



MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday November 21st, 2023 6:30 p.m. Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday November 18th, 2023 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 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: Humboldt Coastal Resilience Project.** Kristen Orth-Gordinier, Env. Planner GHD
5. **BUSINESS ITEMS (Action Items):**
 - a) **Water Infrastructure Improvement Project: Base Bid Award to Wahlund Construction, Inc. (Contractor)** and authorize the General Manager to contract with the Contractor and issue change orders within currently available and additional grant funding received.
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 October 17th, 2023**
 - b) **Receive Disbursements: Oct 17th, 2023 - to date**
 - c) **County Treasury Warrant for FY24 Budgeted Tax Allocations of \$32,000 from Account 2520**
7. **BOARD DISCUSSION ITEMS:**
 - a) **Committee Member Updates**
 - b) **General Manager's Report:**
 - c) **Future Agenda Items:**
8. **INCOMING COMMUNICATIONS:** Letter from Dengler, Mathewes and Lawson
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

ITEM 4: PRESENTATION ITEMS: Humboldt Coastal Resilience Project.

Kristen Orth-Gordinier Environmental Planner GHD

Summary:

The Humboldt Coastal Resilience Project (HCRP) began in 2015 as an effort to improve our understanding of sediment movement along the entire Eureka littoral cell, identify potential vulnerabilities to climate change and potential response to future sea level rise. To accomplish this, the research team (mainly comprised of Friends of the Dunes, USFWS, and a UC research team) has been conducting cross-shore transects measuring dune height, monitoring experimental adaptation sites, updating the Eureka littoral cell sediment budget, and completing a vulnerability assessment. MCSD's jurisdiction is within the study area. If you are interested to hear project results please attend the HCRP virtual presentation on December 1st. You can register using this link: <https://us02web.zoom.us/meeting/register/tZ0scOyqrDMpHNSus89YGGL2cTIPpcSm-mNV#/registration>

No Action Required.

FRIENDS OF THE DUNES

Humboldt Coastal Resilience Project

Presentation of Final Results

December 1, 2023

12:00 - 1:30 pm

Zoom Meeting: [register here](#)



The Humboldt Coastal Resilience Project (HCRP) has been ongoing since 2015, conducting cross-shore transects measuring dune height, monitoring experimental adaptation sites, updating the Eureka littoral cell sediment budget, and completing a vulnerability assessment. Join us virtually to hear about the project results and lessons the research team learned along the way.



Photo by Andrea Pickart

PROJECT PARTNERS



Agenda Summary

5. BUSINESS ITEMS (Action Item):

- a) **Water Infrastructure Improvement Project: Base Bid Award to Wahlund Construction, Inc. (Contractor)** and authorize the General Manager to contract with the Contractor and issue change orders within currently available and additional grant funding received.

Summary: *Please see attached Memo from GHD and Bid Schedule.*

Recommended Motion:

I move/second that the Manila CSD Board of Directors award the Base Bid to Wahlund Construction Inc. (Contractor) and authorize the General Manager to contract with the Contractor and issue change orders within the current available grant funding and any additional grant funding received. Current available grant funding is limited to \$3,063,000 and the additional funding will total \$3,836,278.

Vote: _____

Attachments:

Memo GHD

Bid Schedule and Estimate

Our ref: 12598740

November 15, 2023

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

Manila CSD Water Infrastructure Improvement Project – Award Recommendation

Dear Christopher,

The Manila CSD advertised for bids for the Water Infrastructure Improvement Project on September 7th and 14th, 2023 in the North Coast Journal, held a non-mandatory bidders conference on September 20th, 2023 and opened bids on October 4th, 2023. Three bids were received. All three bidders provided all required, completed bid documents and were all qualified with current DIR registration and Class A General Engineering license. Per the contract documents, Award of the project will be made to the lowest, responsive, responsible bidder. The Low Bid was determined by the Total Bid, which is the sum of the Base Bid and Additive Bid. Bids received area summarized in the table below (detailed breakdown attached):

Contractor	Base Bid	Additive Bid	Total Bid
Wahlund Construction, Inc.	\$ 2,994,125.00	\$ 493,400.00	\$ 3,487,525.00
Mercer Fraser Company	\$ 3,127,000.00	\$ 522,000.00	\$ 3,649,000.00
GR Sundberg	\$ 3,904,200.00	\$ 600,000.00	\$ 4,504,200.00

As shown above, Wahlund Construction, Inc. was the lowest bidder and a review of their submitted bid demonstrates that all items in the Bidders' Checklist (Bid Proposal, Acknowledgement of Addenda, Authority to Sign Bid Proposal, Bid Bond, Power of Attorney, List of Subcontractors, Non-Collusion Affidavit, and Workers Compensation Certification) were completed per the requirements.

