



# MANILA COMMUNITY SERVICES DISTRICT

## Agenda of Regular Meeting Tuesday March 17<sup>th</sup>, 2026, at 6:30 p.m. Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday March 14<sup>th</sup>, 2026, 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 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:** Save My Coast: Draft Resolution 26-02
  - b. **Receive for Discussion and Possible Action:** Second Reading of Ordinance 26-01 Board Meeting Schedule and Frequency: Change to Bi-monthly
- 5) **CONSENT CALENDAR: (Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.**
  - a. **Receive Disbursements:** February 17<sup>th</sup>, 2026 - to date
  - b. **Draft Minutes of February 17<sup>th</sup>, 2026**
- 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

### Agenda Item: 4A

**Receive for Discussion and Possible Action:** Save My Coast: *Draft Resolution 26-02.*

#### **Summary:**

In January 2026, the Manila CSD board was asked to participate in opposition to possible offshore resource extraction, and the board discussed the item at the February meeting.

Included in the packet is a draft Resolution for board consideration.

From prior summary:

Local agencies are encouraged to adopt resolutions, submit joint comment letters, and coordinate outreach with partner jurisdictions. To collaborate or be listed as a partner, contact:

#### **Santa Cruz County Third District Office**

701 Ocean Street, Room 500

Santa Cruz, CA 95060

Phone: (831) 454-2200

Email: [Third.District@santacruzcountyca.gov](mailto:Third.District@santacruzcountyca.gov)

Website: [Third District Offices](#)

## MANILA COMMUNITY SERVICES DISTRICT RESOLUTION NO. 26-02

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MANILA COMMUNITY SERVICES DISTRICT OPPOSING NEW AND EXISTING OFFSHORE OIL AND GAS DRILLING AND DEEP SEABED MINING

**WHEREAS**, the ocean covers roughly seventy percent of the Earth's surface, produces approximately half of the oxygen we breathe through marine plant life, serves as a major highway for global trade, provides food resources, absorbs excess carbon associated with climate change, and plays a critical role in shaping global and regional weather patterns; and

**WHEREAS**, offshore oil and gas drilling presents significant environmental and public health risks, including air pollution from toxic emissions linked to asthma, lung cancer, and other diseases; the potential for oil spills that can harm wildlife and marine habitats; and economic damage to coastal industries such as fishing and tourism that are vital to California's coastal communities; and

**WHEREAS**, past oil spill disasters, including the Deepwater Horizon oil spill and the Refugio Oil Spill, caused severe impacts to marine ecosystems, wildlife, coastal economies, and the health and wellbeing of nearby communities; and

**WHEREAS**, analysis by Oceana indicates that protecting all unleased federal waters in the United States from offshore drilling could prevent over nineteen billion tons of greenhouse gas emissions, the equivalent of removing every car in the nation from the road for fifteen years; and

**WHEREAS**, on January 20, 2025, Donald Trump signed the *Unleashing American Energy* executive order encouraging expanded energy exploration and production on federal lands and waters, including the Outer Continental Shelf; and

**WHEREAS**, on April 24, 2025, Donald Trump signed the *Unleashing America's Offshore Critical Minerals and Resources* executive order encouraging deep seabed mining, which could have significant negative impacts on marine ecosystems, fisheries, and coastal economies; and

**WHEREAS**, California's network of marine protected areas and national marine sanctuaries protects unique ecosystems and cultural resources; however, portions of the Pacific Ocean remain vulnerable to potential offshore oil and gas development and seabed mining activities; and

**WHEREAS**, the absence of permanent, nationwide prohibition on offshore drilling and seabed mining leaves open the possibility of future leasing proposals affecting the Pacific Coast; and

**WHEREAS**, the community of Manila, California lies on the Samoa Peninsula along Humboldt Bay and the Pacific coastline, and the environmental health, economic stability, and quality of life of residents are closely tied to the protection of coastal and marine resources; and

**WHEREAS**, protecting California's coastlines from the impacts of offshore oil and gas development and seabed mining is essential to safeguarding environmental quality, public health, cultural resources, climate resilience, and coastal economies; and

**WHEREAS**, the Humboldt County Board of Supervisors previously adopted Humboldt County Resolution 18-13, opposing the inclusion of any portion of the Pacific Coast in the Bureau of Ocean Energy Management's Draft Proposed Five-Year Outer Continental Shelf Oil and Gas

Leasing Program because such action threatens the region's clean-coast economy, fisheries, ecosystems, and visitor-serving industries.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the **Manila Community Services District** formally opposes any new or expanded offshore oil and gas drilling and deep seabed mining in United States waters, including the Pacific Ocean off the coast of California.

