



MANILA COMMUNITY SERVICES DISTRICT

Notice and Agenda of Regular Meeting

Tuesday January 18th, 2022

This meeting is being held via Zoom and phone-in. To participate in this meeting remotely, please join with a device at the Zoom App with ID: **873 6183 6051** or phone-in calling **669-900-6833**. The public may submit written comments to manilacsd1@sbcglobal.net Posted by Saturday January 15th, 2022 6:30 p.m.

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.

ROLL CALL, DETERMINE QUORUM:

APPROVE AGENDA:

AB 361: Resolution 2022.01 *Proclaiming a local emergency persists, ratifying the proclamation of a state of emergency and authorizing remote teleconference meetings of the Manila Community Services District for the period of January 18th, 2022 through February 15th, 2022 pursuant to Brown Act Provisions.*

PRESENTATION ITEMS (no action required):

1. **TIME SPECIFIC 6:35 PM: Caltrans re: Vance Ave Parklet at 255: (Julia Peterson, Clean Ca. Coord.)**
2. **Tsunami Evacuation Routes Virtual Tour: Overview of Evacuation Routes (staff/J. Patton)**
3. **District Financial Mapping: How Funds Flow Through the Agency (staff)**

BUSINESS ITEMS:

4. **Letter to CHP/HCSO regarding increased presence for speeding in Manila**

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

5. Approve Draft Minutes of Regular Meeting of December 21, 2021
6. Receive Check Register
7. Receive County Treasury Statements

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.*

REPORTS:

8. Director/Committee Reports:
9. Staff reports: General Manager's report with misc. updates.

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 by Caltrans regarding Vance Ave. at 255 improvements.

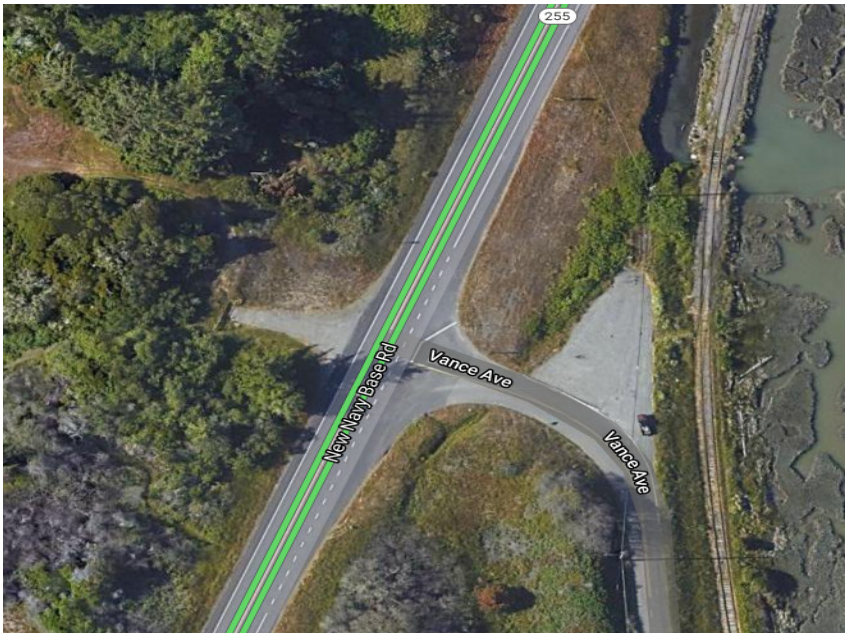
Meeting Date: January 18, 2022

Agenda Item: **1**

Summary:

Caltrans' Clean California Coordinator, Julia Peterson requested a brief agenda item to discuss some pending improvements to the turn out at 255 and Vance Ave in the southern portion of Manila, just north of the bridges.

There is no board action sought for this item.





CLEAN CALIFORNIA

Vance Parklet



PROJECT OVERVIEW

Caltrans is developing a park in a previously blighted area of Humboldt County. The Vance Parklet is a paved lot between Manila and Samoa that has become a high-profile eyesore and often been used for illegal dumping. This area borders picturesque Humboldt Bay, which is home to abundant marine life and the state's second largest natural estuary. The project adds:

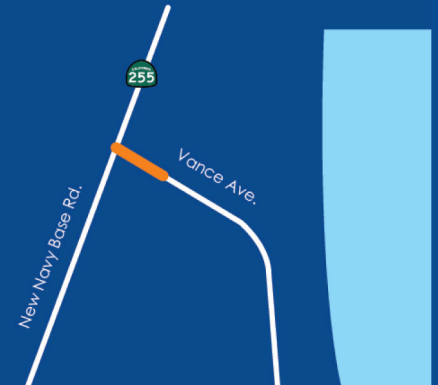
- A grassy area with picnic tables.
- Benches for viewing Humboldt Bay Wildlife Refuge.
- Native plant beds.
- Designated parking spots.

These enhancements will discourage illegal dumping and create a place for wildlife viewing of the Refuge. Partners for this project include Humboldt County, Peninsula Community Services District, U.S. Fish and Wildlife, community residents and advocacy groups.

PROJECT SCHEDULE

1. Project begins: Summer 2021.
2. Construction: March - October 2022.

IMPROVEMENTS VANCE PARKLET



AT-A-GLANCE

OVERALL TOTAL ESTIMATED COST

\$89 Thousand

FUNDING SOURCE BREAKDOWN

Clean California

CONTACT

Julia Peterson

707.497.9027

Julia.Peterson@dot.ca.gov

WEBSITE

CleanCalifornia.com



Agenda Summary

**Tsunami Evacuation Routes Virtual Tour:
Overview of Evacuation Routes (staff/J.
Patton)**

Meeting Date: January 18, 2022

Agenda Item: **2**

Summary:

Staff is very pleased to announce that Dr. Jason "Jay" R. Patton is expected to join us at the meeting.

Jay is a Manila resident authored the attached evacuation maps with elevations with the high voltage PG&E towers/transmission lines overlay.

There is no board action sought for this item.










