



MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday October 17th, 2023 6:30 p.m. Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday October 14th, 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. RECEIVE PRESENTATION: Wastewater Infrastructure Improvement Project (GHD)

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

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

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

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**
- b) **Receive Disbursements: August 12th - September 29th, 2023**
- c) **Receive Budget vs. Actual report Q1 2023**

9. BOARD DISCUSSION ITEMS:

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

10. INCOMING COMMUNICATIONS:

11. 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

Items:

4. **RECEIVE PRESENTATION: Wastewater Infrastructure Improvement Project (GHD)**
5. **RECEIVE FOR DISCUSSION AND POSSIBLE ACTION: Consideration of Scope and Fees for Engineering Services related to Wastewater Infrastructure Improvement Project (GHD)**
6. **RECEIVE PRESENTATION: Update on Water and Drainage Projects (GHD)**

Summary:

GHD, our on-call consulting engineering firm will be updating the board on the status of our Wastewater Improvement Grant (Item 4) that is ready for final design and construction bid preparation. Following the presentation will be an Action Item to consider the Scope and Fees for GHD to execute this endeavor (Item 5).

Our Water and Drainage grants are also included in this summary to capture under this item for continuity (Item 6).

Recommended Motion for Item 5.

Recommended Motion:

I move/second to approve Scope and Fees for Engineering Services as presented (or amended).

Vote: _____

Attachments:

PowerPoint to be presented at meeting and remotely via Zoom



EXHIBIT A
Scope of Services
For
Manila Community Services District

Finalize Permitting and Engineering Design Plans & Specifications, and Construction Support Services
for

Manila CSD Wastewater Infrastructure Improvement Project

Project No. C-06-8404-210

September 11, 2023

Prepared by: GHD Inc.

UNDERSTANDING

The Manila Community Services District (Manila CSD or District) was recently awarded funding through the Regional Water Quality Control Board. The scope of the funding is to construct improvements to the community wastewater collection, treatment, and disposal system. The District system consists of septic tanks with effluent pumps at each customer connection, a small diameter pressure conveyance system, a main pump station, treatment ponds, and effluent percolation basins. The planned improvements were outlined in a previously completed Engineer Report and draft design plans. The planned septic improvements include installing risers and replacing pumps where needed, providing remote monitoring capabilities, as well as installation of a septage holding tank. Improvements to the conveyance system include replacing the air relief valves. Improvements to the pumping system include installing bypass piping, installing new submersible pumps, and replacing the generator. Treatment improvements include repairing worn portions of the pond liners, installing a platform and winch for aerator removal, and replacing mechanical components of hydraulic control structures. In addition, portions of the fencing will be replaced.

GHD completed the initial project permitting and 95% design of a series of planned improvements under a previous contract. Under this scope of services, GHD shall finalize permits, finalize the engineering design, prepare the plans and specifications package for bidding, provide bid period services, provide inspection and management services during construction, and assist the District with grant administration and project closeout.

Based on our understanding of the project and the typical project execution approach, GHD has developed a scope of services based on the following major permitting and design items:

- Project Management and Grant Reporting Assistance
- Environmental Documentation and Permit Review and Finalization
- Engineering Design Finalization
- Bid Period Services
- Construction Inspection and Management

These items will be completed through a series of project tasks as further described below.

Task 1 – Project Management and Grant Reporting Assistance

This task includes planning and coordinating the work of the project team, monitoring the project budget and schedule, conducting project team meetings, and implementing the Quality Assurance/Quality Control programs (QA/QC). GHD will also coordinate the work of project subconsultants and will confer with regulatory agencies. GHD will also assist the District by providing GHD invoicing and progress information for grant reporting and grant administration by the District. District staff will review GHD supplied information and will prepare necessary supplemental documentation for all submittals as needed before final submittal to the funding agency.

Deliverables:

- Invoices and progress information via email
- Grant reimbursement will be submitted monthly to grant funder
- All deliverables will be in electronic format

Task 2 – Review of Environmental Documentation and Permits

GHD previously completed permit application for a Coastal Development Permit (CDP) and it was approved by the County of Humboldt without appeal. The CEQA process was also completed through a Categorical Exemption (CE), which was recorded. These permits were completed in 2020 and 2019 respectively. The CDP was vested in 2020 with the removal of trees identified in the CDP. Based on California Government Code Section 5309, the proposed project is exempt from local zoning and building requirements and hence a building permit nor grading permit is required. Since it has been several years since this permitting work was initially completed, GHD will review the historical documents, environmental work and the permitting work completed to date in the context of the currently planned improvements and the project implementation strategy. The results of the review will be summarized in a brief memo highlighting the status of the permits previously obtained and if any additional environmental documentation or permitting is required for the planned improvements. Although additional permits or fees are not anticipated, in the event that additional permitting work is required, a revised scope and fee may be negotiated.

Deliverables:

- Permit Review Memo
- All deliverables will be in electronic format

Assumptions:

- Does not include preparation of additional environmental documents or permit applications
- All fees to be paid directly by the District with grant funding.

