



# MANILA COMMUNITY SERVICES DISTRICT

## Agenda of Regular Meeting Tuesday December 19<sup>th</sup>, 2023 6:30 p.m. Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday December 16<sup>th</sup>, 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. **BUSINESS ITEMS (Action Items):**
  - a) **Annual Organizational Meeting to Review/Appoint Officers of the Board and Representatives**
  - b) **Appoint Authorized Signors for County Treasury Accounts**
  - c) **Receive Claim for Damages from Jose Amaral for \$2,862.08**
5. **CONSENT CALENDAR:** *(Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.*
  - a) **Draft Minutes of November 21<sup>st</sup>, 2023**
  - b) **Receive Disbursements: November 22<sup>nd</sup>, 2023 - to date**
6. **BOARD DISCUSSION ITEMS:**
  - a) **Committee Member Updates**
  - b) **General Manager's Report:**
  - c) **Future Agenda Items:**
7. **INCOMING COMMUNICATIONS:**
8. **ADJOURNMENT:**

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

## Agenda Summary

Agenda Item: 4a

### ANNUAL ORGANIZATIONAL MEETING/SELECTION OF OFFICERS

**SUMMARY:** The Board of Directors convenes annually in December to select preferred offices and outside agency representatives. The current offices are as follows:

- Meghan Ryan as President**, RREDC Alt., HBMWD Water Task Force Alt. and Personnel committee
- John Broderick as Vice President**, Peninsula Community Collaborative
- Danielle Muniz as Finance Officer** RREDC Representative and Personnel committee
- Sequoyah Faulk-Kellogg as Safety Officer**
- Tracy Woods as Secretary** and HBMWD Water Tasks Force Representative

The board may reconvene at any time to reconsider these positions as needed. The procedure for this task is semi-informal and flexible as any member may simply declare their interest in a position or nominate another member for a position.

PRESIDENT \_\_\_\_\_

VICE-PRESIDENT \_\_\_\_\_

FINANCE OFFICER \_\_\_\_\_

SAFETY OFFICER \_\_\_\_\_

SECRETARY \_\_\_\_\_

HBMWD REPRESENTATIVE \_\_\_\_\_

HBMWD ALTERNATE \_\_\_\_\_

RREDC REPRESENTATIVE \_\_\_\_\_

RREDC ALTERNATE \_\_\_\_\_

PERSONNEL COMMITTEE: \_\_\_\_\_

PENINSULA COMMUNITY COLLABORATIVE: \_\_\_\_\_

*I move/second to adopt the assigned offices as recommended above.*

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

## Agenda Summary

Agenda Item: 4b

### Appoint Authorized Signors for County Treasury Accounts

**SUMMARY:** The County Treasury requested the Board submit an updated letter of authorized signors for our accounts. Attached is the county letter and staff recommends the board appoint the current Finance Office as signor and any other member as alternate.

*I move/second to approve letter appointing signors on the county treasury accounts.*

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



Office of the Auditor-Controller  
**COUNTY OF HUMBOLDT**  
825 5th Street, Room 126, Eureka, CA 95501-1153  
Telephone (707) 476-2452 Fax (707) 445-7449

Date: September 9th, 2022

Dear District Board,

As a Special District Board, you are responsible for all funds expended by your Special District. It is your Board's responsibility to determine that all proposed expenditures are for legitimate purposes and that there are sufficient funds available to cover the expenditures. We are here to assist you in your recordkeeping by processing your requests to issue payments, receive deposits, and maintain a record of your financial activity.

In order for us to process your requests in a timely manner, please provide us with a current listing of individuals authorized by your Board to sign claims and/or receive financial information by completing the bottom section of this memo and returning it to us at your earliest convenience. Please note that if someone signs for approval that is not listed below, we will not be able to process the claim.

Also, please confirm the contact information we have on record for you. If a change is necessary for any of the information below, please notify us right away.

