



MANILA COMMUNITY SERVICES DISTRICT

Notice and Agenda of Regular Meeting

Thursday March 18th, 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 March 15th 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 February 18th 2021**

ITEMS PULLED FROM THE CONSENT CALENDAR (if any):

GENERAL MANAGER'S REPORT / SUMMARY OF AGENDA ITEMS:

- 3. Reconsideration of the Offer to Dedicate (OTD) South End of Peninsula Dr.**
- 4. Draft Manila Community Center 5-year Capital Improvement Plan**
- 5. Call for Nominations for 2022-2024 CSDA Board Seats deadline 04/17/2021**

REPORTS:

- 6. 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 or 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				
Account QuickReport				
As of March 3, 2021				
	Date	Name	Memo	Amount
10117 - Coast Central Checking				
	03/03/2021	Alisha Watson	2 office computers	-1,508.48
	03/03/2021	CBS LEASING COMPANY, INC.	copier	-285.93
	03/03/2021	FOX*, MAGGIE	dump fees	-24.75
	03/03/2021	HENSEL'S ACE HARDWARE	sewer parts, paint	-113.01
	03/03/2021	KEENAN - HAJOCA SUPPLY	3 sewer pumps	-2,942.52
	03/03/2021	KITTLESON, KEN*	metal detector, angle grinder, battery	-481.23
	03/03/2021	MAPLE SERVICE	MCC gas regulator repair	-777.31
	03/03/2021	NORTH COAST LABORATORIES LTD.	testing	-250.00
	03/03/2021	RECOLOGY HUMBOLDT COUNTY	garbage	-967.36
	03/03/2021	REDWOOD COMMUNITY ACTION AGENCY	Manila park planning INV 3	-728.64
	03/03/2021	T. P. TIRE SERVICE, INC.	van tire repair	-20.00
	03/03/2021	The Mitchell Law Firm, LLC	Inv 47135; appointments	-43.50
	03/03/2021	VALLEY PACIFIC PETROLEUM	vehicle fuel	-176.91



MANILA COMMUNITY SERVICES DISTRICT

Minutes of Regular Meeting Thursday February 18, 2021

ROLL CALL, DETERMINE QUORUM: *Muniz, Bramlett and Faulk-Kellogg, Jannetta (and Ryan once appointed) present. Staff GM Drop present.*

APPROVE AGENDA: *Jannetta/ Faulk-Kellogg to approve Agenda. Vote: 4-0*

PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:

There was no public input.

CONSENT CALENDAR:

- 1. **Receive Bank Reconciliations, Balance Sheet and Check Disbursements**
- 2. **Approve Draft Minutes of January 21, 2021**

Muniz/Jannetta to approve Consent Calendar. Vote: 4-0

GENERAL MANAGER’S REPORT / SUMMARY OF AGENDA ITEMS:

- 3. **Appointment of New Member to Vacant Board Seat (expires 2024)**

Faulk-Kellogg/Muniz to appoint Meghan Ryan to vacant board seat. Vote: 4-0

- 4. **Annual Organizational Meeting: Selection of Offices, Committees and Representatives**

*The board advised maintaining **Bramlett President** and **Muniz Finance Officer**.*

*Muniz/Faulk-Kellogg to appoint **Ryan Vice-President**. Vote: 5-0*

*Faulk-Kellogg/Muniz to appoint **Jannetta Secretary**. Vote: 5-0*

*Jannetta/Muniz to appoint **Faulk-Kellogg Safety Officer**. Vote:5-0*

- 5. **Budget vs. Actual Fiscal Year 2021 Q2 (Dec 31)**

No Action Taken

- 6. **Call for Nominations for 2022-2024 CA. Special District Association (CSDA)**

Tabled to March 2021

- 7. **Annual Emergency Response Review**

Faulk-Kellogg/Jannetta to receive Annual ERP. Vote: 5-0

REPORTS:

- 8. **Director/Committee Reports:**

INCOMING COMMUNICATIONS:

ADJOURNMENT: *7:34 pm*

Date: _____
Dave Jannetta, Secretary

Date: _____
Jan Bramlett, Board President

Agenda Summary

Consideration of accepting Coastal Commission offer to dedicate (OTD) at APN 401-011-28 (1401 Peninsula Drive) – 10-ft-wide vertical access between Peninsula Dr. & (almost to) existing trails on MCSD property.

