



MANILA COMMUNITY SERVICES DISTRICT

Notice and Agenda of Regular Meeting

Tuesday July 19th, 2022

This meeting is being held via Zoom <https://us02web.zoom.us/j/87361836051> and phone-in. To participate in this meeting remotely, please join 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 July 16th, 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.

1. **ROLL CALL, DETERMINE QUORUM:**
2. **AB 361: RESOLUTION 2022.03** *Proclaiming a local emergency persists is covered by last month's resolution.*
3. **APPROVE AGENDA:**
4. **PRESENTATION ITEM:** Caltrans Jacoby Creek Bridge Replacement Closure of Hwy 101 impacting 255 Manila
5. **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.*
6. **CONSENT CALENDAR:** *(Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.*
 - a) Approve Draft Minutes of Regular Meeting of May 17th, 2022
 - b) Receive Disbursements May-June 2022
7. **RECEIVE MANILA PARK PRELIMINARY DESIGN/MASTER PLAN ALTERNATIVES**
8. **REPORT ITEMS (Discussion/Update)**
 - a) **Board Member Updates**
 - b) **Staff Report (General Updates: Water tank, grants, audits, tech, website, elections candidate registration,**
9. **CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION §54957(b)-PUBLIC EMPLOYEE PERFORMANCE EVALUATION** Title: **GENERAL MANAGER**
10. **REPORT OUT OF CLOSED SESSION (if any)**
11. **INCOMING COMMUNICATIONS:**
12. **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

**Caltrans Presentation regarding Jacoby Creek
Bridge Replacement / 255 Detour**

Meeting Date: July 19th, 2022

Agenda Item: **4**

Summary:

Jeff Pimentel, Project Manager for Caltrans District 1 wishes to update the community via this board regarding the upcoming night time closures of 101 Safety Corridor.

“[Caltrans is] tentatively set for a southbound US 101 full closure for 6 hours from 11pm on Friday 7/22 to 5am on Saturday 7/23 to test movement of the structure. [Caltrans] will then have the final full southbound US 101 closure for 10 hours from 8pm on Saturday 7/23 to 6am on Sunday 7/24 to perform the actual movement of the structure into its final location. There will also be a single lane closure for southbound US101 between the full closures from 5am to 8pm on Saturday 7/23. During the single lane closure there will be a bike detour setup to divert cyclists to the Bay Trail on the north and south end of the closure.”

There is not action sought for the item.



MANILA COMMUNITY SERVICES DISTRICT
Minutes of Regular Meeting Tuesday June 21, 2022

Consent Calendar

1. **ROLL CALL, DETERMINE QUORUM:** *Muniz, Ryan, Faulk-Kellogg, Broderick and Jannetta present. Staff C. Drop present*
2. **AB 361: RESOLUTION 2022.03** *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 June 21st, 2022 through July 21st, 2022 pursuant to Brown Act Provisions.*
*The board approved Resolution 2022.03: **Vote: 5-0***

3. APPROVE AGENDA:

There were no changes to the agenda

4. PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS: A r

A resident commented on Nordic Aquafarms mitigation on District property.

5. CONSENT CALENDAR:

- a) Approve Draft Minutes of Regular Meeting of May 17th, 2022
- b) Receive Disbursements May-June 2022

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

6. BUSINESS ITEMS (Action items):

- a) **Approval of Additional Bank Account for CNRA grant advance and authorized signors.**

*Muniz/Jannetta to authorize creation of additional bank account with signor(s) referenced by name and title. **Vote: 5-0***

- b) **Receive and Approve 2022 Sewer System Management Plan 5-year update**

*Jannetta/Faulk-Kellogg to adopt SSMP update as amended with commented items re: odor control/pump outs. **Vote: 5-0***

- c) **Draft Budget FY2023 (July 1, 2022 – June 30, 2023)**

*Faulk-Kellogg/Broderick to FY2023 budget as amended with additional \$5k to MCC Professional Services. **Vote: 5-0***

7. REPORT ITEMS (Discussion/Update)

- a) **Board Member Updates (Personnel Committee for future GM Evaluation)**
- b) **Staff Report (General Updates)**

