



MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday January 21st, 2025 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday January 18th, 2025 6:30 p.m.

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

1. **ROLL CALL, DETERMINE QUORUM:**
2. **APPROVE AGENDA:**
3. **PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** *The public is invited to present petitions, make announcements, or provide other information to the Board on matters **not** on the agenda. The Board may uniformly impose a time limit of 3 minutes for individual presentation to assure every subject is heard. By public law, the Board cannot take action on items not on the agenda.*
4. **BUSINESS ITEMS:**
 - a) **Annual Organizational Meeting to Review:** Appoint Officers of the Board and Representatives
 - b) **Redwood Coast Montessori Lease:** Consideration of 10-year lease option
 - c) **Consideration of annual funding for the Peninsula Community Collaborative** in the amount of \$3,245.
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 19th, 2024**
 - b) **Receive Disbursements: November 19th - to date**
6. **BOARD DISCUSSION ITEMS:**
 - a) **Committee Member Updates/Reports**
 - b) **General Manager's Report**
7. **INCOMING COMMUNICATIONS:** *Letter from Denger re Emergency Preparedness*
8. **FUTURE AGENDA ITEMS:**
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

Agenda Item: ANNUAL ORGANIZATIONAL MEETING/SELECTION OF OFFICERS

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

Meghan Ryan as President, Committee: RREDC Alt., HBMWD Water Task Force Alt. and Personnel committee

John Broderick as Vice President, Committee: Peninsula Community Collaborative

Danielle Muniz as Finance Officer Committee: RREDC Representative and Personnel committee

Sequoyah Faulk-Kellogg as Safety Officer Committee:

Thia Bachemin as Secretary Committee:

The board may reconvene at any time to reconsider these positions as needed and leave them . 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

Tuesday January 21st, 2025

Summary:

Redwood Coast Montessori would like the Board of Directors to consider a 10-year lease (adding 5 years to the current lease) to deepen the partnership with the Manila Community Service District and to better position the school for possible grant funding that is dependent on the long-term viability and security of the program.

Continuing with the current lease rate structure, the running increases would be as follows:

			Developed		Undeveloped		Total
			Lease	\$/sf	Lease	\$/sf	
Year 1	07/01/25 - 06/30/26	2025	\$ 7,980	\$ 0.601	\$ 384.00	\$ 0.200	\$ 8,364
Year 2	07/01/26 - 06/30/27	2026	\$ 8,100	\$ 0.610	\$ 389.76	\$ 0.203	\$ 8,490
Year 3	07/01/27 - 06/30/28	2027	\$ 8,221	\$ 0.619	\$ 395.61	\$ 0.206	\$ 8,617
Year 4	07/01/28 - 06/30/29	2028	\$ 8,345	\$ 0.628	\$ 401.54	\$ 0.209	\$ 8,746
Year 5	07/01/29 - 06/30/30	2029	\$ 8,470	\$ 0.638	\$ 407.56	\$ 0.212	\$ 8,877
Year 6	07/01/29 - 06/30/31	2030	\$ 8,597	\$ 0.647	\$ 413.68	\$ 0.215	\$ 9,010
Year 7	07/01/29 - 06/30/32	2031	\$ 8,726	\$ 0.657	\$ 419.88	\$ 0.219	\$ 9,146
Year 8	07/01/29 - 06/30/33	2032	\$ 8,857	\$ 0.667	\$ 426.18	\$ 0.222	\$ 9,283
Year 9	07/01/29 - 06/30/34	2033	\$ 8,989	\$ 0.677	\$ 432.57	\$ 0.225	\$ 9,422
Year 10	07/01/29 - 06/30/35	2034	\$ 9,124	\$ 0.687	\$ 439.06	\$ 0.229	\$ 9,563

Staff seeks direction from the board to either draft a revised lease as depicted, or as amended or dismiss the request.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attachments: n/a



Manila Community Services District Board of Directors

Agenda Summary

Tuesday January 21st, 2025

Summary:

The Peninsula Community Collaborative (PCC) is requesting funding from (3) peninsula-based agencies to maintain their work on the peninsula. The attached letter summarizes the request.