Manila Topography

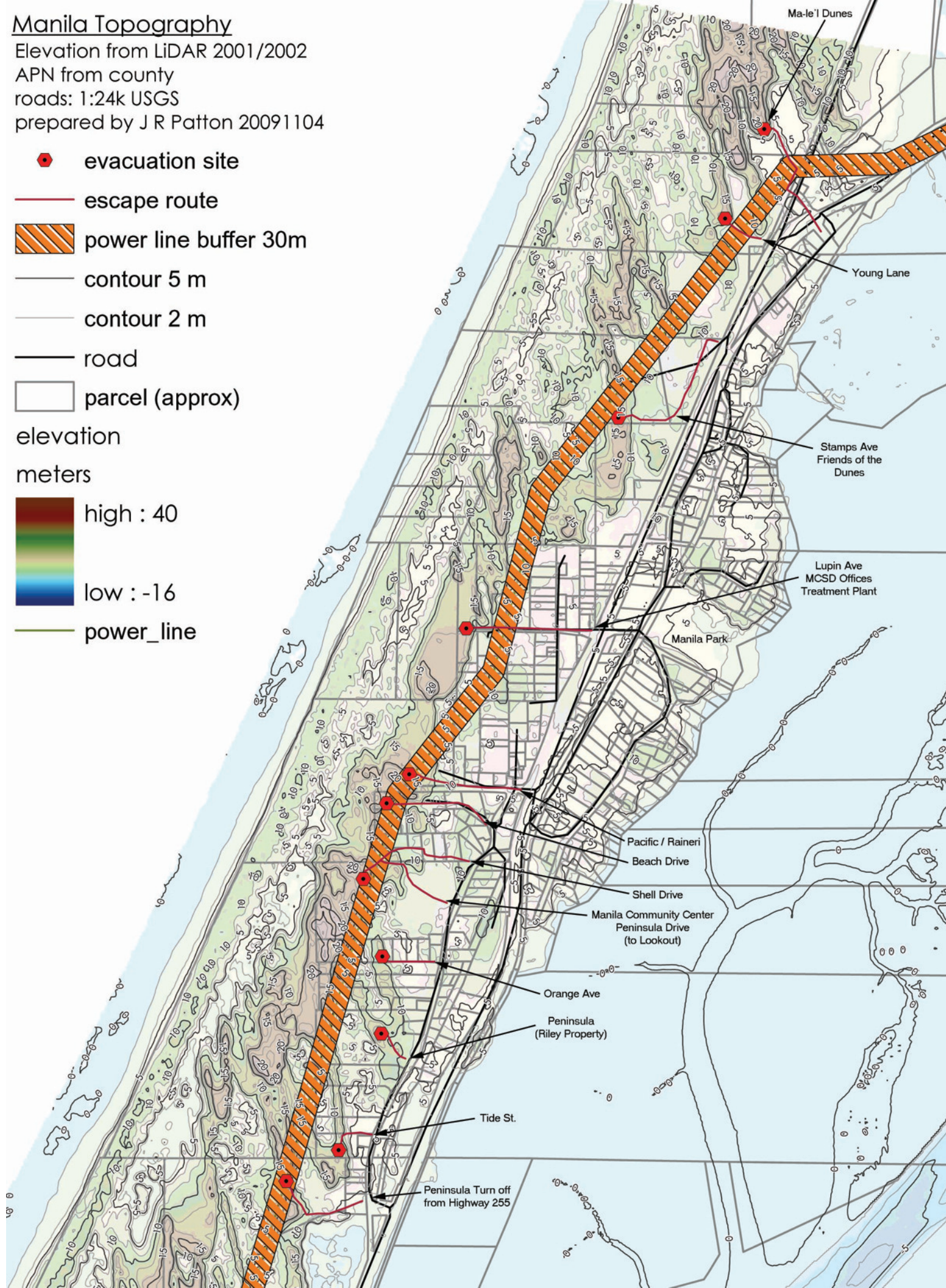
Elevation from LiDAR 2001/2002

APN from county

roads: 1:24k USGS

prepared by J R Patton 20091104

-  evacuation site
-  escape route
-  power line buffer 30m
-  contour 5 m
-  contour 2 m
-  road
-  parcel (approx)
- elevation
- meters
-  high : 40
- low : -16
-  power_line



Agenda Summary

District Financial Mapping: How Funds Flow Through the Agency (staff)

Meeting Date: January 18, 2022

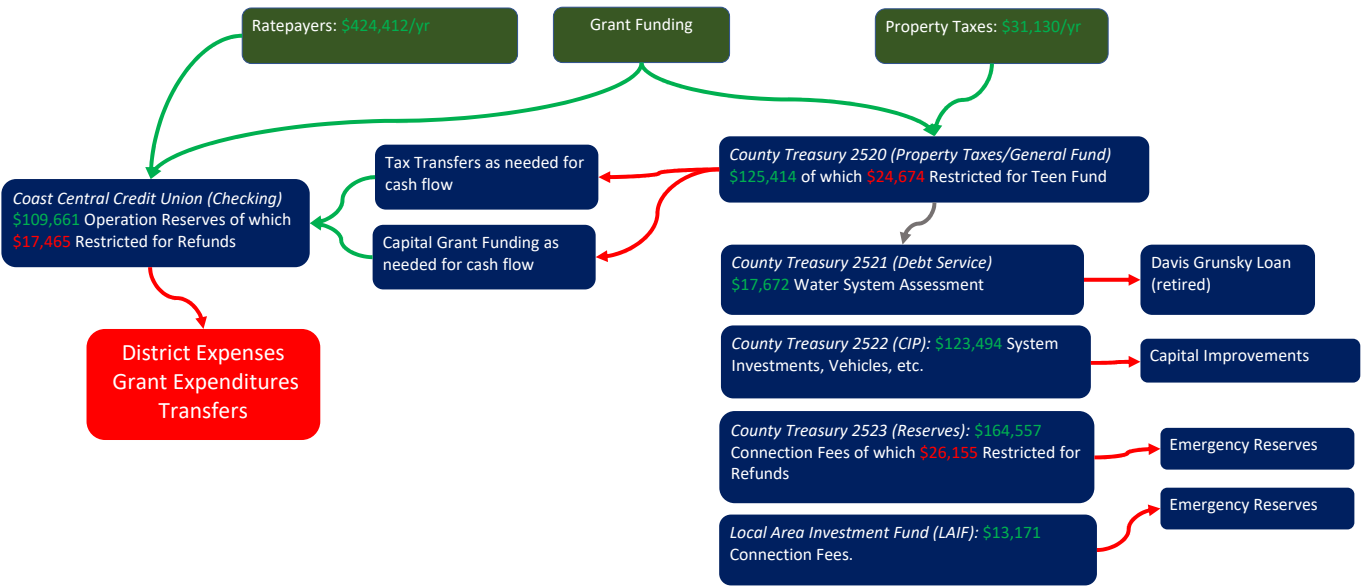
Agenda Item: **3**

Summary:

In an effort to better describe the myriad accounts the district uses, staff created the attached flow chart depicting how funds flow through the district, the purpose for the accounts and the latest balances.

Some information was taken from the FY2020 audit and may be different than today.

There is no board action sought for this item.



Agenda Summary

Letter to CHP/HCSO regarding increased presence for speeding in Manila

Meeting Date: January 18, 2022

Agenda Item: **4**

Summary:

The board asked staff to place an item on this month's agenda for a letter to local law enforcement in reafds to speeding vehicles on local side streets.

Attached is a daft letter to the Humboldt County Sheriff's Office and the local Ca Hwy Patrol office in Arcata. The local CGP office was contacted for this effort and are expecting the letter. They also advised they have jurisdiction in Manila in county roads as well as SR 255.

