



# MANILA COMMUNITY SERVICES DISTRICT

## Agenda of Regular Meeting Tuesday September 19<sup>th</sup>, 2023 6:30 p.m. Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday September 16<sup>th</sup>, 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:**

a) **Meet and Greet with County Supervisor, Mike Wilson**

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

a) **Receive Draft Emergency Operations Manual**

**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 20<sup>th</sup> 2023**

b) **Receive Disbursements: June 20<sup>th</sup> to date**

**7. BOARD DISCUSSION ITEMS:**

a) **Committee Member Updates**

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

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

**8. INCOMING COMMUNICATIONS:**

**9. ADJOURNMENT:**

*If open session items cannot be completed by 8:30 P.M., the meeting may be adjourned to the next regular meeting or the Board may vote to extend the meeting. A request for disability-related modification or accommodation, including auxiliary aids of services, may be made by a person with a disability, who requires a modification or accommodation in order to participate in the public meeting, by contacting the Manila CSD General Manager at least 24 hours prior to commencement of the meeting.*

## Agenda Summary

**Item:**

**Receive Draft Emergency Operations Manual**

**Summary:**

This item presents the first draft an Emergency Operations Manual.

The purpose of the manual is to help facilitate terminating water or wastewater flows in the event of an emergency and provide some basic information on known repair procedures.

This manual is expected to be part of a larger document (underway) that provides more detail.

No action required.

**Attachments:**

Emergency Operation Manual *August 2023*



# **Water & Wastewater Emergency Operations Manual**

*August 2023*

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## MAJOR SYSTEM REPAIRS:

If there is a water or sewer emergency call **G.R. Sundberg (707) 825-6565** and **Manila CSD emergency on-call staff 707-499-8451** and begin locating the nearest (upstream) valve from the maps located in the office or from the district's [website](#) on the System page. This page is broken down into 32 sections of the community along with one dedicated water map (valves):

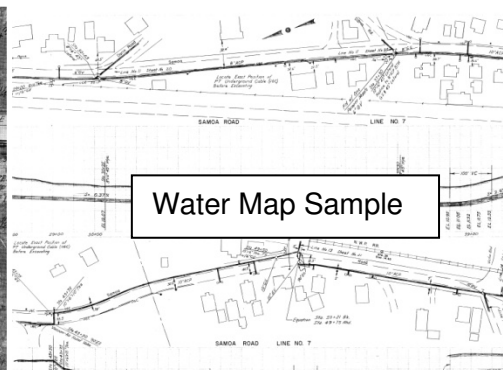
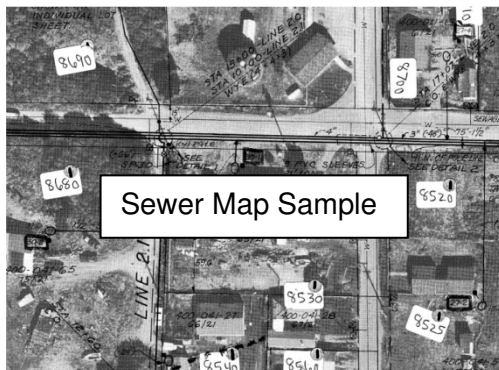
# STEP System Mapping

pdf files for tank locations, etc:

- Notes 01.pdf
- Notes 02.pdf
- Lift Station-Lupin-Park 03.pdf
- Pen-Mill-Smigle 04.pdf
- Pen-Darrin-Old Market 05.pdf
- Phillips Court-Young Ln 06.pdf
- Young Ln-SPI 07.pdf
- SPI Detailed 08.pdf
- Locke-Lupin 09.pdf
- Carlson 10.pdf
- Stamps 10.pdf
- Keyes-Wildwood 11.pdf
- Pacific-Beach-MCC 12.pdf
- Pen-MCC-Orange 13.pdf
- Pen-Taylor Ct 14.pdf
- South Pen 15.pdf
- Victor-Melvin 16.pdf
- Victor Blvd. 17.pdf
- Dean-S. Victor 18.pdf
- Mill-Peerless 19.pdf
- Ward St 20.pdf
- Young Ln 21.pdf
- Park-Lupin-MCSD 22.pdf
- Lupin-Park-Carr-Raineri 23.pdf
- Shell Dr 24.pdf
- Pacific Ave 24.pdf
- Pebble 25.pdf
- Jewel-Orange-Pen 26.pdf
- Pen-Lupin-Victor- Lighthouse Plaza 27.pdf
- Pen-Dean-Victor 28.pdf
- Holly-Berry 29.pdf
- Holly-Berry 29 w water.pdf
- Entire Water System.pdf**

Sewer system details sewer lines, valves, tank locations and includes water mains and water meters (but no water valves).

