRED)		
DOCUMENT TYPE: <input type="checkbox"/> ENVIRONMENTAL IMPACT REPORT <input type="checkbox"/> NEGATIVE DECLARATION	\$ 50.00	\$ <u>0.00</u>

c. NOTICES THAT ARE NOT SUBJECT TO DFG FEES OR COUNTY ADMINISTRATIVE FEES

<input type="checkbox"/> NOTICE OF PREPARATION <input type="checkbox"/> NOTICE OF INTENT	NO FEE	\$ <u>NO FEE</u>
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8. OTHER: _____ FEE (IF APPLICABLE): \$ _____
9. TOTAL RECEIVED..... \$ 2,814.00

*NOTE: "**SAME PROJECT**" MEANS **NO** CHANGES. IF THE DOCUMENT SUBMITTED IS NOT THE SAME (OTHER THAN DATES), A "NO EFFECT DETERMINATION" LETTER FROM THE DEPARTMENT OF FISH AND GAME FOR THE **SUBSEQUENT** FILING OR THE APPROPRIATE FEES ARE REQUIRED.

THIS FORM MUST BE COMPLETED AND ATTACHED TO THE FRONT OF **ALL** CEQA DOCUMENTS LISTED ABOVE (*INCLUDING COPIES*) SUBMITTED FOR FILING. WE WILL NEED AN ORIGINAL (WET SIGNATURE) AND (1) COPY. IF THERE ARE ATTACHMENTS, PLEASE PROVIDE ONE SET OF ATTACHMENTS FOR SUBMISSION.

CHECKS FOR ALL FEES SHOULD BE MADE PAYABLE TO: Humboldt County Clerk Recorder

PLEASE NOTE: FEES ARE ANNUALLY ADJUSTED (Fish & Game Code §711.4(b)); PLEASE CHECK WITH THIS OFFICE AND THE DEPARTMENT OF FISH AND GAME FOR THE LATEST FEE INFORMATION.

"... NO PROJECT SHALL BE OPERATIVE, VESTED, OR FINAL, NOR SHALL LOCAL GOVERNMENT PERMITS FOR THE PROJECT BE VALID, UNTIL THE FILING FEES REQUIRED PURSUANT TO THIS SECTION ARE PAID." Fish & Game Code §711.4(c)(3)

(Fees Effective 01-01-2022)

Agenda Summary

Business Item:

b) Consideration of Community Center Rain Garden Conceptual Plan (Drainage Grant)

Summary:

At the March 21, 2023 meeting, the board request staff assemble an agenda for consideration of the Rain Garden proposed for the Manila Community Center – a project within the scope of the drainage grant.

*** It should be noted the staff owns property withing 500 feet of the project and will not be making a recommendation

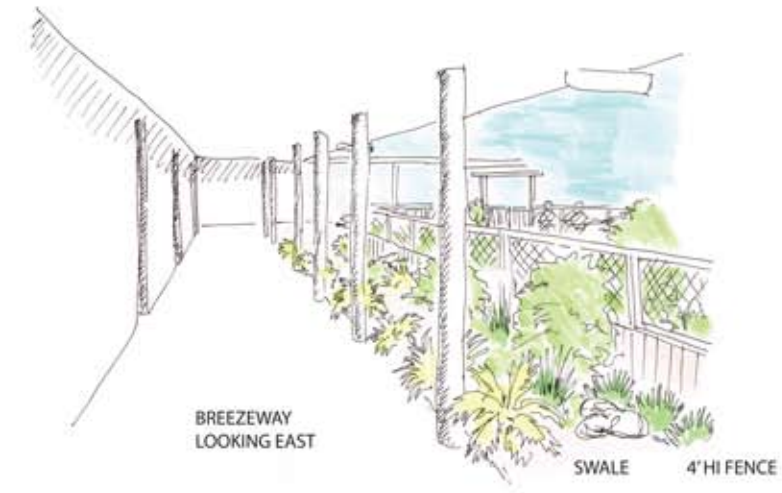
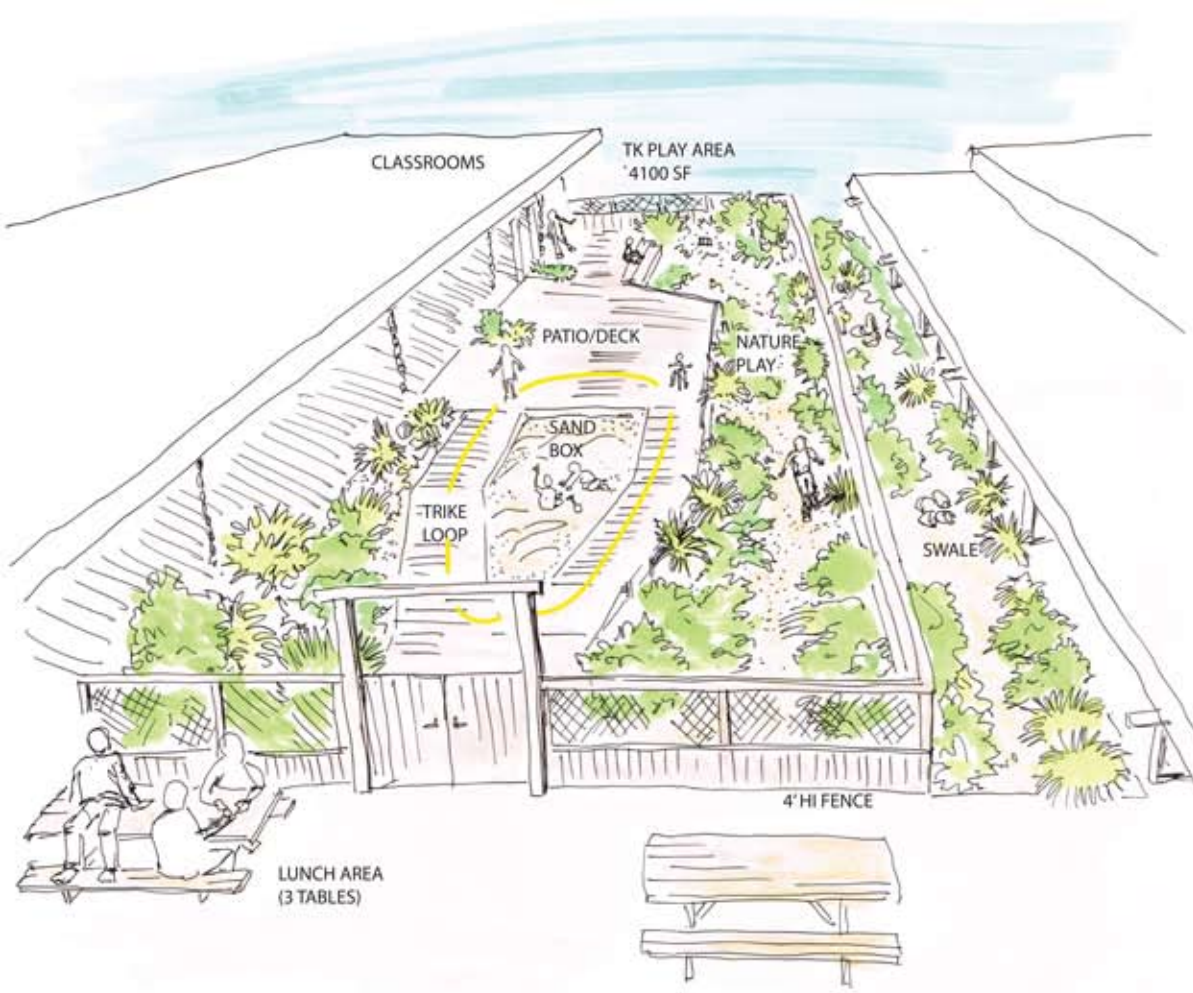
Staff was also asked to specify current coastal access pathways as it relates to the project.

Attachments:

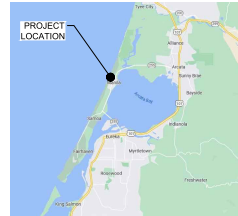
Wildlings Design Studios:

Conceptual Rain Garden Plan

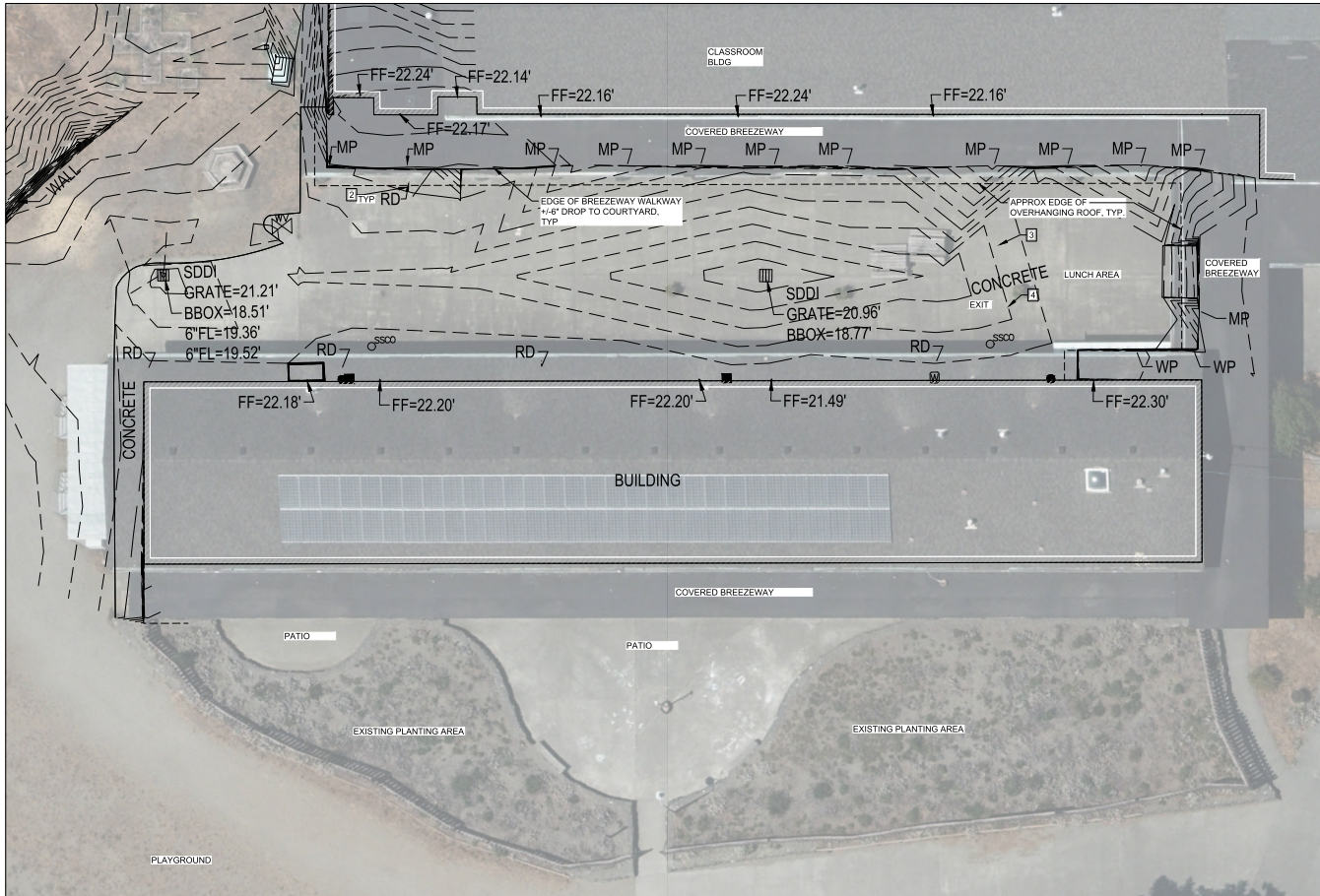
Rain Garden Details



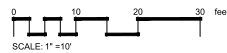
MANILA COMMUNITY CENTER
 COURTYARD STORMWATER GARDEN CONCEPT



PROJECT LOCATION MAP



EXISTING SITE OVERVIEW



ABBREVIATIONS

&	AND	EQ	EQUAL	PVG	PAVING
∠	ANGLE	EQUIP	EQUIPMENT	PVMT	PAVEMENT
@	AT	EW	EACH WAY	PVR	PAVER
CL	CENTER LINE	EXP	EXPANSION	R, RP	RADIUS, RADIUS POINT
∅	DIAMETER OR ROUND	EXT	EXTERIOR	RAD	RADIUS
#	POUND OR NUMBER OR SIZE OF REINFORCING BAR	FDN	FOUNDATION	RCP	REINFORCED CONCRETE PIPE
AB	AGGREGATE BASE	FG	FINISH GRADE	REF	REFERENCE
ABV	ABOVE	FIN	FINISH	REV	REVISION, REVISED
AC	ASPHALT CONCRETE	FL	FLOWLINE	REDD	REQUIRED
AD	AREA DRAIN	FO	FACE OF	ROW	RIGHT OF WAY
ADA	AMERICAN DISABILITY ACT	FOC	FACE OF CONCRETE	SB	SOLID BLOCKING
ADDL	ADDITIONAL	FF	FACE OF FINISH	SC	SEALED CONCRETE
ADJ	ADJACENT	FS	FINISH SURFACE	SCHED	SCHEDULED
AGG	AGGREGATE	FT	FOOT OR FEET	SD	STORM DRAIN
APPROX	APPROXIMATE	FTG	FOOTING	SDMH	STORM DRAIN MANHOLE
BLDG	BUILDING	GA	GAGE	SF	SQUARE FEET
BC	BOTTOM OF CURB	GALV	GALVANIZED	SH	SHEET
BEL	BELOW	GB	GRADE BREAK	SIM	SIMILAR
BETW, B/W	BETWEEN	GC	GENERAL CONTRACTOR	SJ	SCORE JOINT
BM	BENCHMARK	GR	GRADE	SUNT	SEALANT
BO	BOTTOM OF	GV	GAS VALVE	SPECS	SPECIFICATIONS
BOW	BACK OF WALK	H	HIGH	SMA	STREAM MANAGEMENT AREA
BFP	BACKFLOW PREVENTION VALVE	HB	HOSE BIB	SQ	SQUARE
BS	BOTH SIDES	HT	HEIGHT	SS	STAINLESS STEEL
BW	BOTTOM OF WALL	HORIZ	HORIZONTAL	SSMH	SANITARY SEWER MANHOLE
CB	CATCH BASIN	ID	INTERIOR DIAMETER	SST	STAINLESS STEEL
CP	CAST IN PLACE	IN	INCH	STA	STATION
CJ	CONSTRUCTION JOINT	INCL	INCLUDE, INCLUDED, INCLUDING	STL	STEEL
CLR	CLEAR	INV	INVERT	STL	STEEL
CMU	CONCRETE MASONRY	LF	LINEAR FEET	STRL	STRUCTURAL
CO	UNIT CLEAN-OUT	LOD	LIMITS OF DISTURBANCE	SYM	SYMMETRICAL, SYMMETRY
COL	COLUMN	MAX	MAXIMUM	SWLK	SIDEWALK
CONC	CONCRETE	MFB	MANUFACTURER	T&B	TOP AND BOTTOM
CONT	CONTINUE	MH	MAN HOLE	TBD	TO BE DETERMINED
CONTR	CONTRACT, CONTRACTOR	MIN	MINIMUM	TC	TOP OF CURB
CTR	CENTER	MISC	MISCELLANEOUS	THK	THICK
D	DEPTH, DIAMETER	MTL	METAL	TO	TOP OF
DBH	DIAMETER BREAST HEIGHT (IN)	NEW	CONTRACT	TOC	TOP OF CONCRETE
DEMO	DEMOLITION, DEMOLISH	NIC	NOT IN CONTRACT	TOS	TOP OF SLOPE
DS	DECOMPOSED GRANITE	NO	NUMBER	TW	TOP OF WALL
DIA	DIAMETER	NOM	NOMINAL	TYP	TYPICAL
DM	DIMENSION	O'	OVER	UG, UG	UNDERGROUND
DN	DOWN	OC	ON CENTER	UL	UNDERWRITERS LABORATORY
DTL	DETAIL	OD	OUTSIDE DIAMETER	UNO, UNO	UNLESS OTHERWISE NOTED
DWG	DRAWING	OFW	OUTSIDE FACE OF WALL	VERT	VERTICAL
(E)	EXISTING	PA	PLANTING AREA	VIF	VERIFY IN FIELD
EA	EACH	PCC	PORTLAND CEMENT CONCRETE	W	WIDE, WIDTH
EJ	EXPANSION JOINT	PL	PROPERTY LINE	WO	WITHOUT
ELEC	ELECTRICAL	PROP	PROPERTY	WT	WEIGHT
ELEV	ELEVATION	PVC	POLY VINYL CHLORIDE	WW	WATER WALL

ABBREVIATIONS

SHEET INDEX:

L-001	LANDSCAPE COVER SHEET & EXISTING SITE	TBD
L-002	LANDSCAPE NOTES	TBD
L-003	LANDSCAPE DEMOLITION PLANS	TBD
L-101	LANDSCAPE GRADING PLAN	TBD
L-102	LANDSCAPE SITE PLAN	TBD
L-103	LANDSCAPE PLANTING PLAN AND ELEVATION	TBD
L-401	ENLARGED PLAN, SECTION	TBD
L-501	DETAILS	TBD
L-502	PLANTING DETAILS	TBD

No.	Description	YYYYMMDD

Designed By:
WILDLING DESIGN STUDIO
 234 W SONOMA ST
 EUREKA, CA 95501
 213.999.3042

Project:
 MANILA COMMUNITY CENTER
 STORMWATER GARDEN
 1611 PENINSULA DR., ARCATA, CA 95521

Project Contacts/Client:
 CHRIS DRÖP
 EXECUTIVE DIRECTOR
 MANILA COMMUNITY SERVICES DISTRICT
 1901 PARK ST., ARCATA, CA 95521
 707.444.3895

BRETT WYVYAN
 TECHNICAL DIRECTOR
 C/O GHD
 718 THIRD STREET, EUREKA, CA 95501
 BRETT.WYVYAN@GHD.COM
 707.287.2275

85% SET	Sheet
NOT FOR CONSTRUCTION	L-001
Date	
2023/04/14	
Scale	LANDSCAPE COVER SHEET & EXISTING SITE
AS NOTED	

LANDSCAPE NOTES

SCOPE OF WORK:
 1. WORK SHALL CONSIST OF FURNISHING ALL MATERIALS, SERVICES AND EQUIPMENT NECESSARY TO COMPLETELY INSTALL ALL LANDSCAPE WORK AS INDICATED IN THE CONSTRUCTION DOCUMENTS AND HEREIN SPECIFIED.

2. THE CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS AND INSPECTIONS.

3. WORK NOT INCLUDED WILL BE INDICATED ON THE DRAWING AS 'FUTURE, 'EXISTING', 'N.I.C' OR 'BY OTHERS'.

4. THE CONTRACTOR SHALL OBTAIN AND KEEP IN FORCE DURING THE PERIOD OF THE CONTRACT LIABILITY INSURANCE, AS REQUIRED BY ALL APPLICABLE CODES AND REGULATIONS.

QUALIFICATIONS
 THE WORK SHALL BE UNDERTAKEN BY A LICENSED C-27 LANDSCAPE CONTRACTOR WITH EXPERIENCE IN PERMEABLE PAVING SYSTEMS, WOOD DECKING SYSTEMS, DOWNSPOUT CONVERSIONS, STORM DRAIN INLET ADJUSTMENTS AND GRATE INSTALLATION, AND NATIVE PLANT INSTALLATION.

VERIFICATIONS OF DIMENSIONS AND QUANTITIES:
 5. ALL SCALED DIMENSIONS ARE APPROXIMATED. BEFORE PROCEEDING WITH ANY WORK, CAREFULLY CHECK AND VERIFY ALL DIMENSIONS AND QUANTITIES AND INFORM LANDSCAPE ARCHITECT OF ANY DISCREPANCY BETWEEN THE DRAWINGS OR SPECIFICATIONS AND ACTUAL CONDITIONS. REFRAIN FROM DOING ANY WORK IN SAID AREAS UNTIL GIVEN APPROVAL TO DO SO.

MATERIALS:
 ALL MATERIALS SHALL BE OF THE BEST GRADE OF THEIR REPRESENTATIVE KIND, AND SHALL BE FURNISHED IN AMPLIFIED QUANTITIES AT THE PROPER TIME. IT SHALL BE UP TO THE CONTRACTOR TO SHOW THAT AMPLIFIED QUANTITIES OF THE REQUIRED MATERIALS WERE USED AND INSTALLED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS.

6. NOTIFY LANDSCAPE ARCHITECT IMMEDIATELY IF MATERIALS ARE NOT AVAILABLE AS SPECIFIED. ALL SUBSTITUTIONS ARE SUBJECT TO THE WRITTEN APPROVAL OF THE RECORD LANDSCAPE ARCHITECT.

NOTIFICATIONS:
 7. CONTRACTOR SHALL NOTIFY THE PROJECT MANAGER FOR PARTICIPATION OR OBSERVATION BY THE PROJECT LANDSCAPE ARCHITECT OR DESIGNATED REPRESENTATIVE AT THE FOLLOWING STAGES OF WORK:

8. LIMITS OF DEMOLITION
 9. GRADING
 10. SITE LAYOUT
 11. DECK AND PAVER CONSTRUCTION
 12. PLANTING SOIL PREPARATION AND COMPACTION
 13. PLANT INSPECTION - NURSERY OBSERVATION
 14. PLANT DELIVERY
 15. PLANT LAYOUT
 16. SUBSTANTIAL COMPLETION PUNCHLISTING
 17. FINAL ACCEPTANCE

SUBMITTALS
 18. THE FOLLOWING SUBMITTALS ARE REQUIRED AND SHALL BE PROVIDED WITH AMPLIFIED TIME FOR THE PROJECT MANAGER TO REVIEW AND PROVIDE COMMENTS OR APPROVALS:

19. AGRONOMIC SOILS TESTS
 20. PRODUCTS - SITE AMENITIES, PAVING AND DECKING MATERIALS, DRAINAGE MATERIALS, ETC
 21. COMPOST
 22. MULCHES
 23. BLENDED SOILS
 24. SHOP DRAWINGS
 25. PLANTINGS
 26. CERTIFICATES FOR BULK MATERIALS
 27. PLANTING ACCESSORIES, INCLUDING TREE STAKES

GENERAL LANDSCAPE NOTES:
 28. CONTRACTOR SHALL BECOME FAMILIAR WITH AND REVIEW ALL DISCIPLINES AND PARTS OF THE CONSTRUCTION DOCUMENT PACKAGE INCLUDING (BUT NOT LIMITED TO) CIVIL, ELECTRICAL, STRUCTURAL AND ENVIRONMENTAL MITIGATION PLANS, AND RELATED NOTES AND DETAILS. CONTRACTOR SHALL REFERENCE ALL THESE PLANS TO UNDERTAKE THE WORK, INCLUDING ESTIMATING QUANTITIES, BIDS, LAYOUT OF SITE, COORDINATION OF WORK AND ALL TRADES, ETC.

29. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR ISSUING A COMPLETE SET OF PLANS AND SPECIFICATIONS TO ALL SUBCONTRACTORS.

30. SEE LANDSCAPE INSTALLATION NOTES. THE CONTRACTOR SHALL CONFORM TO ALL CONDITIONS AND REQUIREMENTS CONTAINED WITHIN. THE CONTRACTOR SHALL HAVE AVAILABLE ON THE JOB SITE AT ALL TIMES THE CONSTRUCTION ISSUE DRAWINGS AND SPECIFICATIONS FOR INSPECTION BY THE LANDSCAPE ARCHITECT. THE CONTRACTOR SHALL ATTACH TO THE DRAWING ALL OFFICIAL/ APPROVED ADDENDUM AND/OR CHANGE ORDERS RELATIVE TO THE LANDSCAPE INSTALLATION IN CHRONOLOGICAL ORDER.

31. THE CONTRACTOR SHALL EXAMINE THE SITE, COMPARE IT WITH THE PLANS AND SPECIFICATIONS AND SATISFY HIM/HERSELF AS TO THE CONDITIONS UNDER CONTRACT. WHERE CONFLICTS OCCUR BETWEEN PLANS, SPECIFICATIONS AND/OR SITE CONDITIONS, CONTACT THE PROJECT MANAGER FOR CLARIFICATION. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ANY ACTIONS TAKEN WITHOUT SEEKING CLARIFICATION. THE IMPROVEMENT CONSISTS ONLY OF WORK CALLED FOR ON THESE PLANS.

32. THE LOCATION OF UNDERGROUND UTILITIES SHOWN ON THESE PLANS IS APPROXIMATE. A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DELINEATE ALL UNDERGROUND FACILITIES. HOWEVER, WAS ASSUMES NO LIABILITY FOR THE ACCURACY OR COMPLETENESS OF THE FACILITIES SHOWN HERE OR FOR THE EXISTENCE OF OTHER UNDERGROUND UTILITIES OR OBJECTS WHICH MAY BE DISCOVERED BUT ARE NOT SHOWN ON THESE PLANS. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY EXISTING UTILITIES BEFORE COMMENCING WORK. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO POTHOLE ALL EXISTING FACILITIES TO DETERMINE THE DEPTH AND DIRECTION OF UNDERGROUND FACILITIES. IT SHALL ALSO BE THE CONTRACTOR'S RESPONSIBILITY TO POTHOLE ALL EXISTING FACILITIES FAR ENOUGH AHEAD OF CONSTRUCTION TO ALLOW FOR VERTICAL ADJUSTMENTS TO GRADE TO AVOID CONFLICTS WITH EXISTING FACILITIES. ALL FIELD ADJUSTMENTS SHALL BE ACCOMPLISHED AT THE SOLE EXPENSE OF THE CONTRACTOR. CONTRACTOR SHALL ALSO NOTIFY UNDERGROUND SERVICE ALERT (USA/DIGALERT) PRIOR TO BEGINNING ANY WORK ON SITE.

33. THE CONTRACTOR SHALL ESTABLISH THE LIMIT OF WORK AND CLEARLY STAKE THE AREA IN THE FIELD.

34. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO EXISTING SIDEWALKS, STREETS, SIGNS, LANDSCAPING, ETC. ASSOCIATED WITH THE PROJECT AND SHALL REPAIR SUCH DAMAGE TO THE SATISFACTION OF THE OWNER AT NO EXTRA COST TO THE OWNER. THE CONTRACTOR SHALL ADEQUATELY DOCUMENT EXISTING CONDITIONS PRIOR TO WORK TO PROVIDE A RECORD AGAINST WHICH TO COMPARE ANY DAMAGE.

35. THE CONTRACTOR SHALL MAKE ARRANGEMENTS WITH THE UTILITY COMPANIES AND IS RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THE TEMPORARY UTILITIES NECESSARY DURING CONSTRUCTION AND DURING THE MAINTENANCE PERIOD.

36. THE CONTRACTOR IS RESPONSIBLE FOR KEEPING THE SITE AND THE ASSOCIATED STREETS CLEAN AND FREE FROM RUBBISH AND DEBRIS. THE CONTRACTOR SHALL ALSO ABATE DUST NUISANCE BY CLEANING, SWEEPING, AND SPRINKLING WITH WATER, OR OTHER MEANS AS NECESSARY. THE USE OF WATER RESULTING IN MUD ON PUBLIC STREETS WILL NOT BE PERMITTED AS A SUBSTITUTE FOR SWEEPING OR OTHER METHODS.

General Notes

1	DESCRIPTION	YYYYMMDD
No.	Revision/Issue	Date

Designed By:
WILDUNG DESIGN STUDIO
 224 W SONOMA ST
 EUREKA, CA 95501
 213.999.3042



Project:
 MANILA COMMUNITY CENTER
 STORMWATER GARDEN
 1611 PENINSULA DR., ARCATA, CA 95521

Project Contacts/Client:
 CHRIS DRÖP
 EXECUTIVE DIRECTOR
 MANILA COMMUNITY SERVICES DISTRICT
 1801 PARK ST., ARCATA, CA 95521
 707.444.3935

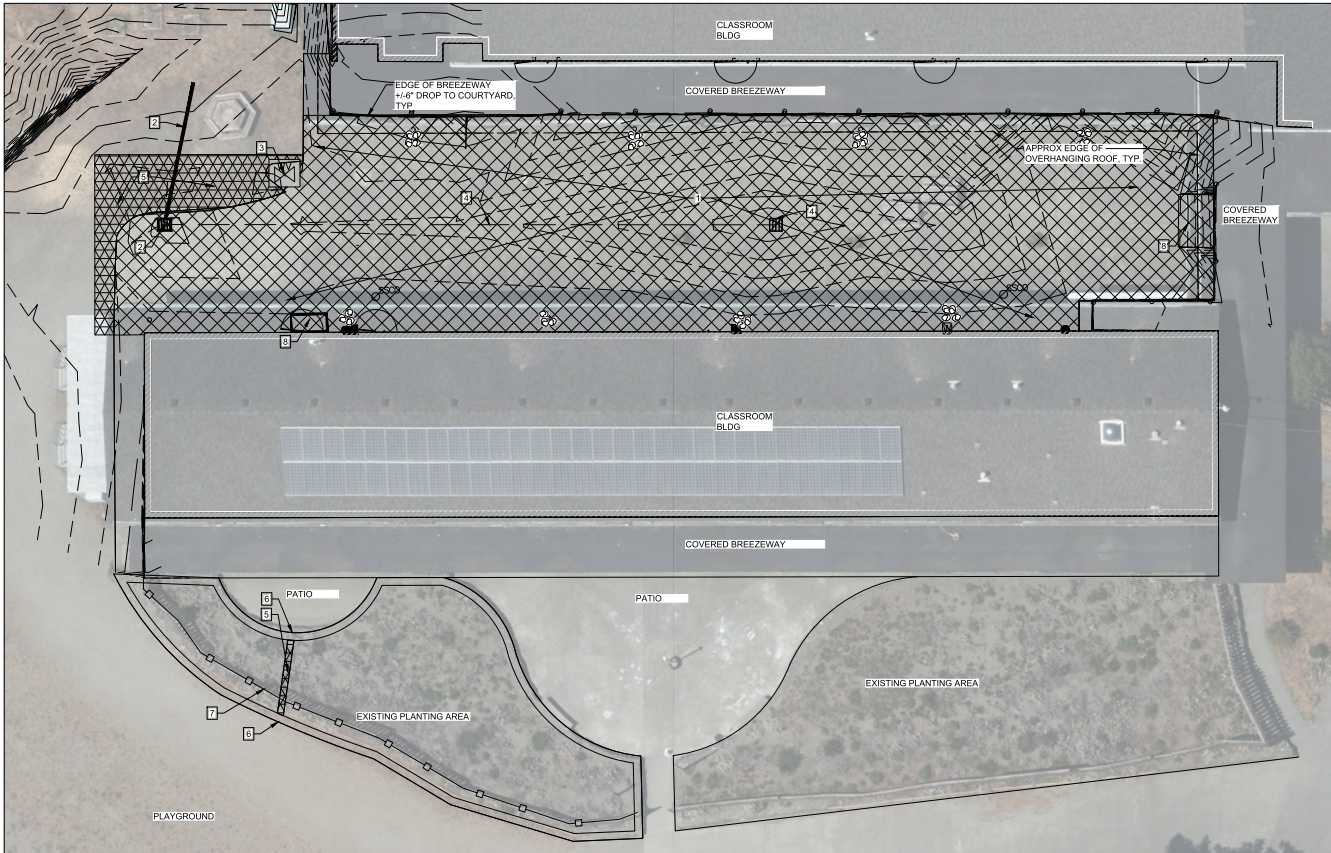
BRETT WYVAN
 TECHNICAL DIRECTOR
 C/O GH D
 718 THIRD STREET, EUREKA, CA 95501
 BRETT.WYVAN@GH.D.COM
 707.267.2275

65% SET	Sheet
NOT FOR CONSTRUCTION	L-002
Date	
2023/04/14	
Scale	LANDSCAPE NOTES
AS NOTED	

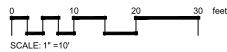
LANDSCAPE DEMOLITION

- VEGETATION PROTECTION**
- SITE PROTECTION**
 - PRIOR TO LANDSCAPE DEMOLITION IMPLEMENT VEGETATION PROTECTION AS INDICATED IN THE SECTION ABOVE, AND ANY ADDITIONAL INSTRUCTIONS IN PLANS OR DETAILS.
 - CLEARING AND GRUBBING**
 - CLEARING AND GRUBBING SHALL INCLUDE, BUT NOT BE LIMITED TO, THE REMOVAL FROM THE AREAS OF WORK ALL WEEDS, DEBRIS, CONCRETE RUBBLE, VEGETATION INCLUDING TREES, ROOTS AND STUMPS AS NECESSARY TO ACCOMMODATE CONSTRUCTION OPERATIONS, OR AS DIRECTED BY THE OWNER'S REPRESENTATIVE, UNLESS NOTED OTHERWISE ON THE PLANS OR BY FIELD DIRECTIVE. IN ADDITION, MINOR CLEARING OF TRASH AND DEBRIS MAY BE NECESSARY FOR WITHIN THE LIMITS OF WORK.
 - GRUBBING IS DEFINED AS REMOVING LOGS, BRANCHES, TWIGS, STICKS, BRUSH, STUMPS, GRASS, WEEDS, ROOTS, DECAYED VEGETABLE MATTER, DUFF, AND WOODY DEBRIS RESTING ON OR PROTRUDING THROUGH THE GROUND SURFACE AND ALL OBJECTIONABLE WOODY MATTER WHICH IS EMBEDDED IN THE UNDERLYING SOIL. GRUBBING SHALL INCLUDE INCIDENTAL VEGETATION CLEARING WITHIN THE GRUBBING LIMITS.
 - 4.1. ALL WOODY MATERIAL GENERATED DURING GRUBBING SHALL BE EVALUATED FOR REUSE AS A LANDSCAPE EDGING MATERIAL OR CHIPPED AND EITHER STOCKPILED IN A PRE-APPROVED STAGING AREA, HAULED OFF-SITE TO AN AUTHORIZED SITE OR USED AS DIRECTED BY THE OWNER.
 - MISCELLANEOUS DEBRIS REMOVAL IS DEFINED AS ALL MATERIALS LOCATED WITHIN THE DESIGNATED WORK AREA NOT COVERED IN THE OTHER DEFINITIONS AND SHALL INCLUDE BUT NOT BE LIMITED TO ITEMS LIKE EQUIPMENT, APPLIANCES, BUILDING MATERIALS OR REMAINS THEREOF, TIRES, ANY SOLID OR LIQUID CHEMICALS OR PRODUCTS STORED OR FOUND IN CONTAINERS OR SPILLED ON THE GROUND. IF HAZARDOUS MATERIALS ARE ENCOUNTERED, PROPER DISPOSAL TECHNIQUES AND FACILITIES MUST BE UTILIZED.