**Manila Community Services District Fund(s): 2520, 2521, 2522, 2523**

Mailing Address:  
1901 Park Street Arcata CA. 95521  
Phone: (707) 444-3803  
Email:manilacsd1@sbcglobal.net  
Fax:(707) 444-0231

As of December 19th, 2023 and through the end of the current fiscal year, the following individuals are authorized to sign for Manila Community Services District:

Christopher Drop, General Manager

Name (Please print)

Signature

Date

\_\_\_\_\_  
Name (Please print)

Signature

Date

\_\_\_\_\_  
Name (Please print)

Signature

Date

\_\_\_\_\_  
Name (Please print)

Signature

Date

\_\_\_\_\_  
Name (Please print)

Signature

Date

\_\_\_\_\_  
Board Chairperson (Please print)

Signature

Date

## Agenda Summary

### **BUSINESS ITEMS (Action Item):**

#### **4c Receive Claim for Damages from Jose Amaral for \$2,862.08**

#### **Summary:**

On November 29, 2023 the district received a claim for damages asserting a Park user's truck was damaged by a falling pine cone (and/or branch). The district has 45 days to act (accept or reject) the claim. If the agency does nothing, the claim is considered rejected and claimant is free to sue.

Under California Government Code § 945.6, claimants must sue within 6 months from the date of delivery of the district's rejection letter. If the district does not provide written notice rejecting the claim, the claimant has two years from the date of injury or damage.

Should the board *accept* the claim, staff would forward to our insurance carrier.

Should the board *reject* the claim, staff will provide notification to the claimant.

Staff recommends the board reject this claim, allowing the claimant to then seek damages in small claims court. Staff will represent the agency should the claimant choose to pursue this course of action.

#### **Recommended Motion:**

*I move/second that the Manila CSD Board of Directors reject (or accept) the claim for damages from Jose Amaral.*

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

#### **Attachments:**

Claim for Damages

Estimate

Photos

The following text was truncated in the claim form and included here:


11/28/2023 2:18 PM

I was playing a round of disc golf at the Manila Disc Golf course and I parked at the location highlighted on the parking lot map. When I finished my round, a person that was working there, and cleaning debris at the park told me that he saw something fall from the tree and hit my vehicle. When I approached my vehicle, I saw a really big dent and chipped paint. I was able to get the workers name and phone number as a witness. Tommy xxxx (707) 498 xxxx / Jeremy xxxx ( Heard the sound of branch/cone hitting the truck) (707) 498 xxxx

# Manila Community Services District

## CLAIM FORM

NAM O U C N T Y <b>Manila Community Services District</b>	
C A M A N T S N A M <b>Jose Amaral</b>	ADDR SS
SSN	HON
pos	
place and other circumstances of the occurrence or transaction which gave rise to the claim asserted	
A general description of the indebtedness obligation injury damage or loss incurred so far as it may be known at the time of presentation of the claim <b>Big dent and chipping paint on the driver's side of the hood, above the headlight. The dent has marks from where the branch/pine cone hit the hood.</b>	
The name or names of the public employee or employees causing the injury damage or loss if known	
The amount claimed in dollars less than ten thousand dollars (\$ 0 000) as of the date of presentation of the claim including the estimated amount of any prospective injury damage or loss insofar as it may be known at the time of the presentation of the claim together with the basis of computation of the amount claimed <b>\$2,862.08</b>	
If the amount claimed exceeds ten thousand dollars (\$ 0 000) no dollar amount shall be included in the claim. However, I shall indicate whether the claim would be a limited civil case	
<b>SIGNATURES</b>	
SIGNATURE OF CLAIMANT	DATE <b>11/29/2023</b>
SIGNATURE OF CLAIMANT REPRESENTATIVE	DATE
DATE RECEIVED BY	

An aerial photograph of a school playground. In the upper left, there is a paved basketball court with white lines. To its right is a large, multi-colored play structure. A yellow callout box with a black border is overlaid on the image, containing text. A blue arrow points from the text box to a small blue marker on the ground near a building. A yellow square with a white arrow points from the text box to the yellow callout box.

