



MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday June 17th, 2025 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday June 14th, 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 ensure every subject is heard. By public law, the Board cannot take action on items not on the agenda.*

4. BUSINESS ITEMS:

a) **Receive for Discussion and Possible Action:** Rate Study Alternatives/Prop 218 Process: Water/Wastewater Rates for FY26-FY30.

b) **Receive for Discussion and Possible Action:** FY 2026 Draft Budget.

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

a) **Receive Disbursements:** May 21, 2025 - to date

b) **Draft Minutes of May 20th, 2025**

6. BOARD DISCUSSION ITEMS:

a) **Committee Member Updates/Reports**

b) **General Manager's Report :**

7. INCOMING COMMUNICATIONS:

8. ADJOURNMENT:

If open session items cannot be completed by 8:30 P.M., the meeting may be adjourned to the next regular meeting or the Board may vote to extend the meeting. A request for disability-related modification or accommodation, including auxiliary aids of services, may be made by a person with a disability, who requires a modification or accommodation in order to participate in the public meeting, by contacting the Manila CSD General Manager at least 24 hours prior to commencement of the meeting.



Agenda Summary

Tuesday June 17th, 2025 Rate Study Alternatives and Prop 218 Process Review:
Water/Wastewater Rates for FY26-FY30.

Summary:

At May's Board meeting, staff presented draft water and wastewater rates for FY2026-FY2030 to which the board requested alternatives to the original increase ("A") followed by 4% or 5% annual increases ("E" and "F"). In addition to the 4% and 5% alternatives, staff created additional scenarios against "A" by reducing the cost of entry and modifying the subsequent increases.

To ensure we maintain *projected* revenue needs, there's a "Factor" between alternatives with "B" @ 100.00 (no long-term effect), "F" adds 3.64% and "C" is the smallest cost of entry with but higher yearly increases.

		Originally Proposed Average Monthly Bill @ 600 cf				
	Current	FY26	FY27	FY28	FY29	FY30
Water	47.14	\$60.28	\$62.32	\$64.44	\$66.65	\$68.94
			3.38%	3.40%	3.42%	3.45%
Sewer	44.13	\$48.54	\$49.97	\$51.45	\$52.99	\$54.59
			2.94%	2.97%	2.99%	3.01%
Avg Bill	\$91.27	\$108.83	\$112.29	\$115.90	\$119.64	\$123.53

	Current	FY26	FY27	FY28	FY29	FY30	Factor
"A" Presented	\$91.27	\$108.83	\$112.29	\$115.90	\$119.64	\$123.53	100.00
		19.24%	3.19%	3.21%	3.23%	3.25%	
"B" 15, 4, 5, 6, 7	\$91.27	\$104.96	\$109.16	\$114.62	\$121.49	\$130.00	100.00
		15.00%	4.00%	5.00%	6.00%	7.00%	
"C" 10,10,7,6,5	\$91.27	\$100.40	\$110.44	\$118.17	\$125.26	\$131.52	100.96
		10.00%	10.00%	7.00%	6.00%	5.00%	
"D" 19, 3,4,5,6	\$91.27	\$108.61	\$111.87	\$116.34	\$122.16	\$129.49	101.43
		19.00%	3.00%	4.00%	5.00%	6.00%	
"E" Alt 4%	\$91.27	\$108.83	\$113.18	\$117.71	\$122.42	\$127.31	101.59
		19.24%	4.00%	4.00%	4.00%	4.00%	
"F" Alt 5%	\$91.27	\$108.83	\$114.27	\$119.98	\$125.98	\$132.28	103.64
		19.24%	5.00%	5.00%	5.00%	5.00%	

Recommended Motion:

I move/second to approve as presented (or as amended) rates and proceed with Prop 218 notice

Vote: _____



Manila Community Services District Board of Directors

Agenda Summary

Tuesday June 17th, 2025: FY 2026 Draft Budget

Summary:

The attached Draft Budget for FY26 is based on the Rate Study Alternate "A" from projections reviewed at the May 20th, 2025 Board Meeting. To arrive at a zero-balanced budget, O&M classes was adjusted slightly in each department.

Considering the rate study alternatives and implementation dates, this year's budget performance will be affected by these decisions and subsequent budget modifications may be required at a future meeting.

Recommended Motion:

I move/second to approve as presented (or as amended) FY2026 Budget.

Vote:_____

	Manila CSD FY 2026 Budget								
		Water	Wastewtr	Parks	MCC	Drainage	Roads		
	Revenue:								
	Water/Sewer Utility	269,829	209,123						
	Leases			1,500	100,369				
	Property Taxes (32750 calc'd)			18,500	-	3,000	2,500		
	Interest Income			300	300	300	300		
	Misc								
	Per Capita			5,000					
	Total Revenue	269,829	209,123	25,300	100,669	3,300	2,800		
	Expenses:								
	Personnel	126,488	114,386	8,118	52,100	-	-		
	O&M	26,951	25,982	5,743	21,751		2,180		
	Water Purchashes	93,244							
	Utilities	3,000	45,000	1,875	4,000	-	620		
	Insurance	4,627	4,627	2,314	11,569				
	Permitting/Licenses	5,269	8,878			3,300			
	Administration	6,250	6,250	6,250	6,250	-			
	Professional Services	4,000	4,000	1,000	5,000				
	Total Expenses	269,829	209,123	25,300	100,669	3,300	2,800		
		0	0	(0)	(0)	-	-		

