



MANILA COMMUNITY SERVICES DISTRICT

Notice and Agenda of Regular Meeting

Thursday June 17th, 2021

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 # **374-237-2467** or phone-in calling **669-900-6833**. The public may submit written comments to manilacsd1@sbcglobal.net

Posted by Monday June 14th 2021 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:

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.*

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

1. **Receive Check Disbursements**
2. **Approve Draft Minutes of May 20th 2021**

ITEMS PULLED FROM THE CONSENT CALENDAR (if any):

ACTION ITEMS:

3. **Manila Community Resource Center Report (Esther Hutton)**
4. **Receive Bids for Surplus Property and Authorize Awards**
5. **Resolution 2021.01 Approving Application to CNRA for Flood Protection Grant**
6. **District Utility Worker: Vacant Position, Salary Schedules and Reorganization**
7. **Draft Budget FY 2022**
8. **Consideration of In-Person Board Meetings and District Office Hours**
9. **President Bramlett's Resignation and Mid-Year Reorganization of Board Offices**

REPORTS:

10. **Director/Committee Reports:**

INCOMING COMMUNICATIONS:

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.

Manila Community Services District

6/10/2021 1:31 PM

Register: 10117 · Coast Central Checking

From 05/01/2021 through 06/10/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/03/2021			12000 · Accounts Rece...	Deposit			840.00	125,657.80
05/05/2021			-split-	Deposit			180.00	125,837.80
05/06/2021		QuickBooks Payroll ...	-split-	Created by Pay...	5,523.56			120,314.24
05/07/2021	DD1706	DROP, CHRISTOP...	-split-	Direct Deposit		X		120,314.24
05/07/2021	DD1707	FOX, MARGARET E	-split-	Direct Deposit		X		120,314.24
05/07/2021	DD1708	KITTLESON, KEN...	-split-	Direct Deposit		X		120,314.24
05/07/2021	DD1709	WATSON, ALISHA L	-split-	Direct Deposit		X		120,314.24
05/12/2021	2015	RICHARD PARRA	23000 · CBSW Cust...	DEPOSIT REF...	52.03			120,262.21
05/12/2021	2016	AUSTIN TAYLOR	23000 · CBSW Cust...	DEPOSIT REF...	152.54			120,109.67
05/12/2021	2017	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	292.77			119,816.90
05/12/2021	2018	COASTAL BUSINE...	22000 · Accounts Paya...	EU0719	97.50			119,719.40
05/12/2021	2019	DROP*, CHRISTOP...	22000 · Accounts Paya...	Reimbursement	1,059.07			118,660.33
05/12/2021	2020	EMPLOYMENT DE...	22000 · Accounts Paya...	499-0210-9	180.24			118,480.09
05/12/2021	2021	HENSEL'S ACE HA...	22000 · Accounts Paya...	CUST 351	253.53			118,226.56
05/12/2021	2022	HUMBOLDT BAY ...	22000 · Accounts Paya...	APRIL 1-30, 2...	6,209.98			112,016.58
05/12/2021	2023	KEENAN - HAJOC...	22000 · Accounts Paya...	CUST 26-5561...	4,984.75			107,031.83
05/12/2021	2024	KITTLESON, KEN*	22000 · Accounts Paya...	Reimbursement	256.94			106,774.89
05/12/2021	2025	NORTH COAST LA...	22000 · Accounts Paya...	March Stateme...	150.00			106,624.89
05/12/2021	2026	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	483.68			106,141.21
05/12/2021	2027	The Mitchell Law Fir...	22000 · Accounts Paya...	Inv 47505	123.00			106,018.21
05/12/2021	2028	THRIFTY SUPPLY ...	22000 · Accounts Paya...	INV 1491042-01	193.94			105,824.27
05/12/2021	2029	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	212.30			105,611.97
05/14/2021			12000 · Accounts Rece...	Deposit			37.45	105,649.42
05/17/2021			12000 · Accounts Rece...	Deposit			37.40	105,686.82
05/19/2021			12000 · Accounts Rece...	Deposit			204.68	105,891.50
05/19/2021			12000 · Accounts Rece...	Deposit			13,330.18	119,221.68
05/19/2021			40000 · Water Income:...	Deposit			67.85	119,289.53
05/19/2021			12000 · Accounts Rece...	Deposit			5,384.33	124,673.86
05/19/2021			-split-	Deposit			180.00	124,853.86
05/19/2021			23000 · CBSW Cust...	Deposit			150.00	125,003.86
05/19/2021			-split-	Deposit			180.00	125,183.86
05/20/2021		QuickBooks Payroll ...	-split-	Created by Pay...	6,857.95			118,325.91
05/21/2021		EFTPS	-split-	94-1653492	6,988.64			111,337.27
05/21/2021	DD1710	DROP, CHRISTOP...	-split-	Direct Deposit		X		111,337.27
05/21/2021	DD1711	FOX, MARGARET E	-split-	Direct Deposit		X		111,337.27
05/21/2021	DD1712	KITTLESON, KEN...	-split-	Direct Deposit		X		111,337.27
05/21/2021	DD1713	WATSON, ALISHA L	-split-	Direct Deposit		X		111,337.27
05/26/2021			12999 · Undeposited F...	Deposit			5,795.00	117,132.27
05/26/2021			12000 · Accounts Rece...	Deposit			3,940.93	121,073.20
05/26/2021			12000 · Accounts Rece...	Deposit			7,358.72	128,431.92