Water System Details for water valve locations and pipe elevations.



## WATER SYSTEM SHUTDOWN:

In the event **all** water service needs to be terminated, the mainline shut-off can be found at the locked Humboldt Bay Water Meter (HBMWD) vault at the end of Lupin Ave. Call HBMWD for access (707) 443-5018.

There should rarely, if ever be a need to use this valve because there are less than 12 customers upstream of accessible shut-off valves (and these will be reconnected in 2024).



2" square drive wrench for most water and sewer valves.

To terminate all water service downstream of the district office (if local valves cannot be located or mainline rupture near office) two valves will stop all flows without requiring access to the locked Humboldt Bay Meter vault:

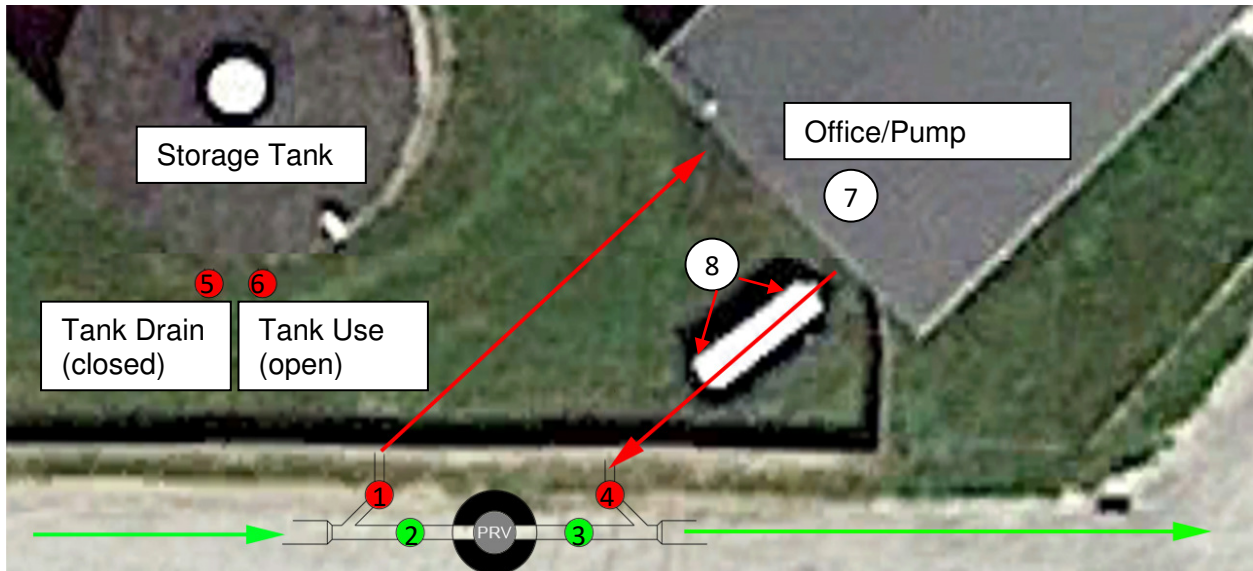


These (2) valves will terminate all downstream water service including the MCSD office.

These (2) valves will terminate all downstream water service but leaves MCSD office online.

The (2) red valves will isolate the MCSD office.





Turn off red valves to isolate Office/Pump Room. Turn off green valves to isolate the PRV. Turn off red and green to stop all flows downstream.

#### Specific Valve Use:

Closing 1 and 2 terminates all downstream service and triggers pumping from storage tank. Alternatively, closing 7 reduces system pressure for pumping and back pressures PRV requiring closing 3).

Closing 1 and 4 isolates the district office and storage tank having no other system affects.

Closing 3 and 4 terminates all downstream service and tank use, leaving office online. This would be earthquake mode to preserve storage.

Closing 2 and 3 only isolates the Pressure Reducing Valve (PRV) for servicing.

Closing 6 will stop flows from the storage tank. This would also be earthquake mode to preserve storage.

Opening 5 will drain the storage tank to the yard.

Closing 8 isolates the hydro-pneumatic tank and should only be closed if that tank is leaking and pump controls have been turned off. This tank uses air pressure to determine pump use.

All other water system shutdowns are performed at individual street valves using a 2" square drive for water mains. Curb stops at water meters can terminate water at individual house with a standard crescent wrench.