Construction funding for this project has been provided by the California State Water Resources Control Board (Agreement D2202001, Project No. 1210017-001C). Funding includes \$2,785,000 for construction and \$278,000 for contingency, totaling \$3,063,000. As shown above, the Base Bid is within the total available construction funding for the grant. Additional funding has been requested from the grant funder to cover the Total Bid plus 10% contingency. The grant funder's project manager expects confirmation of any additional funding in the coming months.

GHD recommends that the Manila CSD Board of Directors award the Base Bid to Wahlund Construction inc. (Contractor) and authorize the Manila CSD General Manager to contract with the Contractor and issue change orders within the current available grant funding and any additional grant funding received. Current available grant funding is limited to \$3,063,000 and the additional funding will total \$3,836,278.

Regards



Brett Vivyan
Civil Engineer

707.267.2275
brett.vivyan@ghd.com

Bid Schedule and Estimate						Bids Received			
Item No.	Description	Quantity	Units	Unit Cost	Eng's Estimate	Wahlund	Mercer Fraser	GR Sundberg	
1	Mobilization/Demobilization	1	LS	\$ 112,000	\$ 112,000	\$ 155,000	\$ 250,000	\$ 188,000	
2	Traffic Control	1	LS	\$ 30,000	\$ 30,000	\$ 26,000	\$ 45,000	\$ 109,000	
3	Construction Staking and Materials Testing	1	LS	\$ 30,000	\$ 30,000	\$ 70,000	\$ 55,000	\$ 57,000	
4	Site Earthwork	1	LS	\$ 42,000	\$ 42,000	\$ 111,000	\$ 35,000	\$ 158,000	
5	Erosion Control and Sediment Control	1	LS	\$ 30,000	\$ 30,000	\$ 10,000	\$ 20,000	\$ 17,000	
6	Clearing, Grubbing, and Disposal	1	LS	\$ 12,000	\$ 12,000	\$ 12,500	\$ 32,000	\$ 118,000	
7	Site Demolition and Restoration	1	LS	\$ 72,000	\$ 72,000	\$ 10,500	\$ 40,000	\$ 86,000	
8	Tank Demolition	1	LS	\$ 61,000	\$ 61,000	\$ 45,000	\$ 60,000	\$ 72,000	
9	Hazardous Materials Abatement and Disposal	1	LS	\$ 30,000	\$ 30,000	\$ 10,000	\$ 15,000	\$ 35,000	
10	Pump Station CMU Building and Foundation	1	LS	\$ 303,000	\$ 303,000	\$ 310,000	\$ 425,000	\$ 311,000	
11	Pump Station Piping and Equipment	1	LS	\$ 347,000	\$ 347,000	\$ 618,250	\$ 500,000	\$ 609,000	
12	Yard Piping, Valves, and Appurtenances	1	LS	\$ 98,700	\$ 98,700	\$ 117,375	\$ 100,000	\$ 142,000	
13	150,000 Gallon Bolted Steel (Glass Fused to Steel) Water Tank and Foundation			\$ 666,000	\$ 666,000	\$ 524,000	\$ 535,000	\$ 610,000	
14	Propane Tank, Foundation, Piping, and Equipment	1	LS	\$ 19,100	\$ 19,100	\$ 26,250	\$ 20,000	\$ 20,000	
15	Stormwater Improvements	1	LS	\$ 27,000	\$ 27,000	\$ 48,500	\$ 30,000	\$ 27,000	