MANILA COMMUNITY SERVICES DISTRICT

Minutes of Regular Meeting Thursday May 20th, 2021

ROLL CALL, DETERMINE QUORUM: *Ryan, Jannetta, Bramlett, Muniz and Faulk-Kellogg Present. Staff GM Drop Present.*

APPROVE AGENDA: *Jannetta/Faulk-Kellogg to approve agenda. Vote: 5-0*

PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:

There was not public input

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

- 1. Receive Check Disbursements**
- 2. Approve Draft Minutes of April 15th 2021**

Ryan/Faulk-Kellogg to approve minutes as amended. Vote:4-0-1 with Muniz abstaining.

ACTION ITEMS:

- 3. Park Caretaker/Host Contract and RV Camping Disposition**

Muniz/Jannetta to accept 30-day notice of contract termination and leave RV Park closed until a management plan is in place. Vote: 5-0

- 4. Draft Budget FY 2022 and Budget vs. Actual FY2021 to April (83.33%)**

The board directed staff to bring back report on vacant Utility Worker position.

- 5. Surplus Property Declaration:**

- a) Case Backhoe 480 C**
- b) Massey Ferguson Tractor Model 320**
- c) John Deer mower deck**
- d) 1999 Ford F150 pickup**

Jannetta/Ryan to declare listed items as surplus. Vote: 5-0

REPORTS:

- 6. Director/Committee Reports:**

Muniz reported on RREDC and the first flights from ACV to Burbank.

INCOMING COMMUNICATIONS:

ADJOURNMENT :7:30

Dave Jannetta, Secretary Date: _____

Jan Bramlett, Board President Date: _____

Agenda Summary

Manila Community Resource Center Report (Esther Hutton)

Meeting Date: June 17th, 2021

Agenda Item: **3**

Recommendation: The board receive report

Summary:

This item was requested as an update the CSD board on Summer Programming and Budgeting for the Manila Community Resource Center (MCRC).

The MCRC is currently run by staff of the Redwood Coast Montessori Charter School.

Recommended motion:

No Action Required

Public comment:

Vote:

Manila Community Resource Center: 2020-2021 Totals

Just a few of our accomplishments!

6 community events hosted

55 families served

79 diaper kits distributed

145 kids benefited from holiday events

2,694 lbs of food served

\$1050 granted to clients (through HAF grants, holiday sponsors, and gas cards)

Events

Thanksgiving Celebration: 24 families received goods to prepare Thanksgiving meals at home. We also distributed 50 hot meals from Arcata House Partnership to community members.

Winter Celebration Drive Thru: Our winter celebration was a drive thru event, offering basic pantry goods to families and winter themed craft kits for kids. 59 craft kits and 75 meal bags with pantry items were distributed. We also partnered with Arcata House Partnership to distribute 50 hot meals to community members.

Spring Celebration Drive Thru: Similar to the Winter Celebration, families were invited to drive through and receive craft kits and candy to have their own egg hunt at home. 41 kids received kits. We also worked with Betty Chinn to distribute goods for families to have their own Easter meals at home, delivering to 7 families, totaling 40 Meals/180lbs of food.

Family Dental Hygiene Zoom: The first among our two virtual events for the year was our Family Dental Hygiene zoom event hosted with SMILE Humboldt's Catherine DeSantis.