**Jose  
Ford Ranger is represented by the  
blue marker.**



**QUALITY BODY WORKS, INC.**

WE LIVE UP TO OUR NAME  
 949 W DEL NORTE ST., EUREKA, CA 95501  
 Phone: (707) 443-7769

Workfile ID: 044df0a0  
 PartsShare: 7GzmCK  
 BAR: 1948874

**Estimate**

**RO Number:**

Customer: [REDACTED] Insurance: [REDACTED] Adjuster: [REDACTED] Estimator: [REDACTED] Maxon, David  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED] Deductible:

2020 FORD Ranger Lariat SuperCrew w/5' Box 4D P/U 4-2.3L Turbocharged Gasoline Gasoline Direct Injection

VIN: 1FTER4EH6LLA87133 Interior Color: Mileage In: Vehicle Out:  
 License: Exterior Color: Mileage Out:  
 State: Production Date: Condition: Job #:

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		<b>HOOD</b>						
2	E01	Remove/Replace	Hood (ALU)	1	803.55T	OEM	0.9	Body	3.0
3	E01		Add for Three Stage						2.1
4	E01		Add for Underside(Complete)						1.5
5	E01		Emissions Label	1	15.00T	Other	0.2	Body	
6	E01	Remove/Replace	Insulator clip NOTE: 12 of these are required.	12	78.00T	OEM			
7	E01	Refinish	Tint for Blendable Match						0.5
8	E01	Refinish	Add for Let down panel NOTE: 3-Stage paint, necessary to achieve proper color match						0.5
9	E01		<b>VEHICLE DIAGNOSTICS</b>						
10	E01	Sublet	Pre-repair scan	1	156.25	Sublet			
11	E01	Sublet	Post-repair scan	1	156.25	Sublet			

Estimate Totals	Discount \$	Markup \$	Rate \$	Total Hours	Total \$
Parts					896.55
Sublet/Miscellaneous					312.50
Labor, Body			115.00	1.1	126.50
Labor, Refinish			115.00	7.6	874.00
Material, Paint			68.00	7.6	516.80
E.P.C.					5.00
<b>Subtotal</b>					<b>2,731.35</b>
Sales Tax					130.73
<b>Grand Total</b>					<b>2,862.08</b>

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural



# Estimate

## RO Number:

2020 FORD Ranger Lariat SuperCrew w/5' Box 4D P/U 4-2.3L Turbocharged Gasoline Gasoline Direct Injection

---

<b>Net Total</b>	<b>2,862.08</b>
------------------	-----------------

---

Estimate Version	Total \$
Original	2,862.08

Insurance Total \$:	0.00
Received from Insurance \$:	0.00
Balance due from Insurance \$:	0.00
Customer Total \$:	2,862.08
Received from Customer \$:	0.00
Balance due from Customer \$:	2,862.08

---

### AUTHORIZATION FOR REPAIRS AND DIAGNOSTIC SCAN

I hereby authorize repairs to be done to the above mentioned vehicle, along with necessary materials. I FURTHER AGREE THAT IF ANY OBLIGATION FOR SAID REPAIRS, PARTS, OR OTHER MATERIALS ARE NOT PAID WHEN DUE, OR SUIT IS BROUGHT FOR PAYMENT, I SHALL BE RESPONSIBLE FOR ALL REASONABLE COSTS OF COLLECTION INCLUDING REPOSSESSION AND REPOSSESSION FEES, ATTORNEY FEES, COURT COSTS, AND INTEREST AS PROVIDED BY LAW. Quality Body Works and it's employees may operate the above mentioned vehicle for purposes of testing, inspection, or delivery at my risk. An express mechanics lien is acknowledged on the above mentioned vehicle to secure the amount of repairs thereto. Quality Body Works will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident, or any other cause beyond Quality Body Works control. A storage charge of \$75 per day will be charged for any vehicle not picked up 3 days after completion of repairs.

I grant Quality Body Works permission to perform a pre and post-repair diagnostic scan on your vehicle as part of the repair process. By accepting this procedure, you acknowledge the terms and conditions listed below. If you choose to decline this procedure, you acknowledge the repair shop will not be held liable for problems with the vehicle that cannot be detected without proper diagnostic scans. Furthermore, I authorize Quality Body Works to retrieve any data from the vehicle including its event data recorder. Provider agrees that access to such data will be for the limited purpose of conducting vehicle diagnostic scans and or repairs.