- VEGETATION AND ORGANIC MATERIAL SHOULD BE CLEARED AND STRIPPED FROM THE PLANNED CONSTRUCTION AREA. SOIL CONTAINING MORE THAN TWO PERCENT BY WEIGHT OR ORGANIC MATTER SHOULD BE CONSIDERED ORGANIC. ACTUAL STRIPPING DEPTH MAY BE DETERMINED BY THE OWNER IN THE FIELD AT THE TIME OF STRIPPING. STRIPPING IS DEFINED AS REMOVING AND DISPOSING OF THE UPPER 4-INCHES OF VEGETATIVE SOIL.
- BEYOND THE 4-INCH DEPTH OF STRIPPED VEGETATIVE SOIL, STOCKPILE ANY ADDITIONAL EXCAVATED TOPSOIL FOR REUSE. COORDINATE WITH CIVIL FOR AREAS OF WHERE THIS MAY OCCUR.
- NO MISCELLANEOUS DEBRIS REMOVAL, CLEARING, GRUBBING OR STRIPPING SHALL OCCUR OUTSIDE CONSTRUCTION LIMITS OF DISTURBANCE WITHOUT PRIOR APPROVAL FROM THE OWNER.
- SITE DEMOLITION**



DEMOLITION PLAN



KEYNOTES

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 
 | <ol style="list-style-type: none"> REMOVE CONCRETE AND ASPHALT PAVEMENT, AND AGGREGATE BASE. SEE NOTES XXXX PROTECT STORMDRAIN, AND DRAIN INLET BOX AND GRATE IN PLACE. PROTECT WATER VALVE INFRASTRUCTURE IN PLACE REMOVE STORMDRAIN AND DRAIN INLET. +/-100 LF CLEAR AND GRUB VEGETATION. SEE NOTES XXXX PROTECT WALL IN PLACE PROTECT FENCE IN PLACE DEMO STEPS/RAMP | <p>TAKE-OFF
5841 SF</p> <p>338 SF</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|

No.	Revision/Issue	Date
1	DESCRIPTION	YYYYMMDD

Designed By:
WILDING DESIGN STUDIO
 234 W SONOMA ST
 EUREKA, CA 95501
 213.999.3042

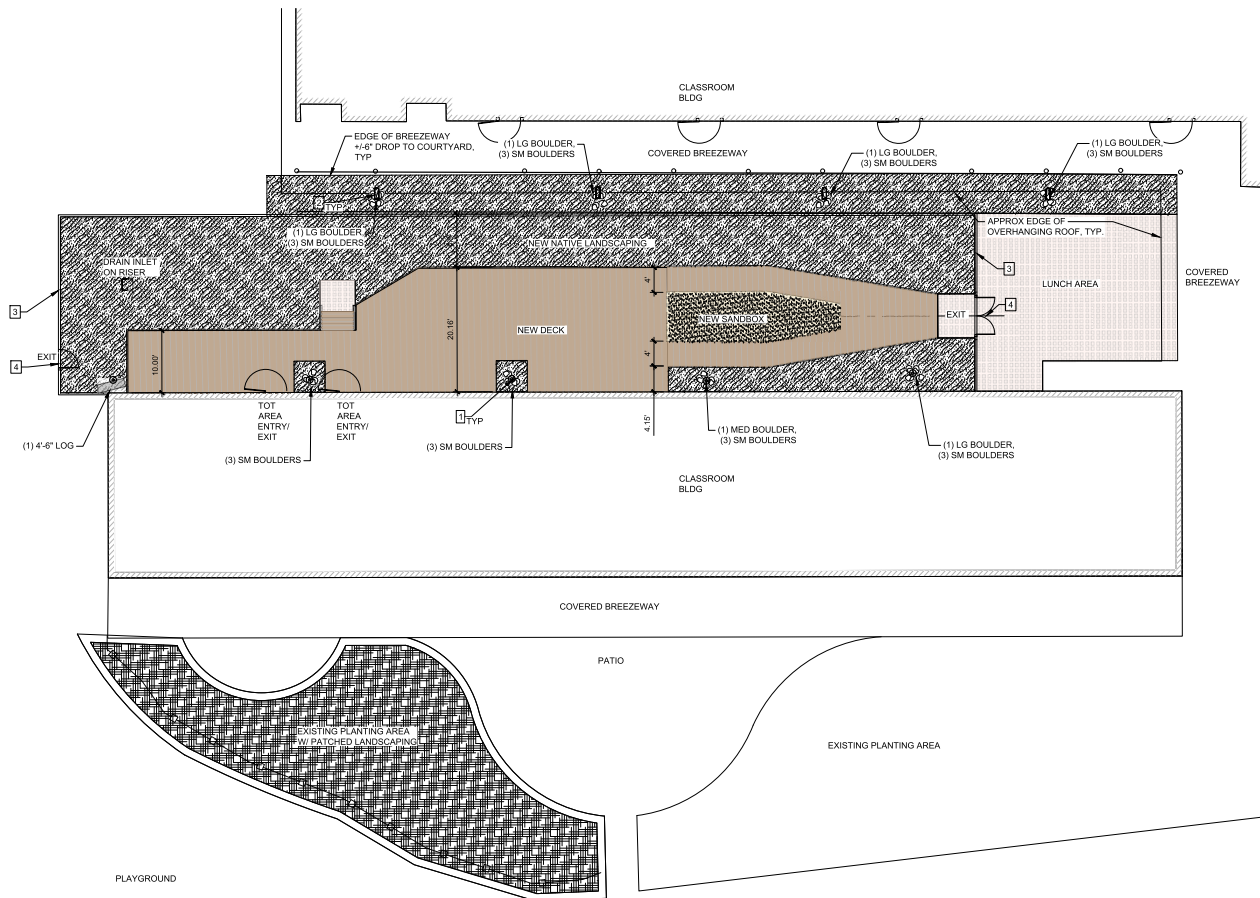
Project:
 MANILA COMMUNITY CENTER
 STORMWATER GARDEN
 1611 PENINSULA DR., ARCATA, CA 95521

Project Contacts/Client:
 CHRIS DROF
 EXECUTIVE DIRECTOR
 MANILA COMMUNITY SERVICES DISTRICT
 1901 PARK ST., ARCATA, CA 95521
 707.444.3895

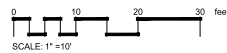
BRETT WYVAN
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 C/O GHD
 718 THIRD STREET, EUREKA, CA 95501
 BRETT.WYVAN@GHD.COM
 707.287.2275

65% SET
 NOT FOR CONSTRUCTION
 Date
 2023/04/14
 Scale
 AS NOTED

Sheet
LD-101
 LANDSCAPE
 DEMOLITION
 PLAN



SITE PLAN OVERVIEW



SITE LAYOUT LEGEND TIME-OFFS

	EXISTING PLANTING AREA TO REMAIN	
	NEW PLANTING AREA:	3,161 SF
	WOOD DECK:	1,672 SF
	PERMEABLE PAVERS:	895 SF
	SANDBOX:	197 SF

1. RAIN CHAINS, SEE DET XL-XX
2. DRAIN EXTENSIONS, SEE DET XL-XX
3. 4' HIGH TOT AREA FENCING, SEE DET XL-XX, 214 LF.
4. TOT AREA EXIT GATE(S), SEE DET XL-XX

BOULDER LEGEND

	W X D X H	SHAPE	TYPE/COLOR
SMALL			
MED			
LARGE			

BOULDER NOTES:

No.	Revision/Issue	Date
1	DESCRIPTION	YYYYMMDD

Designed By:
WILDING DESIGN STUDIO
 234 W SONOMA ST
 EUREKA, CA 95501
 213.999.3042

Project:
MANILA COMMUNITY CENTER
 STORMWATER GARDEN
 1611 PENINSULA DR., ARCATA, CA 95521

Project Contacts/Client:
 CHRIS DRÖP
 EXECUTIVE DIRECTOR
 MANILA COMMUNITY SERVICES DISTRICT
 1901 PARK ST., ARCATA, CA 95521
 707-444-3805

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65% SET	Sheet
NOT FOR CONSTRUCTION	L-102
Date	
2023/04/14	
Scale	LANDSCAPE SITE PLAN
AS NOTED	

Agenda Summary

Agenda Item:

- c. **Acct 2520 (General Fund) to MCSD for \$12,750 for New 2022 4x4 All Terrain Vehicle (ATV)**

Summary:

The district needs to replace our 1999 Ford F-150 pickup truck that was declared surplus in 2021. Staff is recommending the board consider and approve an ATV instead of a traditional vehicle for the following reasons:

- Traditional trucks start at around \$20k used and \$40k-\$70k for a 2022-2023. 4WD is even higher. There is a general shortage of quality used vehicles. Supply chain issues and inflation have caused the price of vehicles to escalate greatly over the last couple of years and our needs are specific to an ATV.
- ATV provides greatly needed access to the MDRA for maintenance and monitoring of district-owned properties. Currently, district staff can only access 80% of our property (MDRA) on foot. This makes hauling of tools and materials as well as retrieval of garbage difficult, if not impossible, without a significant 4WD vehicle.
- Provides easier access to difficult areas such as the back of the park, residential areas for servicing tanks and our monitoring well, west of the treatment ponds. The bay side of the park is difficult to access with current vehicles and interceptor tanks are frequently located in hard-to-reach areas, forcing staff to transport heavy pumps with a hand truck over rough terrain. The west monitoring well is currently only accessible by foot.
- ATV fits easily in the shop bay, leaving room for other activities and accessories such as a trailer. A full-size truck takes up an entire bay in the shop, rendering the bench/shop unusable when parked.
- Safe access the ponds with integrated winch to pull aerators. The ATV has a winch with which staff can pull aerators from the ponds and service them without renting heavy equipment. The paths to the ponds are very narrow, barely the width of a truck.
- Integrated dump bed (plus additional trailer) hauls drain rock and gravel for leak repairs and fixing pot holes.

The district would be limited to use of the ATV within the confines of the Samoa Peninsula. Use on Peninsula, Victor and Mill St. would fall under existing CVC regulations such as that for a backhoe or other machinery with a slow-moving vehicle emblem (reflective triangle). California Vehicle Code section 36000 requires vehicles “not designed or used primarily for the transportation of persons or property and which is only incidentally operated or moved over the highway” to display this placard.