Disaster Preparedness Video Series: The 2nd of our two virtual events for the year was our Disaster Preparedness Video Series, in lieu of an in-person safety fair. The event consisted of 4 videos released weekly to lead up to our 1 hour live preparedness training. Guest speaker Ruby Zenteno from Listos California helped facilitate the training. 6 people attended.

Parent Cafe: Partnering with First 5 Humboldt and Changing Tides we hosted an event that offered hot meals, tools, and toys to parents and families. The meals were accompanied by a 1.5 hour virtual parent circle led by Changing Tides. ~50 meals were distributed.

Resource Center Projects

Application Assistance: We offer our clients assistance in person or over the phone to apply for public benefits such as CalFresh, Medi-Cal, and CalWORKS. We've assisted 22 families in applying for public benefits this year. Other applications we offer basic assistance with are EDD, the Emergency Broadband Internet Application, and Housing is Key Rent Relief.

Appropriate Referrals: We do our research to offer our clients the most appropriate and relevant referrals to support their needs. Some of the most frequent referrals we've made this year have been to The Job Market, Legal Services of Northern California, appropriate energy

services, relevant [loans](#) for low-income families through the [USDA and HUD](#), [family counseling services](#), [Housing is Key](#), and the [Emergency Broadband Services](#) for low-income families.

Diaper Kit Program: The Diaper Kit program offers diapers and appropriate referrals to low income families. We've [partnered with OpenDoor](#) to be able to better reach new mothers and connect them with the resources they need. The Diaper Kit consists of [80 diapers](#), [200 wipes](#), and [a handmade blanket from the Linus Project](#). This year we have distributed [79 Diaper Kits](#).

Food Pantry: Each week we distribute a modest bag of nonperishable goods at the Vance Avenue parking lot to all who attend. In the last year we've distributed [341 bags / 855lbs of food](#).

First 5 Playgroup: Playgroup offers a space for families with children ages 0-5 to come and explore age appropriate activities for their children. With the onset of COVID, our First 5 playgroup still managed to operate by creating kits for families to take and play with at home. Playgroup went on to become an outdoor only play space every Tuesday from 9:30-11:30AM. Throughout the pandemic we served about [15 families a week](#) through this program.

Women & Children's Fund from HAF: The Humboldt Area Foundation offers a [\\$150 grant](#) to families in vulnerable populations: single, older women with disabilities; and single women with children. This year we nominated 5 households for the grant and [all 5 households received it](#). The grants were used to buy propane, furniture, pay for medical expenses and medical travel, and pay for clothing for foster youth.

Organizational Grants: Through the Humboldt Area Foundation, two grants were awarded to the Manila Community Resource Center. One was the Holiday Grant which made all our Holiday Events possible by the Humboldt Area Foundation. Another is the grant for this summer Humboldt Area Foundation which will allow us to purchase [gas cards](#), [grocery cards](#), and [bus passes](#) for our clients; as well as [chromebooks for qualifying foster and low income youth](#).

Housing is Key Rental Relief: The state of California is currently offering rent and utility assistance to families affected by COVID-19 through the Housing is Key Program. If determined eligible, one could have [80% of all back rent due](#) from March 2020 - June 2021. Thanks to a grant, we have assisted [2](#) people through the application process, and referred [20](#) to it and expect to help more as changes develop.

Assistance to Ongoing Community Projects: There are so many ongoing projects in Humboldt County that already exist to support families. We do our best to seek them out and connect our clients with them. Some examples are Toys for Tots: [32 kids](#) received toys at our site; Helping Humboldt's Student Desk Project: [6 students](#) have signed up for these desks; the Housing Authority and HOME's project to relocate the camp off the highway, doing outreach at the new low-income housing in Samoa; and Food for People's Summer Backpack Program: [25 packs a week for 10 weeks of summer](#), filled with food and fresh produce.

Agenda Summary

Receive Bids for Surplus Property and Authorize Awards

Meeting Date: June 17th, 2021

Agenda Item: **4**

Recommendation: The board approve highest bids and subsequent awards for surplus property.

Summary:

At the May 20th, 2021 meeting, the board approved a list of items to be declared surplus.

Staff advertised the items (except the 1999 F-150 which is held) on Craigslist and NextDoor Manila, showed the items to a few prospective bidders and has received a handful of bids as of 06/11 cutoff.