#### Disclaimers:

-Depending on the condition of the vehicle, and the extent of the damage, and other factors outside the control of Quality Body Works, a factory scan tool may not see every system on the vehicle being scanned.

-Diagnosing vehicles has limitations. In some cases, modified vehicles may give false DTC's. Quality Body Works and its employees cannot be responsible for omission or errors caused by the information provided, or not provided, by the customer.

While Quality Body Works recommends a pre and post-repair scan on every vehicle, it is especially important to perform these functions on newer, highly optioned, heavily damaged vehicles. Failure to do so significantly increases the risk to the vehicle owner and occupants.

I FURTHER CERTIFY THAT I HAVE READ THE ENTIRETY OF THIS AGREEMENT AND THAT I UNDERSTAND EACH OF ITS PROVISIONS

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

### AUTHORIZATION FOR PAYMENT OF ORIGINAL, SUPPLEMENTAL REPAIRS AND, POWER OF ATTORNEY

I hereby authorize direct payment to Quality Body Works for the original amount of repairs due. I hereby authorize direct payment of supplemental damage on the above mentioned vehicle and claim to be paid by insurance company on my behalf. I also hereby make and appoint you or your employees as my true lawful attorney for me and in my name, place and stead to ask, demand, collect, sign for, and receive all such sums of money that are or shall be due owing, payable, and belonging to me, related to the motor vehicle herein described. This shall include full power of attorney and authority to sign my name to all checks, drafts, and/or negotiable instruments related to or arising from work done by you and your employees on the above mentioned vehicle.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural



2020 Ford Ranger Reference



# MANILA COMMUNITY SERVICES DISTRICT

## Minutes of Regular Meeting Tuesday November 21<sup>st</sup>, 2023

1. **ROLL CALL, DETERMINE QUORUM:** Woods, Broderick, Ryan, Faulk-Kellogg and Muniz present.  
Staff present: GM Drop and AA Watson

2. **APPROVE AGENDA:**

*There were no changes to the agenda.*

3. **PUBLIC INPUT / PETITIONS:**

*Faulk-Kellogg advised of encampments in the MDRA trailhead.*

4. **PRESENTATION ITEMS: Humboldt Coastal Resilience Project.** Kristen Orth-Gordinier, Env. Planner GHD

*No Action Taken*

5. **BUSINESS ITEMS (Action Items):**

- a) **Water Infrastructure Improvement Project: Base Bid Award to Wahlund Construction, Inc. (Contractor)** and authorize the General Manager to contract with the Contractor and issue change orders within currently available and additional grant funding received.

*Muniz/Broderick; that the Manila CSD Board of Directors award the Base Bid to Wahlund Construction Inc. (Contractor) and authorize the General Manager to contract with the Contractor and issue change orders within the current available grant funding and any additional grant funding received. Vote: 5-0*

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 October 17<sup>th</sup>, 2023**

*Muniz/Woods to approve a). Vote: 5-0*

- b) **Receive Disbursements: Oct 17<sup>th</sup>, 2023 - to date**

*Broderick/ Faulk-Kellogg to approve b). Vote: 5-0*

- c) **County Treasury Warrant for FY24 Budgeted Tax Allocations of \$32,000 from Account 2520**

*Muniz/ Faulk-Kellogg to approve c). Vote: 5-0*

7. **BOARD DISCUSSION ITEMS:**

- a) **Committee Member Updates:** *Muniz reported on RRDEC, Broderick reported on PCC.*
- b) **General Manager’s Report:**
- c) **Future Agenda Items:** *Consideration of Action related to letter (#8) related to the Shell Drive.*