Should the district decide to help finance the effort, staff would add this as a budget adjustment to the current FY25 budget.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Recommended Motion:

I move (second) to fund the PCC as described (or as amended)

Attachments: Proposal from Carol Vander Meer



Date: 12/17/24

To: Potential Funders of the Peninsula Community Collaborative (PCC)

Re: Request for funding for RCAA to continue supporting the PCC in 2025

From: Carol Vander Meer, PCC facilitator and Redwood Community Action Agency Project Coordinator.

Background

The Peninsula Community Collaborative (PCC) is made up of residents, businesses and organizations on the Samoa peninsula focused on improving the safety, health and well-being of the peninsula communities. The PCC was initiated in 2015 by Redwood Community Action Agency (RCAA) as part of a Community Building Initiative through the St. Joseph Health Community Partnership Fund. RCAA has a history of involvement in social justice, community-building, transportation, food security, equity, active living initiatives, as well as comprehensive community and watershed health efforts.

More recently, the PCC has been supported by RCAA thanks to funding from Caltrans' Clean California Peninsula Beautification Grant and some funding through Humboldt Area Foundation's Corehub, to support outreach to peninsula residents regarding off shore wind development and the potential impacts to residents. The Peninsula Beautification grant is coming to a close at the end of 2024 and HAF funding for wind outreach will be done at the end of January 2025, which means there is an immediate need for additional funding to continue PCC activities that help improve the safety, health well-being and resilience of peninsula communities.

Need

There are a number of current and potential developments happening on the Samoa Peninsula that could benefit from continued PCC involvement. Ecocultural restoration of bay and dune habitats is helping to conserve natural diversity, protect cultural resources and boost coastal resilience. Friends of the Dunes, the Wiyot Tribe, Bureau of Land Management and US Fish and Wildlife Service manage nearly 2000 acres of conserved coastal habitats. A spur of the Great Redwood Trail corridor traverses the peninsula with the potential to be developed into a safe transportation and recreation shared path, separated from the highway, for pedestrians, cyclists. The Harbor District is in the process of planning for port development that will support future offshore windfarms. Nordic Aquafarms is in the process of developing one of the largest fish farms on the west coast. These developments have the potential to significantly impact the peninsula residents and environment.

The peninsula possesses some of the most diverse and beautiful habitats, across a narrow strip of land, where visitors and residents enjoy nearly 2000 acres of protected dunes, kayak from the shores of Humbolt Bay, and enjoy surfing and fishing along its shores. It is essential that potential developments take into consideration the lived experience of front-line communities and are done in a way that minimizes adverse impacts and maximizes community benefit. The PCC helps to ensure that the needs of residents are heard and sensitive habitats are protected.

Serving Residents and Businesses:

Continued funding for the PCC will provide the following benefits:

- Peninsula residents, businesses and organizations are better informed about developments, events and opportunities for influence on the peninsula.
- Peninsula safety is enhanced through the advancement of trails, walkability improvements, beautification activities and emergency preparedness outreach and education.
- The Peninsula Community Collaborative is viewed as an active partner in development projects on the peninsula, and ensures that projects are done in a way that incorporate the input of those who live and work on the peninsula.

Deliverables:

- Coordination of monthly activities including PCC meetings, special speakers, including scheduling, promotion (flyers, social media, email) set-up and take down.
- Curation of the PCC email list along with 2-3 emails per month including peninsula news, events, opportunities for influence
- Drafting of letters of support as needed, on behalf of the PCC
- Coordination of the PCC steering committee on a quarterly basis to assist with the development of PCC priorities and goals.
- Support the development of volunteer opportunities for litter abatement, beautification, disaster preparedness.
- Ensure that the PCC is represented at key meeting directly impacting the peninsula. Including but not limited to: quarterly meetings with CalTrans, Corehub and the Harbor District.
- Coordinate the Adopt a Road program along New Navy Base Road
- Host a spring and fall community clean up event; one in Manila and one in Fairhaven, open to all peninsula residents.
- Research and identify new partners and sources of longer-term funding for the PCC, including grants, business sponsorships and community fundraisers.