I move/second to approve letter (or as amended) and submit:

Vote:



Manila Community Services District

1901 Park Street • Arcata, CA 95521 • 707-444-3803 • Fax 707-444-0231

Board of Directors

Meghan Ryan, President
John Broderick, Vice President
Danielle Muniz, Finance Officer
Dave Jannetta, Secretary
Sequoyah Faulk-Kellogg, Safety Officer

January 18th, 2022

Sheriff William F. Honsal
Humboldt County Sheriff's Office
826 4th St. Eureka, CA 95501

California Highway Patrol
255 Samoa Blvd. Arcata, CA 95521

RE: Speed Enforcement on Manila Side Streets

To Whom It May Concern,

As you may know, the small unincorporated community of Manila is located on the Samoa Peninsula between the cities of Arcata and Eureka, each possessing their own police departments with their own respective traffic safety obligations. As you may also know, Manila is bisected by SR255 which is patrolled by the California Highway Patrol who also monitor and enforce traffic conditions on local county roads.

With the recent installation of a speed table on the western portion of Peninsula Dr., traffic has seen significant calming and the Manila Community Service District is pursuing an additional speed table to compliment the effect. The eastern half of Peninsula, however does not enjoy any calming measures whatsoever and has seen an increase in vehicles speeding in and around the Manila Park and Lighthouse Plaza Market, both located on and adjacent to small and otherwise quiet county roads Victor Blvd., Peninsula Dr. and Mill Street. There has also been a consistent and growing presence of OHVs using our public roads and spaces with no apparent respect for the noise and other dangers inherent in non-street legal vehicles.

The Manila Community Service District Board of Directors seeks to memorialize our dedication to the safety of our residents and respectfully requests increased patrols, specifically as deterrents to speeding and OHVs on our local side streets and public spaces.

Our community greatly appreciates the services rendered from your respective departments and appreciate any efforts you could make to augment safety for non-motorized activities and the ever-increasing pedestrian and bicyclist activities in our area by residents and visitors alike.

Thank you for your consideration.

Sequoyah Faulk-Kellogg, Safety Officer
Manila Community Services District

Agenda Summary

Consent Calendar

Meeting Date: January 18, 2022

Agenda Item: **5, 6 and 7**

Summary:

These items may be approved in one motion or removed for further discussion.

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

5. Approve Draft Minutes of Regular Meeting of December 21, 2021
6. Receive Check Disbursements
7. Receive County Treasury Statements



MANILA COMMUNITY SERVICES DISTRICT

Minutes of Regular Meeting Tuesday December 21st, 2021

ROLL CALL, DETERMINE QUORUM: Ryan, Broderick, Jannetta and Faulk-Kellogg present. Muniz absent. Staff, Christopher Drop present

APPROVE AGENDA: *There were no changes to the agenda*

AB 361: Resolution 2021.07. *Faulk-Kellogg/Jannetta to adopt Resolution 2021.07. Vote: 4-0*

PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS: *A resident expressed concerns about earthquakes and that district no longer has heavy equipment.*

BUSINESS ITEMS (all items are receive and file):

1. District Support Letter for Additional Speed Hump on Peninsula Dr.

Broderick/Faulk-Kellogg to approve support letter regarding additional Speed Table on Peninsula Dr. Vote: 4-0

2. FY2022 1st Quarter Budget vs. Actual Report

Jannetta/Faulk-Kellogg to receive and file report. Vote: 4-0

3. FYE 2021 Draft Year End Budget vs. Actual

Jannetta/Faulk-Kellogg to receive and file report. Vote: 4-0

4. Receive FY20 Audited Financial Statements

Broderick/Faulk-Kellogg to receive and file report. Vote: 4-0

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

5. Approve Draft Minutes of Regular Meeting of October 21, 2021

6. Approve Draft Minutes of Regular Meeting of November 18, 2021

7. Receive Check Register

Jannetta/Faulk-Kellogg to approve Consent Calendar. Vote: 4-0

REPORTS:

8. Director/Committee Reports:

9. Staff reports: General Manager's report with misc. updates.

INCOMING COMMUNICATIONS:

ADJOURNMENT: 7:51 pm

Dave Jannetta, Secretary

Date: _____

Meghan Ryan, Board Vice-President

Date: _____

Manila Community Services District
Account QuickReport
As of January 10, 2022

11:32 AM

01/10/2022

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
10117 - Coast Central Checking							111,619.43
Deposit	01/10/2022			Deposit	12000 · Accounts Receivable - Utilities	37.25	111,656.68
Check	01/10/2022	2152	JEREMY CORRIGON	DEP REFUND ACCT 11412	23000 · CBSW Customer Deposits	-72.63	111,584.05
Check	01/10/2022	2153	MARCO SILVERA	DEP REFUND ACCT 11556	23000 · CBSW Customer Deposits	-40.40	111,543.65
Check	01/10/2022	2154	JEREMY BURSICH	DEP REFUND ACCT 11490	23000 · CBSW Customer Deposits	-113.63	111,430.02
Check	01/10/2022	2155	JAMIE SULLIVAN	DEP REFUND ACCT 11516	23000 · CBSW Customer Deposits	-93.98	111,336.04
Bill Pmt -Check	01/10/2022	2156	ADVANCED SECURITY SYSTEMS(SUPERIC 0254		22000 · Accounts Payable	-168.00	111,168.04
Bill Pmt -Check	01/10/2022	2157	ARCATA FIRE PROTECTION DISTRICT	FIRE ASSESSMENT FY22	22000 · Accounts Payable	-2,036.00	109,132.04
Bill Pmt -Check	01/10/2022	2158	CBS LEASING COMPANY, INC.	003-0610693-000	22000 · Accounts Payable	-324.56	108,807.48
Bill Pmt -Check	01/10/2022	2159	KITTLESON, KEN*	Reimbursement	22000 · Accounts Payable	-326.39	108,481.09
Bill Pmt -Check	01/10/2022	2160	NORTH COAST LABORATORIES LTD.	December Statement	22000 · Accounts Payable	-690.00	107,791.09
Bill Pmt -Check	01/10/2022	2161	PACE SUPPLY	39785-00	22000 · Accounts Payable	-1,005.27	106,785.82
Bill Pmt -Check	01/10/2022	2162	PACIFIC PAPER CO.	MANCSD Invoice 176812	22000 · Accounts Payable	-82.90	106,702.92
Bill Pmt -Check	01/10/2022	2163	Restif Cleaning Services	Bathroom Cleaning Park & MCC INV 118:22000	22000 · Accounts Payable	-360.00	106,342.92
Bill Pmt -Check	01/10/2022	2164	STATE WATER RESOURCES CONTROL BC	Annual Permit 7/1/21-6/30/22 INV No: WD22000	22000 · Accounts Payable	-3,326.00	103,016.92
Bill Pmt -Check	01/10/2022	2165	STATE WATER RESOURCES CONTROL BC	Annual Permit 7/1/21-6/30/22 INV No: WD22000	22000 · Accounts Payable	-7,486.00	95,530.92
Bill Pmt -Check	01/10/2022	2166	STATE WATER RESOURCES CONTROL BC	WATER SYSTEM ANNUAL FESS INV NK 22000	22000 · Accounts Payable	-978.36	94,552.56
Total 10117 - Coast Central Checking						-17,066.87	94,552.56
TOTAL						-17,066.87	94,552.56