Recommended Motion: I move/second to approve the purchase of the 2022 vehicle. Vote: _____

Attachments: Pacific Motorsports terms sheet

Agenda Summary

Agenda Item:

Approval of Warrant from County Treasury Acct 2523 (prudent reserves) to self-fund Drainage Grant.

Summary:

This is the second drawdown and last month's staff report with update:

The California Natural Resources Agency (CNRA) awarded the Manila CSD 100% grant funding of our \$2.5M drainage grant. This grant was to be self-funded until site control was attained before any reimbursements could be made. Considering the estimated to cost reach site control is about \$500,000, the district was given an advance of \$275,000 which has been fully expended, leaving about \$225,000 to be self-funded before seeking reimbursement.

To further the project to site control, the district needs to "loan" the project about \$120,000. GHD has offered to absorb about half of these costs but must pay its subcontractors prior to reimbursement status. The district has, so far funded \$8,672 + 43146 of the project and staff recommends an ongoing, monthly process of issuing warrants via county treasury until we can replenish our reserves from CNRA.

Staff is seeking board approval for the attached "check request" (warrant) issued to GHD for \$52,263.20 from our Prudent Reserves account 2523. The balance as of 02/28/2023 is \$164,577 (-43,146)

I move/second to approve warrant to GHD in the amount of \$52,263.20

Vote: _____

Attachments:

County Check Request

GHD Invoice: 380-0029609

COUNTY OF HUMBOLDT

State of California

Date: 4/18/2023

Pay to the
Order of: GHD

Address: GHD Inc.

For the Sum of \$ 52,263.20

Dept. LA 23922 Pasadena CA 91185-3922

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

CHECK STUB NOTE:

AMOUNT	PEID	ENCUMBRANCE NUMBER	ACCOUNT NUMBER		INVOICE NO.	SECONDARY REFERENCE	UTAX/ PRYR	DESCRIPTION
			Organization Key	Object				
\$52,263.20			2523		380-0029609	Project 12572691		Drainage Grant-GHD 380-0029609

DEPARTMENTAL NOTATIONS

The undersigned, under penalty of perjury, states that the items listed on the above claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, that the articles or services listed on the above claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed.

Danielle Muniz, Finance Officer

Christopher Drop, General Manager

Authorized Signature (s) _____

(Auditor's Office Use Only)

I have reviewed the above claim for propriety and accuracy.

Deputy County Auditor



GHD Inc.
 T 707 523 1010 W www.ghd.com

Company Registration
 Tax Identification Number: 98-0425935

Manila Community Services District
 1901 Park Street
 Arcata, CA 95521
 United States of America

Invoice : 380-0029609
Invoice Date : 4/4/2023
Project : 12572691
Project Name : PW-Manila Flood Reduction & Drainage Enhancement Project
Purchase Order # : **

For Professional Services Rendered Through 4/1/2023

Contract : 12572691
Contract Name : PW-Manila Flood Reduction & Drainage Enhancement Project

Attention: Christopher Drop

	Fee	Available	Billings		
			To Date	Previous	Current
01 - Task 1 Project Management	15,000.00	9,159.70	6,488.80	5,840.30	648.50
Coordination among disciplines, grant reporting, admin					
Rate Labor	648.50				
002 - Task 2 Studies	121,750.00	39,012.08	95,051.67	82,737.92	12,313.75
Hazardous Materials Study/Results					
Rate Labor	12,313.75				
03 - Task 3 CEQA Documentation	58,000.00	21,846.74	37,590.76	36,153.26	1,437.50
IS/MND Respond to Comments					
Rate Labor	914.25				
Expenses	523.25				
Total Expenses	523.25				
04 - PW-Task 4 Design	265,000.00	74,587.18	209,452.82	190,412.82	19,040.00
65% Design Plans and Cost Estimate					
Rate Labor	19,040.00				
05 - Task 5 Permitting	30,000.00	21,255.41	26,808.54	8,744.59	18,063.95
401, 404, CDP, County, Harbor District, LSA (1600)					
Rate Labor	18,005.50				
Expenses	58.45				
Total Expenses	58.45				
06 - Task 6 Public Outreach	20,000.00	17,070.50	3,689.00	2,929.50	759.50
Rate Labor	759.50				
			Current Billings		52,263.20
			Amount Due This Bill	USD	52,263.20

Total Fee :	761,750.00
To Date Billings :	<u>379,081.59</u>
Total Remaining :	382,668.41

Remit EFT Payments To:

Account number	220889651
ABA number	022000020
Please email remittance to	usremittance@ghd.com
Please remit checks to	GHD Inc. Dept. LA 23922 Pasadena, CA 91185-3922

001 - 1.1 Project Management and Coordination**Labour****Rate Labor**

<i>Class / Employee</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Project Support 4				
Jenni Simpson	3/1/2023	1.25	143.0000	178.75
	Entering pending labor and sub invoice, update APCs rate on project, final invoice submittal, comms with PA Mgr/PM/AP			
Keri Allen	3/19/2023	0.25	143.0000	35.75
	Project support			
Total Project Support 4		1.50		214.50
Technical Director 2				
Brett Vivyan	3/20/2023	1.00	217.0000	217.00
	3/21/2023	1.00	217.0000	217.00
	Internal Coordination and Direction			
Total Brett Vivyan		2.00		434.00
Total Technical Director 2		2.00		434.00
	Total Rate Labor			648.50
Total Labour				648.50
Total Bill Task: 001 - 1.1 Project Management and Coordination				648.50

006 - 2.6 Phase I Environmental Site Assessment (Hazardous Materials Corridor Study)**Labour****Rate Labor**

<i>Class / Employee</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Professional 2				
Mindi Curran	3/23/2023	0.50	180.0000	90.00
	Review STLC metal results send invoice and results to Brett and JC			
	Total Rate Labor			90.00
Total Labour				90.00

007 - 2.7 Habitat Mitigation Monitoring and Monitoring Plan (HMMP)**Labour****Rate Labor**

<i>Class / Employee</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Professional 1				
Jane Cipra	3/1/2023	8.00	170.0000	1,360.00
	3/2/2023	2.00	170.0000	340.00
	3/8/2023	5.50	170.0000	935.00
	3/9/2023	8.00	170.0000	1,360.00
	3/13/2023	4.50	170.0000	765.00
	3/14/2023	6.50	170.0000	1,105.00
	3/15/2023	3.50	170.0000	595.00
	3/20/2023	3.00	170.0000	510.00
	3/21/2023	0.50	170.0000	85.00
	3/23/2023	2.75	170.0000	467.50
	3/27/2023	6.25	170.0000	1,062.50
	3/28/2023	5.50	170.0000	935.00
Total Jane Cipra		56.00		9,520.00

Total Professional 1		56.00		9,520.00
Professional 2				
Jesse Lopez				
	3/13/2023	0.25	143.0000	35.75
	3/14/2023	2.50	143.0000	357.50
	3/16/2023	2.50	143.0000	357.50
	3/17/2023	2.50	143.0000	357.50
	3/20/2023	1.25	143.0000	178.75
	3/28/2023	0.50	143.0000	71.50
		-----		-----
Total Jesse Lopez		9.50		1,358.50
Total Professional 2		-----		-----
		9.50		1,358.50
Technical Director 1				
Misha Schwarz				
	3/1/2023	0.50	243.0000	121.50
	3/8/2023	0.25	243.0000	60.75
	3/20/2023	0.25	243.0000	60.75
	3/21/2023	1.75	243.0000	425.25
	3/22/2023	0.25	243.0000	60.75
	3/27/2023	0.75	243.0000	182.25
		-----		-----
Total Misha Schwarz		3.75		911.25
Total Technical Director 1		-----		-----
		3.75		911.25
Technical Director 2				
Andrea Hilton				
	3/13/2023	0.25	217.0000	54.25
	3/20/2023	1.75	217.0000	379.75
		-----		-----
Total Andrea Hilton		2.00		434.00
Total Technical Director 2		-----		-----
		2.00		434.00
Total Rate Labor				12,223.75
Total Labour				12,223.75
Total Bill Task: 007 - 2.7 Habitat Mitigation Monitoring and Monitoring Plan (HMMP)				12,223.75

002 - 3.2 Admin Draft Initial Study

Labour					
Rate Labor					
<i>Class / Employee</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>	
Senior Professional 2					
Jeffrey Cloud	3/20/2023	0.25	180.0000	45.00	
	Lab invoice approval 2301387				
Total Rate Labor				45.00	
Total Labour				45.00	
Subconsultant/Subcontractor Expenses					
<i>Vendor</i>	<i>Doc Number</i>	<i>Date</i>	<i>Cost</i>	<i>Multiplier</i>	<i>Amount</i>
North Coast Laboratories, Ltd.					
	VR0000417517	2/21/2023	105.00	1.1500	120.75
	Laboratory Analysis				
	VR0000417517	2/21/2023	350.00	1.1500	402.50
	Laboratory Analysis				
Total North Coast Laboratories, Ltd.				-----	-----
			455.00		523.25
Total Expenses					523.25
Total Subconsultant/Subcontractor					523.25

Total Bill Task: 002 - 3.2 Admin Draft Initial Study

568.25

003 - 3.3 Public Review Draft Initial Study and Draft Mitigated Negative Declaration (MND)

Labour

Rate Labor

<i>Class / Employee</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Professional 3				
Christian Hernandez	3/9/2023	0.25	127.0000	31.75
Sara Moriarty-Graves				
	3/1/2023	0.25	127.0000	31.75
	3/6/2023	0.25	127.0000	31.75
	3/27/2023	0.25	127.0000	31.75
	3/28/2023	0.25	127.0000	31.75
	3/29/2023	0.25	127.0000	31.75
		-----		-----
Total Sara Moriarty-Graves		1.25		158.75
Total Professional 3		-----		-----
		1.50		190.50
Total Rate Labor				190.50

Total Labour

190.50

Total Bill Task: 003 - 3.3 Public Review Draft Initial Study and Draft Mitigated Negative Declaration (MND)

190.50

005 - 3.5 Final Initial Study/MND, Findings, Resolution, and Mitigation Monitoring & Reporting Program (MMRP)

Labour

Rate Labor

<i>Class / Employee</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Professional 3				
Christian Hernandez	3/29/2023	1.50	127.0000	190.50
Technical Director 2				
Andrea Hilton				
	3/27/2023	0.50	217.0000	108.50
	3/29/2023	1.00	217.0000	217.00
	3/30/2023	0.50	217.0000	108.50
	3/31/2023	0.25	217.0000	54.25
		-----		-----
Total Andrea Hilton		2.25		488.25
Total Technical Director 2		-----		-----
		2.25		488.25
Total Rate Labor				678.75

Total Labour

678.75

Total Bill Task: 005 - 3.5 Final Initial Study/MND, Findings, Resolution, and Mitigation Monitoring & Reporting Program (MMRP)

678.75

003 - 4.3 65% Design Plans and Opinion of Probable Construction Cost

Labour

Rate Labor

<i>Class / Employee</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Professional 2				
Taylor Allen				
	3/1/2023	7.00	180.0000	1,260.00
65% design				
	3/2/2023	7.25	180.0000	1,305.00
65% design				