At the beginning of this agenda staff will open the bids and describe the highest offers and ask the board to move and second all awards in one motion.

Staff will then contact the winning bidders and coordinate removal of the items from the district yard and execute any transfer instruments.

Recommended motion:

I move/second to approve winning bids for surplus property:

Public comment:

Vote:

Agenda Summary

**Resolution 2021.01 Approving Application to CNRA
for Flood Protection Grant**

Meeting Date: June 17th, 2021

Agenda Item: **5**

Recommendation: The board adopt attached Resolution 2021.01

Summary:

The District was recently notified that we've been moved to **Round 3** of California Natural Resources Agency's (CNRA) Urban Flood Protection Grant Program. This is great news and a step closer to funding of this important project which seeks to improve/rectify myriad drainage issues throughout the community.

The attached Resolution 2021.01 (one of several immediately required submissions) effectively codifies the Board's approval to seek funding of the project and names the General Manager as agent.

Recommended motion:

I move/second to adopt Resolution 2021.01 as presented (or as amended) for approval to seek funding for the California Natural Resources Agency's (CNRA) Urban Flood Protection Grant Program.

Public comment:

Vote:

Resolution No: 2021.01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MANILA COMMUNITY SERVICES DISTRICT APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE URBAN FLOOD PROTECTION GRANT PROGRAM

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program and establishing necessary procedures; and

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the State of California to carry out the project.

NOW, THEREFORE, BE IT RESOLVED that the Manila Community Services District Board of Directors;

1. Approves the filing of an application for the Manila Flood Reduction and Drainage Enhancement Project; and
2. Certifies that Applicant understands the assurances and certification in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the project consistent with the land tenure requirements or will secure the resources to do so; and
4. Certifies that it will comply with all provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, the *California Environmental Quality Act (CEQA)*, legal requirements for building codes, health and safety codes, and disabled access laws and that prior to commencement of construction all applicable permits will have been obtained; and
6. Certifies that Applicant will work towards the State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1; and
7. Appoints the General Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project.

Approved and adopted the 17th day of June 2021. I, the undersigned, hereby certify that the foregoing Resolution Number 2021 was duly adopted by the Manila Community Services District Board of Directors.

Following Roll Call Vote:

Ayes: _____

Nos: _____

Absent: _____

Dave Jannetta, Clerk/Secretary for the Governing Board

Agenda Summary

District Utility Worker: Vacant Position, Salary Schedules and Reorganization

Meeting Date: June 17th, 2021

Agenda Item: **6**

Recommendation: The board consider staff's reorganizational options presented

Summary:

The best way to further this agenda item is to be blunt: *Staff recommends the board eliminate the Utility Worker Position and approve reallocating some of the ~ \$45,000 to increase staff compensation and expanded contracting efforts.* This action would *increase* service to the community, *enhance* job satisfaction and reduce our exposure to internal liabilities.

1. Manila CSD must offer better compensation to our Operator and Administrative Assistant to remain *somewhat* competitive or we risk losing them. Licensed operators are particularly difficult to attract and keep because other local agencies offer what we simply cannot afford.
2. It is more effective to hire specialists in possession of the proper resources and skillsets for specific projects than to have the district purchase, maintain and insure heavy equipment and specialized tools for every possible task.
3. The vacated Utility Worker position wage (\$15.23) cannot remain a competitive offering for a quality skillset the district would expect from professional contractors (or handyman).
4. We currently (and increasingly) rely on contractors for most of these duties including assistance with tank pump-outs and sludge disposal, excavations, water line repairs, road repairs, playground and tennis court repairs, fencing and even landscaping (ongoing equipment issues).
5. This action justifies a progression our agency has demonstrated as more effective and sustainable business model.

There are also some not-so-obvious considerations to having additional employees including state law that public employees have "ownership" of positions (Skelly) and a general 'number of people' cost for things like direct deposit and minimum wage thresholds, etc. The current vacancy of the position has already saved the district \$4,000 in workers comp premiums as the duties were classified as some of the highest costs by our carrier.

There are also some drawbacks; less people to cover for vacations or illness and succession planning. However, these matters would not necessarily be mitigated by hiring another Utility Worker.

