



# MANILA COMMUNITY SERVICES DISTRICT

Notice and Agenda of Regular Meeting Tuesday June 20<sup>th</sup>, 2023 at 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday June 17<sup>th</sup>, 2023 6:30 p.m.

This is 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 to individual presentation to assure every subject is heard. By public law, the Board cannot take action on items not on the agenda.*

**4. PRESENTATION ITEMS:**

a) n/a

**5. BUSINESS ITEMS (Action Items):**

a) **Consideration of (2) Modular building installations at Manila Community Center 1611 Peninsula Dr.**

b) **District Policy Manual: Electronic Version: Receive any Amendments and Adoption of Section 1000 GENERAL**

c) **Approve Amendments to FY2023 Budget and Approve FY2024 Budget**

d) **Receive for Discussion and Possible Action: Park Master Plan(s)**

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

a) **Draft Minutes of May 16<sup>th</sup> 2023**

b) **Receive Disbursements: May 16<sup>th</sup> to date**

**7. BOARD DISCUSSION ITEMS:**

a) **Committee Member Updates**

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

**8. INCOMING COMMUNICATIONS: .**

**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.*

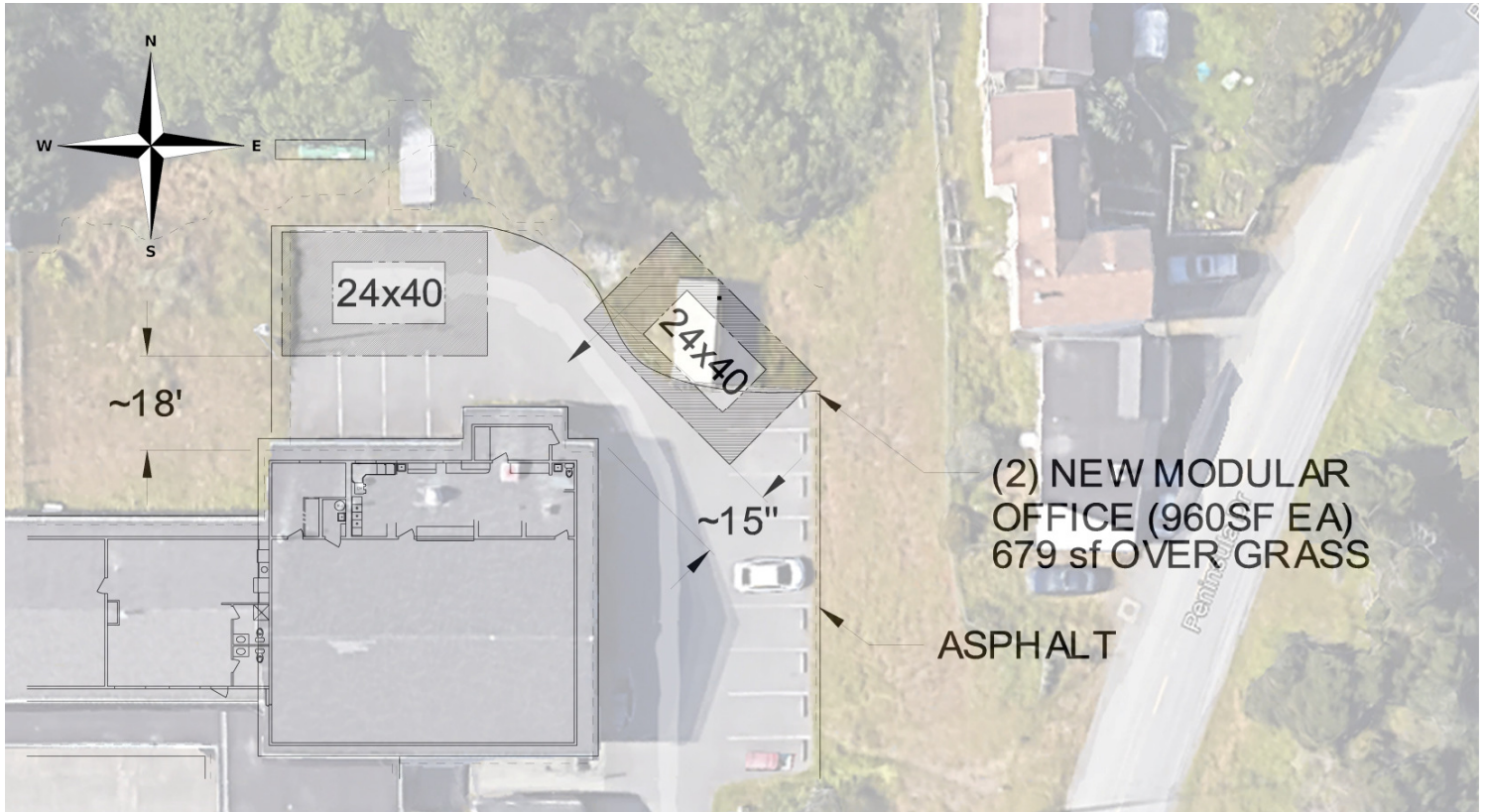
## Agenda Summary

**\*\*\* Staff will not be making a recommendation due to a potential conflict of interest caused by the proximity of his residence to the subject property \*\*\***

**Business Item: Consideration of (2) Modular building installations at Manila Community Center 1611 Peninsula Dr.**

**Summary:**

Redwood Coast Montessori seeks Manila CSD Board approval to install (2) modular buildings of 960sf ea (24'x40') behind the kitchen area at the Manila Community Center. These would be temporary in nature and sited on mostly pre-disturbed/paved areas as depicted.



AYES:

NAYS:

ABSENT:

ABSTAIN:

**Attachments:**

n/a

# MANILA COMMUNITY SERVICES DISTRICT

# POLICY MANUAL

## TABLE OF CONTENTS (06/20/2023)

### SECTION 1000 – GENERAL

PLEASE NOTE: Policy 1040 should be reviewed/adopted first to allow immediate adoption of subsequent policies without the (2) meeting requirement of the original version.

**1010r3 Purpose and Powers of District** *This policy has been revised to reflect the District's adopted Municipal Service Review from LAFCO (Jan 19, 2022) as "...MSR and SOI reports for the District have indicated that active powers are for public water, wastewater, stormwater drainage, and parks and recreation".*

**1020r3 Basis of Authority** *Formatting only – no action required.*

**1030r2 Purpose of Board Policies** *Formatting only – no action required.*

**1040r2 Adoption/Amendment of Policies** *This policy has been replaced in its entirety by the CSDA sample which eliminates the (2) meeting requirement.*

**1050r4 Conflict of Interest** *Formatting only – no action required.*

**1060r3 Public Complaints** *Formatting only – no action required.*

**1070r1 Coordination with Governmental Units** *Staff recommends the board repeal this policy in its entirety. The constraints presented do not exist outside Manila CSD. It is believed that the intention of this policy was to limit staff (at that time) from using district resources to gather information on resident's activities and supply this information to other agencies. The Manila CSD is required to work with other government agencies such as County Planning, Sheriff's Office and myriad other agencies in furtherance of our charge and responsibilities to the community. Connection and permitting concerns for the system are addressed in enforceable Ordinances.*

**1080r2 Public Information/Request for Public Documents** *Staff recommends the following edits to this policy for technology and nomenclature updates: 1080.30 ...The District, Each agency, upon a request for a copy...  
1080.60 Board Meeting Materials: ~~The Public Review Copy of the Board Packet is available for review in the District Office. It is available from the Monday before the monthly Board meeting until the Friday before the next monthly Board meeting. It is to remain intact so as to provide equal access to all members of the public before, during and after the Board meeting.~~ Board packets are made available electronically on the district website a minimum of 72 hours in advance of Regular Meetings and 24 hours in advance of Special Meetings. Hard copies may be provided per section 1080.70.*

# Manila Community Services District

## POLICY MANUAL

**SECTION:** General

**POLICY TITLE:** Purpose and Powers of the District

**POLICY NUMBER:** 1010

**Rev 1:** Adopted by the board April 14, 1994

**Rev 2:** Adopted by the board September 18, 2002

**Rev 3:** Presented to the board June 20, 2023 for consideration

**1010.10** Manila Community Services District derives its powers from California Government Code Service Sections 61000 – 61891 under the provisions of a community service district.