Senior Professional 2

Taylor Allen

	3/3/2023	8.00	180.0000	1,440.00
65% design				
	3/6/2023	7.00	180.0000	1,260.00
65% design				
	3/7/2023	8.00	180.0000	1,440.00
65% design				
	3/8/2023	8.00	180.0000	1,440.00
65% design				
	3/9/2023	6.00	180.0000	1,080.00
65% design				
	3/10/2023	8.00	180.0000	1,440.00
65% design				
	3/13/2023	7.00	180.0000	1,260.00
65% Design				
	3/14/2023	7.00	180.0000	1,260.00
65% design				
	3/15/2023	7.00	180.0000	1,260.00
65% design				
	3/16/2023	6.00	180.0000	1,080.00
65% design				
	3/17/2023	8.00	180.0000	1,440.00
65% design				
	3/20/2023	7.00	180.0000	1,260.00
65% design				
	3/28/2023	0.50	180.0000	90.00
Update cost estimate for 65% design				
		101.75		18,315.00
		101.75		18,315.00

Total Taylor Allen

Total Senior Professional 2

Technical Director 2

Brett Vivyan

3/10/2023	1.00	217.0000	217.00
Total Rate Labor			18,532.00

Total Labour

18,532.00

Total Bill Task: 003 - 4.3 65% Design Plans and Opinion of Probable Construction Cost

18,532.00

007 - 4.7 Topographic Survey Base Map, Utility Identification, Potholing and Supplemental Survey

Labour

Rate Labor

Class / Employee

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Drafting/Design 3				
Jackie Bohannon				
	3/10/2023	1.00	127.0000	127.00
easement research				
	3/29/2023	0.50	127.0000	63.50
research				
	3/30/2023	2.00	127.0000	254.00
research				
	3/31/2023	0.50	127.0000	63.50
research				
		4.00		508.00
		4.00		508.00
Total Jackie Bohannon				
Total Drafting/Design 3				
Total Rate Labor				508.00

Total Labour	508.00
--------------	--------

Total Bill Task: 007 - 4.7 Topographic Survey Base Map, Utility Identification, Potholing and Supplemental Survey	508.00
-------------------------------------------------------------------------------------------------------------------	--------

001 - 5.1 Humboldt County Conditional Use Permit**Labour****Rate Labor**

Class / Employee	Date	Hours	Rate	Amount
Professional 1				
Kristen Orth-Gordinier				
	3/20/2023	0.25	170.0000	42.50
Harbor District Permit				
	3/27/2023	0.25	170.0000	42.50
	3/28/2023	5.50	170.0000	935.00
	3/29/2023	5.50	170.0000	935.00
	3/30/2023	1.00	170.0000	170.00
		-----		-----
Total Kristen Orth-Gordinier		12.50		2,125.00
Total Professional 1		-----		-----
		12.50		2,125.00
Professional 2				
Jesse Lopez				
	3/29/2023	0.50	143.0000	71.50
	3/30/2023	1.25	143.0000	178.75
		-----		-----
Total Jesse Lopez		1.75		250.25
Total Professional 2		-----		-----
		1.75		250.25
Total Rate Labor				2,375.25

Total Labour	2,375.25
--------------	----------

Total Bill Task: 001 - 5.1 Humboldt County Conditional Use Permit	2,375.25
-------------------------------------------------------------------	----------

002 - 5.2 CCC Coastal Development Permit and Response to**Comments****Labour****Rate Labor**

Class / Employee	Date	Hours	Rate	Amount
Business Services 3				
Lynn Casillas	3/28/2023	1.50	75.0000	112.50
Professional 1				
Kristen Orth-Gordinier				
	3/1/2023	0.25	170.0000	42.50
	3/2/2023	0.50	170.0000	85.00
	3/3/2023	0.25	170.0000	42.50
	3/6/2023	1.00	170.0000	170.00
	3/7/2023	0.50	170.0000	85.00
	3/8/2023	2.50	170.0000	425.00
	3/9/2023	1.00	170.0000	170.00
	3/13/2023	0.25	170.0000	42.50
	3/15/2023	4.00	170.0000	680.00
	3/16/2023	2.50	170.0000	425.00
	3/17/2023	1.25	170.0000	212.50
	3/21/2023	0.25	170.0000	42.50
	3/27/2023	0.50	170.0000	85.00
	3/28/2023	2.00	170.0000	340.00
	3/29/2023	1.25	170.0000	212.50

Professional 1

Total Kristen Orth-Gordinier

18.00

3,060.00

Total Professional 1

18.00

3,060.00

Professional 2

Jesse Lopez

3/2/2023

1.00

143.0000

143.00

3/16/2023

0.75

143.0000

107.25

3/21/2023

2.25

143.0000

321.75

Total Jesse Lopez

4.00

572.00

Total Professional 2

4.00

572.00

Senior Professional 2

Taylor Allen

3/21/2023

1.50

180.0000

270.00

Quantities

3/24/2023

0.25

180.0000

45.00

Quantities

3/28/2023

0.50

180.0000

90.00

Permit quantities/questions

3/29/2023

0.50

180.0000

90.00

Permit quantities/questions

3/30/2023

0.50

180.0000

90.00

Permit quantities/questions

3.25

585.00

Total Taylor Allen

3.25

585.00

Total Senior Professional 2

3.25

585.00

Technical Director 2

Andrea Hilton

3/1/2023

0.25

217.0000

54.25

3/6/2023

0.50

217.0000

108.50

3/8/2023

0.25

217.0000

54.25

3/16/2023

0.50

217.0000

108.50

Total Andrea Hilton

1.50

325.50

Brett Vivyan

3/8/2023

1.00

217.0000

217.00

permit impacts

3/16/2023

0.50

217.0000

108.50

Total Brett Vivyan

1.50

325.50

Total Technical Director 2

3.00

651.00

Total Rate Labor

4,980.50

Total Labour

4,980.50

Expenses

Expenses

Vendor

Doc Number

Date

Cost

Multiplier

Amount

Lynn Casillas

ER0000395503

3/27/2023

50.83

1.1500

58.45

Costco - Eureka - postage for envelope mailing

Total Expenses

58.45

Total Expenses

58.45

Total Bill Task: 002 - 5.2 CCC Coastal Development Permit and Response to

5,038.95

Comments

003 - 5.3 North Coast Regional Water Quality Control Board

Clean Water Act Section 401 Water Quality Certification

Labour

Rate Labor					
<i>Class / Employee</i>		<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Professional 1					
Kristen Orth-Gordinier		3/8/2023	0.75	170.0000	127.50
Professional 3					
Christian Hernandez					
		3/2/2023	1.00	127.0000	127.00
		3/6/2023	0.50	127.0000	63.50
		3/7/2023	0.50	127.0000	63.50
		3/8/2023	0.50	127.0000	63.50
		3/9/2023	6.75	127.0000	857.25
		3/10/2023	6.25	127.0000	793.75
		3/16/2023	2.00	127.0000	254.00
		3/17/2023	1.50	127.0000	190.50
		3/20/2023	2.00	127.0000	254.00
		3/21/2023	0.75	127.0000	95.25
		3/24/2023	4.75	127.0000	603.25
		3/27/2023	2.00	127.0000	254.00
		3/28/2023	3.00	127.0000	381.00
Total Christian Hernandez			31.50		4,000.50
Total Professional 3			31.50		4,000.50
Senior Professional 2					
Taylor Allen					
		3/21/2023	1.50	180.0000	270.00
	Quantities				
		3/28/2023	0.25	180.0000	45.00
	Permit quantities/questions				
		3/29/2023	0.50	180.0000	90.00
	Permit quantities/questions				
		3/30/2023	0.50	180.0000	90.00
	Permit quantities/questions				
Total Taylor Allen			2.75		495.00
Total Senior Professional 2			2.75		495.00
Technical Director 2					
Andrea Hilton		3/8/2023	0.75	217.0000	162.75
Total Rate Labor					4,785.75
Total Labour					4,785.75
Total Bill Task: 003 - 5.3 North Coast Regional Water Quality Control Board					4,785.75
Clean Water Act Section 401 Water Quality Certification					

004 - 5.4 US Army Corps of Engineers Clean Water Act 404

Permit					
Labour					
Rate Labor					
<i>Class / Employee</i>		<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Professional 2					
Jesse Lopez					
		3/1/2023	0.50	143.0000	71.50
		3/2/2023	0.25	143.0000	35.75
		3/8/2023	1.50	143.0000	214.50
Total Jesse Lopez			2.25		321.75
Total Professional 2			2.25		321.75

Professional 3

Christian Hernandez

	3/2/2023	0.75	127.0000	95.25
	3/8/2023	0.50	127.0000	63.50
		-----		-----
Total Christian Hernandez		1.25		158.75
Total Professional 3		-----		-----
		1.25		158.75

Senior Professional 2

Taylor Allen

	3/21/2023	1.50	180.0000	270.00
Quantities				
	3/28/2023	0.25	180.0000	45.00
Permit quantities/questions				
	3/29/2023	0.50	180.0000	90.00
Permit quantities/questions				
	3/30/2023	1.00	180.0000	180.00
Permit quantities/questions				
		-----		-----
Total Taylor Allen		3.25		585.00
Total Senior Professional 2		-----		-----
		3.25		585.00

Total Rate Labor 1,065.50

Total Labour 1,065.50

Total Bill Task: 004 - 5.4 US Army Corps of Engineers Clean Water Act 404

Permit

1,065.50

005 - 5.5 CDFW 1600 LSA

Labour

Rate Labor

Class / Employee

Date

Hours

Rate

Amount

Senior Professional 2

Miles Hartnett

	3/23/2023	1.00	180.0000	180.00
	3/24/2023	6.50	180.0000	1,170.00
	3/27/2023	1.00	180.0000	180.00
	3/28/2023	4.50	180.0000	810.00
	3/29/2023	1.00	180.0000	180.00
		-----		-----
Total Miles Hartnett		14.00		2,520.00
Total Senior Professional 2		-----		-----
		14.00		2,520.00

Technical Director 2

Andrea Hilton

	3/23/2023	0.75	217.0000	162.75
	3/24/2023	1.25	217.0000	271.25
	3/27/2023	0.25	217.0000	54.25
		-----		-----
Total Andrea Hilton		2.25		488.25
Total Technical Director 2		-----		-----
		2.25		488.25

Total Rate Labor 3,008.25

Total Labour 3,008.25

Total Bill Task: 005 - 5.5 CDFW 1600 LSA

3,008.25

008 - 5.8 Agency Coordination Meetings

Labour

Rate Labor

Class / Employee

Date

Hours

Rate

Amount

Technical Director 2

Andrea Hilton

	3/1/2023	2.50	217.0000	542.50
	3/2/2023	0.25	217.0000	54.25
		-----		-----
		2.75		596.75

Total Andrea Hilton

Brett Vivyan

	3/1/2023	2.50	217.0000	542.50
Agency Tour				
	3/14/2023	1.00	217.0000	217.00
County coordination				
	3/16/2023	0.50	217.0000	108.50
	3/24/2023	0.50	217.0000	108.50
	3/28/2023	1.00	217.0000	217.00
		-----		-----
		5.50		1,193.50

Total Brett Vivyan

Total Technical Director 2

Total Rate Labor 1,790.25

Total Labour 1,790.25

Total Bill Task: 008 - 5.8 Agency Coordination Meetings 1,790.25

06 - Task 6 Public Outreach

Labour

Rate Labor

Class / Employee

Date

Hours

Rate

Amount

Technical Director 2

Brett Vivyan

	3/19/2023	1.50	217.0000	325.50
Board Presentation Prep				
	3/21/2023	2.00	217.0000	434.00
Board of Directors Presentation				
		-----		-----
		3.50		759.50
		-----		-----
		3.50		759.50