County of Humboldt
Fund Summary
Special Districts-Local Board
As of June 30, 2021

	Cash Impress Cash	Adv. Receivable Accts Receivable	Intr. Receivable Inventories	Fixed Assets Accum. Depr.	Prepaid Exp. Other Assets	Adv. Payable Accts Payable	Checks Payable Accrued Payroll	Deferred Rev. Other Liabilities	Fund Balance	Total Revenue Total Expend	Other Sources Other Uses
2520	Manila CSD Non-Enterprise Fund										
	125,413.84									32,306.29	348.70
									125,413.84	1,147.38	
2521	Manila CSD Debt Service Fund										
	17,671.68									2,979.24	55.98
									17,671.68		
2522	Manila CSD Capital Improvement										
	123,948.86										473.94
									123,948.86		
2523	Manila CSD Prudent Reserve										
	164,577.46										629.29
									164,577.46		
Special Districts-Local Board											
	431,611.84									35,285.53	1,507.91
									431,611.84	1,147.38	

Ledger: GL
Start Date 07/01/2020
Report Date 06/30/2021

Trust Fund Account Balance
County of Humboldt

Period: 12
Fiscal Year: 2021

2520000 Manila CSD Non-Enterprise

<u>Account</u>	<u>Description</u>	<u>Actual</u>
11	Cash	125,413.84
33	Beginning Fund Balance	93,906.23
101117	Property Tax Current Secured	30,301.35
102500	Prop Tax Current-Unsecured	1,189.44
105110	Prop Tax Prior Unsecured	14.86
105900	Supplemental Prop Tax PY	93.88
111102	St Wildlife Refuge In Lieu Tax	19.64
800040	Supplemental Taxes-Current	362.57
525110	Homeowners Prop Tax Relief	324.55
2118	Professional & Special Service	816.00
3231	Contribution to LAFCO	331.38
	Revenue Total	32,306.29
	Less Expenditure Total	1,147.38
	Net Total	31,158.91

Ledger: GL
Start Date 07/01/2020
Report Date 06/30/2021

Trust Fund Account Balance
County of Humboldt

Period: 12
Fiscal Year: 2021

2521000 Manila CSD Debt Service

<u>Account</u>	<u>Description</u>	<u>Actual</u>
11	Cash	17,671.68
33	Beginning Fund Balance	14,636.46
103500	Property Tax-Prior Secrd & Esc	2,967.18
800041	Supplemental Taxes-Prior Years	8.45
800880	Override Taxes	2.49
525110	Homeowners Prop Tax Relief	1.12
	Revenue Total	2,979.24
	Less Expenditure Total	0.00
	Net Total	2,979.24

Ledger: GL
Start Date 07/01/2020
Report Date 06/30/2021

Trust Fund Account Balance
County of Humboldt

Period: 12
Fiscal Year: 2021

2522000 Manila CSD Capital Improvement

<u>Account</u>	<u>Description</u>	<u>Actual</u>
11	Cash	123,948.86
33	Beginning Fund Balance	123,474.92
	Revenue Total	0.00
	Less Expenditure Total	0.00
	Net Total	0.00

Ledger: GL
Start Date 07/01/2020
Report Date 06/30/2021

Trust Fund Account Balance
County of Humboldt

Period: 12
Fiscal Year: 2021

2523000 Manila CSD Prudent Reserve

<u>Account</u>	<u>Description</u>	<u>Actual</u>
11	Cash	164,577.46
33	Beginning Fund Balance	163,948.17
	Revenue Total	0.00
	Less Expenditure Total	0.00
	Net Total	0.00

County of Humboldt
General Ledger Transaction Detail
Includes Transactions From 7/1/2020 Through 6/30/2021

Post Date	Sub-System	Reference	Secondary Reference	JL	PEID	Description	Debits	Credits	Balance
2520000	Manila CSD Non-Enterprise								
101117	Property Tax Current Secured								
12/09/2020	JE	J12018-21	MANILA CSD			Current Secured \$1 Teeter		14,412.28	(14,412.28)
12/10/2020	JE	J12046-21	MANILA CSD			Curr Sec Unitary \$1		853.73	(15,266.01)
04/10/2021	JE	J04006-21	MANILA CSD			Current Secured \$1 Teeter		12,971.06	(28,237.07)
04/30/2021	JE	J04013-21	MANILA CSD			Curr Sec Unitary \$1		841.28	(29,078.35)
06/30/2021	JE	J06070-21	MANILA CSD			Current Secured \$1 Teeter		1,223.00	(30,301.35)
Total Property Tax Current Secured								30,301.35	(30,301.35)
102500	Prop Tax Current-Unsecured								
09/30/2020	JE	J09134-21	MANILA CSD			Current Unsecured \$1.00 Rate		1,091.28	(1,091.28)
04/30/2021	JE	J04014-21	MANILA CSD			Current Unsecured \$1.00 Rate		89.12	(1,180.40)
06/30/2021	JE	J06035-21	MANILA CSD			Current Unsecured \$1.00 Rate		9.04	(1,189.44)
Total Prop Tax Current-Unsecured								1,189.44	(1,189.44)
105110	Prop Tax Prior Unsecured								
12/31/2020	JE	J12056-21	MANILA CSD			Prior Year Delinq Unsecured \$1		12.06	(12.06)
06/30/2021	JE	J06045-21	MANILA CSD			Prior Year Delinq Unsecured \$1		2.80	(14.86)
Total Prop Tax Prior Unsecured								14.86	(14.86)
105900	Supplemental Prop Tax PY								
12/31/2020	JE	J12174-21	J12090-21			CORR. PYr Delinq Supp \$1 Rate	9.96		9.96
12/31/2020	JE	J12090-21	MANILA CSD			Prior Year Delinq Supp \$1 Rate		69.02	(59.06)
04/30/2021	JE	J04021-21	MANILA CSD			Prior Year Delinq Supp \$1 Rate		26.42	(85.48)
06/30/2021	JE	J06043-21	MANILA CSD			Prior Year Delinq Supp \$1 Rate		8.40	(93.88)
Total Supplemental Prop Tax PY							9.96	103.84	(93.88)
11	Cash								
07/01/2020	JE	JE09810				Fund Balance Forward	93,906.23		93,906.23
07/01/2020	JE	JE09810				Assets Balance Forward	93,906.23		187,812.46