Manila CSD was originally organized by Humboldt County Board of Supervisors Resolution No. 2130 to provide the community of Manila with water, wastewater treatment, storm water treatment, public recreation, streetlighting, street repair, and construction and improvement of bridges, culverts, curbs, gutters, and drains. Active powers are as follows:

**1010.11** Operate and maintain a public water system.

**1010.12** Operate and maintain a public wastewater system.

**1010.13** Operate and maintain a public storm water drainage system.

**1010.14** Operate and maintain public recreation by means of parks, recreation buildings, facilities, and programs.

**1010.20** Other powers within the District are considered latent and must be activated by LAFCo before provision of service begins.

# Manila Community Services District

## POLICY MANUAL

**SECTION:** General

**POLICY TITLE:** Basis of Authority

**POLICY NUMBER:** 1020

**Rev 1:** Adopted by the board April 14, 1994

**Rev 2:** Adopted by the board September 15, 2011

**Rev 3:** *Presented to the board June 20, 2023 for consideration*

**1020.10** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

**1020.20** Directors do not represent any factional segment of the community, but are, rather, a part of the body which that represents and acts for the community as a whole.

**1020.30** The General Manager shall be the Executive Officer of the Manila Community Services District and for the Board of Directors and will have jurisdiction over all the day to day operations of the District and all District employees.

# Manila Community Services District

## POLICY MANUAL

**SECTION:** General

**POLICY TITLE:** Purpose of Board Policies

**POLICY NUMBER:** 1030

**Rev 1:** Adopted by the board April 14, 1994

**Rev 2:** Presented to the board June 20, 2023 for consideration

**1030.10** It is the intent of the Board of Directors of the Manila Community Services District to maintain a Manual of Policies. Contained within this manual, shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District Business are to be conducted.

**1030.20** If any policy or portion of a policy contained within the Manual of policies is in conflict with rules, regulations or legislation having authority over Manila Community Services District, those rules, regulations or legislation shall prevail.

# Manila Community Services District

## POLICY MANUAL

**SECTION:** General

**POLICY TITLE:** Adoption/Amendment of Policies

**POLICY NUMBER:** 1040

**Rev 1:** Adopted by the board April 14, 1994

**Rev 2:** Presented to the board June 20, 2023 for consideration

- 1040.10** Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.
- 1040.20** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the district's state statutes regarding the constitution of a majority vote.
- 1040.30** Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

# Manila Community Services District

## POLICY MANUAL

**SECTION:** General

**POLICY TITLE:** Conflict of Interest

**POLICY NUMBER:** 1050

**Rev 1:** Adopted by the board April 14, 1994  
**Rev 2:** Adopted by the board September 15, 2011  
**Rev 3:** Adopted by the board October 20, 2016 / December 15, 2016  
**Rev 4:** Presented to the board June 20, 2023 for consideration

- 1050.10** The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code.
- 1050.20** This code can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act.
- 1050.30** Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.
- 1050.40** In addition the attached Appendix A in which members of the Board of Directors, designated employees and other entities are designated, and in which disclosure categories are set forth. This constitutes the conflict of interest code of the Manila Community Services District.
- 1050.50** All elected officials, designated employees and entities listed in Appendix A shall file statements of economic interests with the District Office. Elected officials statements shall be filed as a group with the Clerk of the County of Humboldt no later than April 1 each year.
- 1050.60** If any person or entity so designated in Appendix A of this policy declares a conflict of interest and recuses himself or herself pursuant to Government Code section 87105(a)(1) and (2) and wishes to speak as a member of the public on the issue pursuant to Government Code section 87105(a)(4), the person or entity so designated shall state his or her intent to speak as a member of the public on the issue at the same time that he or she identifies the conflict of interest and recuses himself or herself from discussing and voting. The person or entity so designated shall then be allowed to address



# Manila Community Services District

## POLICY MANUAL

the board, in the same manner as would be permitted any member of the public, at the outset of public comment. The person or entity so designated will then leave the room until after the remainder of discussion, vote, and any other disposition of the matter is concluded, in compliance with Government Code section 87105(a)(3).

### APPENDIX A

#### PART I - DESIGNATED ENTITIES

<u>Position</u>	<u>Disclosure Category</u>
Board Members	1
General Manager	1
Attorney for District	2
Engineer for District	2
Financial Auditor for District	2
Consultants	2

#### PART II - DISCLOSURE CATEGORIES

1. Interest in real property within the jurisdiction of the District.

Investments and business positions in any business entity or income from any source if the business entity or source of income manufactures or sells supplies, machinery or equipment of the type utilized by the District.

Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the District.

2. Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

The General Manager of the District may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

# Manila Community Services District

## POLICY MANUAL

**SECTION:** General

**POLICY TITLE:** Public Complaints

**POLICY NUMBER:** 1060

**Rev 1:** Adopted by the board April 14, 1994

**Rev 2:** Adopted by the board March 21, 2013

**Rev 3:** Presented to the board June 20, 2023 for consideration

**1060.10** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, ordinance, resolution, state or federal statute by which the individual has been adversely affected.

**1060.20** The Board of Directors of the Manila Community Services District desires that public complaints be resolved at the lowest possible level, and that the method for resolution of complaints be logical and systematic.

**1060.30** The process for resolving complaints shall be as follows:

**1060.31** The individual with a complaint shall first discuss the matter with the General Manager with the objective of resolving the matter informally.

**1060.32** If the individual registering the complaint is not satisfied with the informal disposition of the complaint by the General Manager Division Manager, the complaint may be filed in writing at the District Office. Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager's decision shall be memorialized in writing with a copy being provided to the individual filing the complaint.

**1060.33** If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed for consideration with the Board of Directors in writing within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting, or call a special meeting. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

# MANILA COMMUNITY SERVICES DISTRICT POLICY MANUAL

SECTION: *General*

POLICY TITLE: *Coordination with Governmental Units*

POLICY NUMBER: **1070**

REVISION: 0                      ADOPTED BY THE BOARD ON: AUGUST 28, 1997

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**1070.10**      As the business of the District is to provide services to District residents, and the District staff is to perform these duties in a cost effective manner, the Board of Directors directs District staff not to gather and report information to other government agencies except as directed by the Board or as required by law.

**1070.20**      All new connections to the water or sewer system shall have all required permits from the appropriate government agencies before MCSD connection permits will be issued.

**1070.30**      All dwellings that have been declared substandard, a nuisance, an illegal dwelling or otherwise declared uninhabitable by State or County Agents shall provide the District with appropriate governmental authorization before reattachment to the District water or sewer systems.