Task 3 – Finalize Engineering Design

GHD previously prepared 95% plans and specifications and estimate. GHD will review the work completed previously and will refine and finalize the plans for bidding. GHD will begin with a review of the 95% draft plans and review the current design concepts and any comments the District may have. Based on feedback on the draft plans, GHD will prepare a final 100% design set of plans, specifications, and estimate for bidding. Working with District Staff, GHD will establish dates for bidding and a timeframe for construction. The General Conditions will be updated with the agreed upon dates and bidding information. The technical specifications will be updated, and the design plans will be updated and finalized for bidding and construction.

GHD will update the previously prepared Opinion of Probable Cost for the bid ready drawings submittal, identifying quantities, unit costs, and total construction costs for major construction items. The opinion shall be

based on the final Bid Schedule and Measurement and Payment sections of the specifications. All labor costs estimated shall be based upon State prevailing wage rates.

Given the recent bidding environment, GHD will develop the contract as a base bid project, plus additive bid items to allow the District to choose project components to construct within the available budget based on the actual bids.

Deliverables:

- Final Plans, Specifications, and Estimate
- All deliverables will be in electronic format

Assumptions:

- Does not include preparation of additional environmental documents or permit applications
- All fees to be paid directly by the District with grant funding.

Task 4 – Bid Period Services

GHD will provide the following bid period services:

- Compile bid package and front-end contract documents.
- Prepare Advertisement for Bid
- Provide bid documents in electronic format to Builder's Exchanges for distribution to contractors
- Issue Addenda in electronic format to Builder's Exchanges as warranted during bidding to address written Contractor questions submitted as well as other project clarifications.
- Plan and conduct a pre-bid site meeting
- Plan and participate in bid opening
- Review Contractor bids
- Review the apparent low bid Contractor provided bonds and insurance
- Prepare recommendation for award and work with the District on preparing the contract documents for Board approval and execution

Deliverables:

- Advertisement for Bid
- Addenda (up to 5)
- Notice of Award
- Contract Documents
- Notice to Proceed
- All deliverables will be in electronic format

Assumptions:

- Does not include redesign of project elements during bidding
- District to post advertisement for bid in local publication
- All fees to be paid directly by the District.

Task 5 – Construction Inspection and Management

GHD will provide construction engineering services throughout the construction of the project. The following construction engineering services will be provided:

- Pre-Construction Assistance

- Construction Management
- Periodic On-Site Construction Observation
- Project Closeout

Assumptions:

- All fees to be paid directly by the District.

Pre-Construction Assistance

Following the award of the project, but prior to the start of construction, GHD will provide the following pre-construction services:

- Review contractor's initial construction schedule for adherence to project requirements and ease of monitoring progress.
- Review contractor's preliminary traffic control plan.
- Review cost of lump sum items breakdowns provided by Contractor.
- Prepare and distribute the pre-construction meeting agenda, conduct meeting, compile meeting minutes and a task list, and distribute to the project team.
- Summarize work and expectations of the District at pre-construction meeting including: contract requirements and coordination required for the completion of the work, roles and responsibilities, schedule of work, submittals, work hours, notifications, Contractor safety responsibilities, coordination with utilities, materials testing, labor and employment compliance.

Deliverables:

- Email correspondence regarding preconstruction issues addressed

Assumptions:

- All correspondence in electronic format

Construction Management

GHD will provide overall coordination of communication between the Contractor, the District, and other parties throughout the course of the project's construction. Many of the items below will involve the input and feedback of the District and others.

- Coordinate Materials Testing and Contract Administration requirements through the course of the project;
- Record working days, non-working days, weather related days, and issue weekly statement of working days;
- Review Contractor monthly payment requests, review differences in payment quantities with contractor, and prepare and submit recommendations of payment requests to District;
- Review labor compliance through North Valley Labor Compliance Services;
- Maintain project records and files as needed for general compliance with funding requirements;
- Attend project meetings and prepare agenda, and document meeting minutes;
- Coordinate and manage Submittal and Shop Drawing reviews and maintain tracking logs;
- Review and respond to Contractor submittals, based upon the plans and specifications;
- Monitor the Contractor's construction schedule and progress for adherence to project schedule, coordinate with the Contractor on planned activities, notify Contractor, and District of any schedule issues identified, review schedule revisions and negotiate time extensions if necessary;
- Coordinate with the Contractor so Contractor can provide District staff with notice for construction activities which may affect or require District resources or coordination.
- Manage Contractor correspondence including Request for Information (RFIs) and Contract Change Order (CCOs) – include technical / engineering assistance and review, maintain logs, prepare and transmit responses and coordinate with other parties to develop responses.
- Review encroachment permit requirements with Contractor.

- Submit copy of CCO memorandum and CCOs to the District.
- Attend on-site meetings to address construction issues, prepare agenda and meeting minutes.