The elimination of the position frees up about \$45,000 which staff recommends the board reallocate to the positions as follows:

Policy No.	Job Title	Step One	Step Two	Step Three	Step Four	Step Five
2030	General Manager	\$16.50	\$17.50	\$18.50	\$19.50	\$20.00
2040	Operator	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00
2050	Utility Worker I	\$6.50	\$7.00	\$7.50	\$8.00	\$8.50
2055	Utility Worker II	\$8.00	\$8.50	\$9.00	\$9.50	\$10.00
→ 2060	Administrative Assistant	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50
2065	Account Clerk	\$8.50	\$9.00	\$9.50	\$10.00	\$10.50
2070	Coordinator	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00
→ 2090	Public Works Supervisor	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00

The above 2003 Policy Manual Salary Schedule is obsolete. The two subject positions are the Administrative Assistant - currently 25 hours/week. The Public Works Supervisor (or Chief Plant Operator) is 48.85 hours/week with 24hr on-call. The proposed schedule for these positions are as follows:

Policy	Job Title	FY 2021	FY 2022	Step 3	Step 4	Step 5
2030	General Manager (Contract)	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
2040	Operator					
2050	Utility Worker I					
2055	Utility Worker II	\$15.23				
→ 2060	Administrative Assistant	\$19.26	\$22.00	\$23.00	\$24.00	\$25.00
2065	Account Clerk					
2070	Coordinator					
→ 2090	Public Works Supervisor	\$20.56	\$25.00	\$26.00	\$27.00	\$28.00
<i>Total of positions per hour</i>		<i>\$81.05</i>	<i>\$73.00</i>	<i>\$75.00</i>	<i>\$77.00</i>	<i>\$79.00</i>

It is difficult to draw direct comparisons from local agencies as McKinleyville and Humboldt CSD are both larger agencies paying well into the six-figures (yet attract the same licensees). The similarly sized Blue Lake offers the Admin Assist \$35.00/hr and equivalent Public Works position is \$39/hr-\$45/hr (2018 data). Actual compensation increases will total about \$15,000 but elimination of the Utility Worker position will provide a net gain of about \$30,000 (which would subsequently be allocated to contracting, etc).

The district is currently filling some of the Utility Worker duties with existing staff for garbage and pending efforts by Teen Challenge for landscaping are forthcoming.

Recommended motion:

I move/second to eliminate the Utility Worker position until further notice and adopt to the attached salary schedule.

Alternate Motion: I move/second to direct staff to replace the Utility Worker position, bringing back a revised salary schedule for further consideration:

Public comment:

Vote:

*** Please note that this item affects the FY 2022 budget which should be postponed to July's meeting pending this action.**

2055.24 Insures that safe working practices are observed including clean and neat housekeeping practices in the work place.

2055.25 Loads and unloads materials.

2055.26 Assists other members of a crew in varied work assignments as assigned.

2055.27 Performs minor maintenance on motorized vehicles and equipment.

2055.30 Required Qualifications:

2055.31 Must have sufficient formal or informal education to read, write and speak in English and perform math calculations at a level required for successful job performance. Must be able to make brief written reports and also perform record keeping tasks.

2055.32 Must possess a valid and appropriate California driver's license.

2055.33 Must possess one (1) year experience in the operation of light and medium motorized construction equipment.

2055.34 Must be able to response to on-call service calls and emergencies. Must be able to be physically on-site for on-call service call within 30 minutes of notification. Must have and maintain telephone service at place of residence.

2055.35 Must have basic knowledge of plumbing, carpentry, and electrical applications.

2055.36 Must be able to perform heavy manual work for extended periods of time and sometimes under less than favorable conditions and often in inclement weather.

2055.37 Must be able to follow safety regulations and practices.

2055.38 Must be able to understand and follow oral written

directions, and contribute suggestions.

2055.39 Safely operate a variety of light and moderately heavy motorized and power construction equipment and the skillful use of hand and power tools.

2055.40 Have knowledge of methods and material used in Water, Sewer, Park and Public facilities construction, maintenance, and repair.

2055.41 Be able to skillfully and safely use a backhoe, medium duty truck, and other equipment in the construction, maintenance, and repair of the District's facilities.