# Manila Community Services District

## POLICY MANUAL

**1060.40** This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

### **Formal Complaint Form**

\_\_\_\_\_  
Name of person filing complaint (optional)

\_\_\_\_\_  
Date of Incident

\_\_\_\_\_  
Address (optional)

\_\_\_\_\_  
Phone number (optional)

**Description of Incident:** (Please feel free to use the back of the page and/or additional pages to describe the incident. Please describe only what was personally witnessed or experienced. Please use date, times, names and location as often as possible.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### *Office Use Only*

**Complaint Received by:**

**Complaint referred to:**

\_\_ General Manager                      Date: \_\_\_\_\_                      \_\_ Board of Directors                      Date: \_\_\_\_\_

\_\_ Staff \_\_\_\_\_                      Date: \_\_\_\_\_                      \_\_ Parks and Recreation Commission                      Date: \_\_\_\_\_  
(Name)

\_\_ Other \_\_\_\_\_                      Date: \_\_\_\_\_  
(Name)

**Comments/Background/recommendations/action taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Manila Community Services District

## POLICY MANUAL

**SECTION:** General

**POLICY TITLE:** Public Information / Request for Public Documents

**POLICY NUMBER:** 1080

**Rev 1:** Adopted by the board August 30, 2007

**Rev 2:** Presented to the board June 20, 2023 for consideration

- 1080.10** The purpose of this policy is to provide criteria for responding to requests for district information by members of the public.
- 1080.20** Requests should follow standard protocol and be made through the District office.
- 1080.30** The District has 10 days to respond, in writing, verifying the request has been received and, if the documents are disclosable, indicating approximately when the documents will be available. The District, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore.
- 1080.40** Information that is NOT considered public and therefore does not need to be released includes: works in progress, working papers, drafts, any consultants or contractors working documents, drafts or worksheets. Note: Regarding contractors and consultants — the district is the client of the contractor or consultant, and as such, the public has no right to products in work (without board approval).
- 1080.50** A document does not become a district document under the public records request act until it is in possession of the District and the district intends to retain it as a document.
- 1080.60** Board Meeting Materials: Board packets are made available electronically on the district website a minimum of 72 hours in advance of Regular Meetings and 24 hours in advance of Special Meetings. Hard copies may be provided per 1080.70.

# Manila Community Services District

## POLICY MANUAL

- 1080.70** If a member of the public would like materials contained in the board meeting packet binder or other public documents, a request in writing must be made to District staff. Depending on the number of pages requested and the timing of the request, staff will make copies available in a reasonable amount of time. Staff will make copies at the District's established copy fee (currently \$0.15 per page).
- 1080.80** If a member of the press would like board meeting materials or other district documents, the process is the same as 1080.70. However, to assist the business work of the media, the copy fee will be waived.
- 1080.90** RALPH M. BROWN ACT: Writings which are public records under the California Public Records Act and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person. The legislative body of a local agency may charge a fee or deposit for a copy of a public record pursuant to Section 6257. (§54957.5)

## Agenda Summary

### Business Item: Budget Amendments for FY 2023 and Draft Budget 2024

#### Summary:

As directed at May's meeting, staff presents attached Budget Adjustments (FY23) and Draft Budget adoption (FY24). Per board direction, amendments were limited to items already approved through previous action and strikethrough items are not included. Total adjustments are \$68,000:

1. GM Contract cost: \$20,000 (increase to all depts personnel costs)
- ~~2. System Emergency Repairs: 19,000 (water and sewer O&M as needed)~~
3. Water Meters: \$35,000 (water O&M, capitalize)
4. Vehicle 4x4: \$13,000 (all depts, capitalize)
- ~~5. Effluent Pumps: \$25,000 (sewer, inquire with auditor on capitalizing)~~

#### Recommended Motion:

Authorize FY23 budget adjustments as presented (or amended) and,  
Authorize FY24 budget as presented (or amended)

AYES:

NAYS:

ABSENT:

ABSTAIN:

#### Attachments:

Draft Budget 2024r3

Manila CSD FY 2024 Budget (DRAFT) 05/10/2023		23 Budget	23 Prjct	23 Adjsta	24 Budget	Change	Water	Wastewtr	Parks	MCC	Drainage	Roads
<b>Revenue:</b>												
	Water/Sewer Utility prj from fy'23	425,174	404,801		405,000	-4.74%	211,000	194,000				
	Leases	73,140	73,140		73,140	0.00%			1,500	71,640		
	Property Taxes (32750 calc'd)	32,000	32,669		32,000	0.00%		8,000	18,500	-	2,500	3,000
	Interest Income	1,511	-		1,511	0.00%	581	581	350			
	Misc	2,000	-		2,000	0.00%	1,000	1,000				
	<b>Total Revenue</b>	<b>533,825</b>	<b>510,610</b>		<b>513,651</b>	<b>-3.78%</b>	<b>212,581</b>	<b>203,581</b>	<b>20,350</b>	<b>71,640</b>	<b>2,500</b>	<b>3,000</b>
<b>Expenses:</b>												
	Personnel Costs (+20k GM contract) .85	214,007	235,736	234,007	229,289	7.14%	93,727	96,428	13,328	23,105	2,701	-
	O&M (+35k water meters and 13k 4x4) .85	92,000	137,124	140,000	92,000	0.00%	30,000	30,000	-	30,000		2,000
	Water Purchashes	85,000	87,844		87,500	2.94%	87,500					
	Utilities .85	40,120	37,569		39,995	-0.31%	2,500	30,000	1,875	5,000	-	620
	Administration: Drainage RWQCB/3 yrs	38,650	39,940		45,650	18.11%	10,000	18,150	4,000	5,500	8,000	
	Professional Services	18,400	11,465		18,400	0.00%	5,700	6,500	1,200	5,000		
	<b>Total Expenses</b>	<b>488,177</b>	<b>549,678</b>		<b>512,834</b>	<b>5.05%</b>	<b>229,427</b>	<b>181,078</b>	<b>20,403</b>	<b>68,605</b>	<b>10,701</b>	<b>2,620</b>
	<b>FY2023 Net budgeted (projected)</b>	<b>45,648</b>	<b>(39,068)</b>				(16,846)	22,503	(53)	3,035	(8,201)	380
	Enterprise				5,657							



## Agenda Summary

### **Business Item: Park Master Plans**

#### **Summary:**

Staff has asked to bring the current Park Master Plans to the board. Within the packet are reduced copies as the these files are quite large. Originals can be found on the website on the Agendas/Packets page under Manila Park or:

<http://www.manilacsd.com/assets/files/inventory-analysis-alternatives-rev.pdf>

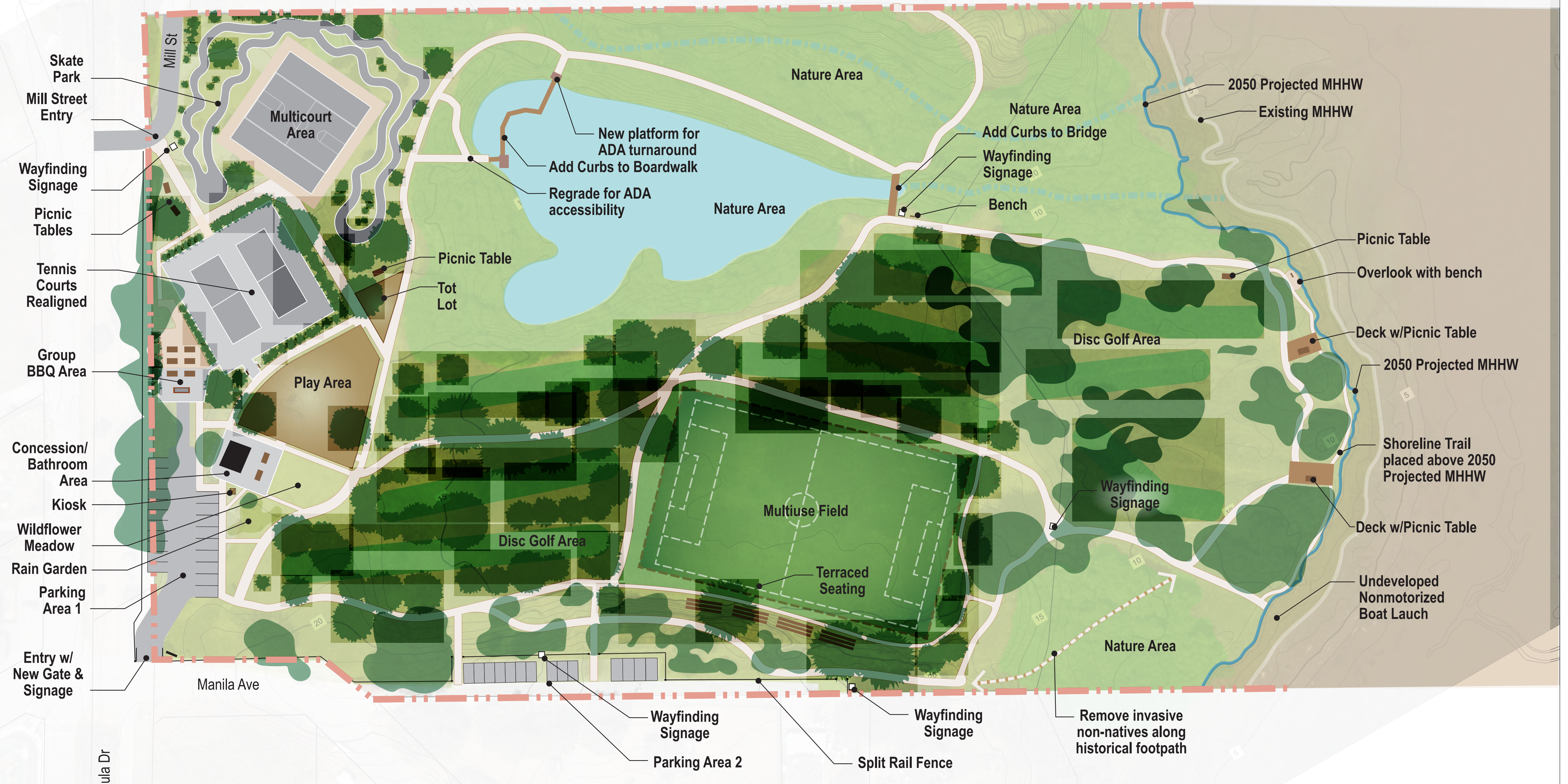
<http://www.manilacsd.com/assets/files/alt-1-rev.pdf>

<http://www.manilacsd.com/assets/files/alt-2.pdf>

As reported previously, there is a third revision expected towards the end of this summer that combines some the more feasible items and will be brought to the board. Staff is expecting to move forward with some of the Per Capita funded items within these plans and will seek future funding in an effort to implement a final version.

No Action is required.

#### **Attachments:**



Skate Park  
Mill Street Entry

Wayfinding Signage  
Picnic Tables

Tennis Courts Realigned

Group BBQ Area

Concession/Bathroom Area

Kiosk

Wildflower Meadow

Rain Garden

Parking Area 1

Entry w/ New Gate & Signage

Manila Dr

Mill St

Multicourt Area

Play Area

Manila Ave

Nature Area

New platform for ADA turnaround  
Add Curbs to Boardwalk  
Regrade for ADA accessibility

Nature Area

Picnic Table

Tot Lot

Nature Area

Add Curbs to Bridge

Wayfinding Signage

Bench

2050 Projected MHHW

Existing MHHW

Picnic Table

Overlook with bench

Disc Golf Area

Deck w/Picnic Table

2050 Projected MHHW

Multiuse Field

Disc Golf Area

Terraced Seating

Wayfinding Signage

Shoreline Trail placed above 2050 Projected MHHW

Deck w/Picnic Table

Undeveloped Nonmotorized Boat Launch

Nature Area

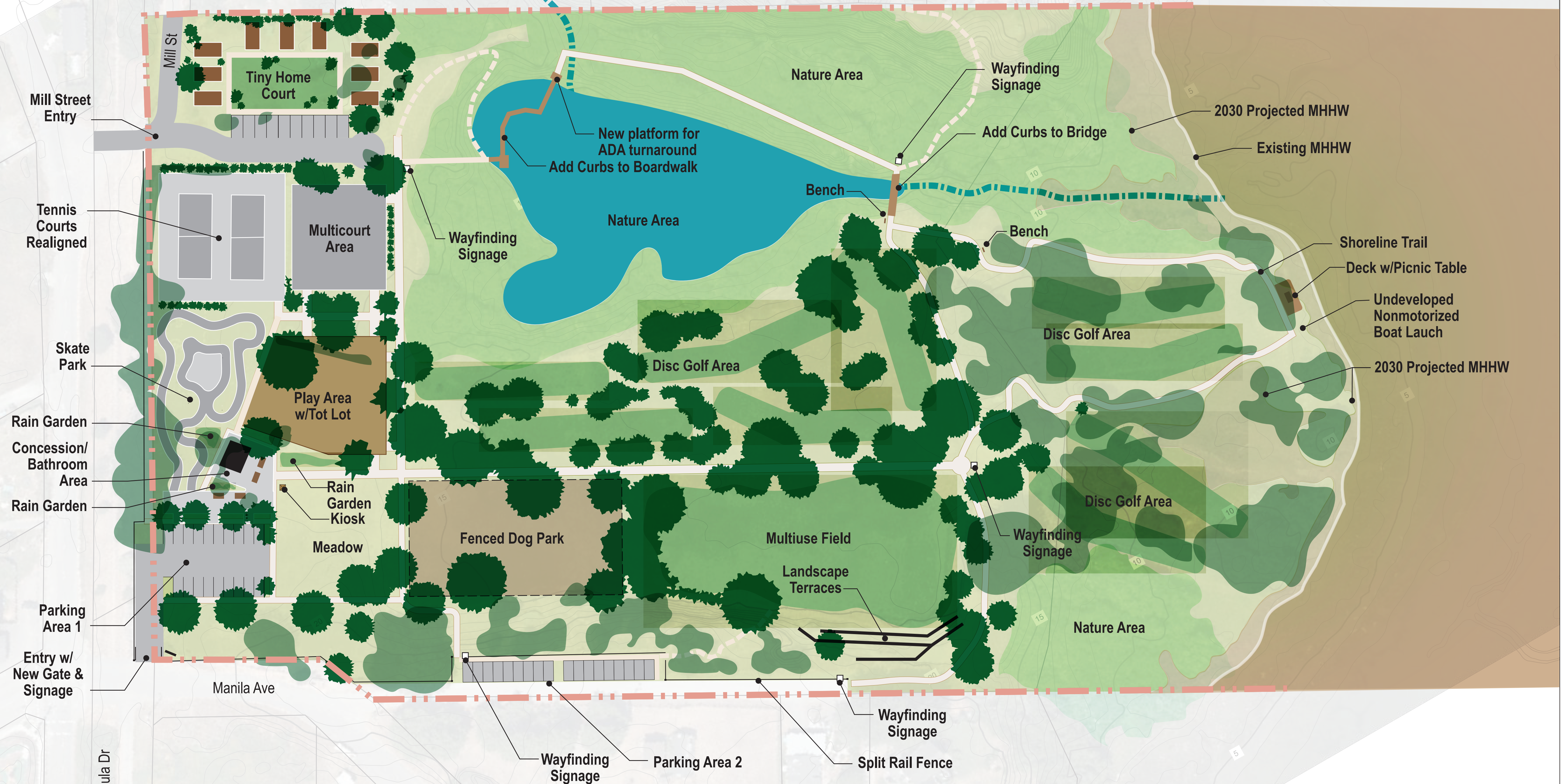
Wayfinding Signage

Parking Area 2

Wayfinding Signage

Split Rail Fence

Remove invasive non-natives along historical footpath





# MANILA COMMUNITY SERVICES DISTRICT

## Minutes of Regular Meeting Tuesday May 16<sup>th</sup>, 2023

### 1. ROLL CALL, DETERMINE QUORUM:

Woods, Broderick, Ryan, Muniz and Faulk-Kellogg (remote) present. Staff present: GM Drop and AA Watson

### 2. APPROVE AGENDA:

There were not changes to the agenda.

