



MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday January 16th, 2023 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday January 13th, 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 for individual presentation to assure every subject is heard. By public law, the Board cannot take action on items not on the agenda.*

4. BUSINESS ITEMS (Action Items):

a) **RESOLUTION 2024.01 SUPPORTING LAW ENFORCEMENT AND SOCIAL SERVICES EFFORTS IN ADDRESSING ENCAMPMENTS IN THE MANILA DUNES RECREATION AREA**

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 December 19th, 2023**

b) **Receive Disbursements: December 20th, 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.

RESOLUTION NO. 2024.01

RESOLUTION OF THE MANILA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS SUPPORTING LAW ENFORCEMENT AND SOCIAL SERVICES EFFORTS IN ADDRESSING ENCAMPMENTS IN THE MANILA DUNES RECREATION AREA

WHEREAS, The Manila Community Services District (“District”) owns approximately 150 acres of coastal dunes known as the Manila Dunes Recreation Area (MDRA) that is mostly comprised of Environmentally Sensitive Habitat Areas; and

WHEREAS, within the context of increases of people experiencing homelessness across the nation, State and County, the District has also seen an increase in people experiencing homelessness that encroach on District-owned property, such as the MDRA, by developing unpermitted encampments; and

WHEREAS, activities in the MDRA are constrained through duly established District Ordinance 2019.01 *Conduct in Manila Dunes Access Area, Community Center and Manila Park*, where *Access Area* shall mean the Manila Dunes Recreation Area from the District-owned property line boundaries to the Pacific Ocean wave slope; and

WHEREAS, District Ordinance 2019.01 prohibits activities observed in the *Access Area* including encampments where loitering, disturbances of the natural environment, building fires, unconstrained animals, disturbing the peaceful use of other users, depositing refuse and trash and erecting temporary and permanent structures, are on-going issues; and

WHEREAS, the District has identified at least 10 encampments located on Assessor’s Parcel Numbers (APN) 411-161-001 as shown the map included as Attachment A; and

WHEREAS, the District has limited resources in enforcement of Ordinance 2019.01 and ensures employees of the District are not subject to unsafe or life-threatening situations to enforce Ordinance 2019.01; and

WHEREAS, the District depends on local and State law enforcement and social services agencies whose jurisdiction includes enforcement of public health, safety and welfare for unincorporated areas of Humboldt County and providing social services to unhoused people; and

WHEREAS, the District desires to participate in, and maximize coordination and cooperation with law enforcement and social service agencies to ensure the public health, safety and welfare of the District.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MANILA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

- Encourages support from the Humboldt County Board of Supervisors by directing the Humboldt County Sheriff’s Office, Department of Health and Human Services, Department of Environmental Health, Code Enforcement and the Building Inspection Division to work cooperatively with the District to support the safe, humane and respectful removal and on-going monitoring of encampments in the MDRA;
- Encourages on-going monthly coordination meetings between from the County of Humboldt as primary enforcers and California Department of Fish and Wildlife and the Friends of the Dunes (FOTD) to discuss and develop an on-going coordination plan for MDRA and adjacent properties for on-going monitoring and maintenance.

INTRODUCED, PASSED, APPROVED, AND ADOPTED this 16th day of January 2024 by the following roll call vote.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Tracy Woods, Secretary of the Board

Meghan Ryan, President of the Board

EXHIBIT A



Agenda Summary

AGENDA ITEM 4a: RESOLUTION 2024.01 SUPPORTING LAW ENFORCEMENT AND SOCIAL SERVICES EFFORTS IN ADDRESSING ENCAMPMENTS IN THE MANILA DUNES RECREATION AREA

SUMMARY:

The Manila Community Services District seeks to memorialize its policy position on encampments in the Manila Dunes Recreation Area (MDRA) with attached Resolution 2024.01. The largest concentration of encampments are on APN 400-161-001 which is 81 acres of forested dunes and shares a boundary to the south with the Dog Ranch. The parcel is part of a larger system of interconnected trails spanning several miles on the peninsula.