User: HKLEIN
Report: GL_Trans

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Time: 15:03:36
Date: 01/10/2022

County of Humboldt
General Ledger Transaction Detail
Includes Transactions From 7/1/2020 Through 6/30/2021

Post Date	Sub-System	Reference	Secondary Reference	JL	PEID	Description	Debits	Credits	Balance
07/01/2020	JE	JE09810				Assets Balance Forward		93,906.23	93,906.23
07/01/2020	JE	J07125-21				4Q 2019-20 Int Apportionment	348.70		94,254.93
09/30/2020	JE	J09134-21				AutoID: LH111620 Job: 13450316	1,091.28		95,346.21
09/30/2020	JE	J09139-21				AutoID: GL112420 Job: 13458682	64.88		95,411.09
12/09/2020	JE	J12015-21				AutoID: CL120920 Job: 13472396	49.06		95,460.15
12/09/2020	JE	J12018-21				AutoID: CL120920 Job: 13472561	14,412.28		109,872.43
12/10/2020	JE	J12031-21				AutoID: GL121620 Job: 13480004		331.38	109,541.05
12/10/2020	JE	J12046-21				AutoID: KP010721 Job: 13497953	853.73		110,394.78
12/10/2020	JE	J12052-21				Property Tax Admin Fee		408.00	109,986.78
12/31/2020	JE	J12056-21				Prior Year Delinq Unsecured \$1	12.06		109,998.84
12/31/2020	JE	J12058-21				Current Supp \$1.00 Rate	89.10		110,087.94
12/31/2020	JE	J12090-21				Prior Year Delinq Supp \$1 Rate	69.02		110,156.96
12/31/2020	JE	J12048-21				AutoID: KP010721 Job: 13497953	114.47		110,271.43
12/31/2020	JE	J12174-21				CORR. PYr Delinq Supp \$1 Rate		9.96	110,261.47
03/31/2021	JE	J03060-21				Current Supp \$1.00 Rate	86.10		110,347.57
04/10/2021	JE	J04006-21				Current Secured \$1 Teeter	12,971.06		123,318.63
04/30/2021	JE	J04008-21				Property Tax Admin Fee		408.00	122,910.63
04/30/2021	JE	J04013-21				Curr Sec Unitary \$1	841.28		123,751.91
04/30/2021	JE	J04014-21				Current Unsecured \$1.00 Rate	89.12		123,841.03
04/30/2021	JE	J04019-21				HOX \$1.00 Rate	114.47		123,955.50
04/30/2021	JE	J04021-21				Prior Year Delinq Supp \$1 Rate	26.42		123,981.92
05/31/2021	JE	J05007-21				HOX \$1.00 Rate	49.06		124,030.98
06/30/2021	JE	J0624-21				To Apportion 2019 F&W PILT	9.83		124,040.81
06/30/2021	JE	J06025-21				To Apportion 2020 F&W PILT	9.81		124,050.62
06/30/2021	JE	J06035-21				Current Unsecured \$1.00 Rate	9.04		124,059.66
06/30/2021	JE	J06043-21				Prior Year Delinq Supp \$1 Rate	8.40		124,068.06
06/30/2021	JE	J06045-21				Prior Year Delinq Unsecured \$1	2.80		124,070.86
06/30/2021	JE	J06067-21				HOX \$1.00 Rate Adjustments		2.51	124,068.35
06/30/2021	JE	J06070-21				Current Secured \$1 Teeter	1,223.00		125,291.35
06/30/2021	JE	J06039-21				Current Supplemental \$1 Rate	122.49		125,413.84

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Report: GL_Trans

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Time: 15:03:36
Date: 01/10/2022

County of Humboldt
General Ledger Transaction Detail
Includes Transactions From 7/1/2020 Through 6/30/2021

Post Date	Sub-System	Reference	Secondary Reference	JL	PEID	Description	Debits	Credits	Balance
Total Cash							220,479.92	95,066.08	125,413.84
111102 St Wildlife Refuge In Lieu Tax									
06/30/2021	JE	J0624-21	MANILA CSD			To Apportion 2019 F&W PILT		9.83	(9.83)
06/30/2021	JE	J06025-21	MANILA CSD			To Apportion 2020 F&W PILT		9.81	(19.64)
Total St Wildlife Refuge In Lieu Tax								19.64	(19.64)
2118 Professional & Special Service									
12/10/2020	JE	J12052-21				Property Tax Admin Fee	408.00		408.00
04/30/2021	JE	J04008-21	MANILA CSD			Property Tax Admin Fee	408.00		816.00
Total Professional & Special Service							816.00		816.00
3231 Contribution to LAFCO									
12/10/2020	JE	J12031-21	MANILA CSD			LAFCo Charges 20-21	331.38		331.38
Total Contribution to LAFCO							331.38		331.38
33 Beginning Fund Balance									
07/01/2020	JE	JE09810				Fund Balance Forward		93,906.23	(93,906.23)
Total Beginning Fund Balance								93,906.23	(93,906.23)
525110 Homeowners Prop Tax Relief									
12/09/2020	JE	J12015-21	MANILA			HOX \$1.00 Rate		49.06	(49.06)
12/31/2020	JE	J12048-21	MANILA			HOX \$1.00 Rate		114.47	(163.53)
04/30/2021	JE	J04019-21	MANILA			HOX \$1.00 Rate		114.47	(278.00)
05/31/2021	JE	J05007-21	MANILA			HOX \$1.00 Rate		49.06	(327.06)
06/30/2021	JE	J06067-21	MANILA CSD			HOX \$1.00 Rate Adjustments	2.51		(324.55)
Total Homeowners Prop Tax Relief							2.51	327.06	(324.55)
800040 Supplemental Taxes-Current									
09/30/2020	JE	J09139-21	MANILA CSD			Current Supp \$1.00 Rate		64.88	(64.88)

User: HKLEIN
Report: GL_Trans

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County of Humboldt
General Ledger Transaction Detail
Includes Transactions From 7/1/2020 Through 6/30/2021