16	Fencing and Gates	1	LS	\$ 60,000	\$ 60,000	\$ 47,000	\$ 55,000	\$ 49,000	
17	Site Gravel	1	LS	\$ 4,880	\$ 4,880	\$ 22,000	\$ 20,000	\$ 26,000	
18	Minor Concrete	1	LS	\$ 11,000	\$ 11,000	\$ 20,000	\$ 33,000	\$ 38,000	
19	Pump Station and Office Plumbing	1	LS	\$ 14,880	\$ 14,880	\$ 25,000	\$ 25,000	\$ 36,000	
20	Pump Station HVAC	1	LS	\$ 11,600	\$ 11,600	\$ 81,000	\$ 80,000	\$ 16,000	
21	Propane Generator	1	LS	\$ 225,000	\$ 225,000	\$ 166,000	\$ 55,000	\$ 60,000	
22	New Service Connection	1	LS	\$ 36,000	\$ 36,000	\$ 10,000	\$ 35,000	\$ 34,200	
23	District Office Electrical	1	LS	\$ 14,200	\$ 14,200	\$ 8,900	\$ 10,000	\$ 11,000	
24	Pump Station and Water Tank Electrical	1	LS	\$ 98,000	\$ 98,000	\$ 227,000	\$ 350,000	\$ 353,000	
25	6" Water Line (Gravel Road, Lupin Drive Reconnection, and Interties)	1	LS	\$ 115,700	\$ 115,700	\$ 92,000	\$ 90,000	\$ 145,000	
26	4" Water Line (Paved Road, Dean Avenue Line Replacement and Blowoff)	1	LS	\$ 40,000	\$ 40,000	\$ 47,000	\$ 35,000	\$ 57,000	
27	6" Water Line (Paved Road, Peninsula and Dean St)	1	LS	\$ 75,000	\$ 75,000	\$ 71,000	\$ 40,000	\$ 146,000	
28	8" Water Line (Unpaved Shoulder, Peninsula Drive South Intertie)	1	LS	\$ 13,000	\$ 13,000	\$ 9,900	\$ 15,000	\$ 79,000	
29	6" Water Line (Paved Road, Peninsula Drive North Intertie with Hydrant)	1	LS	\$ 32,000	\$ 32,000	\$ 20,500	\$ 25,000	\$ 119,000	
30	8" Water Line (Paved Road, Dean Avenue Intertie)	1	LS	\$ 25,000	\$ 25,000	\$ 18,250	\$ 25,000	\$ 57,000	
31	8" by 6" Water Line (Paved Road, Holly Drive Intertie)	1	LS	\$ 19,000	\$ 19,000	\$ 14,000	\$ 22,000	\$ 37,000	
32	6" by 2" Water Line (Paved Road, Laurel Drive Intertie)	1	LS	\$ 13,000	\$ 13,000	\$ 5,300	\$ 15,000	\$ 26,000	
33	8" by 2" Water Line (Paved Road, Rainier Drive Intertie)	1	LS	\$ 19,000	\$ 19,000	\$ 8,300	\$ 20,000	\$ 38,000	
34	Blowoff Valves	3	EA	\$ 7,000	\$ 21,000	\$ 6,600	\$ 15,000	\$ 18,000	
A1	8" Water Line (Paved Road, Carlson Drive Realignment Trenchless Installation, Hwy 255)			\$ 600,000	\$ 600,000	\$ 384,000	\$ 460,000	\$ 475,000	
A2	4" Water Line (Gravel Road, Carlson Drive Reconnection West)	1	LS	\$ 48,000	\$ 48,000	\$ 75,000	\$ 30,000	\$ 36,000	
A3	10" Water Line (Paved Road, Carlson Drive East Intertie)	1	LS	\$ 25,000	\$ 25,000	\$ 14,000	\$ 16,000	\$ 38,000	
A4	4" Water Line (Gravel Road, Carlson Drive West Intertie)	1	LS	\$ 13,000	\$ 13,000	\$ 10,500	\$ 13,000	\$ 33,000	
A5	2" Water Line (Paved Road, Carlson Drive South Intertie)	1	LS	\$ 25,000	\$ 25,000	\$ 9,900	\$ 3,000	\$ 18,000	
					Total	\$ 3,439,060	\$ 3,487,525	\$ 3,649,000	\$ 4,504,200