8. INCOMING COMMUNICATIONS: Humboldt County Planning Dept Notice re: Barr Property

9. ADJOURNMENT:

ADJOURNMENT: 8:39 pm

_____ Date: _____
 Dave Jannetta, Secretary

_____ Date: _____
 Meghan Ryan, Board President

Manila Community Services District

Register: 10117 · Coast Central Checking

From 06/15/2022 through 07/15/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/15/2022			-split-	Deposit			11,764.00	164,224.01
06/16/2022		QuickBooks Payroll ...	-split-	Created by Pay...	4,904.64			159,319.37
06/17/2022		EFTPS	-split-	94-1653492	1,370.02			157,949.35
06/17/2022	DD1851	DROP, CHRISTOP...	-split-	Direct Deposit		X		157,949.35
06/17/2022	DD1852	KITTLESON, KEN...	-split-	Direct Deposit		X		157,949.35
06/17/2022	DD1853	WATSON, ALISHA L	-split-	Direct Deposit		X		157,949.35
06/22/2022			12000 · Accounts Rece...	Deposit			6,506.79	164,456.14
06/22/2022			12000 · Accounts Rece...	Deposit			5,624.32	170,080.46
06/22/2022			12000 · Accounts Rece...	Deposit			256.07	170,336.53
06/22/2022	2222	Michelle Couture	23000 · CBSW Cust...	VOID: Deposit...		X		170,336.53
06/27/2022	2221	HENSEL'S ACE HA...	22000 · Accounts Paya...	VOID: CUST ...		X		170,336.53
06/27/2022	2223	John Firebaugh	23000 · CBSW Cust...	VOID: Deposit...		X		170,336.53
06/27/2022	2224	Michelle Smither	23000 · CBSW Cust...	VOID: Deposu...		X		170,336.53
06/27/2022	2226	GHD	22000 · Accounts Paya...	VOID: INV 38...		X		170,336.53
06/27/2022	2227	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	775.70			169,560.83
06/27/2022	2228	GHD	22000 · Accounts Paya...	INV 380-0014...	1,162.64		Park Per Capita	168,398.19
06/27/2022	2229	HENSEL'S ACE HA...	22000 · Accounts Paya...	CUST 351	166.14			168,232.05
06/27/2022	2230	HUMBOLDT BAY ...	22000 · Accounts Paya...	April 30- May ...	6,856.57			161,375.48
06/27/2022	2231	Kahle Industries	22000 · Accounts Paya...	Mowing/ Mow...	441.21		Mowing/repairs	160,934.27
06/27/2022	2232	MILLER FARMS N...	22000 · Accounts Paya...	47413	30.22			160,904.05
06/27/2022	2233	NORTH COAST LA...	22000 · Accounts Paya...	May Statement	225.00			160,679.05
06/27/2022	2234	ORENCO SYSTEM...	22000 · Accounts Paya...	MANICOMM01	1,770.59			158,908.46
06/27/2022	2235	PACIFIC PAPER CO.	22000 · Accounts Paya...	MANCSD Inv...	155.27			158,753.19
06/27/2022	2236	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	1,505.53			157,247.66
06/27/2022	2237	Roto-Rooter	22000 · Accounts Paya...	Invoice 56123 ...	595.00		(1) pumpout	156,652.66
06/27/2022	2238	Softline Data, Inc.	22000 · Accounts Paya...	Invoice 14172	570.00			156,082.66
06/27/2022	2239	The Mitchell Law Fir...	22000 · Accounts Paya...	Inv 50194	29.00			156,053.66
06/27/2022	2240	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	466.60			155,587.06
06/27/2022	2241	Michelle Smither	23000 · CBSW Cust...	Deposit Refund...	34.05			155,553.01
06/27/2022	2242	Michelle Couture	23000 · CBSW Cust...	Depoist Refund...	150.00			155,403.01
06/27/2022	2243	John Firebaugh	23000 · CBSW Cust...	Deposit Refund...	24.02			155,378.99
06/29/2022			12000 · Accounts Rece...	Deposit			45.37	155,424.36
06/30/2022		EMPLOYMENT DE...	-split-	499-0210-9	1,792.81			153,631.55
06/30/2022		QuickBooks Payroll ...	-split-	Created by Pay...	5,408.07			148,223.48
07/01/2022			12999 · Undeposited F...	Deposit			5,970.00	154,193.48
07/01/2022			12000 · Accounts Rece...	Deposit			2,353.93	156,547.41
07/01/2022		EFTPS	-split-	94-1653492	1,481.68			155,065.73
07/01/2022	DD1854	BRODERICK, JOHN J	-split-	Direct Deposit		X		155,065.73
07/01/2022	DD1855	DROP, CHRISTOP...	-split-	Direct Deposit		X		155,065.73
07/01/2022	DD1856	FAULK-KELLOGG,...	-split-	Direct Deposit		X		155,065.73