**BE IT FURTHER RESOLVED** that the Manila Community Services District urges federal and state policymakers to adopt permanent protections prohibiting offshore oil and gas drilling and deep seabed mining in U.S. waters in order to protect coastal communities, marine ecosystems, and local economies.

**PASSED AND ADOPTED** by the Board of Directors of the Manila Community Services District on the 17<sup>TH</sup> day of March, 2026, by the following vote:

AYES: Directors: \_\_\_\_\_

NOES: Directors: \_\_\_\_\_

ABSENT: Directors: \_\_\_\_\_

ABSTAIN: Directors: \_\_\_\_\_

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President, Board of Directors  
Manila Community Services District

ATTEST:

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Secretary of the Board  
Manila Community Services District

## Agenda Summary

**Agenda Item: 4B**

**Receive for Discussion and Possible Action:** Second Reading (by title only) of Ordinance 26-01 Board Meeting Schedule and Frequency: Change to Bi-monthly

**Summary:**

At the January 20<sup>th</sup>, 2026 meeting of the board, staff was asked to author and introduce an ordinance for bi-monthly meetings, held on odd months and subsequent repeal of previous ordinance.

At the February 17, 2026 meeting, the board approved and performed first reading of Ordinance 26-01 and staff published the Ordinance in local media.

Barring any special meetings, the new meeting schedule would be as follows:

May 19, 2026

July 21, 2026

September 15, 2026

November 17, 2026

Attachments ORD 26-01

## **ORDINANCE NO. 26-01**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MANILA COMMUNITY SERVICES DISTRICT ESTABLISHING A BI-MONTHLY REGULAR MEETING SCHEDULE IN ODD-NUMBERED MONTHS AND REPEALING ORDINANCE NO. 21-01**

**WHEREAS**, the Board of Directors of the Manila Community Services District (“District”) is authorized under applicable law to establish the time and place of its regular meetings; and

**WHEREAS**, the Board of Directors finds that holding regular meetings every other month will promote efficient governance while continuing to meet the needs of the District; and

**WHEREAS**, Ordinance No. 21-01 currently governs the regular meeting schedule of the Board of Directors and is inconsistent with the meeting schedule established by this Ordinance;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Directors of the Manila Community Services District as follows:

#### **Section 1. Regular Meeting Schedule**

The regular meetings of the Board of Directors of the Manila Community Services District shall be held **every other month during the odd-numbered months** of each calendar year, specifically **January, March, May, July, September, and November**.

Regular meetings shall be held on the **third Tuesday of the month at 6:30 p.m.**, at a **location within the jurisdiction of the Manila Community Services District**, as designated in the posted meeting agenda and in compliance with applicable open meeting laws.

#### **Section 2. Special Meetings**

Nothing in this Ordinance shall be construed to limit the authority of the Board of Directors to call special meetings as permitted by law.

#### **Section 3. Repeal of Ordinance No. 21-01**

**Ordinance No. 21-01 is hereby repealed in its entirety.**

#### **Section 4. Severability**

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unenforceable, such decision shall not affect the validity of the remaining portions of this Ordinance.

## **Section 5. Effective Date**

This Ordinance shall take effect Thursday, March 19, 2026 or 30 days after the first reading in accordance with applicable law.