Post Date	Sub-System	Reference	Secondary Reference	JL	PEID	Description	Debits	Credits	Balance
12/31/2020	JE	J12058-21	MANILA CSD			Current Supp \$1.00 Rate		89.10	(153.98)
03/31/2021	JE	J03060-21	MANILA CSD			Current Supp \$1.00 Rate		86.10	(240.08)
06/30/2021	JE	J06039-21	MANILA CSD			Current Supplemental \$1 Rate		122.49	(362.57)
Total Supplemental Taxes-Current								362.57	(362.57)
9101	Transfer In								
07/01/2020	JE	J07125-21				4Q 2019-20 Int Apportionment		348.70	(348.70)
Total Transfer In								348.70	(348.70)
Total Manila CSD Non-Enterprise							221,639.77	221,639.77	
2521000	Manila CSD Debt Service								
103500	Property Tax-Prior Secrd & Esc								
09/30/2020	JE	J09141-21	MANILA CSD			Prior Year (Delinq) Sec Non\$1		2,679.12	(2,679.12)
12/31/2020	JE	J12060-21	MANILA CSD			Prior Year (Delinq) Sec Non\$1		39.81	(2,718.93)
03/31/2021	JE	J03061-21	MANILA CSD			Prior Year (Delinq) Sec Non\$1		229.85	(2,948.78)
06/30/2021	JE	J06041-21	MANILA CSD			Prior Year (Delinq) Sec Non\$1		18.40	(2,967.18)
Total Property Tax-Prior Secrd & Esc								2,967.18	(2,967.18)
11	Cash								
07/01/2020	JE	J07125-21				4Q 2019-20 Int Apportionment	55.98		55.98
07/01/2020	JE	JE09810				Fund Balance Forward	14,636.46		14,692.44
07/01/2020	JE	JE09810				Assets Balance Forward	14,636.46		29,328.90
07/01/2020	JE	JE09810				Assets Balance Forward		14,636.46	14,692.44
09/30/2020	JE	J09141-21				AutoID: GL112520 Job: 13460203	2,679.12		17,371.56
12/09/2020	JE	J12016-21				AutoID: CL120920 Job: 13472508	.17		17,371.73
12/31/2020	JE	J12047-21				AutoID: KP010721 Job: 13497953	.39		17,372.12
12/31/2020	JE	J12060-21				Prior Year (Delinq) Sec Non\$1	39.81		17,411.93
12/31/2020	JE	J12089-21				Prior Year Delinq Suppl Non \$1	8.45		17,420.38
03/31/2021	JE	J03061-21				Prior Year (Delinq) Sec Non\$1	229.85		17,650.23
03/31/2021	JE	J03062-21				Current Suppl Non \$1 Rate	.56		17,650.79

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County of Humboldt
General Ledger Transaction Detail
Includes Transactions From 7/1/2020 Through 6/30/2021

Post Date	Sub-System	Reference	Secondary Reference	JL	PEID	Description	Debits	Credits	Balance
03/31/2021	JE	J03183-21				Current Suppl Non \$1 Rate	.56		17,651.35
04/30/2021	JE	J04018-21				HOX Non \$1.00 Rate	.39		17,651.74
05/31/2021	JE	J05006-21				HOX Non \$1.00 Rate	.17		17,651.91
06/30/2021	JE	J06027-21				Current Secured Non \$1 Apport.	.71		17,652.62
06/30/2021	JE	J06041-21				Prior Year (Delinq) Sec Non\$1	18.40		17,671.02
06/30/2021	JE	J06040-21				Current Suppl Non \$1 Rate	.66		17,671.68
Total Cash							32,308.14	14,636.46	17,671.68
33	Beginning Fund Balance								
07/01/2020	JE	JE09810				Fund Balance Forward		14,636.46	(14,636.46)
Total Beginning Fund Balance								14,636.46	(14,636.46)
525110	Homeowners Prop Tax Relief								
12/09/2020	JE	J12016-21	MANILA			HOX Non \$1.00 Rate		.17	(.17)
12/31/2020	JE	J12047-21	MANILA			HOX Non \$1.00 Rate		.39	(.56)
04/30/2021	JE	J04018-21	MANILA			HOX Non \$1.00 Rate		.39	(.95)
05/31/2021	JE	J05006-21	MANILA			HOX Non \$1.00 Rate		.17	(1.12)
Total Homeowners Prop Tax Relief								1.12	(1.12)
800041	Supplemental Taxes-Prior Years								
12/31/2020	JE	J12089-21	MANILA CSD			Prior Year Delinq Suppl Non \$1		8.45	(8.45)
Total Supplemental Taxes-Prior Years								8.45	(8.45)
800880	Override Taxes								
03/31/2021	JE	J03062-21	MANILA CSD			Current Suppl Non \$1 Rate		.56	(.56)
03/31/2021	JE	J03183-21	MANILA CSD			Current Suppl Non \$1 Rate		.56	(1.12)
06/30/2021	JE	J06027-21	MANILA CSD			Current Secured Non \$1 Apport.		.71	(1.83)
06/30/2021	JE	J06040-21	MANILA CSD			Current Suppl Non \$1 Rate		.66	(2.49)
Total Override Taxes								2.49	(2.49)

County of Humboldt
General Ledger Transaction Detail
Includes Transactions From 7/1/2020 Through 6/30/2021

Post Date	Sub-System	Reference	Secondary Reference	JL	PEID	Description	Debits	Credits	Balance
9101	Transfer In								
07/01/2020	JE	J07125-21				4Q 2019-20 Int Apportionment		55.98	(55.98)
						Total Transfer In		55.98	(55.98)
						Total Manila CSD Debt Service	32,308.14	32,308.14	
2522000	Manila CSD Capital Improvement								
11	Cash								
07/01/2020	JE	JE09810				Fund Balance Forward	123,474.92		123,474.92
07/01/2020	JE	JE09810				Assets Balance Forward	123,474.92		246,949.84
07/01/2020	JE	JE09810				Assets Balance Forward		123,474.92	123,474.92
07/01/2020	JE	J07125-21				4Q 2019-20 Int Apportionment	473.94		123,948.86
						Total Cash	247,423.78	123,474.92	123,948.86
33	Beginning Fund Balance								
07/01/2020	JE	JE09810				Fund Balance Forward		123,474.92	(123,474.92)
						Total Beginning Fund Balance		123,474.92	(123,474.92)
9101	Transfer In								
07/01/2020	JE	J07125-21				4Q 2019-20 Int Apportionment		473.94	(473.94)
						Total Transfer In		473.94	(473.94)
						Total Manila CSD Capital Improvement	247,423.78	247,423.78	
2523000	Manila CSD Prudent Reserve								
11	Cash								
07/01/2020	JE	JE09810				Fund Balance Forward	163,948.17		163,948.17
07/01/2020	JE	JE09810				Assets Balance Forward	163,948.17		327,896.34
07/01/2020	JE	JE09810				Assets Balance Forward		163,948.17	163,948.17
07/01/2020	JE	J07125-21				4Q 2019-20 Int Apportionment	629.29		164,577.46
						Total Cash	328,525.63	163,948.17	164,577.46

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County of Humboldt
General Ledger Transaction Detail
Includes Transactions From 7/1/2020 Through 6/30/2021

Post Date	Sub-System	Reference	Secondary Reference	JL	PEID	Description	Debits	Credits	Balance
33	Beginning Fund Balance								
07/01/2020	JE	JE09810				Fund Balance Forward		163,948.17	(163,948.17)
						Total Beginning Fund Balance		163,948.17	(163,948.17)
9101	Transfer In								
07/01/2020	JE	J07125-21				4Q 2019-20 Int Apportionment		629.29	(629.29)
						Total Transfer In		629.29	(629.29)
						Total Manila CSD Prudent Reserve	328,525.63	328,525.63	
						Grand	829,897.32	829,897.32	

This is journal entry 'activity' (not a balance).