Manila Community Services District

6/13/2025 11:07 AM

Register: 10117 · Coast Central Checking

From 05/21/2025 through 06/13/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/21/2025			12999 · Undeposited F...	Deposit			6,151.00	96,169.28
05/21/2025		SDRMA MB	60000 · Water Dept. E...	Auto-pay May ...	2,937.57			93,231.71
05/23/2025			12000 · Accounts Rece...	Deposit			12,165.00	105,396.71
05/23/2025			-split-	Deposit			360.00	105,756.71
05/27/2025			12000 · Accounts Rece...	Deposit			2,285.66	108,042.37
05/27/2025		Debit Card- CCCU	60000 · Water Dept. E...	Amazon	392.60			107,649.77
05/29/2025			12000 · Accounts Rece...	Deposit			2,292.10	109,941.87
05/29/2025		QuickBooks Payroll ...	-split-	Created by Pay...	6,477.31			103,464.56
05/30/2025		EFTPS	-split-	94-1653492	2,471.84			100,992.72
05/30/2025	DD2202	BACHEMIN, CYNT...	-split-	Direct Deposit		X		100,992.72
05/30/2025	DD2203	BRODERICK, JOHN J	-split-	Direct Deposit		X		100,992.72
05/30/2025	DD2204	DROP, CHRISTOP...	-split-	Direct Deposit		X		100,992.72
05/30/2025	DD2205	FAULK-KELLOGG,...	-split-	Direct Deposit		X		100,992.72
05/30/2025	DD2206	KITTLESON, KEN...	-split-	Direct Deposit		X		100,992.72
05/30/2025	DD2207	Muniz**, Danielle	-split-	Direct Deposit		X		100,992.72
05/30/2025	DD2208	RYAN, MEGHAN	-split-	Direct Deposit		X		100,992.72
05/30/2025	DD2209	WATSON, ALISHA L	-split-	Direct Deposit		X		100,992.72
06/02/2025	2875	GHD	22000 · Accounts Paya...		12,004.00			88,988.72
06/02/2025			10200 · Coast Central ...	Funds Transfer...			12,004.00	100,992.72
06/06/2025			12000 · Accounts Rece...	Deposit			2,526.04	103,518.76
06/07/2025		INTUIT	-split-	Direct Deposit ...	64.00			103,454.76
06/09/2025			12000 · Accounts Rece...	Deposit			3,294.72	106,749.48
06/10/2025		VERIZON WIRELE...	-split-	Account #3420...	107.02			106,642.46
06/12/2025		QuickBooks Payroll ...	-split-	Created by Pay...	5,847.88			100,794.58
06/12/2025		QuickBooks Payroll ...	-split-	Created by Pay...	3,851.77			96,942.81
06/13/2025		EFTPS	-split-	94-1653492	2,290.72			94,652.09
06/13/2025		EFTPS	-split-	94-1653492	1,873.68			92,778.41
06/13/2025	2876	BADGER METER	22000 · Accounts Paya...	INV 80193171...	4.85			92,773.56
06/13/2025	2877	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	283.24			92,490.32
06/13/2025	2878	HENSEL'S ACE HA...	22000 · Accounts Paya...	CUST 351	301.74			92,188.58
06/13/2025	2879	HUMBOLDT BAY ...	22000 · Accounts Paya...	May 1-30, 202...	7,822.15			84,366.43
06/13/2025	2880	Kahle Industries	22000 · Accounts Paya...	Mowing Park ...	691.58			83,674.85
06/13/2025	2881	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	1,193.38			82,481.47
06/13/2025	2882	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	360.00			82,121.47
06/13/2025	2883	THRIFTY SUPPLY ...	22000 · Accounts Paya...	INV 1040537-01	1,848.34			80,273.13
06/13/2025	2884	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	356.46			79,916.67
06/13/2025	DD2210	DROP, CHRISTOP...	-split-	Direct Deposit		X		79,916.67
06/13/2025	DD2211	KITTLESON, KEN...	-split-	Direct Deposit		X		79,916.67
06/13/2025	DD2212	WATSON, ALISHA L	-split-	Direct Deposit		X		79,916.67
06/13/2025	DD2213	DROP, CHRISTOP...	-split-	Direct Deposit		X		79,916.67

Placeholder for May Minutes

General Manager's Report for June 2025



Containers Moved for Receiving Station Tanks Installation



Screening System/Receiving Station onsite awaiting installation



Receiving Station to be fenced in under mural.



New Split Rail Fencing at Park



Drainage Channel at Vera Linda



Peninsula by the Park

Other:

The **drainage grant** budget has been slightly increased to accommodate the project, and the funder has agreed to provide the maximum (25%) advance for construction activities on an ongoing basis. The MCC Rain Garden and associated water/wastewater lines are commencing this summer. Major construction efforts elsewhere have already started.

Our **new billing system**, Nuvie/BMS is working very well aside from a few bugs related to banking errors and meter data importing – all to be resolved in the coming months.

Staff has reached out to the **Auditor** for updates and will report back.
District SCO reporting requirements have been completed

RCM has hired a new director, Janean Weekly-Embree effective July 1st, 2025.

As requested by members of the public, Wahlund Construction is **regraded Lupin Ave** and Locke St.