Deliverables:

- Email correspondence regarding construction issues
- Labor compliance review
- Written responses to RFI's and Submittals
- Change orders
- Progress pay reviews

Assumptions:

- All correspondence in electronic format
- Deliverables will be provided throughout construction as warranted
- Project documentation will be delivered at the completion of the project

Periodic On-site Construction Observation

GHD will provide the following on-site construction observation services:

- Provide periodic part-time on-site construction observation to review Contractor general conformance with the project plans and specifications.
- Prepare observation reports including digital photo logs of progress.
- Maintain a set of red line plans depicting changes noted by the construction observer.
- Review traffic control and Contractor activities.
- Review Contractor's erosion and sediment control BMPs.
- Collect and maintain material tags and testing tags/reports.
- Review Certificates of Compliance and test reports.
- Reject or Recommend deductions for materials not meeting the project requirements.

Deliverables:

- Field observation reports
- Construction photographs

Assumptions:

- All correspondence in electronic format
- Deliverables will be provided throughout construction as warranted
- Project documentation will be delivered at the completion of the project

Project Closeout

GHD will complete the following project closeout activities:

- Final walkthrough and punch list
- Prepare and record Notice of Completion
- Prepare Record Drawings from construction red lines provided by the Contractor
- Compile and provide to the District in electronic format:
 - Project photographs
 - Submittals
 - Inspection and observation reports
 - Materials testing and inspection records and final reports
 - Meeting records
 - Record Drawings
 - Other relevant project information

Deliverables:

- All deliverables will be in electronic format
- Final project documentation

GENERAL EXCLUSIONS AND ASSUMPTIONS

This scope of services is based on the tasks described above which are anticipated for the project. The District may need additional services during the process of the project due to increased regulatory issues, unusual public interest, and additional issues identified during the project.

This proposal is based on the following assumptions:

- This scope does not include anything not specifically described above.
- The project design will be finalized based on the 95% drawings previously completed.
- The scope does not include any pavement or material testing, or construction staking.
- The Contractor will prepare the erosion and sediment management plan.
- The scope of services does not include payment of any fees for applications or permits, or newspaper advertisement/notification fees.
- The scope of services does not include any design changes following the completion of the 100% design submittal.
- The District will complete their review of the plans and prepare any comments they have in a timely manner and will deliver one set of rectified comments to GHD following review.
- The project does not include any federal money, and work is not subject to the Local Assistance Procedures Manual nor the Local Assistance Procedures Guidelines.
- Legal review and support, if needed, by others

PROPOSED WORK SCHEDULE AND MILESTONES

Major Milestones	Tentative Date
Board Authorization	October 17, 2023
Complete Review of Environmental Documentation and Permits	December 1, 2023
Complete Final Design Package for Bidding	February 23, 2024
Advertise for Bid	March 5, 2024
Bid Opening	April 5, 2024
Start Construction	June 2, 2024
Construction Complete	January 25, 2025
Project Closeout Complete	March 31, 2025

The exact dates for the timeline will depend on the turnaround time on reviews by the District and other agencies. Because of the involvement (reviews) of third-party agencies, we cannot guarantee that the work will be completed per the above schedule. As we move through the design process, we will work with the District and revise the schedule as necessary.

COMPENSATION

GHD will complete the above scope of services on a time and materials basis, not to exceed an initial budgeted amount of \$365,000 without written authorization based on the approved grant for the project as summarized below:

Task	Compensation
Task 1 – Project Management	\$30,000
Task 2 – Review of Environmental Documentation and Permits	\$1,940
Task 3 – Finalize Engineering Design	\$83,960
Task 4 – Bid Period Services	\$20,000
Task 5 – Construction Inspection and Management	\$229,100
Total	\$365,000

The level of effort to complete the services above may be different than identified in the task budget above and will depend on the involvement and requests by the District and other agencies. GHD reserves the right to move budget between tasks.

AGREED

Manila Community Services District

GHD

Christopher Drop, General Manager Date

Jeremy Svehla,
Business Group Leader Date



Wastewater Infrastructure Improvement Project
12617948

Description	Project Director	Project Manager	Civil Engineer	Staff Civil Engineer	Staff Civil Engineer	Structural Engineer	Sr. Mechanical Engineer	Mechanical Engineer	Sr. Electrical Engineer	Electrical Engineer	Environmental Scientist	Total Hours	Labor Total	Estimated Project Total
	A002 - Senior Technical Director 2	A005 - Technical Director 2	A006 - Senior Professional 1	A008 - Professional 1	A008 - Professional 1	A005 - Technical Director 2	A004 - Technical Director 1	A007 - Senior Professional 1 2	A003 - Senior Technical Director 3	A007 - Senior Professional 1 2	A010 - Professional 1 3			
	\$350	\$265	\$240	\$210	\$215	\$265	\$290	\$220	\$315	\$220	\$155			
Task1 Project Management	8	103	0	0	0	0	0	0	0	0	0	111	\$30,000.00	\$30,000.00
Task2 Review and Finalize Environmental Docs and Permits	1	6	0	0	0	0	0	0	0	0	0	7	\$1,940.00	\$1,940.00
Task3 Finalize Engineering Design	25	26	68	62	0	16	11	36	33	60	0	337	\$83,960.00	\$83,960.00
Task4 Bid Period Services	8	24	24	24	0	0	0	0	0	0	0	80	\$20,000.00	\$20,000.00
Task5 Construction Inspection and Management	60	150	120	180	315	32	32	0	32	0	40	961	\$229,100.00	\$229,100.00
Total Labor Hours	102	309	212	266	315	48	43	36	65	60	40			
Estimated Project Total	\$35,700	\$81,790	\$50,880	\$55,935	\$67,710	\$12,720	\$12,470	\$7,920	\$20,475	\$13,200	\$6,200	1496	\$365,000	\$365,000