Following the discovery of human remains on the property January 5th, 2024, staff was contacted by our County Supervisor seeking a policy statement that encourages law enforcement and social services efforts to contact and ultimately help vacate these encampments.

District efforts to address encampments go back several years but only in the last few years have campers become aggressive towards other users with multiple aggressive dog incursions and increasing complaints to the district about nefarious activities throughout the community they attribute to the encampments.

Below is a non-exhaustive summary of interactions district staff has captured on this topic (not including Manila Park, residential code enforcement issues, vehicle abandonment and dumping).

November 2018 staff and Humboldt County Sheriff's Office (HCSO) removed encampment west of Lupin.

January 2019 staff notified HCSO of many complaints received of a very large encampment in the dunes off south Peninsula, they have threatened walkers with weapons and have aggressive dogs.

June 2019 staff notified HCSO of a large increase of vehicle driving on the beach in Manila and requested more patrols.

October 2020 Zoom Meeting with district staff, HCSO, DHHS regarding encampments.

December 2021 District received communications warning of a sophisticated encampment present in the dunes.

January 2021 Contacted New Directions group for assistance.

August 2021 Advised HCSO of structures built in the dunes, about community complaints and options for assistance to have them removed.

March 2022 Staff walked the dunes off south Peninsula with HCSO to locate and speak to occupants of encampments.

March 2022 Staff and elected official walked the dunes off south Peninsula to locate and speak to occupants of encampments. Signs were posted offering of assistance and advising of the unlawful activities.

March 2022 Deputy with HCSO rode with staff to the dunes and spoke to many campers, finding some new camps and that stated they had been there more than two years.

June 2022 Staff spoke with camper with a tent near the wave slope out from Lupin then notified HCSO. Campers vacated before the deputy arrived.

May 2023 Staff cleaned out abandoned encampment near FOD boundary (North of the wastewater treatment ponds).

June 2023 Staff patrolled dunes and cleaned up garbage and advised HCSO of large encampment off Lupin.

July 2023 Staff assisted Arcata Fire Dept. with an encampment fire near the border of Manila CSD dunes and the Dog Ranch.

October 2023 staff went to view burned vehicle on District property, discovered more encampments, a very large one with tarps, areas where humans had been defecating on the ground and leaving toilet tissue, garbage, and many trees that had been cut. Forwarded this information to HCSO.

October 2023 Staff and Board of Supervisors Natalie Arroyo met to discuss general peninsula issues including encampments.