### 3. PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:

Members of the public commented on the Park Trail, Disc Golf and SDRMA inspection reports.

### 4. PRESENTATION ITEMS:

a) n/a

### 5. BUSINESS ITEMS (Action Items):

a) **District Policy Manual Amendments / Discussion**

Staff directed to bring back electronic version of Policy starting with section 1000.

b) **Draft Budget 2024 / Amendments for 2023 / Budget Vs. Actual FY to Date**

Muniz/Broderick to authorize FY23 budget adjustments which were approved through previous board actions.

**Vote: 5-0**

Broderick/Muniz to direct staff to bring back revised FY24 Draft Budget with actuals to a future meeting. **Vote: 5-0**

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

a) **Draft Minutes of April 18<sup>th</sup> 2023**

Broderick/Woods to approve draft minutes as amended to include EV charging station comments. **Vote: 5-0**

b) **Receive Disbursements: April 12<sup>th</sup> to date**

Ryan/Muniz to approve disbursements. **Vote: 5-0**

### 7. BOARD DISCUSSION ITEMS:

a) **Committee Member Updates**

c) **General Manager's Report: Manila Park: CEQA, Lupin Ave, RCAA Murals and general updates**

8. **INCOMING COMMUNICATIONS:** Letter from D. Dengler

9. **ADJOURNMENT:** 7:50pm

\_\_\_\_\_  
Tracy Woods, Secretary

Date: \_\_\_\_\_

\_\_\_\_\_  
Meghan Ryan, Board President

Date: \_\_\_\_\_

Manila Community Services District

6/16/2023 10:15 AM

Register: 10117 · Coast Central Checking

From 05/16/2023 through 06/16/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/16/2023			12000 · Accounts Rece...	Deposit			8,139.46	62,785.85
05/16/2023	2452	HUMBOLDT COU...	22000 · Accounts Paya...	Park Per Capita...	50.00			62,735.85
05/18/2023		VERIZON WIRELE...	-split-	Account #3420...	100.10			62,635.75
05/18/2023		PACIFIC GAS AND...	70000 · Sewer COG:70...	3428857410-5 ...	3,176.62			59,459.13
05/18/2023		QuickBooks Payroll ...	-split-	Created by Pay...	5,691.61			53,767.52
05/19/2023			12000 · Accounts Rece...	Deposit			7,227.23	60,994.75
05/19/2023		EFTPS	-split-	94-1653492	1,899.98			59,094.77
05/19/2023	DD1989	BRODERICK, JOHN J	-split-	Direct Deposit		X		59,094.77
05/19/2023	DD1990	DROP, CHRISTOP...	-split-	Direct Deposit		X		59,094.77
05/19/2023	DD1991	FAULK-KELLOGG,...	-split-	Direct Deposit		X		59,094.77
05/19/2023	DD1992	KITTLESON, KEN...	-split-	Direct Deposit		X		59,094.77
05/19/2023	DD1993	Muniz**, Danielle	-split-	Direct Deposit		X		59,094.77
05/19/2023	DD1994	RYAN, MEGHAN	-split-	Direct Deposit		X		59,094.77
05/19/2023	DD1995	WATSON, ALISHA L	-split-	Direct Deposit		X		59,094.77
05/19/2023	DD1996	WOODS, TRACY F	-split-	Direct Deposit		X		59,094.77
05/22/2023			12000 · Accounts Rece...	Deposit			7,084.75	66,179.52
05/22/2023		OPTIMUM	-split-	paid online ACH	381.44			65,798.08
05/22/2023		OPTIMUM*	80000 · Sewer Dept. E...	paid online Ac...	63.38			65,734.70
06/01/2023			12000 · Accounts Rece...	Deposit			1,451.21	67,185.91
06/01/2023	2453	GREAT REDWOOD...	22000 · Accounts Paya...	CRNA GRTA ...	1,000.00			66,185.91
06/01/2023		QuickBooks Payroll ...	-split-	Created by Pay...	5,308.19			60,877.72
06/02/2023		EFTPS	-split-	94-1653492	1,873.54			59,004.18
06/02/2023	2454	AMERICAN RAIL ...	22000 · Accounts Paya...	CRNA GRTA ...	1,000.00			58,004.18
06/02/2023	DD1997	DROP, CHRISTOP...	-split-	Direct Deposit		X		58,004.18
06/02/2023	DD1998	KITTLESON, KEN...	-split-	Direct Deposit		X		58,004.18
06/02/2023	DD1999	WATSON, ALISHA L	-split-	Direct Deposit		X		58,004.18
06/05/2023			12999 · Undeposited F...	Deposit			5,970.00	63,974.18
06/05/2023			12770 · Prop 1 Accoun...	Deposit			37,413.00	101,387.18
06/05/2023		EMPLOYMENT DE...	-split-	499-0210-9	1,481.41			99,905.77
06/05/2023	2455	GHD	22000 · Accounts Paya...	INV 380-0029...	37,412.75			62,493.02
06/05/2023	2456	gWorks	22000 · Accounts Paya...	invoice 2019-1...	758.00			61,735.02
06/05/2023	2457	HUMBOLDT COU...	22000 · Accounts Paya...	Inv PT0002390	415.05			61,319.97
06/05/2023	2458	Kahle Industries	22000 · Accounts Paya...		963.00			60,356.97
06/05/2023	2459	NORTH COAST LA...	22000 · Accounts Paya...	March Statement	255.00			60,101.97
06/05/2023	2460	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	518.25			59,583.72
06/05/2023	2461	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	360.00			59,223.72
06/05/2023	2462	The Mitchell Law Fir...	22000 · Accounts Paya...	Inv 52309	87.00			59,136.72
06/05/2023	2463	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	245.94			58,890.78
06/05/2023	2464	HUMBOLDT BAY ...	22000 · Accounts Paya...	April 29- May ...	7,085.10			51,805.68
06/06/2023		PACIFIC GAS AND...	70000 · Sewer COG:70...	3428857410-5 ...	3,074.85			48,730.83

Manila Community Services District

6/16/2023 10:15 AM

Register: 10117 · Coast Central Checking

From 05/16/2023 through 06/16/2023

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
06/13/2023			12000 · Accounts Rece...	Deposit			7,566.93	56,297.76
06/15/2023			12999 · Undeposited F...	Deposit			6,060.00	62,357.76
06/15/2023			12000 · Accounts Rece...	Deposit			1,535.39	63,893.15
06/15/2023		QuickBooks Payroll ...	-split-	Created by Pay...	5,257.55			58,635.60
06/16/2023		EFTPS	-split-	94-1653492	1,842.64			56,792.96
06/16/2023	DD2000	DROP, CHRISTOP...	-split-	Direct Deposit		X		56,792.96
06/16/2023	DD2001	KITTLESON, KEN...	-split-	Direct Deposit		X		56,792.96
06/16/2023	DD2002	WATSON, ALISHA L	-split-	Direct Deposit		X		56,792.96