2055.42 Desire to continue to acquire additional skills and knowledge in the various areas of assignments.

2055.43 Listen to suggestions and advice.

2055.50 Pay Rate in accordance with Salary Policy 2012.

2055.60 Benefits provided according to the Personnel Policy.

Agenda Summary

FY2022 Budget Postponement

Meeting Date: June 17th, 2021

Agenda Item: **7**

Recommendation: The board consider postponement to the July 2021 meeting

Summary:

The board is asked to postpone the Draft 2022 budget to allow staff time to make adjustments based on the prior agenda item (Utility Worker).

Recommended motion:

I move/second to postpone FY2022 Budget and extend FY2021 budget for 30 days.

Public comment:

Vote:

Agenda Summary

Consideration of In-Person Board Meetings and District Office Hours

Meeting Date: June 17th, 2021

Agenda Item: **8**

Recommendation: The board discuss preferences for in-person and/or remote meetings

Summary:

Staff placed this item on the agenda based on discussions about having an in-person meeting for June 2021 and a separate request for an update to the District Office schedule.

Regarding In-Person Meetings:

As of this writing, the Governor's directive (virtual meetings) is not yet lifted. There is speculation as to what will happen after June 15th and staff awaits further information. The Harbor District just started requiring its Board to meet in person but the public remains virtual.

Should our board wish to return to in-person board meetings, staff would need to determine what remote capabilities we would need to implement to maintain virtual access as well as what in-person precautions would need to be enforced to comply with OSHA. All of this could be moot by the time this is published.

Regarding District Office Hours:

Prior to the pandemic, our posted office hours were 9am to 1pm weekdays and reduced to Wednesday only due to COVID. ***We plan to reopen back to the normal hours after June 15th pending further directives.***

Some background:

All district staff are fully vaccinated.

We purchased new computers for billing and reporting purposes (the GM's District Office computer is essentially useless). Staff can access customer account and take payments remotely, issue work orders online and access most all district information without requiring the office. Today, the office is staffed every weekday at 8am but myriad field duties may prevent customer access. The GM takes calls 24/7 and meets customers on-site as required.

Agenda Summary

**President Bramlett's Resignation
and Mid-Year Reorganization of
Board Offices**

Meeting Date: June 17th, 2021

Agenda Item: **9**

Recommendation: no action required

Summary:

Janette Bramlett was elected to the Board in November 2011 and has served uninterrupted since that time. Over the last several years, Ms. Bramlett served as President and worked very closely with staff, other board members and the community on several issues ranging from Strategic Planning to Rate Studies to Capital Grants. All of which help lay a solid foundation with which the district now thrives.

Jan was always flexible in her positions and always sought to learn more information on every topic in order to lead the district in a fair and open-minded fashion. We understand Jan does not wish to end her position on the board but has no choice due to a pending move outside the jurisdiction of the Manila CSD.

Jan will be missed as a strong supporter of staff, inherently understanding of our challenges and her unending support and insight.

The Manila CSD Board of Directors will want to appoint another member within 60 days but full reorganization may be delayed until an appointment is made as Vice-President Meghan Ryan may assume the Presidency until further notice.

The appointed term expires December 2024.

General Manager's Report for June 17th, 2021

Grants:

- Urban Flood Protection (Drainage Improvements): While our grant was not chosen for funding by DWR, we have moved to Round 3 with CNRA as described in the attached agenda item 2021.01 Resolution.
- There's no new information on the status of our Water, Wastewater or Park (SPP) grants.
- The State Per Capita Grant (for the Park) \$175,000~ is due December 31,2021

COVID-19

- Rescinding Resolutions for late fees and shut-offs are on hold indefinitely.

Many residents have asked about a possible 'summer rate' for water consumption relief.

- Due to drought forecasts, we will want to hold off on this notion.

Manila Park

- Teen Challenge is scheduled for June 21-22 for landscaping efforts.
- Maggie, our former RV Host has sold her trailer and awning to a private party that has since removed the trailer and is in the process of dismantling the large awning.
- The district is assisting clean-up, covering the dump fees for materials in the area and to remove trespass belongings from private property to the north.
- The district has installed a temporary barrier at the RV entrance to prevent unauthorized vehicle access.

Audit:

- Our FY2020 Audit is finally underway with field work scheduled by our new CPA, Don Cole expected this week.

Misc:

- A Tsunami Evacuation drill is tentatively being scheduled for either October 16th or the 23rd. Staff has replaced the sign at Pacific's Evacuation site.
- Staff is travelling out of the county for CSDA sponsored training and applied for a scholarship to offset the costs of approx. \$2,000 (in budget).