Bid Schedule				Bid	
Item No.	Description	Quantity	Units	Wahlund Construction, Inc.	
1	Mobilization/Demobilization	1	LS	\$	155,000
2	Traffic Control	1	LS	\$	26,000
3	Construction Staking and Materials Testing	1	LS	\$	70,000
4	Site Earthwork	1	LS	\$	111,000
5	Erosion Control and Sediment Control	1	LS	\$	10,000
6	Clearing, Grubbing, and Disposal	1	LS	\$	12,500
7	Site Demolition and Restoration	1	LS	\$	10,500
8	Tank Demolition	1	LS	\$	45,000
9	Hazardous Materials Abatement and Disposal	1	LS	\$	10,000
10	Pump Station CMU Building and Foundation	1	LS	\$	310,000
11	Pump Station Piping and Equipment	1	LS	\$	618,250
12	Yard Piping, Valves, and Appurtenances	1	LS	\$	117,375
13	150,000 Gallon Bolted Steel (Glass Fused to Steel) Water Tank and Foundation	1	LS	\$	524,000
14	Propane Tank, Foundation, Piping, and Equipment	1	LS	\$	26,250
15	Stormwater Improvements	1	LS	\$	48,500
16	Fencing and Gates	1	LS	\$	47,000
17	Site Gravel	1	LS	\$	22,000
18	Minor Concrete	1	LS	\$	20,000
19	Pump Station and Office Plumbing	1	LS	\$	25,000
20	Pump Station HVAC	1	LS	\$	81,000
21	Propane Generator	1	LS	\$	166,000
22	New Service Connection	1	LS	\$	10,000
23	District Office Electrical	1	LS	\$	8,900
24	Pump Station and Water Tank Electrical	1	LS	\$	227,000
25	6" Water Line (Gravel Road, Lupin Drive Reconnection, and Interties)	1	LS	\$	92,000
				Subtotal	\$ 2,793,275
				Contingency	\$ 269,725
				Total	\$ 3,063,000
	Subject to Additional Funding				
26	4" Water Line (Paved Road, Dean Avenue Line Replacement and Blowoff)	1	LS	\$	47,000
27	6" Water Line (Paved Road, Peninsula and Dean St)	1	LS	\$	71,000
28	8" Water Line (Unpaved Shoulder, Peninsula Drive South Intertie)	1	LS	\$	9,900
29	6" Water Line (Paved Road, Peninsula Drive North Intertie with Hydrant)	1	LS	\$	20,500
30	8" Water Line (Paved Road, Dean Avenue Intertie)	1	LS	\$	18,250
31	8" by 6" Water Line (Paved Road, Holly Drive Intertie)	1	LS	\$	14,000
32	6" by 2" Water Line (Paved Road, Laurel Drive Intertie)	1	LS	\$	5,300
33	8" by 2" Water Line (Paved Road, Raineri Drive Intertie)	1	LS	\$	8,300
34	Blowoff Valves	3	EA	\$	6,600
A1	8" Water Line (Paved Road, Carlson Drive Realignment Trenchless Installation, Hwy 255)	1	LS	\$	384,000
A2	4" Water Line (Gravel Road, Carlson Drive Reconnection West)	1	LS	\$	75,000
A3	10" Water Line (Paved Road, Carlson Drive East Intertie)	1	LS	\$	14,000
A4	4" Water Line (Gravel Road, Carlson Drive West Intertie)	1	LS	\$	10,500
A5	2" Water Line (Paved Road, Carlson Drive South Intertie)	1	LS	\$	9,900
					\$ 694,250

Current Grant
\$ 2,785,000
\$ 278,000
\$ 3,063,000



MANILA COMMUNITY SERVICES DISTRICT

Minutes of Regular Meeting Tuesday October 17th, 2023

1. ROLL CALL, DETERMINE QUORUM:

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

2. APPROVE AGENDA:

There were no changes to the agenda.

3. PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:

There was no public comment.