General Manager's Report for January 2022

Grants:

- As reported previously, our \$2.5m Flood Protection Grant has been approved and agreements have been signed. Staff is expecting a budget/scope of work from our engineering consultant to present to the board at our next Regular meeting of February)15, 2022 to begin implementing this project.
- Staff met with Coast Central Credit Union to confirm depositing CNRA advances into existing accounts will maintain insurance thresholds. This will allow us to avoid transfers in/out of the county treasury during the design and permitting phase of the drainage grant.

General:

- Staff is awaiting a report from an arborist regarding a hazard assessment of the large trees in the front of the Community Center.
- A Tsunami Evacuation Drill is scheduled for Saturday March 19th 2022 at 9:30 am. Staff will author and disseminate alert messaging in coordination with NOAA and OES.
- Staff participated in a Prevailing Wage webinar from CSDA. Generally speaking, the vast majority of the contractor compliance obligations will be folded into construction management grant contracts. As a general rule, any public works project valued over \$1,000 requires Dept. of Industrial Relations registration and filing of reports to ensure compliance with the law.
- Our Municipal Service Review (MSR) has been updated and a draft is circulating. This effort is performed by the Local Agency Formation Commission (Lafco) and our last report was from 2007. Staff will be attending the next Lafco meeting Jan 19th (tomorrow) to help answer any questions.
- County Public Works advised staff that installation of an alternative (plastic or temporary) speed table would not be permitted.
- Friends of the Dunes (FOD) is currently processing the transfer of the dunes "Dog Ranch" to the Bureau of Land Management (BLM). Staff has been advised there is a small, 20' discrepancy between a property line that abuts Manila CSD's line at the southern border. This is essentially a difference between a 1930s and 1970s survey. I advised FOD to pursue the path of least resistance in preferring the later, 1970s survey. This item will require board approval in the near future.
- Staff is attempting to complete a pending Caltrans Grant for our Park to make-up for the SPP grant we were not awarded. The deadline is in a few weeks and board approval comes later in the form of a resolution.
- All utility customer accounts were mailed a letter from the district advising of the state late fee and shutoff moratorium being lifted. Our efforts and motivation are to minimize the number of pending shutoffs and try to get as many indebted customers on a payment plan as soon as possible. As of today, there is approximately \$30,000 in arrearages and approved by the state but only about \$8,000 is currently expected to be credited to delinquent accounts due to limited timeframe allowances. Websites are now required to post the annual quantity of customer shutoffs.
- Staff is submitted requests for quotes to paint the office and shop.
- The district purchased 20yds of road/road base for the Lupin/Park area and is seeing improvements with local efforts to fill the holes.

Following this general update are detailed system reports.



**MANILA COMMUNITY SERVICES DISTRICT
WASTEWATER TREATMENT PLANT SELF-MONITORING REPORT**

WASTEWATER TREATMENT PLANT WEST END LUPIN DR. ID No 1B801620 HUM

MONTH OF: DECEMBER 2021

OPERATOR: Kenneth L. Kittleson

	Day	Effluent flow Daily gallons	Effluent Settleable Solids NCL mg/l	Effluent Suspended Solids NCL mg/l	Effluent BOD 5 NCL mg/l	Effluent Hydrogen pH units	Rain in.	Comments
1	W	55,625						
2	TH	60,650						NORTH COAST LAB. (NCL)
3	F	53,497						
4	S	57,074						
5	S	55,285						
6	M	52,131						
7	T	48,978						
8	W	48,906						
9	TH	49,050						
10	F	48,762	ND	3.00	42	7.16		
11	S	59,594						
12	S	90,848						
13	M	103,679						
14	T	70,820						
15	W	68,796						
16	TH	71,120						
17	F	56,853						
18	S	51,991						
19	S	53,782						
20	M	48,204						
21	T	54,247						
22	W	73,766						
23	TH	99,961						
24	F	97,847						
25	S	112,274						
26	S	124,525						
27	M	116,570						
28	T	87,529						
29	W	87,781				7.26		
30	TH	75,422						
31	F	74,065					5	
Total		2,209,632					5	
Average			0	3.00	42.00	7.21	0.16	
Minimum			0	3	42	7.16	5	
Maximum			0	3	42	7.26	5	

Maximum Level **140,000** **0.1** **50** **50** **6.5-8.5**

MANILA COMMUNITY SERVICES DISTRICT
ANNUAL WASTEWATER TREATMENT PLANT SUMMARY REPORT
January 1, 2021 through December 31, 2021

Effluent Monitoring Data										Groundwater Monitoring Data			
Year 2021 Month	Flow			Rain Fall Inces per Month	BOD5 mg/L	Suspended Solids mg/L	Settleable Solids mg/L	pH		Total Coliform MPN/100 ml	Fecal Coliform MPN/100 ml	Total Nitrogen mg/L	Nitrate Nitrogen mg/L
	MGD		Total										
	Max	Average											
January	0.166	0.071	2,186,081	7.7	13.00	2.40	0.00	7.17	7.04				
February	0.110	0.072	2,009,334	4.4	18.00	2.80	0.00	7.05	6.82	13	<1.8	ND	ND
March	0.124	0.065	2,005,897	1.5	22.00	3.00	0.00	7.05	7.00				
April	0.065	0.049	1,475,375	0.6	46.00	2.00	0.00	6.90	6.74				
May	0.050	0.044	1,363,016	0	20.00	3.20	0.00	6.62	6.52				
June	0.081	0.044	1,313,853	1.2	23.00	3.30	0.00	6.81	6.64				
July	0.052	0.045	1,382,534	0	16.00	2.00	0.00	6.92	6.82				
August	0.048	0.044	1,349,049	0	21.00	2.00	0.00	7.06	6.86	2	2	ND	ND
Sept.	0.081	0.048	1,453,221	1.4	20.00	4.00	0.00	7.09	7.05				
October	0.098	0.055	1,708,098	4.8	17.00	4.00	0.10	7.36	6.95				
Nov.	0.078	0.057	1,720,009	0.75	18.00	3.80	0.00	7.21	6.90				
Dec.	0.125	0.071	2,209,632	5	42.00	3.00	0.00	7.26	7.16				
Total	20,176,099			27.35									

Notes: BOD5, Suspended Solids, Settleable Solids reported are averages of all measurements in the month.