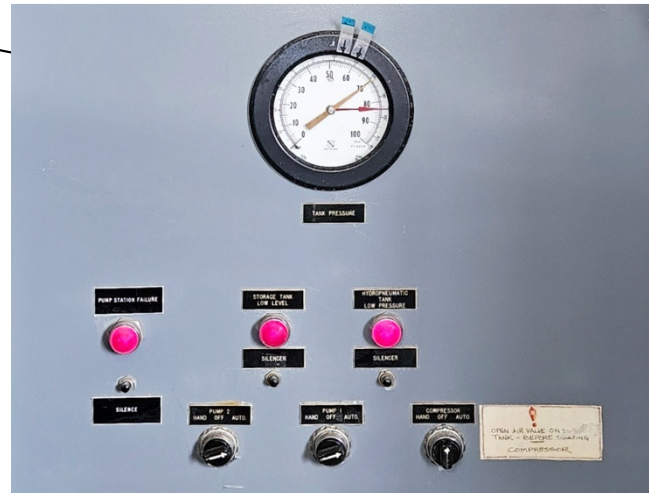
Water Meter

Curbstop

Crescent Wrench



Water Pressure Gauge  
70 lbs preferred.



Pumps switches (shown in auto).  
Turn off to prevent storage tank  
drawdown.



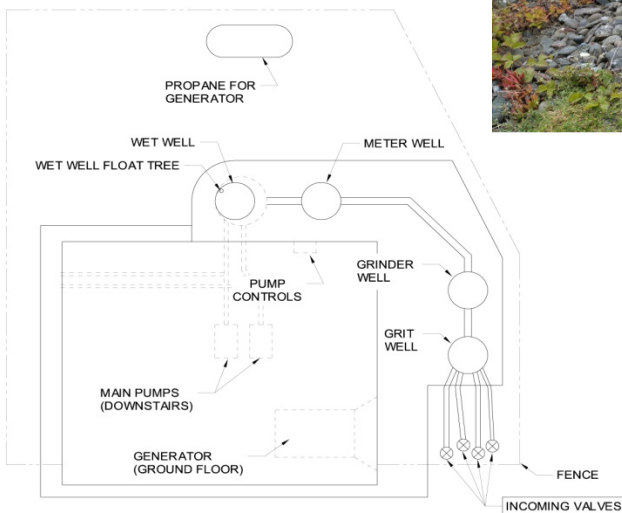
## SEWER SYSTEM SHUTDOWN:

In the event **all** sewer flows need to be temporarily terminated to the lift station, close the (4) shut-off valves located behind the Lift Station fence. This will afford time to perform diagnostics and repairs to the lift station.

*CAUTION: Leaving these valves closed for prolonged periods will cause overflows at individual tanks.*

*The buildup of effluent and pressure in the system from prolonged closure will create heavy flows when re-opened, requiring both pumps to be functional. It is recommended that the valves be opened partially at first to allow the pumps to keep up.*

If it is expected that the valves will be closed for more than 8 hours outreach to the community requesting avoiding sewer use is recommended.



## LIFT STATION CONTROLS:

The Pump Control Panel is used to configure the main effluent pumps and houses the float controls.

In this picture, both pumps are shown running, which is usually only required only for very heavy flows.

Each pump normally operates alone and they cycle automatically. One pump can be disabled for service and keep up with normal flows.

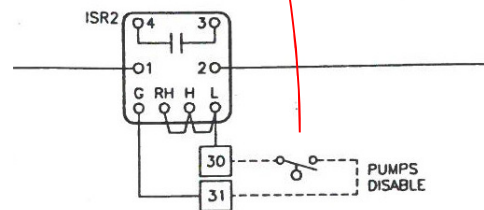
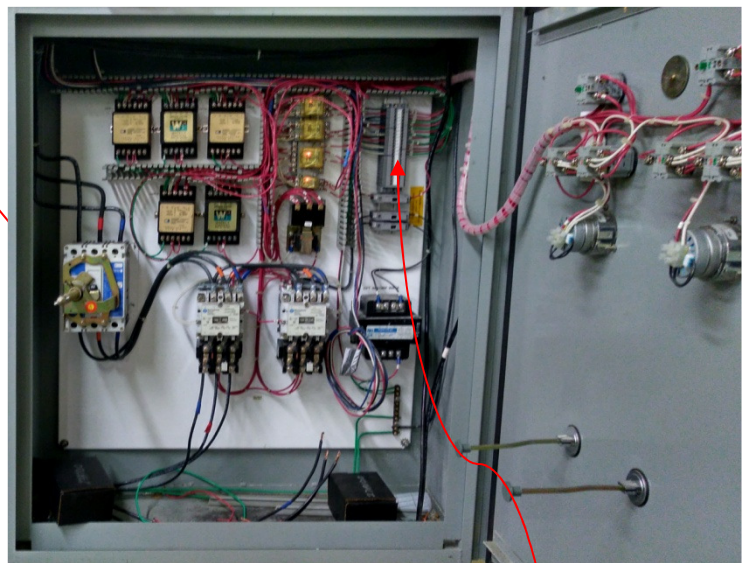