Budget Proposal:

RCAA Staff:

RCAA Program Coordinator: 8hr/month @ \$81/hour	\$648/month	
RCAA Natural Resource Specialist 2hr/month @ \$65/hour	<u>\$130/month</u>	
	\$778/month	\$9336/yr.

Supplies:

Printing:	\$100	
Msl. Additional rash pickers, gloves,	\$100	
Snacks for Events:	<u>\$200</u>	
		<u>\$400/yr.</u>

Total: \$9736

Funding Strategy:

One possible approach for funding in 2025 is for the Humboldt Bay Harbor District, Manila Community Services District, and Peninsula Community Services District to share the cost of sustaining the PCC with each entity contributing \$3,245 for the year.



MANILA COMMUNITY SERVICES DISTRICT

Minutes of Regular Meeting Tuesday November 19th, 2024

1. **ROLL CALL, DETERMINE QUORUM:** *All members present. Staff Drop and Watson present*
2. **APPROVE AGENDA:** *no changes to the agenda*
3. **PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** *Members of the public commented on district policy related to drawdowns, loans and reports. Members of the public also commented on the lack of notifications for construction projects.*

4. BUSINESS ITEMS:

- a) Wastewater Infrastructure Improvement Project: Base Bid Award to Wahlund Construction, Inc. (Contractor) and authorize the General Manager to execute contract with the Contractor and issue change orders within currently available grant funding. Funding includes \$2,797,000 for construction and \$280,000 for contingency totaling \$3,077,000. (staff/GHD)

Muniz/Broderick to award Base Bid to Wahlund Construction, Inc. (Contractor) and authorize the General Manager to execute contract with the Contractor and issue change orders within currently available grant funding. Funding includes \$2,797,000 for construction and \$280,000 for contingency totaling \$3,077,000.

Vote: 5-0

- b) Manila Community Center/Redwood Coast Montessori Community Garden Project: Consideration of Community Garden spaces. installing approx. 400' of fencing and gates for (Betsy Elkinton/RCM) Ryan/Muniz to bring the item back to the board for further consideration of fencing locations. **Vote: 4-0-1 with Faulk-Kellogg absent**

- c) Approval of Request for Proposals for Auditing Services FY2025-2027 (staff)
Muniz/Faulk-Kellogg to approve RFP with the following modifications:

- i. Deadline and publication of staff questions/answers
- ii. SCO report deadline to be specified
- iii. Preference will be given for "Presentations to the Board"

Vote: 5-0

- d) Approve Warrant from County Treasury account 2520 for \$40,000 for Court Fencing of \$36,500 and additional grant funded items (staff)

*Ryan/Bachmin to approve check request/warrant for \$40,000. **Vote: 4-0-1 with Broderick absent***

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

- a) Draft Minutes of October 15th, 2024
- b) Receive Disbursements: October 15th-to date