Meeting Date: March 18th, 2021

Agenda Item: **3**

Recommendation: The board consider accepting OTD and direct staff to execute any required legal instruments.

Summary:

The Manila CSD Board originally considered the OTD March 20, 2014 and took no action to accept. The OTD was recently offered to Friends of the Dunes which may reconsider should the Manila CSD Board decide against it. The OTD expires 2030.

The Coastal Commission considers the Manila CSD a good fit as our agency owns the adjacent parcel and connecting trail system as well as the parking facilities at the Community Center. Friends of the Dunes currently operates the Samoa 'Dog Ranch' property which is also adjacent to the OTD.

Obligations with acceptance include ensuring the access remains open to the public and any incidental efforts to keep the access clean and unimpeded. The access is considered a "community access" point and will not be publicized nor will parking be provided at the site.



Fiscal Impact: minimal, if any

Board Action:

Vote:

Ayes:

Nays:

Abstain:

Absent:

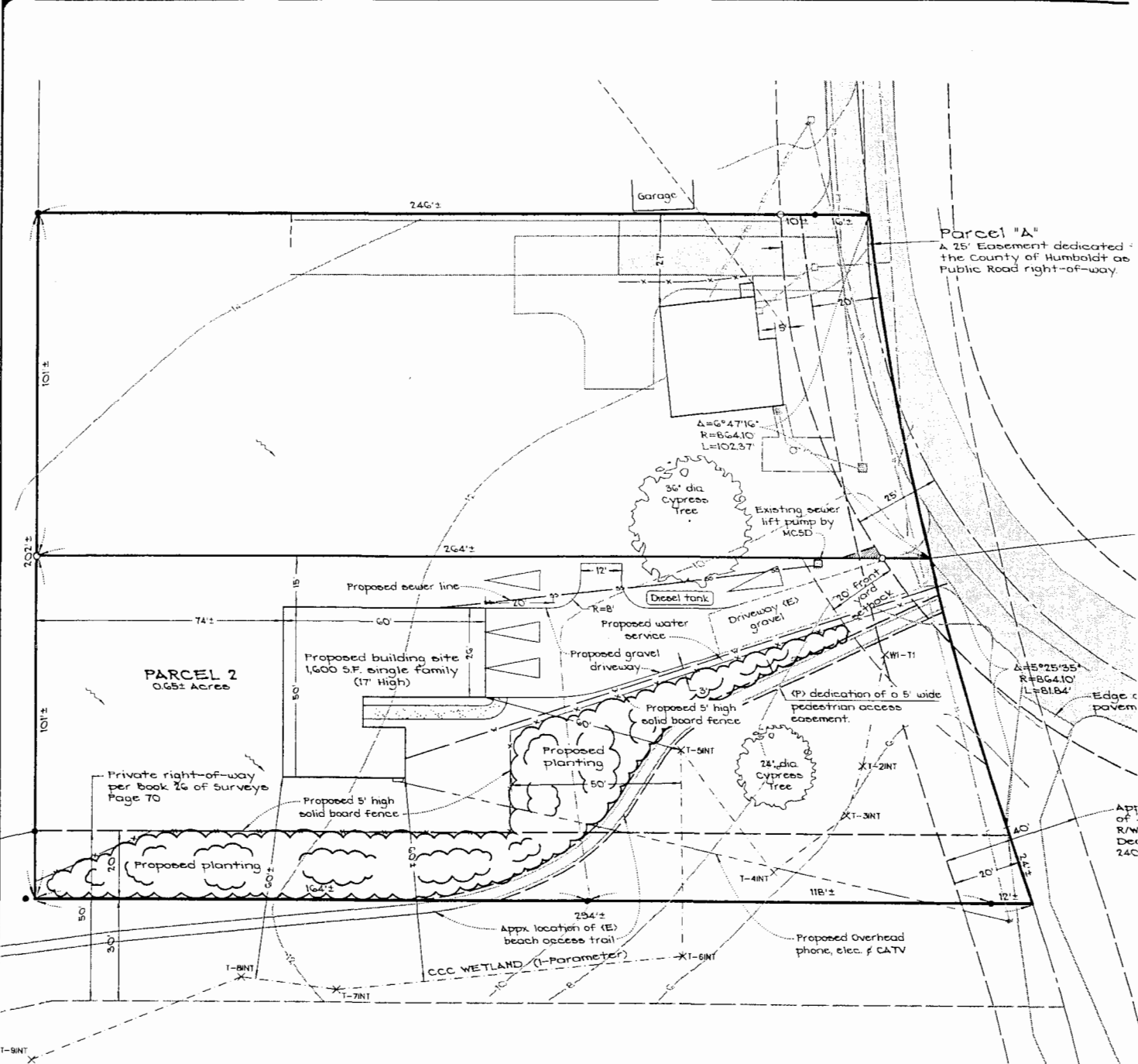


EXHIBIT NO. 5
APPLICATION NO.
 A-1-HUM-05-041
 KABLE
 COUNTY-APPROVED SITE
 PLAN (1 of 2)

WETLAND AREA

Agenda Summary

**Draft Manila Community Center 5-year
Capital Improvement Plan**

Meeting Date: March 18th, 2021

Agenda Item: **4**

Recommendation: Discussion item

Summary:

** Staff would like to advise the board that he owns property adjacent to the Community Center and may have a conflict of interest as it relates to recommendations for site improvements.*

The District has completed the FY2016-FY2020 improvement plan except for: Replace Gas Lines, Gutters/Downspouts and Painting which were added back to the attached plan. Since the plan moving forward is to replace propane heating with solar powered heat pumps, replacing the gas lines has been amended to 'removing the gas lines and meters.