Opening the panel disables power to the system and must be manually overridden for diagnostics/repairs:

A recurring failure is the float that allows the pumps to operate. This is located at ISR2 and called "Pumps Disable" circuit. If the pumps only run in "hand" (or run the well dry) then this float probably failed.

Continuity may be checked between terminals 30 and 31 with a high liquid level in the well for closed circuit and the pumps should run.

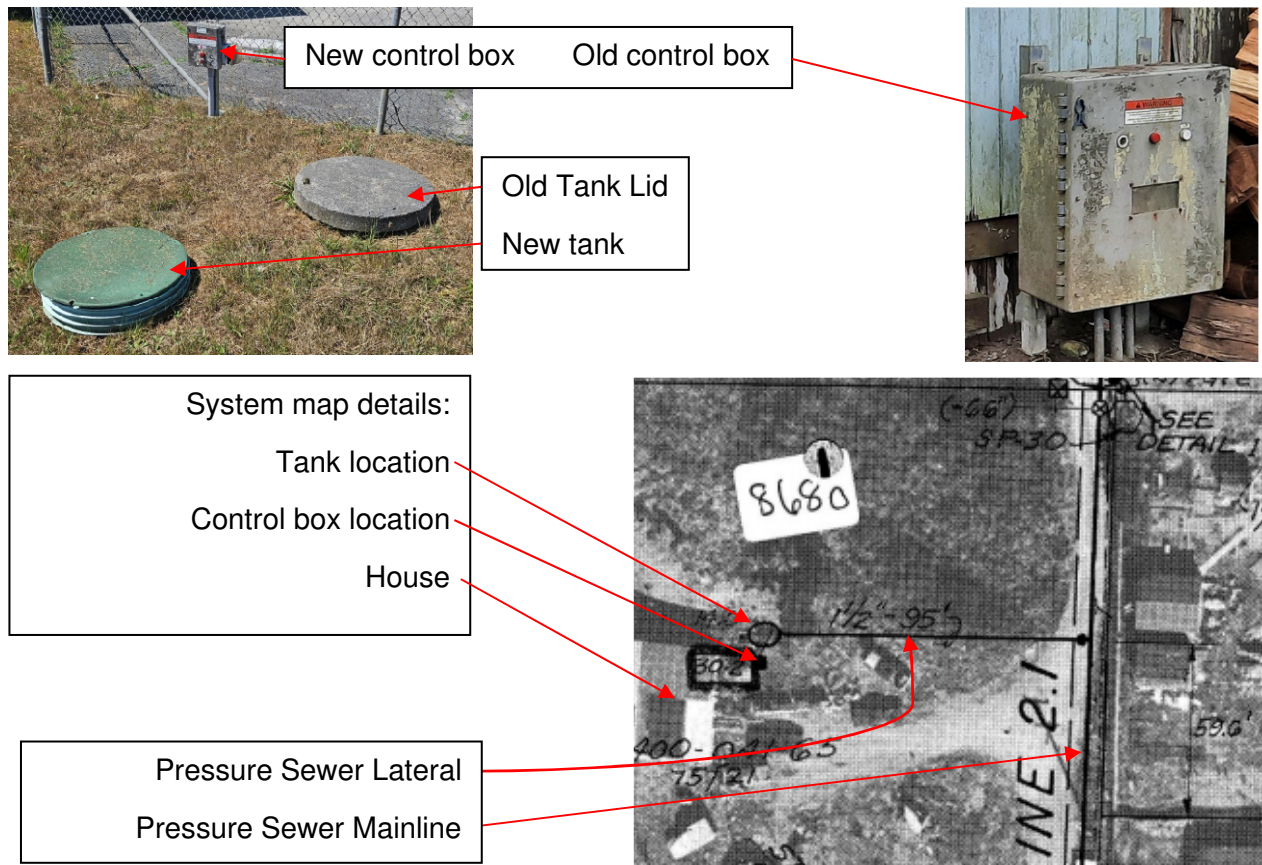
A jumper wire across these terminals will confirm that the float has failed if there is a liquid level in the well.