*Muniz/Broderick to approve consent calendar. **Vote: 5-0***

6. BOARD DISCUSSION ITEMS:

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

7. INCOMING COMMUNICATIONS

8. ADJOURNMENT: 7:58 pm

_____ Date: _____
Thia Bachemin, Secretary

_____ Date: _____
Meghan Ryan, Board President

Manila Community Services District
Account QuickReport
 As of January 7, 2025

2:50 PM

01/07/2025

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
						54,855.02
Deposit	11/19/2024			Deposit	6,671.39	61,526.41
Deposit	11/19/2024			Deposit	6,151.00	67,677.41
Deposit	11/20/2024			Deposit	7,786.95	75,464.36
Check	11/21/2024	2752	TOM STANSBERRY	DEPOSIT REFUND ACCT 10633	-28.97	75,435.39
Bill Pmt -Check	11/21/2024	2753	ARCATA FIRE PROTECTION DISTRICT	FIRE ASSESSMENT FY24/25	-3,500.00	71,935.39
Bill Pmt -Check	11/21/2024	2754	BADGER METER	INV 1313739 Beacon MBL hosting, Yearly fee	-4.70	71,930.69
Bill Pmt -Check	11/21/2024	2755	California Public Employees Retirement Sy	INV 100000017592605 SSA Annual Fee	-75.00	71,855.69
Bill Pmt -Check	11/21/2024	2756	CBS LEASING COMPANY, INC.	003-0610693-000	-306.24	71,549.45
Bill Pmt -Check	11/21/2024	2757	CSDA	2025 CSDA Memebership Renewal	-2,325.00	69,224.45
Bill Pmt -Check	11/21/2024	2758	EUREKA RUBBER STAMP CO.	Inv A37894	-26.64	69,197.81
Bill Pmt -Check	11/21/2024	2770	GHD	23,378.55 + 9943.50 wastewater grant	-33,322.05	35,875.76
Bill Pmt -Check	11/21/2024	2760	HENSEL'S ACE HARDWARE	CUST 351	-316.45	35,559.31
Bill Pmt -Check	11/21/2024	2761	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	October 1-31, 2024 3,247,220 Gallons	-7,934.15	27,625.16
Bill Pmt -Check	11/21/2024	2762	KEENAN - HAJOCA SUPPLY	CUST 26-556142	-2,606.36	25,018.80
Bill Pmt -Check	11/21/2024	2763	Microbac Laboraories, Inc.	October Statement	-865.00	24,153.80
Bill Pmt -Check	11/21/2024	2764	PACE SUPPLY	39785-00	-3,710.70	20,443.10
Bill Pmt -Check	11/21/2024	2765	Restif Cleaning Services	Bathroom Cleaning Park & MCC INV 138269	-360.00	20,083.10
Bill Pmt -Check	11/21/2024	2766	SDRMA	INV 76422 FY24/25	-1,309.60	18,773.50
Bill Pmt -Check	11/21/2024	2767	STATE WATER RESOURCES CONTROL BOARD	Operator renewal C. Drop D1 #37472	-70.00	18,703.50
Bill Pmt -Check	11/21/2024	2768	U.S. POST MASTER	VOID: postage on permit account #228	0.00	18,703.50
Bill Pmt -Check	11/21/2024	2769	VALLEY PACIFIC PETROLEUM	10366	-143.87	18,559.63
Deposit	11/21/2024			Deposit	1,461.90	20,021.53
Deposit	11/22/2024			Deposit	180.00	20,201.53
Check	11/22/2024		VERIZON WIRELESS	Account #342041402-00001	-105.40	20,096.13
Liability Check	11/27/2024		QuickBooks Payroll Service	Created by Payroll Service on 11/25/2024	-6,486.67	13,609.46
Paycheck	11/29/2024	DD2146	BACHEMIN, CYNTHIA A.	Direct Deposit	0.00	13,609.46
Paycheck	11/29/2024	DD2147	BRODERICK, JOHN J	Direct Deposit	0.00	13,609.46
Paycheck	11/29/2024	DD2148	DROP, CHRISTOPHER D	Direct Deposit	0.00	13,609.46
Paycheck	11/29/2024	DD2149	FAULK-KELLOGG, SEQUOYAH E	Direct Deposit	0.00	13,609.46
Paycheck	11/29/2024	DD2150	KITTLESON, KENNETH L.	Direct Deposit	0.00	13,609.46
Paycheck	11/29/2024	DD2151	Muniz**, Danielle	Direct Deposit	0.00	13,609.46