Total Brett Vivyan

Total Technical Director 2

Total Rate Labor 759.50

Total Labour 759.50

Total Bill Task: 06 - Task 6 Public Outreach 759.50

Total Project: 12572691 - PW-Manila Flood Reduction & Drainage Enhancement Project

52,263.20

INVOICE

DATE: February 21, 2023

Remit To: North Coast Laboratories, Ltd.
5680 West End Road
Arcata, CA 95521-9202

Attn: Accounts Receivable

Invoice To: GHD Inc
718 Third Street
Eureka, Ca 95501-0504

Attn:
Phone: (707) 443-8326

Work Order: 2301387
PO Number: NOT PROVIDED
Project Name:

Date Received: 1/20/2023



**NORTH COAST
LABORATORIES LTD.**

Invoice Number: 169040

Payment Due Date: 3/23/2023

Payment Terms: Net 30 Days

Item	Matrix	Code	Qty	List Price	Test Total
ELAP certification fee		990	7	\$5.00	\$35.00
Subcontract Metals		900	5	\$60.00	\$300.00
Subcontract Metals		900	2	\$60.00	\$120.00

Order TOTAL: \$455.00

Comments:

Discount: 0.00%
Surcharge: 0.00%
Misc Charges: \$0.00

Subtotal: \$455.00

Payment Received: \$0.00

INVOICE Total \$455.00

COSTCO

WHOLESALE

Eureka #125
1006 Wabash Ave
Eureka, CA 95501
(707) 441-8750

1257269 / 05.2
W5 Member 80995666001 *ccc*
979669 FLAG STAMP 62.75
SUBTOTAL 62.75
TAX 0.00
**** TOTAL **62.75**

XXXXXXXXXXXX6194 H
AID: A0000000031010
Seq# 2189 App#: 44471D
Costco Visa Resp: APPROVED
Tran ID#: 308600002189....

APPROVED - Purchase
AMOUNT: \$62.75
03/27/2023 13:12 125 2 140 69

Costco Visa 62.75
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 1
~~03/27/2023~~ 13:12 125 2 140 69



21012500201402303271312

OP#: 69 Name: VIRGINIA W

Thank You!

Please Come Again

Whse:125 Trm:2 Trn:140 OP:69

Items Sold: 1
W5 03/27/2023 13:12



Consent Calendar

MANILA COMMUNITY SERVICES DISTRICT
Minutes of Regular Meeting Tuesday March 21st, 2023

1. **ROLL CALL, DETERMINE QUORUM:** *Woods, Broderick, Ryan, Muniz and Faulk-Kellogg (remotely) present*
2. **APPROVE AGENDA:**
3. **PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** *Nancy Ihara spoke in favor of the district having RCEA present energy programs at a future meeting. Dendra Dengler addressed the board about concerns regarding district contracting, GM reporting, O&M, Website function and policies.*
4. **CONSENT CALENDAR:** *(Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.*
 - a) **Draft Minutes of January 17th, 2023** *Muniz/Broderick to approve item* **Vote: 5-0**
 - b) **Receive Disbursements: Feb 15, 2023 through March 16, 2023** *Muniz/Broderick to approve item* **Vote: 5-0**
5. **PRESENTATION ITEMS:**
 - a) **Presentation: GHD Drainage Grant Update/Status (GHD)** *No Action Taken*
6. **BUSINESS ITEMS (Action Items):**
 - b) **Consideration of Expanded Tidelands Lease to Humboldt Bay Oyster Co. APN: 400-181-006 (Todd Herpe)** *Broderick/Woods to approve lease with added language regarding notifications.* **Vote: 5-0**
 - c) **Approve Warrants from County Treasury for:**
 - i. **Account 2523 Prudent Reserves Reimbursable Expenses (ongoing) \$43,146 for Drainage Grant** *Muniz/Broderick to approve warrant for acct 2523 to GHD for \$43,146.38.* **Vote: 5-0**
 - ii. **Account 2521 Debt Service for \$17,951 to reimburse district** *Muniz/Broderick to approve warrant for acct 2521 to Manila CSD for \$17,950.70.* **Vote: 5-0**
 - d) **Consideration of Manila CSD as co-applicant to Christine and Jalmer Berg Foundation for Speed Humps** *Muniz/Faulk-Kellogg to approve application on the following conditions:*
 - 1) *Staff to investigate and address any requirements for street lights and the costs as necessary, and*
 - 2) *Confirmation that another willing agency, such as RCAA will take on the project.* **Vote: 5-0**
7. **BOARD DISCUSSION ITEMS:**
 - a) **Committee Member Updates:** *Muniz update the board re; RREDC*
 - b) **General Manager’s Report:** *Website, Policy Manual, Speed Hump Applications, RCEA, Form 700s & Required Training, MCC, Park, Roads, Radio Meters, Water grant, Cash Flow Table*
8. **INCOMING COMMUNICATIONS:** *Letter from R. Tobin re: roads*
9. **ADJOURNMENT:** *the board extended by 10 minutes and adjourned at 8:40pm*

_____ **Date:** _____
Tracy Woods, Secretary

_____ **Date:** _____
Meghan Ryan, Board President

Register: 10117 · Coast Central Checking									
From 03/16/2023 through 04/12/2023									
Sorted by: Date, Type, Number/Ref									
Date	Number	Payee	Memo	Payment	C	Deposit	Balance		
3/20/2023			Deposit			7,235.08	53,857.19		
3/20/2023			Deposit			180	54,037.19		
3/21/2023			Deposit			5,970.00	60,007.19		
3/21/2023			Deposit			140	60,147.19		
3/21/2023			Deposit			93.73	60,240.92		
3/21/2023			Deposit			8,123.90	68,364.82		
3/22/2023			Deposit			180	68,544.82		
3/23/2023	2420	Alisha Watson	Reimbursement	1,045.48			67,499.34	Screen, Mount, etc	
3/23/2023		QuickBooks Payroll Service	Created by Payroll Service on	5,747.80			61,751.54		
3/23/2023		QuickBooks Payroll Service	Created by Payroll Service on	4,981.26			56,770.28		
3/24/2023		EFTPS	94-1653492	3,666.72			53,103.56		
3/24/2023	DD1941	BRODERICK, JOHN J	Direct Deposit		X		53,103.56		
3/24/2023	DD1942	DROP, CHRISTOPHER D	Direct Deposit		X		53,103.56		
3/24/2023	DD1943	FAULK-KELLOGG, SEQUOYAH E	Direct Deposit		X		53,103.56		
3/24/2023	DD1944	KITTLESON, KENNETH L.	Direct Deposit		X		53,103.56		
3/24/2023	DD1945	Muniz**, Danielle	Direct Deposit		X		53,103.56		
3/24/2023	DD1946	RYAN, MEGHAN	Direct Deposit		X		53,103.56		
3/24/2023	DD1947	WATSON, ALISHA L	Direct Deposit		X		53,103.56		
3/24/2023	DD1948	WOODS, TRACY F	Direct Deposit		X		53,103.56		
3/24/2023	DD1949	DROP, CHRISTOPHER D	Direct Deposit		X		53,103.56		
3/28/2023			Deposit			8,666.68	61,770.24		
3/30/2023			Deposit			98.8	61,869.04		
3/31/2023		EMPLOYMENT DEVELOPMENT DEPT.	499-0210-9	702.84			61,166.20		
4/4/2023			Deposit			2,088.99	63,255.19		
4/6/2023		QuickBooks Payroll Service	Created by Payroll Service on	5,248.35			58,006.84		
4/7/2023		EFTPS	94-1653492	1,813.70			56,193.14	PR Taxes	
4/7/2023	DD1950	DROP, CHRISTOPHER D	Direct Deposit		X		56,193.14		
4/7/2023	DD1951	KITTLESON, KENNETH L.	Direct Deposit		X		56,193.14		
4/7/2023	DD1952	WATSON, ALISHA L	Direct Deposit		X		56,193.14		
4/11/2023			Deposit			4,645.17	60,838.31		
4/12/2023	2421	JESSICA JEWETT	DEPOSIT REFUND ACCT 1159	38.79			60,799.52	Customer Deposit refunds (move out)	
4/12/2023	2422	BOONE BATES	DEPOSIT REFUND ACCT 1141	51.25			60,748.27	Customer Deposit refunds (move out)	
4/12/2023	2423	ADVANCED SECURITY SYSTEMS(SUPERIOR ALARM)		183			60,565.27	Alarm Monitoring	

4/12/2023	2424	BADGER METER		16,075.50		44,489.77	Water Meter Program +60		
4/12/2023	2425	CBS LEASING COMPANY, INC.	003-0610693-000	399.78		44,089.99	Copier		
4/12/2023	2426	DROP*, CHRISTOPHER	Reimbursement	149.9		43,940.09	Zoom subscription		
4/12/2023	2427	HENSEL'S ACE HARDWARE	CUST 351	519.4		43,420.69	Tools, supplies, parts		
4/12/2023	2428	HUMBOLDT BAY MUNICIPAL WATER DISTR	March 1-31,2023 3,508,404	6,933.32		36,487.37	Purchased Water		
4/12/2023	2429	HUMBOLDT COUNTY CLERK-RECORDER	CRNA 2023 CEQA NOD	2,814.00		33,673.37	Drainage Grant NOD Filing fee		
4/12/2023	2430	KEENAN - HAJOCA SUPPLY	CUST 26-556142	3,771.03		29,902.34	Effluent Pumps		
4/12/2023	2431	Kernen Construction	INV 23974 Base rock for Lupi	714.4		29,187.94	Road Base Lupine Ave		
4/12/2023	2432	NORTH COAST LABORATORIES LTD.		730		28,457.94			
4/12/2023	2433	PACIFIC MOTOR SPORTS	2022 CFMOTO CF600UU	12,750.00		15,707.94	New Vehicle Agenda April 18, 2023		
4/12/2023	2434	RECOLOGY HUMBOLDT COUNTY	CUST 060790816	518.25		15,189.69			
4/12/2023	2435	Robert Colburn Electric, INC.	MCSD	190		14,999.69			
4/12/2023	2436	The Mitchell Law Firm, LLC	Inv 52157	412		14,587.69			
4/12/2023	2437	VALLEY PACIFIC PETROLEUM		10366	611.33	13,976.36			

Invoice



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Apr 8, 2023
Invoice #: INV196854447
Payment Terms: Due Upon Receipt
Due Date: Apr 8, 2023
Account Number: 119929862
Currency: USD
Account Information: Christopher Drop

Federal Employer ID Number: 61-1648780

Sold To Address: 487 Shell Dr,
Arcata, California 95521
United States

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

manilacsd1@sbcglobal.net

Bill To Address: 487 Shell Dr,
Arcata, California 95521
United States

manilacsd1@sbcglobal.net

Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Zoom One Pro Annual				
Quantity: 1 Unit Price: \$149.90	Apr 8, 2023-Apr 7, 2024	\$149.90	\$0.00	\$149.90
Subtotal				\$149.90
Total (Including Taxes, Fees & Surcharges)				\$149.90
Invoice Balance				\$0.00

Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Total (Including Taxes, Fees & Surcharges)				\$0.00