**INVOICE**

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

828 7th Street — P. O. Box 95  
EUREKA, CALIFORNIA 95502  
(707) 443-5018

Manila Community Services District  
1901 Park Street  
Arcata, Ca 95521

Billing Period: April 29 - May 31, 2023

Meter Readings:

Ending 166,714,000  
Beginning 162,930,000

Usage 3,784,000 gallons

Jeff Myer 88,264

Total Usage 3,872,264 gallons

Date: 5/31/2023

Terms: Net 15 days

Ordinance 16 Price Factor Charges:

Price Factor 1 - DWFP Debt Service	\$573.75
Price Factor 2 - O&M/Capital Cost	\$5,334.72
Price Factor 3 - Electrical Power for Pumping	\$917.19
Price Factor 4 - Additions to Reserves	\$285.94

Total Charges This Invoice: \$7,111.60

PF-2 Reconciliation Credit/Charge from FY 2021-22: (\$26.51)

Net Charges Due: \$7,085.10



# Humboldt County Department of Health and Human Services

Division of Environmental Health  
100 H Street Ste 100  
Eureka, CA 95501  
Ph: 707-445-6215

Christopher Drop  
1901 Park St  
Arcata, CA 95521

Manila Community Services District  
WWTF

Arcata, CA 95521

Record ID	Billing ID	Terms	Due Date
PT0002390	11992	Due on Receipt - Delinquent After Due Date	6/30/2023

Payment is due upon receipt to avoid permit expiration. Failure to pay may result in facility closure. 10% penalty fees applied at 61 and 91 days. Unpaid fees may be sent to collections.

Fee Code	Invoice	Invoice Date	Fee Description	Fee Amount
HAZ_MAT_WA ST	87631	5/1/2023	Hazardous Waste and Materials Fee	321.05
5002	87922	5/1/2023	CUPA State Surcharge	84.00
5056	87817	5/1/2023	HazMat Emergency Response Team Support	10.00
TOTAL FEES INVOICES:				\$415.05
TOTAL DUE:				\$415.05

Please make checks payable to: County of Humboldt Division of Environmental Health

Retain the top portion for your records

Return the bottom portion with payment and write invoice number or numbers on check.

Humboldt County Department of Health and Human Services 100 H Street Ste 100 Eureka, CA 95501	RECORD ID: PT0002390 DUE DATE: 6/30/2023 TOTAL DUE: \$415.05
---	--



**THE MITCHELL LAW FIRM, LLP**  
**P.O. DRAWER 1008**  
**EUREKA, CA 95502**  
**(707) 443-5643**

TAX ID No. 94-1079118

www.mitchelllawfirm.com

Invoice submitted to:

Christopher Drop  
General Manager  
Manila Community Service District  
1901 Park Street  
Arcata, CA 95521

April 30, 2023

Invoice # 52309

In Reference To: District Counsel for Public Entity - General  
Claim No: N/A  
Date of Loss: N/A  
Insured: N/A  
Our File No: 08-163

**Professional Services**

	<u>Hours</u>	<u>Amount</u>
4/12/2023 RSG	0.70	101.50
<b>For professional services rendered</b>	<b>0.70</b>	<b>\$101.50</b>
<b>Previous balance</b>		<b>\$397.50</b>
4/17/2023 Payment - Thank You. Check No. 2436		(\$412.00)
		<b>(\$412.00)</b>
<b>BALANCE DUE</b>		<b>\$87.00</b>

SERVICE LOCATION: 1901 PARK ST MANILA  
 DAYS OF SERVICE: M-----  
 MONTHLY RATE: 518.25

KEEP THIS PORTION FOR YOUR RECORDS  
 BILLING QUESTIONS CALL: 707-442-5711  
 Account No. 060790816

Billing No. 30371702

DATE	DESCRIPTION OF BILLING CHARGES	AMOUNT
	PREVIOUS BALANCE	518.25
04/18/2023	CK#002434	(518.25)
04/30/2023	1-COMMERCIAL 2 YARD-1DY/WK APR	511.75
04/30/2023	1-CURBSIDE RECYCLIN-1DY/WK APR	6.50
	BALANCE DUE	518.25
	Now available - pay by phone! Just call 707-298-2935 and follow the prompts. Have your account number available. You can also pay online at www.Recology.com. There is NEVER a charge to pay online. - Your bill has a new look!!	

RECOLOGY HUMBOLDT COUNTY  
 PO BOX 841889  
 LOS ANGELES CA 90084-1889  
 VISIT US AT RECOLOGY.COM  
 DUE BY LAST WORKING DAY OF THE MONTH. PAST DUE SUBJECT TO LATE FEE

FROM DATE: 04/01/2023 TO DATE: 04/30/2023  
 PAY BY DATE: 05/31/2023  
 BILLING QUESTIONS CALL: 707-442-5711

PLEASE RETURN THIS PORTION WITH CHECK IN THE ENVELOPE PROVIDED

RECOLOGY HUMBOLDT COUNTY  
 555 VANCE AVE.  
 P.O. BOX 188  
 SAMOA CA 95564

LOCATION: 1901 PARK ST MANILA

COMPANY NO.	01006	ACCOUNT NO.	060790816
SERVICE FROM	04/01/2023	PAY BY DATE	05/31/2023
SERVICE TO	04/30/2023	CURRENT CHARGES	518.25
		BALANCE DUE	518.25

Route	Billing No.	Type	Franchise
133	30371702	CA-J1R	EOC

4081 1 AV 0.471 11/376 004088 0001:0001

MANILA COMMUNITY SVC DISTRICT  
 1901 PARK ST MANILA  
 ARCATA CA 95521-9650



RECOLOGY HUMBOLDT COUNTY  
 PO BOX 841889  
 LOS ANGELES CA 90084-1889

000000030371702000000000051825 000000 0100620230000607908166



Valley Pacific Petroleum Services, Inc.  
 152 Frank West Circle, Suite 100  
 Stockton, CA 95206  
 (800) 266-3782

**Original CP Invoice**

**Account:** 110366  
**Invoice No:** CL 23-626377  
**PO No:**  
**Invoice Date:** 04/30/2023  
**Closing Date:** 04/30/2023  
**Invoice Amount:** 245.94



**MANILA COMMUNITY SERVICE DIST**  
 1901 PARK ST  
 ARCATA CA 95521-9650

10-88 - 2

Remit to:

**VALLEY PACIFIC PETROLEUM SERVICES INC**  
 PO BOX 1245  
 FRENCH CAMP CA 95231-1245

Date/Time	Card	Site	Product	Odometer	MPG	Units	Unit Price	Amount
<b>2401021 - 2</b>								
04/06/23	8:02a 2401021	583 - Eureka N. - CA	UE 0000	64,200	17.34	12.68700	5.19823	65.95
04/18/23	10:50a 2401021	583 - Eureka N. - CA	UE 0000	64,406	18.34	11.23100	5.24797	58.94
04/18/23	10:52a 2401021	583 - Eureka N. - CA	UE 0000		1 41.98	12.09900	5.24754	63.49
04/27/23	10:58a 2401021	583 - Eureka N. - CA	UE 0000	64,606	91.39	10.96600	5.24895	57.56
<b>2401021 - 2 Total</b>						46.98300		245.94
<b>Card Transaction Totals</b>						46.98300		245.94

Tax Summary Description/Product	Exception Certificate	Tax Basis	Actual Tax Amount
Federal Excise - Unleaded Gasoline		46.99	8.88
Sales Tax - Unleaded Gasoline		235.92	10.02
State Excise - Unleaded Gasoline		46.99	25.32
State Other Fees - Unleaded Gasoline		46.99	0.21
<b>Tax Summary Total</b>			44.43

Recap by Card	Units	Amount
2401021 - 2	46.98	245.94

Recap by Product	Units	Amount
UE - Unleaded Gasoline	46.98	245.94

Invoice Total	Units	Amount
	46.98	245.94

****Payment Terms Summary****	
Due by Tue 05/30/2023 (Net 30 From Delivery Date)	245.94

The tax summary only includes Federal, CA State Excise, and CA Sales tax (if applicable).