Agenda Summary

Item:

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

Summary:

At the September meeting, staff was asked to place an item on the agenda to appoint a board representative to the Peninsula Community Collaborative (PCC).

The PCC is a resident-based community group comprised of residents from Manila, Samoa, and Fairhaven. The group meets monthly to share ideas, develop solutions, seek support, and put plans into action with the goal of improving well-being and safety on the Samoa Peninsula.

The PCC has been focusing on improving safety and access for walking and bicycling across the Peninsula, improving the physical image of the Peninsula Community, and strengthening community connections to prepare for and respond to natural disasters and safety concerns.

Meetings are held in different parts of the Peninsula (one even held on the Madaket) and times have been normally Monday or Tuesday evening from 5:30pm – 7:00pm.

Recommended Motion:

I move/second to appoint _____ as primary representative and _____ as alternate.

Vote: _____

Attachments:

Minutes from the PCC's September 12th, 2023 meeting are attached for reference.

COMMUNITY MEETING NOTES FOR



TUESDAY, SEPTEMBER 13, FROM 5:30-7:00 PM
FRIENDS OF THE DUNES, 220 STAMPS LANE, ARCATA

Members in attendance: Carol Vander Meer, Alysia Bixler, Vanessa Griffin, Nancy Ihara, Julia Peterson, Erin Ponte (landscape architect), Jennifer Savage, Mike Wilson, Anthony Lopez, Treston Schull, Karen, Brett Vivyan, Jody, Brianna, Dawn, Susan, Emily

New Logo! See above

PCC Structure: Carol introduced the idea of establishing a steering committee and processes that will help ensure that community members are informed, have access to information and are best represented, especially now considering impending wind development. Perhaps forming a steering committee.

- Using Gradients of agreement was a useful tool in the past and should be used again.
- Google forms could be used to provide information to those who don't attend the meetings and get their feedback on issues.
- Brianna thought it would make the PCC more effective with time sensitive decisions when engaged with larger bodies like CORE Hub
- Using a 'gradients of agreement' decision making process, those present were in strong agreement the topic of a Steering Committee was worthy of discussion.
- Strive to have representatives from each community serve on the committee.
- RCAA will put out a call for steering committee members and draft some guidelines for time commitment and responsibilities.

How effective is outreach? Jen asked how the PCC was getting its message out? There are some people living on the peninsula that are unfamiliar with the group.

- There is a Peninsula Community Collaborative Facebook page. Perhaps consider having their own website? Use flyers to advertise PCC meetings
- Create a central, shareable drive where people could go for updates and archives
 - Also requests for Google Forms as a way to gather information with the caveat they allow for comments and not just multiple choice
- Breakfast meetings at the Cookhouse were popular and may serve to draw more people and initiate more conversations, even if casual

Wind Development Updates:

- In August, the CC signed onto a [comment letter](#) for the Harbor District's Notice of Preparation Environmental Impact Report (EIR) with CORE Hub members

- The letter outlined things Core Hub wants to see in the Port project: electrified green port, protections for MMIP (Missing and Murdered Indigenous People), and CEQA (California Environmental Quality Act) process, i.e., EIR must be complete before the lease is signed
- Report on meeting with Harbor District Development Director Rob Holmlund
 - Colleen, Amy from Core Hub & Beth Burke from HCAOG met with Rob to discuss the mega grant. The Harbor District is applying for a **Multimodal Mega Grant for the wind terminal project** through the Department of Transportation.
 - There will be some community benefits written in, including a public recreation area (fishing pier, kayak launch), for 1.2 million, a class 1 bike path 1.1 million, and community benefit program for 6 million
 - During the meeting, Rob asked: Does this satisfy you?
 - They expressed how attaching a CBA (Community Benefits Agreement) to the lease with Crowley was more meaningful and a long-term relationship with industry rather than a few million thrown at a few projects now. However, if some CBA asks can be part of this grant, then great, but 6 million will be spent fast, hence the importance of a CBA written into the development lease. Rob suggested we use this funding to build on.
 - Colleen mentioned 255 traffic. Rob said no study will show there will be a traffic increase. But Colleen said 255 is already a problem & we want this development to help with the solution. Rob will go to his board to get a letter of support for traffic calming.
 - Beth talked about housing shortage.
 - Next meeting with Rob is September 18th
 - Colleen asks to the PCC: Do we care if CBAs are immortalized in the lease? Is this grant funding for our goals enough? How far do we want to push for what we want?
- Speaking of CBA, Crowley seems more amicable to negotiating a CBA ([See most recent Lost Coast article](#)).
 - But there has been much controversy over Crowley. See attached letters/ links below. Specially the Yurok Tribe has requested the Harbor District reconsider its relationship with Crowley and redo the Port developer selection process.
 - Next CORE Hub meeting is Wednesday 9/13 5:30-7 via ZOOM to discuss what next steps the group wants to take. Peninsula residents reach out to Alysia at abixler@rcaa.org for the Zoom link.