4. RECEIVE PRESENTATION: Wastewater Infrastructure Improvement Project (GHD)

No Action Taken

5. RECEIVE FOR DISCUSSION AND POSSIBLE ACTION: Consideration of Scope and Fees for Engineering Services related to Wastewater Infrastructure Improvement Project (GHD)

Faulk-Kellogg/Broderick to approve GHD Scope and Fees for Wastewater Infrastructure Project. **Vote: 5-0**

6. RECEIVE PRESENTATION: Update on Water and Drainage Projects (GHD)

No Action Taken

7. RECEIVE FOR DISCUSSION AND POSSIBLE ACTION: Appointment of Peninsula Community Collaborative (PCC) Board Liaison and Alternate

Muniz/Faulk-Kellogg to appoint Broderick as primary with Woods and alternate. **Vote: 5-0**

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

a) Draft Minutes of September 19th 2023

Faulk-Kellogg/ Muniz to approve 8.a. **Vote: 5-0**

b) Receive Disbursements: August 12th - September 29th, 2023

Muniz/Faulk-Kellogg to receive 8.b **Vote: 5-0**

c) Receive Budget vs. Actual report Q1 2023

Muniz/Broderick to receive 8.c **Vote: 5-0**

9. BOARD DISCUSSION ITEMS:

- a) Committee Member Updates
- b) General Manager’s Report:
- c) Future Agenda Items: Policy Manual

8. INCOMING COMMUNICATIONS:

9. ADJOURNMENT: 8:05 p.m.

Tracy Woods, Secretary

Date: _____

Meghan Ryan, Board President

Date: _____

Manila Community Services District

11/16/2023 10:21 AM

Register: 10117 · Coast Central Checking

Disbursements: Oct 17th, 2023 - to date

From 10/17/2023 through 11/16/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/17/2023			12000 · Accounts Rece...	Deposit			40.59	62,851.42
10/18/2023		QuickBooks Payroll ...	-split-	Created by Pay...	5,268.92			57,582.50
10/19/2023		EFTPS	-split-	94-1653492	1,830.70			55,751.80
10/19/2023	DD2037	DROP, CHRISTOP...	-split-	Direct Deposit				55,751.80
10/19/2023	DD2038	KITTLESON, KEN...	-split-	Direct Deposit				55,751.80
10/19/2023	DD2039	WATSON, ALISHA L	-split-	Direct Deposit				55,751.80
10/20/2023			12000 · Accounts Rece...	Deposit			7,812.83	63,564.63
10/20/2023			12000 · Accounts Rece...	Deposit			12,081.33	75,645.96
10/20/2023		SDRMA	-split-	ACH Payment ...	6,373.66			69,272.30
10/20/2023	2528	CSDA	22000 · Accounts Paya...	2024 CSDA M...	1,879.00			67,393.30
10/20/2023	2529	EUREKA OXYGEN...	22000 · Accounts Paya...	220700	277.13			67,116.17
10/20/2023	2530	HUMBOLDT BAY ...	22000 · Accounts Paya...	Permit NO. 20...	1,442.50			65,673.67
10/20/2023	2531	HUMBOLDT BAY ...	22000 · Accounts Paya...	September 1-2...	7,750.34			57,923.33
10/20/2023	2532	KEENAN - HAJOC...	22000 · Accounts Paya...	CUST 26-5561...	1,785.09			56,138.24
10/20/2023	2533	MCNEILL, BRIAN	22000 · Accounts Paya...	Inv 861575	540.00			55,598.24
10/20/2023	2534	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	1,187.18			54,411.06
10/20/2023	2535	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	360.00			54,051.06
10/20/2023	2536	UNDERGROUND S...	22000 · Accounts Paya...	152394	300.00			53,751.06
10/20/2023	2537	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	213.65			53,537.41
10/20/2023	2538	MICHELLE MANS...	23000 · CBSW Custo...	Deposit Refund...	63.97			53,473.44
10/20/2023	2539	ABIGAIL DANIEL	23000 · CBSW Custo...	DEPOSIT REF...	74.62			53,398.82
10/20/2023	2540	ADVANCED SECU...	22000 · Accounts Paya...		183.00			53,215.82
10/20/2023	2541	BADGER METER	22000 · Accounts Paya...	INV 80139072...	4.05			53,211.77
10/22/2023		OPTIMUM*	80000 · Sewer Dept. E...	paid online Ac...	62.76			53,149.01
10/22/2023		OPTIMUM	-split-	paid online ACH	385.87			52,763.14
10/24/2023			12999 · Undeposited F...	Deposit			6,060.00	58,823.14
10/24/2023			12000 · Accounts Rece...	Deposit			14,665.79	73,488.93
10/24/2023			12000 · Accounts Rece...	Deposit			215.69	73,704.62
10/24/2023			12000 · Accounts Rece...	Deposit			40.37	73,744.99
10/30/2023	2542	GHD	22000 · Accounts Paya...		21,463.25			52,281.74
10/30/2023	2543	SDRMA	22000 · Accounts Paya...	P & L INV 73...	14,742.68			37,539.06
10/30/2023	2544	SDRMA MB	22000 · Accounts Paya...		17,234.77			20,304.29
10/30/2023	New Con...	SDRMA Ancillary	60000 · Water Dept. E...	Reverse of GJE...		X	2,462.11	22,766.40
10/30/2023	New Con...	SDRMA Ancillary	60000 · Water Dept. E...	Reverse of GJE...		X	2,462.11	25,228.51
10/30/2023	New Con...	SDRMA Ancillary	60000 · Water Dept. E...	Reverse of GJE...		X	2,462.11	27,690.62
10/30/2023	New Con...	SDRMA Ancillary	60000 · Water Dept. E...	Reverse of GJE...		X	2,462.11	30,152.73
10/30/2023	New Con...	SDRMA Ancillary	60000 · Water Dept. E...	Reverse of GJE...		X	2,462.11	32,614.84
11/01/2023			12000 · Accounts Rece...	Deposit			1,249.93	33,864.77
11/02/2023		QuickBooks Payroll ...	-split-	Created by Pay...	5,910.72			27,954.05
11/02/2023		QuickBooks Payroll ...	-split-	Created by Pay...	3,324.83			24,629.22