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	11/29/2024	DD2152	RYAN, MEGHAN	Direct Deposit	0.00	13,609.46
Paycheck	11/29/2024	DD2153	WATSON, ALISHA L	Direct Deposit	0.00	13,609.46
Liability Check	11/29/2024		EFTPS	94-1653492	-2,201.42	11,408.04
Deposit	12/02/2024			Deposit	308.13	11,716.17
Deposit	12/02/2024			Deposit	966.73	12,682.90
Deposit	12/02/2024			Deposit (warrant from county for tennis ct)	40,000.00	52,682.90
Deposit	12/06/2024			Deposit	3,041.53	55,724.43
Deposit	12/06/2024			Deposit Wastewater Grant	9,403.00	65,127.43
Bill Pmt -Check	12/11/2024	2771	DROP*, CHRISTOPHER	Reimbursement (Porta Potties for water outage)	-657.70	64,469.73
Liability Check	12/12/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/11/2024	-6,033.24	58,436.49
Paycheck	12/13/2024	DD2154	DROP, CHRISTOPHER D	Direct Deposit	0.00	58,436.49
Paycheck	12/13/2024	DD2155	KITTLESON, KENNETH L.	Direct Deposit	0.00	58,436.49
Paycheck	12/13/2024	DD2156	WATSON, ALISHA L	Direct Deposit	0.00	58,436.49
Liability Check	12/13/2024		EFTPS	94-1653492	-2,128.74	56,307.75
Deposit	12/17/2024			Deposit	6,151.00	62,458.75
Deposit	12/17/2024			Deposit	6,889.06	69,347.81
Deposit	12/17/2024			Deposit	13,654.50	83,002.31
Deposit	12/17/2024			Deposit (Water Grant)	530,320.00	613,322.31
Bill Pmt -Check	12/18/2024	2772	GHD	Water Grant	-15,322.81	597,999.50
Bill Pmt -Check	12/18/2024	2773	Wahlund Construction Inc.	INV 3 12598740 Manila CSD Water Project D220200	-514,997.38	83,002.12
Bill Pmt -Check	12/18/2024	2774	GHD	INV 380-0058891 CSD Wastewater	-9,402.65	73,599.47
Liability Check	12/26/2024		QuickBooks Payroll Service	Created by Payroll Service on 12/23/2024	-6,205.19	67,394.28
Paycheck	12/27/2024	DD2157	DROP, CHRISTOPHER D	Direct Deposit	0.00	67,394.28
Paycheck	12/27/2024	DD2158	KITTLESON, KENNETH L.	Direct Deposit	0.00	67,394.28
Paycheck	12/27/2024	DD2159	WATSON, ALISHA L	Direct Deposit	0.00	67,394.28
Liability Check	12/27/2024		EFTPS	94-1653492	-2,236.10	65,158.18
Deposit	12/30/2024			Deposit	7,558.40	72,716.58
Deposit	01/03/2025			Deposit	4,456.94	77,173.52
Deposit	01/03/2025			Deposit	42.92	77,216.44
Check	01/06/2025	2775	CYNTHIA BACHEMIN	DEPOSIT REFUND ACCT 11515	-10.13	77,206.31
Check	01/06/2025	2776	NATHAN KRAUSE	DEPOSIT REFUND ACCT 11554	-61.56	77,144.75
Bill Pmt -Check	01/06/2025	2777	ADVANCED SECURITY SYSTEMS(SUPERIOR ALARM)		-213.00	76,931.75
Bill Pmt -Check	01/06/2025	2778	BADGER METER	INV 80181063 Beacon MBL hosting, Yearly fee	-4.70	76,927.05
Bill Pmt -Check	01/06/2025	2779	CBS LEASING COMPANY, INC.	003-0610693-000	-690.27	76,236.78
Bill Pmt -Check	01/06/2025	2780	HENSEL'S ACE HARDWARE	CUST 351	-456.97	75,779.81