Discussion: There was concern that if we press too hard and redo the selection process, we may not be able to meet decarbonization goals. There are only about 4 companies capable of redeveloping the port and we may end up with Crowley anyway. Treston commented that if Humboldt does not act, wind energy development opportunities may go south to the Port of Long Beach.

Jen corrected the assumption that this is an either/or situation for the state between Port of Long Beach and Humboldt. Jen spoke to officials that assured her that projects are happening concurrently, and we shouldn't let this misconception get in the way of pushing to ensure community benefit or selecting the best developer for our region. Easier to do the project right in the beginning than changing course in the middle, causing delays.

Jody warned against people only emphasizing the negative. Careful not to indict an entire 7000-person company based on the actions of a few. Aim for more balanced information. Aim for perfect and get

good. Crowley has won a number of awards over the years from organizations: Coast Guard Environmental Award, Women in Trucking, Women in Shipping and Transportation. She suggested we should speak with women who work at Crowley to get a sense of their experience. Jen shared that all corporations at this scale will have issues, and none will be perfect.

- Here are links to all the recent Op-Eds, articles and letters related to Crowley & the Port development project:
 - Currently pending sexualized violence charges against Crowley Wind: ([click here for a January 2023 report](#), [here for April 2023 Trade Winds article](#),
 - Here is the recent [Times Standard story](#)
 - Here is [this op-ed](#) from Yurok Chair James along with the [follow up letter to the Harbor District](#), requesting they reconsider their selection of Crowley Maritime Services as the prospective leaseholder of Humboldt's wind terminal and calling on the Harbor District to promote the health and safety of the community by inviting a new competitive bid process that integrates a more robust human rights and MMIP prevention framework into the project.
 - This was followed by an [article in the Lost Coast Outpost](#) announcing that Crowley VP of Wind Services, Jeff Andreini, is no longer with the company due to reports of sexual misconduct. [As well as the Harbor District's response.](#)
 - [Recent interview with Crowley executives](#)
 - [CORE Hub & Signatories NOP Comment Letter Packet](#)
- As noted in the discussion Crowley has received good press too. Let's ensure our information sources are balanced. Below is a list of awards.
- Sept. 6, 2023 Crowley has been honored for its contributions to diversity and inclusion in the workplace with the **Corporate Diversity Award** by the Women's International Shipping and Trading Association (WISTA) USA.
- [Crowley](#) has been named a 2021 **Top Company for Women to Work For in Transportation by Redefining the Road**, the official magazine for Women in Trucking Association (WIT).
- Crowley has been recognized as a 2022 **Top Company for Women to Work For in Transportation by Redefining the Road**, the Women in Trucking Association's official magazine.
 - "According to the [magazine](#), Crowley stands out for a corporate culture that fosters gender diversity, professional development opportunities and career advancement opportunities. The company is also recognized for its competitive compensation and benefits, including offering paid parental/guardian leave among elite levels in the U.S. In particular, Crowley cultivates an empowered female workforce by providing career and leadership development opportunities, as well as creating an engaging environment, offering strong benefits and supporting a healthy work-life balance. The company fosters the talents, development and contributions of each of its more than 7,000 employees through various employee-led resource groups that emphasize diversity, equity and inclusion."

- Crowley has been awarded the Rear Admiral William M. Benkert **Marine Environmental Protection Award for Excellence**, the U.S. Coast Guard's most prestigious merchant marine honor, for the global shipping and logistics company's commitment to safety and sustainability while exceeding essential standards for operations. Crowley received the Osprey designation, the Benkert Award program's highest distinction. **(May 2022)**
- U.S. Secretary of Labor Eugene Scalia has awarded Crowley the **HIRE Vets Platinum Medallion** for its exemplary success recruiting, employing and retaining U.S. military veterans.
 - The Honoring Investments in Recruiting and Employing American Military Veterans (HIRE Vets) Medallion Program, created through a 2017 federal law, is the only federal government award recognizing companies for exceptional achievement in veteran employment. By meeting the criteria required for a Platinum Medallion Award, the highest level of the program, Crowley "demonstrated both patriotism and recognition of the value veterans bring to the workplace," according to the Labor Department. **(November 2020 and 2021)**
- **Crowley won the National Best and Brightest in Wellness Award** from the National Association for Business Resources for the fifth straight year for the effectiveness of its wellness programs. **(October 2020)**
- [Crowley](#) has been honored for the sixth straight year as one of the **Healthiest Companies in America** by Interactive Health, a national leader for personalized wellness solutions. Crowley is among 151 companies nationally that received the honor for employee wellness participation and health improvements. **(May 2019)**
- Marathon Petroleum Company LP recently presented its **Elite Vessel Award** for the sixth consecutive year to Crowley Petroleum Services. The award recognizes the company's mariners and vessels who serve Marathon for outstanding performance and environmental protection. **(June 2019)**
- **First Coast Worksite Wellness Council recognized Crowley with its Platinum Award** for creating a culture of health and wellness. Crowley won for the 11th consecutive year, including the fifth straight year at platinum, the award's highest level. The council's program recognizes companies in the Jacksonville, Fla., metropolitan area where Crowley is headquartered. **(October 2020)**
- Crowley Maritime Corporation recently received a **Humanitarian Award** from Seamen's Church Institute (SCI) for its relief efforts in Puerto Rico following Hurricane Maria. **(June 2018)**