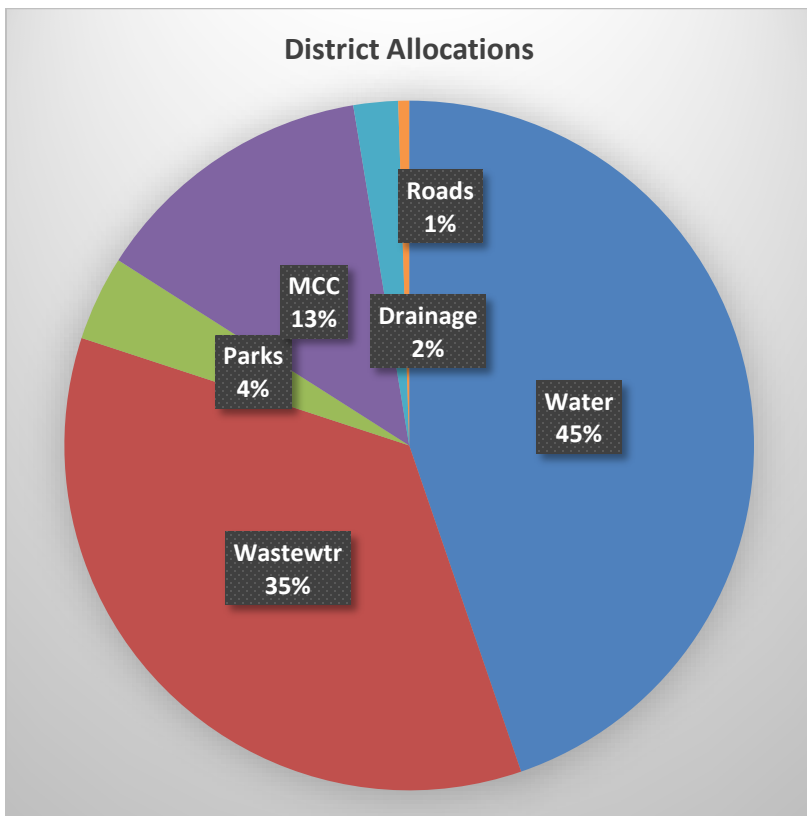
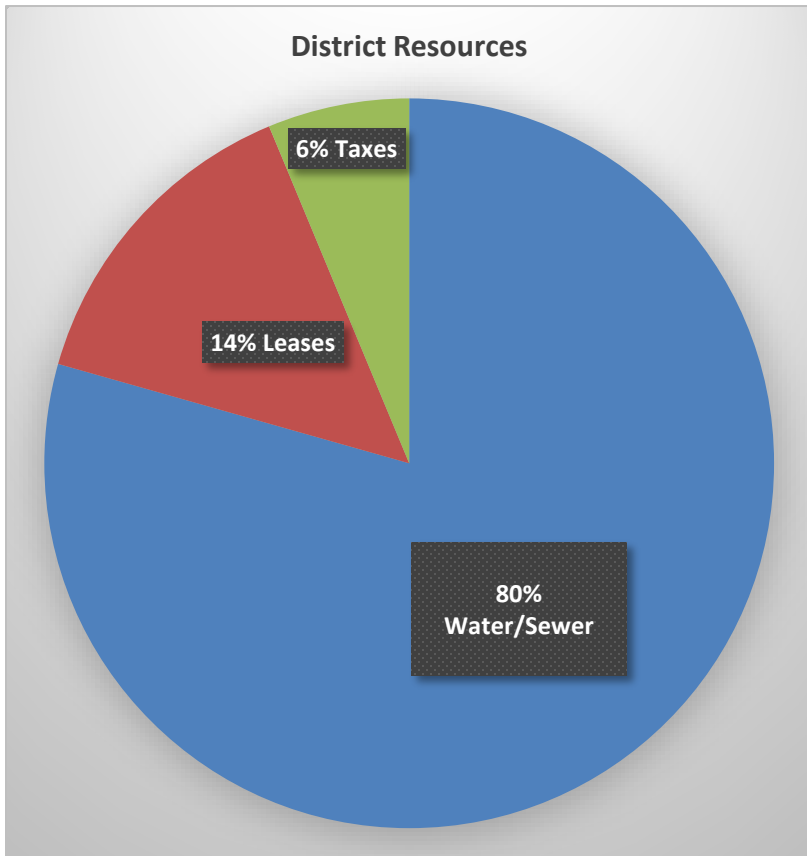
November 2023 Zoom meeting about problem areas including dune encampments with HCSO, Code Enforcement, DHHS, neighborhood watch, MCSD Staff, Mike Wilson, & County staff.

November 2023 Staff went to confirm if the burnt vehicle had been removed or if any further issues arose. Vehicle was still present with large holes dug near it and a large encampment was still present with large water jugs piled near the bottom of the hill.

January 2024 Staff notified of deceased person discovered in dunes and subsequent request for policy position.



Below is a representation of District Resource Allocations presented to show the scale and distribution of district obligations.















MANILA COMMUNITY SERVICES DISTRICT

Minutes of Regular Meeting Tuesday December 19th, 2023

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

2. **APPROVE AGENDA:**

There were no changes to the agenda.

3. **PUBLIC INPUT / PETITIONS:**

Dendra Dengler provided a letter to the board.