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/06/2025	2781	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	November 1-27, 2024 2,723,724 Gallons	-7,754.09	68,025.72
Bill Pmt -Check	01/06/2025	2782	KEENAN - HAJOCA SUPPLY	CUST 26-556142	-1,685.28	66,340.44
Bill Pmt -Check	01/06/2025	2783	MCMaster-CARR	INVOICE 0102CDROP (pressure gauge WWTF)	-27.55	66,312.89
Bill Pmt -Check	01/06/2025	2784	PIERSON BUILDING CENTER	CUST 1685 (office remodel)	-1,244.55	65,068.34
Bill Pmt -Check	01/06/2025	2785	PPG Paints	INV 800920015119 (office remodel)	-643.09	64,425.25
Bill Pmt -Check	01/06/2025	2786	Restif Cleaning Services	Bathroom Cleaning Park & MCC INV 142133	-360.00	64,065.25
Bill Pmt -Check	01/06/2025	2787	STATE WATER RESOURCES CONTROL BOARD	WWTP annual renewal fees FY25 FCID 1B801620H	-8,878.00	55,187.25
Bill Pmt -Check	01/06/2025	2788	VALLEY PACIFIC PETROLEUM	10366	-119.14	55,068.11
Bill Pmt -Check	01/06/2025	2789	STATE WATER RESOURCES CONTROL BOARD	MCSD annual renewal fees FY25 FCID 1SSO10043	-3,945.00	51,123.11
<i>Bill Pmt -Check</i>	<i>01/06/2025</i>	<i>2790</i>	<i>STATE WATER RESOURCES CONTROL BOARD</i>	<i>Drainage annual renewal fees FY25 FCID 1B230671</i>	<i>-3,331.00</i>	47,792.11
Bill Pmt -Check	01/06/2025	2791	STATE WATER RESOURCES CONTROL BOARD	Water system annual renewal fees FY25	-1,324.12	46,467.99
					-8,387.03	46,467.99
TOTAL					-8,387.03	46,467.99

General Manager's Report for January 2025

Earthquake:

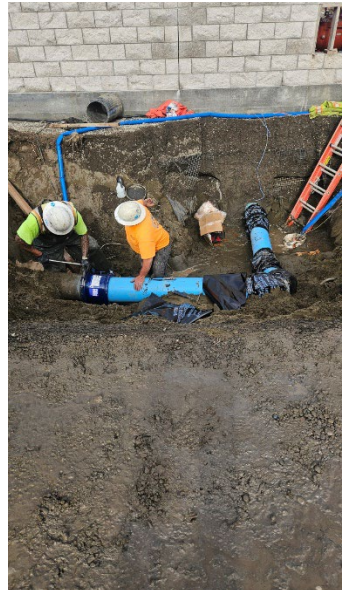
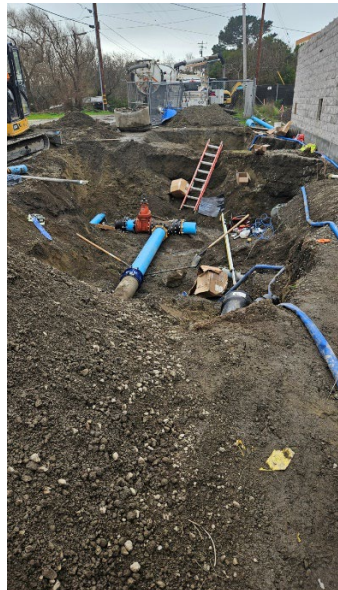
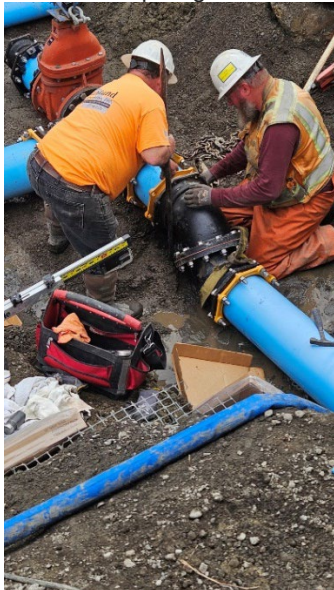
District infrastructure was unaffected by December 5th, M7.0. Staff evacuated to the Lupin Ave Lift Station Evacuation site for the duration of the Tsunami warning.