Peninsula Beautification Updates:

- Rocks placed to reduce vehicle trespass have been a success
- Keep Peninsula Beautiful Signs to go up soon
- Vehicle abatement success in Fairhaven- the first time they have been free of abandoned vehicles in 15 years.
- September 23rd, Peninsula Clean-up 10-1 part of Coastal Clean-up Month. Meet at the Power Poles parking lot at 9:45 AM.
- Free-Dump Day in Blue Lake October 28th

- RCAA & Redwood Coast Montessori hosted a fun event last Sunday celebrating the newly repainted marine mural. Go check it out!
- New murals at Manila Park and bathroom near RCM will begin soon! RCAA is working on the fire station: updates soon to come.

Public Forum on Manila Community Gateway Signs

- Julia Peterson from Caltrans Clean California presented options for placement and design of gateway monuments on the southern and northern entrances of town.
- Landscape architect, Erin Ponte was in attendance taking feedback on design
- A link to a survey was provided to gather more community input and attendees were instructed to share them with the community at large. Extra weight is given to peninsula residents. Your vote counts for the more days you spend on the peninsula. Please take the survey and share with your neighbors: tinyurl.com/ManilaGatewaySurvey [or click here](#) **by Sunday, September 17, Midnight.**

Next steps/Announcements

Next meeting: Monday, October 9th Samoa Women's Club 5:30-7 pm



MANILA COMMUNITY SERVICES DISTRICT

Minutes of Regular Meeting Tuesday Sept 19th, 2023

1. ROLL CALL, DETERMINE QUORUM:

Woods, Broderick, Ryan, and Faulk-Kellogg present, Muniz absent. 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 PCC, RCAA and upcoming events.

4. PRESENTATION ITEMS:

a) **Meet and Greet with County Supervisor, Mike Wilson** *No Action taken*

5. BUSINESS ITEMS (Action Items):

a) **Receive Draft Emergency Operations Manual** *No Action taken*

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 June 20th 2023** *Ryan/Faulk-Kellogg to approve item a). Vote 4-0 with Muniz absent*

b) **Receive Disbursements: June 20th to date** *Faulk-Kellogg/Woods to approve item b). Vote 4-0 with Muniz absent*

7. BOARD DISCUSSION ITEMS:

a) **Committee Member Updates;** *Woods provided EV Charging station options for future agenda item*