At this time, staff would like to simply present the list for discussion and consideration as we await possible funding for the major improvements, specifically the windows. Should the district be selected for funding from the SPP Park grant, we may consider allocating some of the Per Capita funding to offset some of the costs.

RCM has indicated close collaboration and cost sharing on these efforts and more can be reporting in the coming months.

Fiscal Impact: tbd

Board Action:

Vote:

Ayes:

Nays:

Abstain:

Absent:

	\$5,000	Parking Lot Lights retro to LED						\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	\$7,500	NW Restrooms remodel for single use						\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
	\$5,000	6 exterior doors replace						\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	\$5,000	Add doors to H and J to exterior/fire marshal						\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	\$1,250	Surf room awning torch down layer								\$1,250		
	\$3,500	Restrooms S/S stalls retro						\$3,500				
	\$0	All propane heaters to be retro'd to heat pumps	RCM					RCM				
	\$0	New Solar array at NW	RCM					RCM				

Agenda Summary

**Call for Nominations for 2022-2024
California Special District Association
(CSDA)**

Meeting Date: March 18th, 2021

Agenda Item: **5**

Recommendation: Board members consider the CSDA position.

Summary:

This item was brought to the board in February 2021 and brought back prior to deadline.

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the association and to the representation of the common interests of all California's special districts before the Legislature and the state administration.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.

(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).

- Attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- Complete all four modules of CSDA's Special District Leadership Academy within two years.