ND=Non-Detected

MANILA COMMUNITY SERVICES DISTRICT
PROCESS PERFORMANCE SUMMARY REPORT
January , 2021 through December 31, 2021

BOD5 Removal												
Month 2021	Influent	Lagoon #1	Lagoon #2	Lagoon Average	Lagoon % Removal	Wetland #1	Wetland #2	Wetland #3	Wetland Average	Wetland % Removal	Effluent	Overall % Removal
	mg/L	mg/L	mg/L								mg/L	
January	84.90	45.50	27.06	36.28	57%	34.50	84.75	59.55	59.60	-64%	13.00	85%
February	99.75	51.20	40.86	46.03	54%	26.48	73.20	43.50	47.73	-4%	18.00	82%
March	102.00	61.80	17.00	39.40	61%	25.86	60.50	34.90	40.42	-3%	22.00	78%
April	91.20	13.05	39.06	26.06	71%	63.00	114.30	94.60	90.63	-248%	46.00	50%
May	135.40	33.33	54.05	43.69	68%	2.67	3.77	3.85	3.43	92%	20.00	85%
June	130.80	49.10	73.50	61.30	53%	105.75	133.80	111.90	117.15	-91%	23.00	82%
July	129.90	13.20	121.05	67.13	48%	83.70	142.50	151.50	125.90	-88%	16.00	88%
August	142.20	26.03	153.00	89.52	37%	89.00	144.60	116.70	116.77	-30%	21.00	85%
Sept.	108.90	29.58	63.30	46.44	57%	78.30	99.90	111.30	96.50	-108%	20.00	82%
October	95.16	4.13	123.00	63.57	33%	96.00	120.45	120.75	112.40	-77%	17.00	82%
Nov.	137.70	15.25	116.10	65.68	52%	98.00	105.00	106.80	103.27	-57%	18.00	87%
Dec.	158.70	6.94	86.40	46.67	71%	80.70	90.90	111.30	94.30	-102%	42.00	74%

Suspended Solids Removal												
Month 2021	Influent	Lagoon #1	Lagoon #2	Lagoon Average	Lagoon % Removal	Wetland #1	Wetland #2	Wetland #3	Wetland Average	Wetland % Removal	Effluent	Overall %
	mg/L	mg/L	mg/L			mg/L	mg/L	mg/L	mg/L		mg/L	
January	68.18	25.00	90.91	57.96	15%	3.92	5.26	1.89	3.69	94%	2.40	96%
February	42.86	18.18	28.57	23.38	45%	2.56	6.67	4.55	4.59	80%	2.80	93%
March	88.24	18.18	42.86	30.52	65%	6.25	3.12	3.57	4.31	86%	3.00	97%
April	23.81	7.69	45.45	26.57	-12%	2.49	1.21	2.35	2.02	92%	2.00	92%
May	50.00	21.90	26.88	24.39	51%	32.82	71.55	48.40	50.92	-109%	3.20	94%
June	26.32	17.54	22.99	20.27	23%	2.33	3.17	5.38	3.63	82%	3.30	87%
July	120.00	11.76	33.33	22.55	81%	2.74	5.17	1.67	3.19	86%	2.00	98%
August	36.36	8.33	4.76	6.55	82%	1.92	2.34	2.78	2.35	64%	2.00	94%
Sept.	24.59	8.00	8.77	8.39	66%	2.94	1.83	2.00	2.26	73%	4.00	84%
October	68.18	12.00	18.18	15.09	78%	5.17	1.11	1.00	2.43	84%	4.00	94%
Nov.	71.43	4.76	25.00	14.88	79%	1.64	1.02	1.14	1.27	91%	3.80	95%
Dec.	200.00	18.18	33.33	25.76	87%	2.82	1.35	2.83	2.33	91%	3.00	99%

MCSD TROUBLE CALL - MONTHLY SUMMARY FOR F\Y 21/22															
		WATER				SEWER					PARK	LABOR & EQUIPMENT HOURS			
Month	No. of Trouble Calls	Number of problems by type				Number of problems by type					MCC	Business Hours		Non-Business Hours	
		Quality	District Hardware	Vandalism	Customer Problem	Electrical	Piping Fixture Tank	Pump Level Control	Vandalism Theft	Customer Problem	OTHER	Labor Hours	Equipment Hours	Labor Hours	Equipment Hours
Jul	5	0	1	0	0	3	1	0	0	0	0	0	0	2.5	2.5
Aug	3	0	0	0	0	1	0	2	0	0	0	0.5	0.5	2	2
Sep	5	0	1	0	0	1	0	3	0	0	0	7	7	8	8
Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nov	2	0	1	0	0	0	0	1	0	0	0	1	1	0.5	0.5
Dec	1	0	0	0	0	0	0	1	0	0	0	0	0	5	5
Jan															
Feb															
Mar															
Apr															
May															
Jun															
Total	16	0	3	0	0	5	1	7	0	0	0	8.5	8.5	18	18
Comparison against prior years															
20/21	46	0	6	0	7	8	8	13	0	4	0	57.5	56.5	20.5	20.5
19/20	48	0	5	0	2	10	4	18	0	6	0	88.5	60	35	35
18/19	51	0	5	1	6	3	4	21	1	8	0	88	75	21.5	21.5
17/18	44	7	5	0	2	9	2	27	0	1	0	75.5	66	25.5	24.5
16/17	44	0	4	0	6	3	7	15	4	7	0	94	68	26	26

Manila CSD Water & Sewer O&M Summary for F\Y 21/22

Month	WATER								SEWER							
	Number of event by type								Number of event by type							
	Water	FIRE														
	New Services Connections & Installs	METERS & HYDRANT Replaced	FIRE HYDRANT Exercised	HYDRANT VALVE Exercised	PIPING & VALVE Repairs	MAIN VALVE Exercised	BLOW OFF VALVE Exercised	Unauthorized Connections Discovered	New Service Connections & Installs	Replaced Pumps	Tank Pump Out	Pump Control Box New	Pump Control Box Replacements	Piping & Valve Repairs	SAARV Valve Exercised	Unauthorized Connections Discovered
JUL	0	0	0	0	1	0	0	0	0	0	0	0	0	0	4	0
AUG	0	0	1	0	0	0	0	0	0	0	0	0	0	0	4	0
SEP	0	0	1	0	1	0	0	0	0	2	1	0	0	0	4	0
OCT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
NOV	0	0	0	0	1	0	0	0	0	0	0	0	0	0	4	0
DEC	0	0	0	0	0	0	0	0	0	1	0	0	1	0	4	0
JAN																
FEB																
MAR																
APR																
MAY																
JUN																
TOTAL	0	0	2	0	3	0	0	0	0	3	1	0	1	0	24	0
TOTAL NUMBER			25	25		45	19				313				26	
Comparison against prior years																
20/21	0	2	0	23	2	6	0	0	0	8	3	0	2	2	39	0
19/20	1	5	0	0	3	0	0	0	0	8	6	0	0	4	10	0
18/19	0	0	4	0	5	5	4	2	0	7	4	0	0	3	48	0
17/18	0	1	24	25	2	5	3	0	0	8	5	0	0	2	45	0
16/17	0	1	1	0	6	4	0	0	0	6	2	1	0	2	38	0