Manila Community Services District

11/16/2023 10:21 AM

Register: 10117 · Coast Central Checking

From 10/17/2023 through 11/16/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/03/2023		EFTPS	-split-	94-1653492	2,967.30			21,661.92
11/03/2023	DD2048	BRODERICK, JOHN J	-split-	Direct Deposit		X		21,661.92
11/03/2023	DD2049	DROP, CHRISTOP...	-split-	Direct Deposit		X		21,661.92
11/03/2023	DD2050	FAULK-KELLOGG,...	-split-	Direct Deposit		X		21,661.92
11/03/2023	DD2051	KITTLESON, KEN...	-split-	Direct Deposit		X		21,661.92
11/03/2023	DD2052	Muniz**, Danielle	-split-	Direct Deposit		X		21,661.92
11/03/2023	DD2053	RYAN, MEGHAN	-split-	Direct Deposit		X		21,661.92
11/03/2023	DD2054	WATSON, ALISHA L	-split-	Direct Deposit		X		21,661.92
11/03/2023	DD2055	WOODS, TRACY F	-split-	Direct Deposit		X		21,661.92
11/03/2023	DD2056	WATSON, ALISHA L	-split-	Direct Deposit		X		21,661.92
11/08/2023			12000 · Accounts Rece...	Deposit			5,666.67	27,328.59
11/08/2023			-split-	Deposit			180.00	27,508.59
11/08/2023			12999 · Undeposited F...	Deposit			140.00	27,648.59
11/13/2023			12000 · Accounts Rece...	Deposit			40.51	27,689.10
11/14/2023			12000 · Accounts Rece...	Deposit			40.48	27,729.58
11/14/2023		VERIZON WIRELE...	-split-	Account #3420...	110.31			27,619.27
11/15/2023		PACIFIC GAS AND...	70000 · Sewer COG:70...	3428857410-5 ...	2,884.82			24,734.45
11/16/2023		QuickBooks Payroll ...	-split-	Created by Pay...	5,844.58			18,889.87

State of California

Date: 11/21/2023

Pay to the Order of: Manila Community Services District

Address: 1901 Park Street

For the Sum of \$ 32,000.00

Arcata, CA. 95521

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

CHECK STUB NOTE:

AMOUNT	PEID	ENCUMBRANCE NUMBER	ACCOUNT NUMBER		INVOICE NO.	SECONDARY REFERENCE	UTAX/ PRYR	DESCRIPTION
			Organization Key	Object				
\$32,000.00			2520		BOD 11/21/2023	Tax Allocations		FY 2023 Tax Allocations

DEPARTMENTAL NOTATIONS

The undersigned, under penalty of perjury, states that the items listed on the above claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, that the articles or services listed on the above claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed.