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

a) **Annual Organizational Meeting to Review/Appoint Officers of the Board and Representatives**
Muniz/Faulk-Kellogg to adopt offices as previous year with no changes. Vote: 5-0

- 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

b) **Appoint Authorized Signors for County Treasury Accounts**
Muniz/Broderick to approve signor letter with Finance Officer (Danielle Muniz) and President (Meghan Ryan) as signors on District treasury (bank) accounts. Vote: 5-0

c) **Receive Claim for Damages from Jose Amaral for \$2,862.08**
Broderick/Woods to reject claim for damages. Vote: 5-0

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

- a) **Draft Minutes of November 21st, 2023** *Muniz/Woods to approve item a) Vote: 5-0*
- b) **Receive Disbursements: Nov 22nd, 2023 - to date** *Broderick/Muniz to approve item b) Vote: 5-0*

6. **BOARD DISCUSSION ITEMS:**

- a) **Committee Member Updates** *Muniz reported on RRDEC and County Funding opportunities*
- b) **General Manager's Report:**
- c) **Future Agenda Items:**

8. **INCOMING COMMUNICATIONS:** *Letter from Dendra Dengler*

9. **ADJOURNMENT:** *7:10 pm.*

_____ Date: _____
Tracy Woods, Secretary

_____ Date: _____
Meghan Ryan, Board President

Manila Community Services District

1/12/2024 11:23 AM

Register: 10117 · Coast Central Checking

From 12/20/2023 through 01/12/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/28/2023		Amazon	80000 · Sewer Dept. E...	Debit Card Pur...	138.99			49,864.05
12/28/2023	2572	AARON'S AUTO & ...	22000 · Accounts Paya...	Invoice #2 upg...	465.05			49,399.00
12/28/2023		QuickBooks Payroll ...	-split-	Created by Pay...	5,916.58			43,482.42
12/29/2023			12000 · Accounts Rece...	Deposit			5,602.82	49,085.24
12/29/2023		EFTPS	-split-	94-1653492	1,990.66			47,094.58
12/29/2023	DD2071	BRODERICK, JOHN J	-split-	Direct Deposit		X		47,094.58
12/29/2023	DD2072	DROP, CHRISTOP...	-split-	Direct Deposit		X		47,094.58
12/29/2023	DD2073	FAULK-KELLOGG,...	-split-	Direct Deposit		X		47,094.58
12/29/2023	DD2074	KITTLESON, KEN...	-split-	Direct Deposit		X		47,094.58
12/29/2023	DD2075	Muniz**, Danielle	-split-	Direct Deposit		X		47,094.58
12/29/2023	DD2076	RYAN, MEGHAN	-split-	Direct Deposit		X		47,094.58
12/29/2023	DD2077	WATSON, ALISHA L	-split-	Direct Deposit		X		47,094.58
12/29/2023	DD2078	WOODS, TRACY F	-split-	Direct Deposit		X		47,094.58
01/02/2024			12999 · Undeposited F...	Deposit			140.00	47,234.58
01/02/2024			12999 · Undeposited F...	Deposit			6,060.00	53,294.58
01/02/2024		EMPLOYMENT DE...	-split-	499-0210-9	2,111.12			51,183.46
01/08/2024			12000 · Accounts Rece...	Deposit			3,216.06	54,399.52
01/11/2024			12999 · Undeposited F...	Deposit			6,060.00	60,459.52
01/11/2024			12000 · Accounts Rece...	Deposit			2,919.93	63,379.45
01/11/2024		QuickBooks Payroll ...	-split-	Created by Pay...	5,621.73			57,757.72
01/12/2024	2573	Alves Inc.	22000 · Accounts Paya...	VOID: INV 52...		X		57,757.72
01/12/2024	2574	BADGER METER	22000 · Accounts Paya...	VOID:		X		57,757.72
01/12/2024	2575	CBS LEASING CO...	22000 · Accounts Paya...	VOID: 003-06...		X		57,757.72
01/12/2024	2576	GHD	22000 · Accounts Paya...	VOID:		X		57,757.72
01/12/2024	2584	Alves Inc.	22000 · Accounts Paya...	INV 52128 M...	12,457.00			45,300.72
01/12/2024	2585	BADGER METER	22000 · Accounts Paya...		8.65			45,292.07
01/12/2024	2586	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	407.85			44,884.22
01/12/2024	2587	GHD	22000 · Accounts Paya...		1,454.39			43,429.83
01/12/2024	2588	HUMBOLDT BAY ...	22000 · Accounts Paya...	December 1-29...	8,044.29			35,385.54
01/12/2024	2589	KEENAN - HAJOC...	22000 · Accounts Paya...	CUST 26-5561...	4,475.03			30,910.51
01/12/2024	2590	NORTH COAST LA...	22000 · Accounts Paya...	December Stat...	255.00			30,655.51
01/12/2024	2591	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	593.59			30,061.92
01/12/2024	2592	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	360.00			29,701.92
01/12/2024	2593	STATE WATER RE...	22000 · Accounts Paya...	System number...	1,176.08			28,525.84
01/12/2024	2594	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	182.56			28,343.28
01/12/2024	DD2079	DROP, CHRISTOP...	-split-	Direct Deposit		X		28,343.28
01/12/2024	DD2080	KITTLESON, KEN...	-split-	Direct Deposit		X		28,343.28
01/12/2024	DD2081	WATSON, ALISHA L	-split-	Direct Deposit		X		28,343.28