**PASSED AND ADOPTED** by the Board of Directors of the Manila Community Services District this 17<sup>th</sup> day of February 2026, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Manila Community Services District

3/12/2026 10:36 AM

Register: 10117 · Coast Central Checking

From 02/17/2026 through 03/12/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/18/2026		OPTIMUM	-split-	paid online ACH	409.14			19,255.06
02/18/2026		OPTIMUM*	80000 · Sewer Dept. E...	paid online Ac...	75.25			19,179.81
02/19/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,528.30			12,651.51
02/20/2026			12000 · Accounts Rece...	Deposit			12,335.82	24,987.33
02/20/2026			40000 · Water Income:...	Deposit			26.26	25,013.59
02/20/2026		EFTPS	-split-	94-1653492	2,305.52			22,708.07
02/20/2026	DD2299	BACHEMIN, CYNT...	-split-	Direct Deposit		X		22,708.07
02/20/2026	DD2300	BRODERICK, JOHN J	-split-	Direct Deposit		X		22,708.07
02/20/2026	DD2301	DROP, CHRISTOP...	-split-	Direct Deposit		X		22,708.07
02/20/2026	DD2302	FAULK-KELLOGG,...	-split-	Direct Deposit		X		22,708.07
02/20/2026	DD2303	KITTLESON, KEN...	-split-	Direct Deposit		X		22,708.07
02/20/2026	DD2304	RYAN, MEGHAN	-split-	Direct Deposit		X		22,708.07
02/20/2026	DD2305	WATSON, ALISHA L	-split-	Direct Deposit		X		22,708.07
02/27/2026			12750 · Prop 2 Accoun...	Deposit			104,841.00	127,549.07
03/02/2026			12000 · Accounts Rece...	Deposit			1,634.42	129,183.49
03/02/2026	3026	U.S. POST MASTER	22000 · Accounts Paya...	postage on per...	900.00			128,283.49
03/02/2026	3028	SYDENEY SIRBOUR	23000 · CBSW Cust...	DEPOSIT REF...	155.70			128,127.79
03/03/2026		SDRMA MB	60000 · Water Dept. E...	Auto-pay Febu...	3,325.88			124,801.91
03/03/2026		SDRMA MB	60000 · Water Dept. E...	Auto-pay Marc...	3,325.88			121,476.03
03/03/2026		VERIZON WIRELE...	-split-	Account #3420...	107.36			121,368.67
03/03/2026	3029	MATHEW VILLAL...	23000 · CBSW Cust...	DEPOSIT REF...	177.66			121,191.01
03/03/2026	3030	ASHLEY PAZ	23000 · CBSW Cust...	DEPOSIT REF...	84.03			121,106.98
03/03/2026	3031	MARIA GARRILLO	23000 · CBSW Cust...	DEPOSIT REF...	119.66			120,987.32
03/03/2026	3032	WALKER BRENNAN	23000 · CBSW Cust...	DEPOIT REF...	86.38			120,900.94
03/03/2026	3033	MICHAEL BEST	23000 · CBSW Cust...	DEPOSIT REF...	137.89			120,763.05
03/03/2026	3034	BADGER METER	22000 · Accounts Paya...	INV 8022763...	17.30			120,745.75
03/03/2026	3035	CALIFORNIA CON...	22000 · Accounts Paya...	Inv INNU-015...	12,040.00			108,705.75
03/03/2026	3036	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	290.50			108,415.25
03/03/2026	3037	GHD	22000 · Accounts Paya...	INV 380-0084...	8,447.50			99,967.75
03/03/2026	3038	GREAT REDWOOD...	22000 · Accounts Paya...	INV 2026-32 C...	544.61			99,423.14
03/03/2026	3039	Mad River Union	22000 · Accounts Paya...	Newspaper ad f...	130.00			99,293.14
03/03/2026	3040	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	659.01			98,634.13
03/03/2026	3041	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	360.00			98,274.13
03/03/2026	3042	SECURITY LOCK ...	22000 · Accounts Paya...	1813	50.16			98,223.97
03/03/2026	3043	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	331.48			97,892.49
03/03/2026	3044	Wahlund Constructio...	22000 · Accounts Paya...	INV 12 Engine...	94,145.00			3,747.49
03/03/2026			10200 · Coast Central ...	Funds Transfer...			12,040.00	15,787.49
03/05/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,054.84			9,732.65
03/06/2026		EFTPS	-split-	94-1653492	2,172.34			7,560.31
03/06/2026	DD2306	DROP, CHRISTOP...	-split-	Direct Deposit		X		7,560.31