8. **INCOMING COMMUNICATIONS:** Letter from Dengler, Mathewes and Lawson

9. **ADJOURNMENT:** 7:26 pm

\_\_\_\_\_  
Tracy Woods, Secretary Date: \_\_\_\_\_

\_\_\_\_\_  
Meghan Ryan, Board President Date: \_\_\_\_\_

Manila Community Services District

12/13/2023 11:52 AM

Register: 10117 · Coast Central Checking

From 11/21/2023 through 12/13/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/21/2023			12999 · Undeposited F...	Deposit		X	140.00	14,265.79
11/21/2023			12999 · Undeposited F...	Deposit		X	6,060.00	20,325.79
11/21/2023			12000 · Accounts Rece...	Deposit		X	7,148.98	27,474.77
11/21/2023			12000 · Accounts Rece...	Deposit		X	10,120.93	37,595.70
11/27/2023			-split-	Deposit		X	180.00	37,775.70
11/27/2023		SDRMA MB	60000 · Water Dept. E...	Auto-pay Dece...	2,462.11	X		35,313.59
11/27/2023		Amazon	-split-	Debit Card Pur...	187.77		<a href="#">Vehicle Lights/Camera</a>	35,125.82
11/29/2023			-split-	Deposit		X	180.00	35,305.82
11/30/2023			12000 · Accounts Rece...	Deposit		X	376.17	35,681.99
11/30/2023			12000 · Accounts Rece...	Deposit		X	7,736.12	43,418.11
11/30/2023			90000 · Interest Earned	Interest		X	5.68	43,423.79
11/30/2023			60000 · Water Dept. E...	Service Charge	65.00	X		43,358.79
11/30/2023		QuickBooks Payroll ...	-split-	Created by Pay...	6,457.44	X		36,901.35
12/01/2023		EFTPS	-split-	94-1653492	1,967.74			34,933.61
12/01/2023	DD2060	BRODERICK, JOHN J	-split-	Direct Deposit		X		34,933.61
12/01/2023	DD2061	DROP, CHRISTOP...	-split-	Direct Deposit		X		34,933.61
12/01/2023	DD2062	FAULK-KELLOGG,...	-split-	Direct Deposit		X		34,933.61
12/01/2023	DD2063	KITTLESON, KEN...	-split-	Direct Deposit		X		34,933.61
12/01/2023	DD2064	Muniz**, Danielle	-split-	Direct Deposit		X		34,933.61
12/01/2023	DD2065	RYAN, MEGHAN	-split-	Direct Deposit		X		34,933.61
12/01/2023	DD2066	WATSON, ALISHA L	-split-	Direct Deposit		X		34,933.61
12/01/2023	DD2067	WOODS, TRACY F	-split-	Direct Deposit		X		34,933.61
12/05/2023		VERIZON WIRELE...	-split-	Account #3420...	110.31			34,823.30
12/08/2023			12000 · Accounts Rece...	Deposit			6,314.13	41,137.43
12/08/2023			-split-	Deposit			<a href="#">Warrant from 2520</a>	73,137.43
12/08/2023			12000 · Accounts Rece...	returned check ...	364.18			72,773.25
12/12/2023		INTUIT	-split-	Intuit Tax Forms	172.47			72,600.78
12/13/2023		PACIFIC GAS AND...	70000 · Sewer COG:70...	3428857410-5 ...	3,248.68			69,352.10
12/13/2023		SDRMA MB	60000 · Water Dept. E...	Auto-pay Janua...	2,819.32			66,532.78
12/13/2023	2558	Alves Inc.	22000 · Accounts Paya...	INV 52000 M...	910.00		<a href="#">Roof repair</a>	65,622.78
12/13/2023	2559	ARCATA FIRE PRO...	22000 · Accounts Paya...	FIRE ASSESS...	3,500.00		<a href="#">Annual Assessment</a>	62,122.78
12/13/2023	2560	BADGER METER	22000 · Accounts Paya...	INV 80144381...	4.05			62,118.73
12/13/2023	2561	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	416.91			61,701.82
12/13/2023	2562	HENSEL'S ACE HA...	22000 · Accounts Paya...	CUST 351	325.04			61,376.78
12/13/2023	2563	HUMBOLDT BAY ...	22000 · Accounts Paya...	November 1- 3...	7,396.38			53,980.40
12/13/2023	2564	Kahle Industries	22000 · Accounts Paya...	Mowing Park 3...	487.50			53,492.90
12/13/2023	2565	NORTH COAST LA...	22000 · Accounts Paya...	November Stat...	765.00			52,727.90
12/13/2023	2566	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	593.59			52,134.31
12/13/2023	2567	Roto-Rooter	22000 · Accounts Paya...	Invoice 233990...	695.00		<a href="#">Tank pumpout</a>	51,439.31
12/13/2023	2568	STATE WATER RE...	22000 · Accounts Paya...	Annual Permit ...	3,746.00		<a href="#">Annual permit Sewer</a>	47,693.31