General Manager's Report for January 2024

Water System:

Park street suffered a water main failure on December 24th and service was shut down to minimize damage to the road. Staff and GR Sundberg returned December 25th to repair and reconnect the blown 1" corp stop that caused the failure.



Wastewater System:

Other than a few routine callouts, the sewer system issues have been minimal. If you've ever wondered what's inside the large manholes throughout the community, these contain sewer automatic air release valves (SAARV) and a critical unit on N. Peninsula was pumped out, cleaned, and put back into service:



Water Grant:

The district has received budget approval for the originally submitted budget and can move forward with contracting. Our increased budget request (approx. +700k) is pending.

Staff has a pending request with the Fair Political Practices Commission (FPPC) for formal advice on how to address any action (if needed) related to the Shell Dr components of the water project.

Drainage:

We are currently looking into mitigation areas at the Park for permitting, site control and furtherance of the CNRA Flood Protection grant.

Wastewater Grant:

We have recently issued billing to the state for reimbursements for GHD's efforts for engineering and design on this project.

Park:

We received a cement Seal for the children's playground and expect new trash cans, bike racks and signage this spring. The district has received positive news and expects our reimbursement for pre-construction outlays of \$19,601 from the Per Capita grant program in the next 45 days. We were waiting to expend further resources on the grant until this was received. We did receive a recent request for a status report and an amended contract which extends the deadline to 2028.

There is no new information on SPP grant application or any new information on the parking lot effort from the Harbor District.

Manila Community Center:

The Roof over Room H has been repaired and new roof over the southern exposure of the main hall has been completed.

Staff and the District Safety Officer met at the site to consider options for addressing the rusted posts that support the overhangs throughout the facility, especially at the Main Hall area. The posts near the main hall have deteriorated and staff will seek quotes from local contractors for replacement.

Our property insurance for the Community Center has gone up by \$6,880 or 288% (from \$3643 to \$10,524). Our carrier, SDRMA has suggested we obtain updated appraisals to counter the \$3M+ with which their underwriters calculated our premiums. Staff has requested quotes for a new appraisal and will report back.

Audit:

Staff has been in contact with our CPA who is now completing our FY22 audit. Mr. Cole has expressed a willingness to consider a contract extension with the board to perform our upcoming audits. Staff supports an extension considering the difficulties in obtaining CPAs and the fact that maintaining a contract with our current CPA might help us catch up.

An Officer Procedure manual is underway that staff will incorporate into a larger, comprehensive District Operations Manual. Many of the system operations are to be upgraded with our capital grant programs.