(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

NOMINATION PROCEDURES

Who is Eligible: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors) for election to the CSDA Board of Directors. A copy of the member district's resolution or minute action along with the [Nomination Form](#) and [Candidate Information Sheet](#) must accompany the nomination. Deadline for receiving nomination applications- April 17, 2019.

Fiscal Impact: travel expenses budgeted

Board Action:

Vote:

Ayes:

Nays:

Abstain:

Absent:



**California Special
Districts Association**
Districts Stronger Together

2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

**Return this form and a Board resolution/minute action supporting the candidate
and Candidate Information Sheet by fax, mail, or email to:**

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019

General Manager's Report for March 18th 2021

General Updates:

- **Park SPP Grant:** Our full application has been submitted and received by OGALS prior to the deadline for a total grant request of \$1.6M. As expected, we focused on amenities in the western portion of the Park to prevent triggering unattainable CEQA compliance. Notification of award or denial is expected in the next 4 months.
- **Drainage Improvement Grant:** Staff and GHD completed the Virtual Walkthrough for this project and submitted all subsequently requested materials.
- **Wastewater Grant:** Our project has made the “fundable list” but a decision has not been finalized. A favorable cultural resources report was recently returned and all packages have been received. Our credit review is complete and environmental efforts should be complete by mid-April. The technical review should be complete soon thereafter and, if selected for funding, we could have an agreement sometime in FY2022.
- **Water System Improvement Grant:** Nothing new to report
- The PCC sponsored **Gravel Shoulder** is complete on Peninsula. This path will ultimately connect to the pending non-motorized trail along 255 at Pacific Ave.
- The PCC sponsored **Raised Sidewalk/Speedhump** is almost completed and large boulders are being placed on the perimeter to deter drive-arounds (which should also help alleviate dumping and car camping issues in that area). Some design questions have come up with respects to the final height and efficacy of the hump and staff reached out to PCC for updates and will report back.
- The **State Coastal Conservancy** Status reports have been submitted.
- The District's required **State Controller's Office Financial Transactions Report** has been completed and submitted. We expect our internal audit will also be forthcoming.
- The CDPH has moved up waterworks employees from tier 1C to 1B to facilitate **COVID-19 Vaccination**. All District staff are enrolled and some have received their first dose.
- Staff sought county referrals for a **construction project adjacent to the Park** and requested a survey to prevent encroachment into the public property. We believe a stop work order has been issued by the County.
- Administration is going to try **cloud-based QuickBooks** for a 30-day trial to determine if this is a good fit for the District. Staff also replace 2 antiquated computers in the office.
- The **Tsunami Sign at Pacific** has been vandalized again and a replacement is pending.

- Staff corrected an electrical issue that affected **several pumps on Lupin Ave.** The pedestal that powers the pumps suffered a distant short that destroyed 2 breakers and required excavating a customer's driveway for rewiring.
- Our risk carrier, **SDRMA renewal questionnaire** has been completed and submitted. Staff removed from our policy the Case Backhoe and the MF Tractor that are no longer used.
- The **Main Hall roof has been repaired** and a new roof is included in the upcoming CIP for approximately \$10k
- The **Cla-Valve replacement project** is delayed as the contractor had to prioritize Hwy 101 at Last Chance Grade.
- Staff is seeking rough estimates for a possible cost share with the county and property owners to **repair Taylor Ct.** to a functional state. WE are currently unable to safely access the neighborhood with our pumper truck due to the large holes and grade of the street.
- Staff cleared the culvert at the **Victor Ave pond** and, with the help of GHD, cleared debris from the channel for improved flows and flood reduction to affected properties.
- Staff has commenced treatment of known standing water problem areas with **mosquito dunks**. Last year, this effort greatly reduced the mosquito population.
- If board members would like to update their **bios for the website**, please submit your preferred picture and a little something about yourself. If you would prefer privacy and not have a picture or bio, I can place a generic placeholder.

*** Due to the timing of the agenda, no system reports are available and staff will report this month's efforts at the next meeting in April ***