Manila Community Services District

12/13/2023 11:52 AM

Register: 10117 · Coast Central Checking

From 11/21/2023 through 12/13/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
12/13/2023	2569	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	178.23			47,515.08
12/13/2023	2570	STATE WATER RE...	22000 · Accounts Paya...	Annual Permit ...	8,431.00		<a href="#">Annual permit sewer</a>	39,084.08

## General Manager's Report for December 2023

### **Drainage:**

The district has received our Notice of Intent to Issue Permit CDP 1-23-0353 from the Coastal Commission. The permit application passed unanimously with conditions set forth by Humboldt Waterkeeper and Coastal Commission staff. This accomplishment gets us closer to site control and reimbursement of our prior outlays from reserves.

### **Wastewater Grant:**

Staff met with GHD engineers to review design details for this upcoming project. Some of the highlights of the review were our requesting for a different methodology for aeration and expanded septage receiving capabilities.

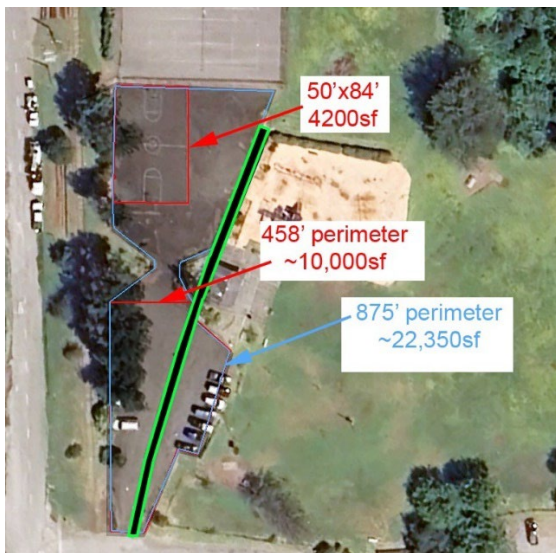
### **Water Grant:**

At November's Board meeting, the district award of the Bid to Wahlund construction and GHD is tendering Payment and Performance bonds.

Also at this meeting, the district received a letter requesting a change order for the Sheel Drive Blow-off valve portion of the project. Staff (me, the GM) has a pending request out to the Fair Political Practices Commission (FPPC) for formal advice on how to address this request as it represents a prior conflict of interest for staff (my house is on Shell Drive).