Danielle Muniz, Finance Officer

Christopher Drop, General Manager

Authorized Signature (s)

(Auditor's Office Use Only)

I have reviewed the above claim for propriety and accuracy.

Deputy County Auditor

General Manager's Report for November 2023

The district is getting the roof repaired Room H on the North Wing. The Main Hall has been leaking and also needs a new roof and estimates are expected in the next 60 days.



A water leak occurred off Dean Ave. Monday evening (11/13/2023) requiring interruption of water service for large parts of south Manila.



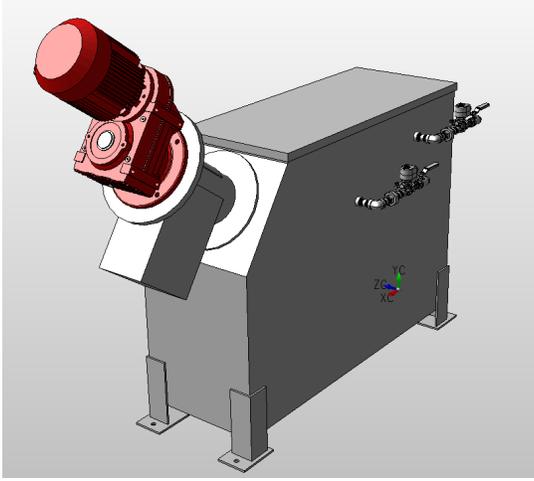
Other:

Our Drainage Grant permit is awaiting the Coastal Commission after some myriad negotiations related to wetland impacts. We are expecting to be on the CC's December agenda and further the CDP, complete site control and allow us to start getting reimbursed from the state (CNRA).

The district was anticipating an agreement with Caltrans for our assistance with Manila Entrance Signs but the insurance requirements became a roadblock (Caltrans requires \$6m, which costs \$7,000/yr). Staff will update the board if this gathers any more interest or Caltrans provides an alternative.

The Lift Station Generator now appears to be running normally and is ready for this winter.

The district received a quote (~\$85,000) for a screenings/bagger system to filter and bag screenings from septic tanks. We are hopeful this type of equipment can be included in our upcoming wastewater grant.



The following attached report are FYE23 Treasury statements with reserve balances interest apportions.

Manila CSD Non-Enterprise Fund
Statement of Revenues, Expenditures and Changes in Account Balance **2520**
For the Period Ending June 30, 2023

	Month to Date	Fiscal Year to Date	
Revenues			
101117	1,927.81	32,159.39	
102500	55.61	1,280.99	
105110	3.95	14.01	
105900	5.05	69.81	
111102	9.51	9.51	
525110		307.68	
800040	197.95	400.88	
Revenues	2,199.88	34,242.27	
Expenditures			
2118		782.00	
3231		318.56	
9105		12,750.00	
Expenditures		13,850.56	
Net Change	2,199.88	20,391.71	
Beginning Account Balance		158,332.91	
Ending Account Balance		178,724.62	

Q3 interest \$982.58

The district allocated \$32,000 of this in the budget (tax allocation) as depicted on the county warrant in tonight's consent calendar.