Valley Pacific Petroleum Services, Inc.  
 152 Frank West Circle, Suite 100  
 Stockton, CA 95206  
 (800) 266-3782

# Statement of Account Activity


Account: 110366  
 Closing Date: 04/30/2023  
 Statement Date: 04/30/2023



**MANILA COMMUNITY SERVICE DIST**  
 1901 PARK ST  
 ARCATA CA 95521-9650

10-88 - 2

Remit to:

  
**VALLEY PACIFIC PETROLEUM SERVICES INC**  
 PO BOX 1245  
 FRENCH CAMP CA 95231-1245

Previous Balance	-	Payment	=	Subtotal	+	Current Purchases	+	Finance Charges	=	New Balance
611.33		611.33		0.00		245.94		0.00		245.94

### Card Processing

Date	Card #	Site	Reference #	Description	Units	Amount
04/30/2023			CL 23-626377	Customer Charge		245.94
<b>Total Card Processing</b>						<b>245.94</b>



In light of the COVID-19 pandemic, we are no longer obtaining signatures upon delivery. We also encourage customers to move to ELECTRONIC DELIVERY and/or EFT. Please call our 800 # to inquire.

Current	1- 15	16- 30	31- 45	46- 60	Over 60	Finance Charges	Statement Total
245.94	0.00	0.00	0.00	0.00	0.00	0.00	245.94

If account is unpaid within time permitted, customer agrees to pay interest at 18% per annum and attorney's fees if the is referred to an attorney for collection.

**North Coast Laboratories, Ltd.**

5680 West End Road  
Arcata, CA 95521-9202

Phone: (707) 822-4649

Fax: (707) 822-6831

Email: [ar@northcoastlabs.com](mailto:ar@northcoastlabs.com)

Manila CSD  
1901 Park St  
Arcata, CA 95521

# Statement of Account

STATEMENT DATE
04/30/2023
ACCOUNT NO.
MANCSD

DATE	INVOICE	WORK ORDER	CHARGES	CREDITS	INVOICE BALANCE	RUNNING BALANCE
02/09/2023	168827	2302120	55.00	0.00	0.00	55.00
02/17/2023	168974	2302193	130.00	0.00	0.00	185.00
02/20/2023	169004	2302307	90.00	0.00	0.00	275.00
02/22/2023	169053	2302160	200.00	0.00	0.00	475.00
03/17/2023	169361	2303258	55.00	0.00	0.00	530.00
03/20/2023	169409	2303163	200.00	0.00	0.00	730.00
04/05/2023	169646	2304035	55.00	0.00	55.00	785.00
04/14/2023		Payment, Chk#2432	0.00	-730.00	0.00	55.00
04/19/2023	169876	2304102	200.00	0.00	200.00	255.00

Payments received after statement date will not be reflected

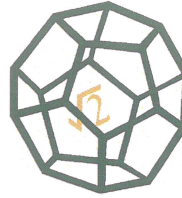
**\* Effective May 1st, 2023 there will be a 2.99% surcharge for all credit card transactions\***

Current	1 to 30	31 to 60	61 to 90	Over 90	TOTAL	255.00
255.00	0.00	0.00	0.00	0.00		

# INVOICE

DATE: April 05, 2023

Remit To: North Coast Laboratories, Ltd.  
5680 West End Road  
Arcata, CA 95521-9202  
Attn: Accounts Receivable



**NORTH COAST  
LABORATORIES LTD.**

Invoice To: Manila C.S.D.  
1901 Park Street  
Arcata, CA 95521

Attn:  
Phone:

Work Order: 2304035  
PO Number:  
Project Name: Bacteria  
Date Received: 4/3/2023

**Invoice Number: 169646**

Payment Due Date: 5/5/2023

Payment Terms: Net 30 Days

Item	Matrix	Code	Qty	List Price	Test Total
Coliform Presence/Absence	Aqueous	310	1	\$50.00	\$50.00
ELAP certification fee		990	1	\$5.00	\$5.00

**Order TOTAL: \$55.00**

Discount: 0.00%

Surcharge: 0.00%

Misc Charges: \$0.00

Subtotal: \$55.00

Payment Received: \$0.00

**INVOICE Total \$55.00**

**Comments:**

# INVOICE

DATE: April 19, 2023

Remit To: North Coast Laboratories, Ltd.  
5680 West End Road  
Arcata, CA 95521-9202

Attn: Accounts Receivable

Invoice To: Manila C.S.D.  
1901 Park Street  
Arcata, CA 95521

Attn:  
Phone:

Work Order: 2304102

PO Number:

Project Name:

Date Received: 4/7/2023



**NORTH COAST  
LABORATORIES LTD.**

**Invoice Number: 169876**

Payment Due Date: 5/19/2023

Payment Terms: Net 30 Days

Item	Matrix	Code	Qty	List Price	Test Total
BOD/NFR	Waste Water	310	1	\$145.00	\$145.00
ELAP certification fee		990	1	\$5.00	\$5.00
Settleable Solids	Aqueous	310	1	\$50.00	\$50.00

**Order TOTAL: \$200.00**

## Comments:

\* Effective May 1st, 2023 there will be a 2.99% surcharge for all credit card transactions \*

Discount: 0.00%

Surcharge: 0.00%

Misc Charges: \$0.00

Subtotal: \$200.00

Payment Received: \$0.00

**INVOICE Total \$200.00**

**manilacsd1@sbcglobal.net**

---

**From:**  
**Date:** Sunday, May 07, 2023 6:19 PM  
**To:** <manilacsd1@sbcglobal.net>  
**Subject:** Park Mowing Invoice

Hi guys, here is the invoice for current round of park maintenance.

**Park Mowing Hours:**

5/1 - 5  
5/2 - 3.5  
5/3 - 5.5  
5/4 - 4  
5/5 - 2.5  
5/7 - 3.5

Total - 24 hrs @ 15/hr - \$360

Fuel - 8 Gal @ ~\$5/gal - \$40  
Replacement blades for riding mower - \$52  
String for weed whipper - \$26

Total - \$478



**manilacsd1@sbcglobal.net**

---

**From:**  
**Date:** Monday, May 22, 2023 3:09 PM  
**To:** <manilacsd1@sbcglobal.net>  
**Subject:**

5/12 - 4.5

5/13 - 6

5/14 - 7.5

5/15 - 8

5/20 - 4

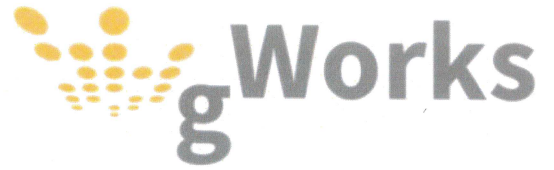
Total - 30 hrs @ 15/hr

Fuel - 7 Gal @ ~\$5/gal

Total - \$485

**gWorks**

3905 South 148th St., Ste 200  
Omaha, NE 68144  
+1 8886087666



**INVOICE**

BILL TO  
MANILA COMMUNITY SERVICE DIST CA  
Attn: Accounts Payable  
1901 Park St  
Arcata, CA 95521

INVOICE #	DATE	TERMS	DUE DATE
2019-17151	05/01/2023	Net 30	05/31/2023

Please detach this portion and return with your payment.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
This is your annual subscription fee for UBSync Subscription for the term starting 07/01/2023 and ending 06/30/2024.	1	758.00	758.00

Thank you for being part of the 84% of our clients who pay their bills on time! We appreciate and thank you for your business!