### **Park:**

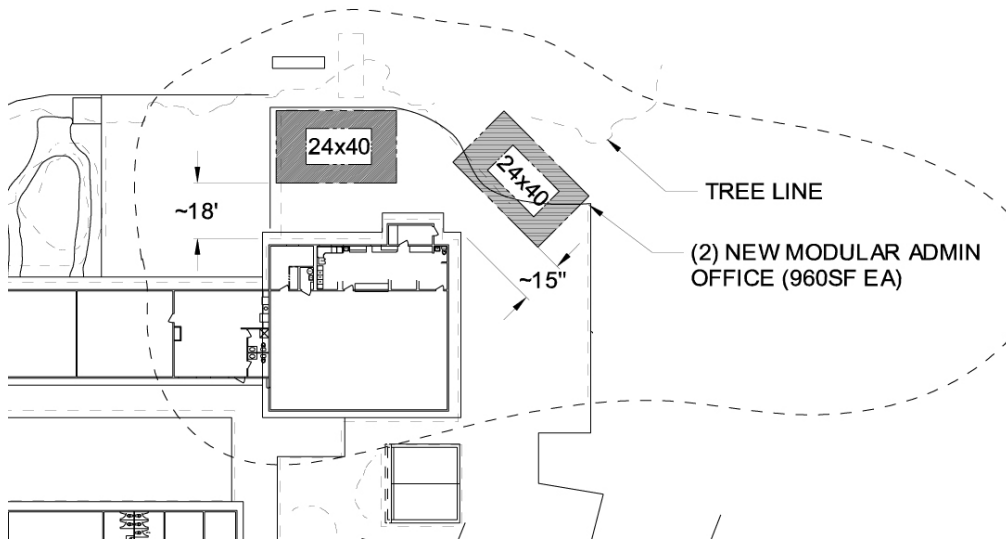
Staff met with Caltrans and the Harbor District regarding the status of Parking Lot repaving project (as part of the Clean Ca Grant administered through RCAA for the Harbor District). We are going to be removing the rails and ties which reduces square footage to 10,000sf but should leave enough funding to get a seal coat over the basketball area of 4,200sf.



The district is expecting to get our first reimbursement from Per Capita for pre-construction outlays of \$20,000 (it's taken about 6 months so far). The Per Capita program was the lessor of 2 grants applied for; the other program was the SPP competitive grant in excess of \$1.5M. Staff has been made aware that the State did not fully allocate these funds and is reviewing existing applications for reconsideration.

**Manila Community Center:**

RCM's permit application for the modular buildings has been approved. The Roof over Room H has been addressed and the new roof over the main hall is expected to commence this month.



**Other:**

We've hired a local mechanic to perform repairs and upgrades for our district vans.

We've renewed our copier lease which is marginally less expensive than our prior lease.

Staff will be preparing either a contract extension or RFP to move forward with our annual audits. As of this writing, we have not received our FY22 statements and are already late in getting '23 started. (We are currently operating in FY24).

**CALIFORNIA COASTAL COMMISSION**

NORTH COAST DISTRICT  
1385 8TH STREET, SUITE 130  
ARCATA, CA 95521  
PHONE: (707) 826-8950  
[WWW.COASTAL.CA.GOV](http://WWW.COASTAL.CA.GOV)



December 13, 2023

Manila Community Services District (MCSD)  
Attn: Chris Drop  
1901 Park Street  
Arcata, CA 95521

**RE: Notice of Intent to issue CDP 1-23-0353** for the Manila Flood Reduction and Drainage Enhancement Project in the unincorporated community of Manila, Humboldt County.

Dear Mr. Dropp:

After a public hearing held virtually on December 13, 2023, the California Coastal Commission unanimously approved the above-referenced coastal development permit (CDP) on the consent calendar. Before you may commence the development activities authorized by this CDP, the Executive Director of the Commission must "issue" the permit. As a first step in the process of issuing the CDP, enclosed please find a document entitled "Notice of Intent to Issue Permit" (NOI), which lists, among other things, the text of all of the conditions subject to which the Commission granted its approval of the CDP.

Please sign the NOI (on page 2), and then return a copy to this office to acknowledge receipt of the document and understanding of its contents, including all conditions imposed. Please retain a copy for your files.

CDP 1-23-0353 includes fifteen special conditions (listed in the NOI), 3 of which (Special Conditions 10-A, 12, and 14-A) require information to be submitted prior to permit issuance. After the prior-to-issuance special conditions have been satisfied, we will then issue the permit.

Also enclosed is a copy of the Adopted Findings for the CDP approval, which reflect the changes made to the November 30, 2023 staff recommendation via the addendum published December 8, 2023 and presented at the hearing.

If you have any questions, please contact me at [amber.leavitt@coastal.ca.gov](mailto:amber.leavitt@coastal.ca.gov).

Sincerely,

A handwritten signature in black ink that reads "Amber Leavitt".

Amber Leavitt  
Coastal Resiliency Supervisor