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

c) **Future Agenda Items: Policy Manual**

8. ADJOURNMENT: *7:40pm*

_____ Date: _____
Tracy Woods, Secretary

_____ Date: _____
Meghan Ryan, Board President

Register: 10117 · Coast Central Checking

From 08/12/2023 through 10/04/2023

Sorted by: Date, Type, Number/Ref

Date	Payee	Memo	Payment	Deposit	Balance
8/14/2023		Deposit		40.36	48,812.83
8/14/2023	HUMBOLDT BAY HARBOR	Drainage Permit Planwest Invoice 143674	581.18		48,231.65
8/14/2023	PACIFIC GAS AND ELECTR	3428857410-5	1,500.00		46,731.65
8/16/2023		Deposit		500	47,231.65
8/16/2023		Deposit		6,060.00	53,291.65
8/16/2023		Deposit		8,128.61	61,420.26
8/16/2023		Deposit		1,676.76	63,097.02
8/16/2023		Deposit		200	63,297.02
8/17/2023		Deposit		180	63,477.02
8/18/2023		Deposit		7,823.45	71,300.47
8/21/2023		Deposit		3,587.06	74,887.53
8/22/2023	HUMBOLDT COUNTY PLA	Encroachment permit application Water Proj	500		74,387.53
8/23/2023	QuickBooks Payroll Servic	Created by Payroll Service on 08/22/2023	5,189.88		69,197.65
8/24/2023	DROP, CHRISTOPHER D	Direct Deposit			69,197.65
8/24/2023	KITTLESON, KENNETH L.	Direct Deposit			69,197.65
8/24/2023	WATSON, ALISHA L	Direct Deposit			69,197.65
8/25/2023	EFTPS	94-1653492	1,790.40		67,407.25
8/29/2023	TIM BRETHAUER	INV 151720 ADARAMP REPAIR MCC	600		66,807.25
9/1/2023		Deposit		1,000.00	67,807.25
9/1/2023		Deposit		1,887.14	69,694.39
9/5/2023	CBS LEASING COMPANY, I	003-0610693-000 Copier	342.11		69,352.28
9/5/2023	G R Sundberg, Inc.	Vera Linda WATER MAIN REPAIR	9,855.82		59,496.46
9/5/2023	HENSEL'S ACE HARDWARE	CUST 351	234.61		59,261.85
9/5/2023	HUMBOLDT BAY MUNICIF	August 1-31, 2023 4,197,448 Gallons	7,757.73		51,504.12
9/5/2023	Jay-Co Excavating	INV 1073 Pond Clearing	1,000.00		50,504.12
9/5/2023	KEENAN - HAJOCA SUPPL'	CUST 26-556142	232.65		50,271.47
9/5/2023	NORTH COAST LABORATC	August Statement	1,060.00		49,211.47
9/5/2023	ORENCO SYSTEMS INCOR	Sewer Tank Floats, Grade Rings and Collars	6,981.61		42,229.86
9/5/2023	Restif Cleaning Services	Bathroom Cleaning Park & MCC INV 131802	276.92		41,952.94
9/5/2023	U.S. POST MASTER	postage on permit account #228, 2 roll of sta	800		41,152.94
9/5/2023	VALLEY PACIFIC PETROLEI	10366	227.21		40,925.73
9/7/2023	QuickBooks Payroll Servic	Created by Payroll Service on 09/05/2023	5,519.09		35,406.64
9/8/2023		Deposit		40.51	35,447.15
9/8/2023	EFTPS	94-1653492	1,997.12		33,450.03
9/8/2023	DROP, CHRISTOPHER D	Direct Deposit			33,450.03
9/8/2023	KITTLESON, KENNETH L.	Direct Deposit			33,450.03
9/8/2023	WATSON, ALISHA L	Direct Deposit			33,450.03
9/12/2023		Deposit		7,164.63	40,614.66
9/14/2023		Deposit		3,460.93	44,075.59
9/14/2023		Deposit		40.47	44,116.06
9/20/2023	QuickBooks Payroll Servic	Created by Payroll Service on 09/19/2023	4,643.10		39,472.96
9/20/2023	QuickBooks Payroll Servic	Created by Payroll Service on 09/19/2023	5,214.35		34,258.61
9/21/2023	DROP, CHRISTOPHER D	Direct Deposit			34,258.61

9/21/2023	DROP, CHRISTOPHER D	Direct Deposit		34,258.61
9/21/2023	KITTLESON, KENNETH L.	Direct Deposit		34,258.61
9/21/2023	WATSON, ALISHA L	Direct Deposit		34,258.61
9/22/2023		Deposit	7,597.07	41,855.68
9/22/2023	EFTPS	94-1653492	3,548.84	38,306.84
9/22/2023	CUMMINS WEST, INC	Lift Station Generator Repairs	7,526.68	30,780.16
9/26/2023		Deposit: Water Board Grant Reimb. GHD	21,463.00	52,243.16
9/26/2023		Deposit	6,060.00	58,303.16
9/26/2023		Deposit	5,154.32	63,457.48
9/26/2023	CBS LEASING COMPANY, I	003-0610693-000	384.29	63,073.19
9/26/2023	DROP*, CHRISTOPHER	Reimbursement: Website Hosting (GoDaddy)	402.27	62,670.92
9/26/2023	KEENAN - HAJOCA SUPPL'	CUST 26-556142	564.97	62,105.95
9/26/2023	KITTLESON, KEN*	Reimbursement: Amazon Office Supplies	207.01	61,898.94
9/26/2023	Kubotek USA Inc.	CAD Software permanent license + 1 year ma	2,691.50	59,207.44
9/26/2023	MCMASTER-CARR	Electrical Connectors	226.79	58,980.65
9/26/2023	NORTH COAST JOURNAL	Run Bidding Materials for Water Project	594	58,386.65
9/26/2023	NORTH COAST LABORATC	August Statement	950	57,436.65
9/26/2023	PLATT		124.1	57,312.55
9/26/2023	RECOLOGY HUMBOLDT C	CUST 060790816	593.59	56,718.96
9/26/2023	The Mitchell Law Firm, LL	misc legal includung WWTF and Water Biddir	926	55,792.96
9/26/2023	VALLEY PACIFIC PETROLEI	10366	187.26	55,605.70
9/29/2023	Jay-Co Excavating	Ponds Raod clearing and Aerator Repl. Assist:	1,600.00	54,005.70