ACKNOWLEDGMENT



4545 W Brown Deer Rd. P.O. Box 245036
 Milwaukee, WI 53224-9536 (414) 355-0400

ORDER NUMBER	DATE
1130171	3/14/23
D-U-N-S 00-606-9710	
NET 30 DAYS	

SOLD TO CUSTOMER 23926

MANILA CSD
 1901 PARK ST
 ARCATA CA 95521

SHIP TO CUSTOMER 23926 1

MANILA CSD
 1901 PARK ST.
 ARCATA CA 95521

CUSTOMER PO#	SHIPPING TERMS	FREIGHT CARRIER
CHRISTOPHER DROP	FREIGHT PREPAID	
ORDER DATE	INCO TERMS	QUOTED FREIGHT
12/19/22	FCA FACTORY	
PROPOSAL #	FINAL DESTINATION	WAREHOUSE
	UNITED STATES	AZ

LINE	PRODUCT DEFINITION	ESTIMATED SHIP DATE	UNIT PRICE	EXTENDED PRICE USD
	SERIALIZATION METER Y2 - YR MFG 9D & PBB REGISTRATION E1 - HR-E LCD TECHNOLOGY CA - FOR CONNECTIVITY TO ORION LID/SHROUD 2 - POLYMER LID / POLYMER SHROUD (GREY) SEAL SCREW B - TORX SEAL SCREW MOUNTING POSITION 2 - STREET READ HOW TO SEAL X- NONE REGISTRATION FACE 1 - STANDARD UNIT OF MEASURE/DIAL RESO 9F - 9 DIAL - 0.001 CUBIC FEET VISUAL BILLING UNITS D - 100 SERIALIZATION REGISTRATIO NN - YR MFG 9D BRCD IN, YR MFG 9D OUT APPLICATION XX - NONE WIRING METHOD TF - TWIST TIGHT - 5 FT (MTR, ASSY) ENDPOINT SHIPMENT MODE XX - N/A CUSTOMER ID B0A - BADGER METER STANDARD (ID=B0A)			
	Case Number: 00558687			
				Line Subtotal 15600.00
				Sales Tax 1326.00
				Total 16926.00
	Badger Meter, Inc. reserves the right to recalculate sales tax and/or freight at time of invoice			
	** TAX WILL BE BILLED, IF EXEMPT, EMAIL VALID CERTIFICATE **			
	** TO THE CREDIT DEPARTMENT AT BMITAXDEPT@BADGERMETER.COM **			

ACKNOWLEDGMENT ONLY - DO NOT PAY - THANK YOU FOR YOUR ORDER

Estimated ship dates subject to change based upon component availability, as a result of global supply chain constraints, or credit review. This acknowledgment is made subject to the terms & conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>. Terms and conditions related to service units, training, and professional services can be found here: <https://www.badgermeter.com/service-units-terms-and-conditions>



Details for Order #112-8524682-9936209

Print this page for your records.

Order Placed: March 23, 2023

Amazon.com order number: 112-8524682-9936209

Order Total: \$193.95

Not Yet Shipped

Items Ordered

1 of: *summit Mosquito Dunks 10 Packs of 20 Dunks (200 total)*

Sold by: Monster Pets ([seller profile](#))

Condition: New

Price

\$180.00

Shipping Address:

Alisha watson
1901 PARK ST
ARCATA, CA 95521-9650
United States

Shipping Speed:

Amazon Day Delivery

Payment information

Payment Method:

Debit Card | Last digits: 1390

Item(s) Subtotal: \$180.00

Shipping & Handling: \$0.00

Billing address

Michael Plante
105 WESTGATE DR
EUREKA, CA 95503-6650
United States

Total before tax: \$180.00

Estimated tax to be collected: \$13.95

Grand Total: \$193.95

To view the status of your order, return to [Order Summary](#).



Details for Order #112-3108446-8077050

[Print this page for your records.](#)

Order Placed: March 23, 2023

Amazon.com order number: 112-3108446-8077050

Order Total: \$17.22

Not Yet Shipped

Items Ordered

	Price
2 of: <i>ETZ Large Gaming Mouse Pad, 31.5 x 11.8 x 0.12 in with Stitched Edges, Extended Mousepad, Durable Non-Slip Natural Rubber Base, Washable Keyboard Pad, Desk Pad for Gamer, Office & Home, Black</i>	\$7.99
Sold by: PIHIL (seller profile)	

Condition: New

Shipping Address:

Alisha watson
1901 PARK ST
ARCATA, CA 95521-9650
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Debit Card | Last digits: 1390

Item(s) Subtotal: \$15.98
Shipping & Handling: \$0.00

Billing address

Michael Plante
105 WESTGATE DR
EUREKA, CA 95503-6650
United States

Total before tax: \$15.98
Estimated tax to be collected: \$1.24

Grand Total: \$17.22

To view the status of your order, return to [Order Summary](#).



Details for Order #112-1246721-5568215

[Print this page for your records.](#)

Order Placed: March 23, 2023

Amazon.com order number: 112-1246721-5568215

Order Total: \$140.06

Not Yet Shipped

Items Ordered

1 of: *Wireless HDMI Transmitter and Receiver 4K, TIMBOOTECH Streaming Media Video/Audio HDMI Wireless Extender 5G Kit for Laptop, Camera, Cable Box, DVD, Netflix, Phone to Monitor, Projector, HDTV-165FT*

Sold by: BiBao ([seller profile](#))

Condition: New

Price

\$129.99

Shipping Address:

Alisha watson
1901 PARK ST
ARCATA, CA 95521-9650
United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Debit Card | Last digits: 1390

Item(s) Subtotal: \$129.99

Shipping & Handling: \$0.00

Billing address

Michael Plante
105 WESTGATE DR
EUREKA, CA 95503-6650
United States

Total before tax: \$129.99

Estimated tax to be collected: \$10.07

Grand Total: \$140.06

To view the status of your order, return to [Order Summary](#).



Eureka #125
1006 Wabash Ave
Eureka, CA 95501
(707) 441-8750

1A Member 111869906547
1738428 SLF428 149.99 A
9965007 SAMS TU700D 479.99 A
CA EMV FEE 6.00
SUBTOTAL 635.98
TAX 58.27
**** TOTAL 694.25

XXXXXXXXXX1390 CHIP Read
AID: A000000980840 VERIFIED BY PIN
Seq# 6729 App#: 862844
EFT/Debit Resp: APPROVED
Tran ID#: 30820006729.....

APPROVED - Purchase
AMOUNT: \$694.25
03/23/2023 13:04 125 6 76 42

EFT/Debit 694.25
CHANGE 0.00

A 9.25% TAX 58.27
TOTAL TAX 58.27
TOTAL NUMBER OF ITEMS SOLD = 2
03/23/2023 13:04 125 6 76 42

Electronics Return
Policy Information

THE RETURN POLICY FOR TELEVISIONS,
..... STEELERS PRODUCERS.

Manila Community Services District

Alisha Watson
Date 3/23/2023 Type Bill Reference

Original Amt. 1,045.48

Balance Due 1,045.48

3/23/2023 Discount

Check Amount

Payment 1,045.48
1,045.48

2420

PAYMENT
RECORDED

Coast Central Checkin Reimbursement

1,045.48

Rev 3/11

General Manager's Report for March 2023

Financial Flowchart Presentation from Staff

In March, there were some questions about how cash flows through the district and some confusion about lingering taxes collected related to agenda items withdrawing funds from the county.

- 2520: Every year, the county automatically deposits Manila CSD's property tax share of ~\$30,000 into this account and the district allocates 73% to the park, street lights, roads and drainage (non-enterprise). The district generally has enough cash in Coast Central Credit Union to pay related expenses without requiring county warrants to reimburse checking.
- 2521: For the 50 years spanning 1967-2018, the district also collected ~\$17,000 specifically for a state water loan. Payments to the state were issued directly from 2521 to the state until when there was sufficient cash to pay from checking and avoiding warrants to reimburse checking.
- 2522: This account was created via resolution 2008.08 to segregate Capital Improvement Fees authorized in (superseded) 2007 Rate Study. The district has used this account to purchase vehicles and made one cash transfer of \$30,000 in 2011 resulting in a balance 124,000.
- 2523: This account was created in 2008 to segregate Enterprise reserves and consists of connection fees. About \$25,000 is still refundable leaving about \$140,000 in cash. This account is considered for emergencies.
- Here is a brief breakdown of other district accounts:
 - A) Coast Central Credit Union: our day-to-day operational checking account.
 - B) Local Agency Investment Fund (LAIF): enterprise savings account of \$13,000 and rarely used.
 - C) Redwood Capital Bank: created to administer the Drainage Grant advance and is now closed.

Calendar of Goals and Objectives, Strategic Plan Review

In coordination with the personnel committee (Ryan/Muniz) staff would like to present the district's future needs (from staff's perspective) to adopt a new set of goals and objectives and review the progress of the 5-Year strategic plan, adopted by the board in July 2018. Staff would like to schedule a special meeting this summer dedicated to these topics and will coordinate with board member's schedules.

Park Master Plan

Through funding from the Per Capita Grant, the District commissioned a Master Plan for the Manila Park and received two alternatives earlier in the year. Recently, staff has requested a finalized version, coordinating with Par Infinity and Flyin' Lynx for collaboration of long-term design modifications to the of the Disc Golf Course to minimize conflicts.

Manila CSD Policies

The district possesses an electronic sample copy of the CSDA Policy Manual in its entirety. Beginning at a future meeting, staff would like to present Manila CSD specific revisions that have already been adopted and those remaining unchanged to rebuild a digital policy set. While there have been several amendments to policy over the years, the comprehensive set has never been fully integrated into one, searchable electronic manual. Some of the problems with our current policies are that the Financial Policy and Personnel Policy are separate policies and sometime conflict. These need to be identified and addressed. Another issue is the district requirement that every policy modification require (2) readings at the board level, making minor amendments such as renumbering or formatting cumbersome and untimely.

Staff would like to segregate the policies that have already been adopted from those unchanged (only reformatted) to be adopted at recurring meetings as necessary and bring problematic policies to the board for amendments.

Road responsibility for Lupin

Staff was asked to seek a legal opinion on the obligations of the district to maintain Lupin Ave which has not occurred as of this writing. Lupin Ave is a unique situation in that the road is part of a parcel owned by the district (public). It is staff's opinion that the obligations to Lupin Road are that of any other property in the district's public trust, in that we may maintain assets/liabilities measured against the public/board's threshold. In other words, should the board actively seek to repave the road at great expense, staff would seek a legal opinion on the appropriate methodologies of funding such a project via general fund or assessment to adjacent property owners. Today's methodology has been to budget/fund gravel and seek volunteers to keep the road minimally flat.

Speed Humps

Per Board directive, the speed hump project/application has been handed off to RCAA. Staff will update the board on the status of this effort as more information becomes available.

Topics for possible future board consideration:

- FY23 Budget vs Actual w/ amendments and Draft FY24 Budget
- Future Rate Study
- Joint Meeting/committee for Peninsula-wide projects: Peninsula Community Services District, Samoa/Fairhaven and Wind Energy/Nordic Aquafarms projects.
- Consideration of moving board meetings to quarterly.
- Policy revisions
- Goals and Objectives/Strategic Plan
- Park Master Plan
- Grants:
 - Drainage Construction
 - Water System Construction
 - Per Capita Construction
 - Wastewater Design/Permitting