Manila Community Services District

Register: 10117 · Coast Central Checking

From 06/15/2022 through 07/15/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2022	DD1857	JANNETTA, DAVE	-split-	Direct Deposit		X		155,065.73
07/01/2022	DD1858	KITTLESON, KEN...	-split-	Direct Deposit		X		155,065.73
07/01/2022	DD1859	Muniz**, Danielle	-split-	Direct Deposit		X		155,065.73
07/01/2022	DD1860	RYAN, MEGHAN	-split-	Direct Deposit		X		155,065.73
07/01/2022	DD1861	WATSON, ALISHA L	-split-	Direct Deposit		X		155,065.73
07/13/2022			12000 · Accounts Rece...	Deposit			6,083.49	161,149.22
07/13/2022			-split-	Deposit			180.00	161,329.22
07/14/2022		QuickBooks Payroll ...	-split-	Created by Pay...	5,149.69			156,179.53
07/15/2022		EFTPS	-split-	94-1653492	1,525.68			154,653.85
07/15/2022	2244	Alisha Watson	22000 · Accounts Paya...	Reimbursement	86.00			154,567.85
07/15/2022	2246	Meghan Berberich	23000 · CBSW Custa...	Deposit Refund...	57.51			154,510.34
07/15/2022	2247	Nicholas Conlin	23000 · CBSW Custa...	Deposit Refund...	68.05			154,442.29
07/15/2022	2248	Vanessa Echevarria	23000 · CBSW Custa...	Deposit Refund...	37.49			154,404.80
07/15/2022	2249	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	354.67			154,050.13
07/15/2022	2250	Bergel Construction	22000 · Accounts Paya...	INV RCM0710...	5,013.01		MCC repairs	149,037.12
07/15/2022	2251	DAVID JANNETTA	22000 · Accounts Paya...	Reimbursement...	135.50		Reimb. paint	148,901.62
07/15/2022	2252	GHD	22000 · Accounts Paya...	INV 380-0014...	447.00			148,454.62
07/15/2022	2253	HUMBOLDT BAY ...	22000 · Accounts Paya...	June 1-30, 202...	6,827.67			141,626.95
07/15/2022	2254	Restif Cleaning Servi...	22000 · Accounts Paya...		720.00			140,906.95
07/15/2022	2255	Roto-Rooter	22000 · Accounts Paya...		1,190.00		(2) pumpouts	139,716.95
07/15/2022	DD1862	DROP, CHRISTOP...	-split-	Direct Deposit		X		139,716.95
07/15/2022	DD1863	KITTLESON, KEN...	-split-	Direct Deposit		X		139,716.95
07/15/2022	DD1864	WATSON, ALISHA L	-split-	Direct Deposit		X		139,716.95

Agenda Summary

Receive manila Park Preliminary Design/master plan Alternatives

Meeting Date: July 19th, 2022

Agenda Item: **7**

Summary:

Wildling Design Studio (under GHD subcontract) has completed the scope of work for planning design concepts for the Manila Park Improvements Project. This effort is to further both the recently awarded Per Capita Grant (to improve the trails and fields as funding allows) and to capture possible expended design elements funded in collaboration with a pending Clean Ca Grant from Caltrans (managed through RCAA and the Harbor District).

Provided are the following (in summary):

Alt 1 Theme: The Rambles:

The site lays out park amenities along meandering paths pulling park visitors through the site to more fully access and occupy the site.

Quick Facts: +1 mi of trails Disc golf, multiuse field, paved multicourt, skatepark, tennis, play areas, group BBQ, developed overlooks

Alt 2 Theme: The Axis

The site emphasizes social activity laid out along two primary axes that emphasize sightlines in the park.

Quick Facts: +1/2 mi of trails Disc golf, multiuse field, paved multicourt, skatepark, tennis, play areas, dog park, and developed overlooks within the park, with a tiny house court in the former caretaker area.

Also included are site inventory and analysis and plant palette.

Considering these items are quite large, full resolution versions may be accessed from the district website:

[Agendas/Packets \(manilacsd.com\)](http://www.manilacsd.com/Agendas/Packets)

There is not action sought for the item however, if there are substantive comments or amendments from the board, the district may consider expanding the scope of the designer to reengage for consideration of amendments. Staff is expecting to use these items as Master Planning documents and further board action would be sought to implement specific alternatives.

This is the "light" version of the board packet which does not contain the Park Design. The full packet and design documents can be accessed at:

<http://www.manilacsd.com/page3.html>

General Manager's Report for July 2022

(Report Items – Staff Updates on the agenda)

Board Matters: The upcoming November 2, 2022 elections have (4) members up for reelection: Danielle Muniz, Dave Jannetta, Meghan Ryan and John Broderick's seats all expire December 2022. Sequoyah Faulk-Kellogg's seat expires 2024. The filing window is **July 18th through August 11th, 2022** for the November election and forms will be posted at the County Elections Office website (the forms are not posted as of this writing).

Audit: The District's FY 2021 Audit is underway and field work is planned this week. The FY2022 audit will represent the 3rd and final year of his contract with the district. State Controller's Office rules state that the auditor must be rotated after 6 consecutive audits and staff will address the next RFP or possible contract extension process at a future meeting.

Water Tank: Our redwood water tank is leaking sporadically at the top 2 feet of storage. We will manage the leaking as needed to maintain maximum storage until our new, larger tank is constructed.

Redwood Capital Bank has opened our new, dedicated account for the CNRA Drainage Grant effort.