Water Project:

The day-long water transmission changeover occurred Dec 11th and took a couple hours longer than expected. This was due to a couple of leaks discovered on the (E) 10" ACP Main Transmission line at the abandoned/patched service laterals. There was also a leak on the 6" C900 back feed as well as a 10" gate valve that needed attention.



10" Patch requiring correction



New 10" mainline connection



1901 Park Street Pumphouse as of January 7, 2025



New Tank Foundation: Panels arriving Late January/February 2025



(2) New 25 HP Water Pumps



4" Pressure Reducing Valve (PRV)

6" Altitude Valve (to refill tank)



Interior of pumphouse with roof underway



10" PRV opens for very high-water demand conditions (allowing full flow from HBMWD)



6" mixers in chlorinator room (in process)

Park:

The Parking Lot is completed. The bioswale/planters have been planted by RCAA and the water service has been returned.

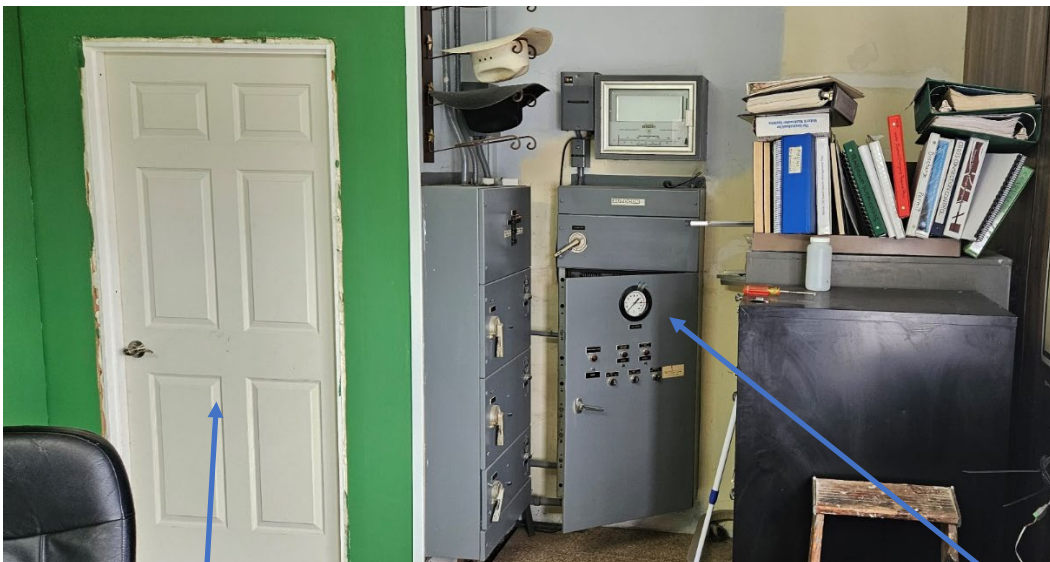
The Tennis Courts are getting re-fenced Wednesday 01/8/2025 and reconfigured/resurfaced this spring.

Speed Hump

The long-awaited hump on Peninsula has been installed and, while not as tall as the existing hump, it is compliant with county design standards and the county has installed signage.

Office Updates:

We have begun remodeling the District Office. The internal wall is up and some reorganizing underway. We are awaiting the removal of old pump controls before flooring.