SUBTOTAL	758.00
TAX	0.00
TOTAL	758.00

**BALANCE DUE \$758.00**

Please remit payments to:  
gWorks  
PO Box 847636  
Boston MA 02284-7636



Restif Cleaning Service Cooperative, Inc.  
 PO Box 3520  
 Eureka, CA 95502

Phone: (707) 822-7500  
 Fax: (707) 633-4377  
 Email: restif@restif.com  
 Web: www.restif.com



**Invoice**  
**129792**  
**4/30/2023**

PO #

<b>Bill To:</b> Manila Community Services District Attn: Alisha 1901 Park St Manila, CA 95521  Work (707) 444-3803 Fax (707) 444-0231  Email manilacs1@sbcglobal.net	<b>Work Location:</b> Manila Park & Community Center Manila Community Services District Attn: Alisha Peninsula Dr Manila, CA 95521
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Date	Product/Service	Description	Price	Unit	Qty	Amount
4/30/2023	904u One Month of Contracted Cleaning	One month of weekly bathroom cleaning; one bathroom, Park	\$100.00	Month	1.00	\$100.00
4/30/2023	904u One Month of Contracted Cleaning	One month of weekly bathroom cleaning; both bathrooms, Community Center	\$200.00	Month	1.00	\$200.00
4/30/2023	901f Janitorial Service	Provide toilet paper, per month	\$60.00		0.00	\$60.00

Terms: Accounts are due and payable within 30 days of invoice date. Late charges of 2% per month (24% per annum) or 50 cents per month minimum will be assessed on overdue accounts.

Subtotal: \$360.00  
 Paid: \$0.00  
**Grand Total: \$360.00**  
 Terms: Net 30

**Janitorial - Carpet - Upholstery - Floor - Maid Service - Rental Cleaning - Windows - Gutters - Power Wash**

Customer Manila Community Services District Invoice # 129792  
 Invoice Date: 4/30/23  
*Please return with your payment.*

Were the service technicians identified and respectful?	Yes	So-So	No
Was the completed service satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were we careful of your building and contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the price fair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any suggestions or comments? _____			

How did you hear about us?  Phone Book \_\_\_\_\_  Website \_\_\_\_\_  
 Radio  Restif Vehicle  Referral  Other \_\_\_\_\_



**GHD Inc.**  
 T 707 523 1010 W www.ghd.com  
**Company Registration**  
 Tax Identification Number: 98-0425935

**Manila Community Services District**  
 1901 Park Street  
 Arcata, CA 95521  
 United States of America

**Invoice :** 380-0029610  
**Invoice Date :** 4/4/2023  
**Project :** 12598740  
**Project Name :** PW - Manila CSD Water  
 Infrastructure Improvement Project  
**Purchase Order # :** "Insert PO Here"

**For Professional Services Rendered Through 4/1/2023**

Attention: Christopher Drop

	Fee	Available	Billings		
			To Date	Previous	Current
06 - Planning	31,000.00	23,170.00	21,835.00	7,830.00	14,005.00
Plan set and specifications review and updates					
Rate Labor	14,005.00				
03 - Design	31,000.00	13,832.50	29,283.75	17,167.50	12,116.25
Plan set updates and specifications development					
Rate Labor	12,116.25				
01 - Administration	26,000.00	21,472.50	15,819.00	4,527.50	11,291.50
Project Mangement, Reviews, Discipline Coordination					
Rate Labor	11,291.50				
			<b>Current Billings</b>		<u>37,412.75</u>
			<b>Amount Due This Bill</b>	<b>USD</b>	<u>37,412.75</u>

**Total Fee :** 436,000.00  
**To Date Billings :** 75,890.25  
**Total Remaining :** 360,109.75

**Remit EFT Payments To:**  
**Account number** 220889651  
**ABA number** 022000020  
**Please email remittance to** usremittance@ghd.com  
**Please remit checks to** GHD Inc.  
 Dept. LA 23922  
 Pasadena, CA 91185-3922

<b>Total Rate Labor</b>	<b>14,005.00</b>
<b>Total Labour</b>	<b>14,005.00</b>
<b>Total Bill Task: 06 - Planning</b>	<b>14,005.00</b>

**03 - Design**

<b>Labour</b>				
<b>Rate Labor</b>				
<i>Class / Employee</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
<hr/>				
<b>Design Technician 1</b>				
Aly Pratt				
	3/14/2023	5.00	215.0000	1,075.00
	3/29/2023	1.00	215.0000	215.00
	3/30/2023	2.00	215.0000	430.00
		-----		-----
		8.00		1,720.00
		-----		-----
<b>Total Aly Pratt</b>		8.00		1,720.00
<b>Total Design Technician 1</b>		8.00		1,720.00
<b>Professional 1</b>				
Ray Rios				
	3/21/2023	7.25	210.0000	1,522.50
	3/22/2023	8.00	210.0000	1,680.00
	3/23/2023	4.50	210.0000	945.00
	3/24/2023	5.75	210.0000	1,207.50
	3/27/2023	3.00	210.0000	630.00
		-----		-----
		28.50		5,985.00
		-----		-----
<b>Total Ray Rios</b>		28.50		5,985.00
<b>Total Professional 1</b>		28.50		5,985.00
<b>Professional 3</b>				
Nick Black				
	3/14/2023	0.25	155.0000	38.75
<b>Technical Director 2</b>				
Samantha Faddis				
	3/7/2023	2.00	265.0000	530.00
	3/9/2023	2.00	265.0000	530.00
	3/10/2023	2.00	265.0000	530.00
	3/13/2023	0.50	265.0000	132.50
	3/14/2023	0.50	265.0000	132.50
	3/23/2023	3.50	265.0000	927.50
	3/24/2023	4.00	265.0000	1,060.00
	3/27/2023	1.00	265.0000	265.00
	3/30/2023	1.00	265.0000	265.00
		-----		-----
		16.50		4,372.50
		-----		-----
<b>Total Samantha Faddis</b>		16.50		4,372.50
<b>Total Technical Director 2</b>		16.50		4,372.50
<b>Total Rate Labor</b>				<b>12,116.25</b>
<b>Total Labour</b>				<b>12,116.25</b>
<b>Total Bill Task: 03 - Design</b>				<b>12,116.25</b>

**001 - Project Management**

<b>Labour</b>				
<b>Rate Labor</b>				
<i>Class / Employee</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
<hr/>				
<b>Professional 1</b>				
Ray Rios				
	3/28/2023	1.50	210.0000	315.00
	3/29/2023	7.75	210.0000	1,627.50

Total Bill Task: 001 - Project Managment

10,894.00

002 - Grant Reporting

Labour

Rate Labor

Class / Employee

Date

Hours

Rate

Amount

Technical Director 2

Brett Vivyan

2/27/2023

1.50

265.0000

397.50

**Total Rate Labor**

**397.50**

**Total Labour**

**397.50**

Total Project: 12598740 - PW - Manila CSD Water Infrastructure Improvement Project

37,412.75

## General Manager's Report for June 2023

### **Wastewater Grant:**

An exciting update this month is the pending agreement for our Wastewater Infrastructure Improvement Grant that will fund major upgrades to our collection and treatment systems.

### **Park:**

The parking lot has been topo surveyed and is expected to be repaved this fall through the Clean Ca grant (Caltrans/Harbor Dist).

We are still awaiting reimbursement from the state and our final CEQA certification to commence Per Capita grant improvements at the park.