The ATV from earlier in the year

Manila CSD Debt Service Fund
Statement of Revenues, Expenditures and Changes in Account Balance
For the Period Ending June 30, 2023

2521

	Month to Date	Fiscal Year to Date	
Revenues			
103500	Property Tax-Prior Secrd & Esc	73.03	92.89
525110	Homeowners Prop Tax Relief		1.12
800041	Supplemental Taxes-Prior Years		2.74
800880	Override Taxes		
	Revenues	73.03	96.75
Expenditures			
9105	Fund Draw		17,950.70
	Expenditures	17,950.70	
	Net Change	73.03	(17,853.95)
	Beginning Account Balance		18,231.48
	Ending Account Balance		377.53

Q3 Interest \$102.61

**Manila CSD Capital Improvement
Statement of Revenues, Expenditures and Changes in Account Balance
For the Period Ending June 30, 2023**

2522

	Month to Date	Fiscal Year to Date
Net Change		
Beginning Account Balance		125,997.63
Ending Account Balance		125,997.63

Q3 Interest \$708.39

**Manila CSD Prudent Reserve
Statement of Revenues, Expenditures and Changes in Account Balance
For the Period Ending June 30, 2023**

2523

	Month to Date	Fiscal Year to Date	
Expenditures			
9105 Fund Draw		95,409.58	
Expenditures		95,409.58	
Net Change		(95,409.58)	
Beginning Account Balance		167,297.79	
Ending Account Balance		71,888.21	

Q3 Interest \$940.59

This account to be reimbursed \$95,409.58 from the Drainage grant

For inclusion in November 2023 Board Agenda and Packet under Incoming Communication for Immediate Action

Manila CSD Board of Directors
And GM Drop
1901 Park Street
Arcata, CA 95521

RE: Water Grant – Request for inclusion of Shell Drive Extension Project as previously approved by MCSD Boards on March 19, 2009 and May 17 and June 21, 2012

Honorable Board Members,

I am requesting that the Board of Directors take action tonight to correct the water issues occurring at the end of the Shell Drive water main that happens to serve the Community Center, several residences on Shell Drive as well as the southern section of Beach Drive. The District has been well aware of these issues prior to 2008 when the current General Manager approached me personally and in e-mails regarding correcting these issues.

On March 19, 2009 the Shell Dive extension was approved by the Board of Directors by a unanimous vote (Item 5 and the General Manager's report A-1) and it was later included in May 17, 2012 agenda and approved June 21, 2012 in the Capital Improvement Plan attached to the budget.

The March 19, 2009 minutes explained the proposed work would ***“Extend the water main approximately 250 feet and move 3 meters on Shell Drive. This is to correct an undersized ¾” main that traverses private property (no easement on record) to the Lawson residence. Extending the main also allows the relocating of three meters to the end of the extended main and the replacement/addition of a blow off valve (one property is improperly connected to the upstream valve).”*** The three meters belong to Patton/Leroy, Lawson and Dengler.

Even though approved in 2009 and 2012 by the Board, for some reason District staff did not follow through with the proposed improvements with no notice, discussion or explanation to the Board or the public even when questioned by residents in a letter and during public comments to the Board.

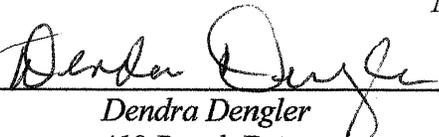
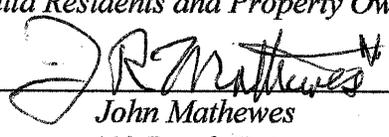
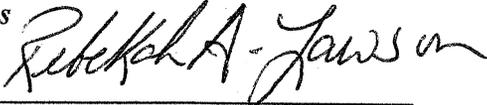
At the October 2023 meeting during GHD's presentation of the Water Grant Estimates, I was told that a blow off valve was to be placed at the end of Shell Drive to correct the problems associated with the line. At that time, as at previous meetings, I stated that this would not correct the problems associated with this line.

Why has the District, GHD, or the Board (if you do not take action tonight) NOT included the Shell Drive extension in the Water Infrastructure Grant as approved by previous Boards??? Why are the concerns of our neighborhood for safe water distribution and clean healthy drinking water being disregarded by the District???

The Board of Directors can take action tonight under incoming communication to make a motion and vote to include the Shell Drive extension as previously approved by two Boards and denoted in a previous Capital Improvement Plan so that the main line can be extended, undersized lines corrected, meters moved and a blow off valve can be added.

Sincerely,

Manila Residents and Property Owners

 Dendra Dengler 419 Beach Drive Arcata, CA	 John Mathewes 419 Beach Drive Arcata, CA	 R.A. Lawson 471 Shell Drive Arcata, CA
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Attachment: Additional Concerns