New access door to future break room

Old pump control panels to be removed

Audit FY 2023 – still awaiting the final product for distribution to the board. Staff has revised the RFP from the November 2024 Board Meeting and will be publishing this spring.

As reported earlier, our billing software **UBMax** was purchased by **gWorks**. This platform was supposed to go live October 2024 but encountered data issues. We were able to delay implementation until the company file is corrected and all features are functional. *** January Update: This software is still not importing data without issues, and we are looking for alternative solutions from other providers.

Wastewater Grant:

The district awarded the project to Wahlund Construction Inc. Nov '24 and a Notice to Proceed has been executed. Staff and GHD met with Wahlund for an initial kick-off meeting 12/17/2024. Updates to this project will be provided as we move forward.

Drainage Grant:

We are expecting to publish bids and award this project soon. We are going to be required to open another separate interest-bearing account for the advanced funding. We did this a few years ago with Redwood Capital Bank but plan to do this at Coast Central Credit Union for ease of access and expedience in reporting to the funder.

Radio Meter Update:

We have finally received our long-awaited additional 36 radio meters and are ready to install.

Rate Study:

Staff recommends the district prepare a 5-year Rate Study for funding FY26-FY31 (07/01/2025-07/01/30). The district's last study (*rate increase*) was 2018 - 2022 and we've experienced significant inflationary pressure on most all activities since that time. Staff will examine options to:

- Consider water and sewer base charges to address General Operational needs for the coming 5 years.
- Consider water volumetric charges to incentivize conservation, better distribute metered use and place downward pressure on our Peak Rate Allocation (PRA is a major coefficient for purchased water costs).
- Consider Reserve Requirements (policy statement) for the next 5 years.
- Consider Depreciation of Capital Assets from recent construction/design activity.

419 Beach Drive
Arcata, CA 95521
December 12, 2024

Honorable Board Members,

RE: EMERGENCY PREPAREDNESS and Agenda Item Suggestions

At the last Board meeting when it was asked if any *board members had any suggestions for future agenda items there was no response*. I believe at the January 2024 meeting a resident (Dan Faulk) questioned about emergency preparedness for the school and community. So as a former board member and in light of recent events I am going to make a few suggestions for agenda items.

1. Receive a report delineating the coordination between Manila CSD (for the residents and public) and Redwood Coast Montessori's (RCM) plans for usage of the community center, main hall and classrooms if there is a major earthquake or tsunami event.

The District/Board has never received a presentation/ including a WRITTEN report on what RCM's plans are in the event of a major disaster in which students may not be able to *leave the peninsula for days/weeks*. What provisions have been made for the care of the children (food, water, supervision, sleeping, etc.).

Does the District have a WRITTEN plan in place for coordination of the mutual uses of the main hall and the community center for the community, RCM students and staff? Who will be the primary coordinator for the community center – the General Manager or RCM's administrator?

*Note: the District had entered into an agreement with the local Red Cross for usage of the main hall/community center as a possible site for **community member and public relocation** which should be reviewed by the board and updated.*

2. Receive for review and update the Tsunami Response Plan. Note: there is a reduction in staffing with the lack of a utility worker and non replacement of heavy duty equipment for debris removal.
3. Receive for review an updated plan for water and sewer emergency preparedness and eventually drainage as these in flux with the new construction. Considering only the General Manager resides in Manila and the chief plant operator does not reside on the peninsula and may not be able to access the peninsula if a major event should occur.
4. How will these plans be made available to the public? Public meetings other than board meetings? How publicized??? Utilize means beyond Facebook, District website, and water billings I suggest door-to-door outreach and notification (person to person and door hangers) as in the past. Coordinate with RCM/FRC and Board members for assistance and staffing.

Have board members taken or had any SIMS/NIMS training and staff's updated so that the District will remain eligible for FEMA funding in the future?

Sincerely,

*Dendra Dengler
Manila Resident*