Manila Community Services District							9:39 AM
Profit & Loss Budget vs. Actual							10/05/2023
July 2023 through June 2024							Accrual Basis
				Jul '23 - Jun 24	Budget	% of Budget	
Ordinary Income/Expense							
Income							
			40000 · Water Income	53,691.50	212,581.00	25.26%	edited for report
			41000 · Sewer Income	53,691.50	203,581.00	26.37%	edited for report
			D40800 · Drainage Income	2,500.00	2,500.00	100.0%	tax allocation
			Total M40800 · Community Center Income	18,380.00	71,640.00	25.66%	edited for report
			Total P40700 · Park Income	20,000.00	20,350.00	98.28%	tax allocation+lease
			PW40690 · PUBLIC WORKS INCOME (Tax Alloc)	3,000.00	3,000.00	100.0%	tax allocation
			Total Income	151,263.00	513,652.00	29.45%	
			Total COGS (water purchases)	22,357.35	87,500.00	25.55%	
Expense							
			60000 · Water Dept. Expense				
			60100 · Payroll - Water				
			Total 60100 · Payroll - Water	25,437.34	93,727.00	27.14%	
			Total 61000 · Administration - Water	1,617.97	10,000.00	16.18%	Includes CAD
			Total 62000 · Operating & Maintenance - Water	12,816.80	30,000.00	42.72%	Includes blowoff repl.
			Total 65000 · Professional Services - Water	621.90	5,700.00	10.91%	
			Total 68000 · Utilities	59.36	2,500.00	2.37%	
			Total 60000 · Water Dept. Expense	40,553.37	141,927.00	28.57%	
			80000 · Sewer Dept. Expense				
			Total 80100 · Payroll - Sewer	23,498.91	96,428.00	24.37%	
			Total 81000 · Administration - Sewer	1,618.01	18,150.00	8.92%	
			Total 82000 · Operating & Maintenance - Sewer	21,059.96	30,000.00	70.2%	Inc. ponds/aer/gen
			Total 85000 · Professional Services	578.40	6,500.00	8.9%	
			Total 88000 · Utilities - Sewer	166.20	30,000.00	0.55%	add PG&E
			Total 80000 · Sewer Dept. Expense	46,921.48	181,078.00	25.91%	
			M80000 · Community Center Expense				
			Total M81000 · Payroll	5,594.28	23,105.00	24.21%	
			Total M82000 · Administration	891.17	5,500.00	16.2%	
			Total M83000 · O&M MCC and Park	2,163.30	30,000.00	7.21%	
			M85000 · Professional Services	0.00	5,000.00	0.0%	
			Total M88000 · Utilities	771.66	5,000.00	15.43%	
			Total M80000 · Community Center Expense	9,420.41	68,605.00	13.73%	
			P70000 · Park Expense				
			Total P71000 · Park Payroll	2,948.29	13,328.00	22.12%	
			Total P72000 · Administration	891.16	4,000.00	22.28%	
			P75000 · Professional Services	0.00	1,200.00	0.0%	
			Total P78000 · Utilities	189.96	1,875.00	10.13%	
			Total P70000 · Park Expense	4,029.41	20,403.00	19.75%	
			PW69000 · Public Works Expense	0.00	2,620.00	0.0%	
			Water Net	-9,219			
			Sewer Net	6,770			
			MCC Net	8,960			
			Park Net	15,971			
			22,481				

General Manager's Report for October 2023

Water Project

As presented this evening; the district has received (3) bids for the Water Project and is preparing to award segmented portions pending State approval of a budget adjustment. This adjustment is due to inflation affecting the cost of the project, which was first estimated in 2018. The state has indicated that the increase should be approved in 4 -6 months. The lowest responsible bidder was Wahlund Construction, Inc. at \$3,487,525 and, considering contingencies, the district expects final approval for \$4,277,277.

Manila Park Per Capita/Harbor District

We are still awaiting our first reimbursement from the state for \$19,601 spent on pre-construction. We have been advised that the deadline for project completion has been extended to 12/31/2027.

Lift Station

The generator at the lift station has been repaired and ready for this winter should there be any interruptions with PGE.

Staff replaces the western aerator/float assembly and removed hydrocotyle from the basins as well as trimmed the access roads to the ponds.

Radio Meters

A map of completed radio meters installations was provided last month and represents about 25% of all meters. More will be ordered and installed after the new year depending on the cash position of the district at that time.

Other

Staff invested in professional software subscription (Adobe) to facilitate packet creation and website redesign/publishing as well as many other products that come with the subscription. Staff also purchased stand-alone CAD software to replace/augment outdated programs used from the 90s.

Staff reached out to RCEA regarding the feasibility of installing an EV Charging station at MCC Parking lot instead of the Park due to power and WiFi requirements and will update the board on this progress.

The dog station at the MCC has been replaced and others are pending installation.

After a rather arduous application process, the district finally has a federal SAM number (FW1PK2CB3QK8) which replaces the Data Universal Numbering System (DUNS) number (a unique nine-digit identification number provided by Dun & Bradstreet which was used to identify myriad entities and locations. This changeover was required for reimbursements related to pandemic relief and other programs as well as a requirement for contracting with the Federal Government.

As presented this evening; the district has received (3) responsible bids for the Water Project and is preparing to award segmented portions pending State approval of budget adjustments. This is required as the cost of the project increased since 2018 due to inflation and the state has indicated that the increase should be approved in 4 -6 months.