Manila Community Services District

3/12/2026 10:36 AM

Register: 10117 · Coast Central Checking

From 02/17/2026 through 03/12/2026

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>
03/06/2026	DD2307	KITTLESON, KEN...	-split-	Direct Deposit		X		7,560.31
03/06/2026	DD2308	WATSON, ALISHA L	-split-	Direct Deposit		X		7,560.31



# MANILA COMMUNITY SERVICES DISTRICT

## Minutes of Regular Meeting Tuesday February 17<sup>th</sup>, 2026

1) **ROLL CALL, DETERMINE QUORUM:** *Broderick, Bachemin, Ryan and Faulk-Kellogg (remote) present. Muniz absent. GM Drop present.*

2) **APPROVE AGENDA:** *There were no changes to the agenda*

3) **PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** *There was no public comment.*

4) **BUSINESS ITEMS:**

a. **Receive for Discussion and Possible Action:** Save My Coast: Update (Faulk)

*Item continued*

b. **Receive for Discussion and Possible Action:** Amended and Restated Joint Powers Agreement of the Redwood Region Economic Development Commission.

*Bachemin/Broderick to approve JPA with RREDC. Vote: 4-0 with Muniz absent.*

c. **Receive for Discussion and Possible Action:** First Reading of Ordinance 26-01 Board Meeting Schedule and Frequency: Change to Bi-monthly

*Ryan/Bachemin to approve Ordinance 26-01. Vote: 4-0 with Muniz absent.*

d. **Receive for Discussion and Possible Action:** Resolution 2026.01 Affirming Adoption of the Humboldt County Multi-Jurisdiction Hazard Mitigation Plan 2025

*Broderick/Bachemin to approve Resolution 2026.01 adopting LHMP. Vote: 4-0 with Muniz absent.*

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

a. **Receive Disbursements:** January 20<sup>th</sup>, 2026 - to date

b. **Draft Minutes of January 20<sup>th</sup>, 2026**

*Broderick/Bachemin approve consent calendar. Vote: 4-0 with Muniz absent.*

6) **BOARD DISCUSSION ITEMS:**

a. **Committee Member Updates/Reports**

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

7) **INCOMING COMMUNICATIONS:**

**ADJOURNMENT: 7:05 pm (this meeting was not recorded)**

\_\_\_\_\_  
Thia Bachemin, Secretary

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

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

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

## General Manager's Report for March 2026

### **Water Project:**

This project is effectively completed with a state inspection in March 2026. New, dark-sky lighting is completed at the water pumphouse and is expected to be completed at the wastewater lift station.

### **Wastewater Project:**

The new generator is up and running and a bypass plan is in place for the wet well retrofit. Air valve and tank riser work is mostly completed.

We are seeking a Control box-to-Pedestal reconnect to alleviate a pumping issue on Lupine where an excessive PGE burden has been placed on a tenant.

### **Drainage Grant:**

The district has not yet required use of the board-approved drawdown for \$75,000 (retention gap funding) and has received an advance of \$668,200. This project is nearing completion.

### **Manila Community Center:**

Staff is still planning relocation of the propane tank. A replacement drinking fountain at the community center is completed.

**Board Matters:** April 1<sup>st</sup> 2026 is the deadline for Form 700s and can be found in last month's packets (or upon request). Staff can assist in completing this task.

There are (2) board seats up for election this November, ***Meghan Ryan*** and ***Danielle Muniz***. Candidate filing window is July 13 to August 7, 2026.

**Dunes/MDRA:** Staff is coordinating an effort for wetland mitigation for a project of the HBMWD with Surfrider. This requires permission from the State Coastal Conservancy who has expressed informal support.

**Tsunami Drill** will take place on Wednesday March 25th at 11 am