## SEPTIC TANK ISSUES:

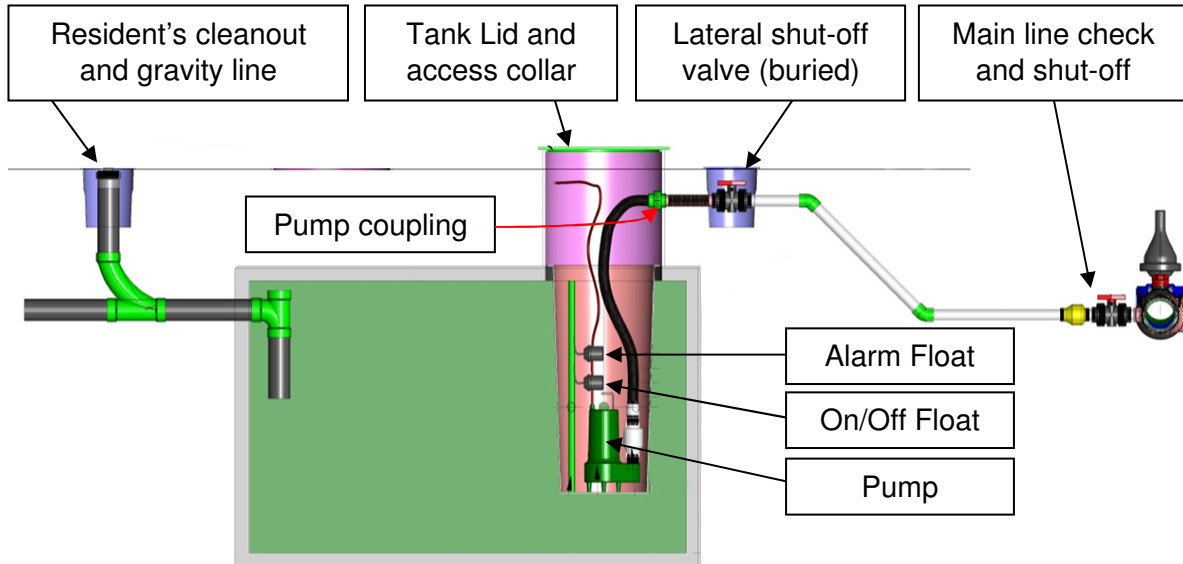
Every house in Manila is connected to an interceptor (septic) tank. Some houses share a tank and can normally be found in backyards, near the control box.



The vast majority of ongoing maintenance and repairs occur at the interceptor tanks and typical issues are pump failure, air locks, dirty motor contactor and gophers eating control wires.

Tank failures can be divided into the following categories:

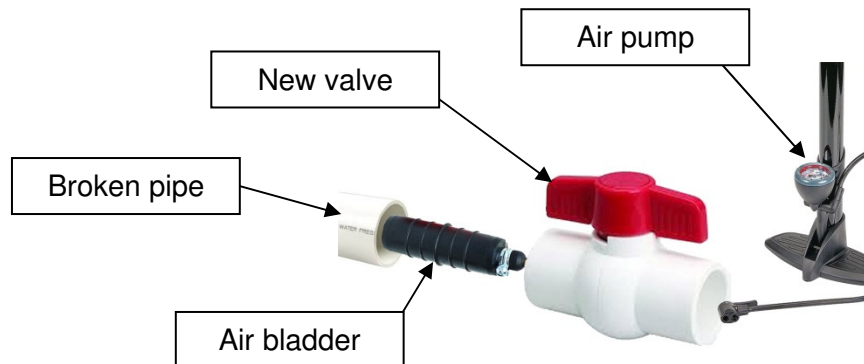
- No Alarm (customer may call with internal drain issues). Tank is checked for thickness at scum level and if surface appears hard, tank may need to be pumped out. Call Roto-Rooter Plumbing 707-822-2688.
- Alarm (intermittent). This means the water level in the tank has reached the alarm float and reset itself due to a prolonged power outage or other general system impediment such as heavy rains or long and large flows.
- Alarm (static): this is the most common alarm and requires attention to prevent tank overflow. Note that power loss will prevent the alarm from working until power is restored (if tank is still in an alarm condition). A cad model and detailed troubleshooting diagram are below:



If the tank is in alarm and the pump is running, an **airlock** might be the problem and can be fixed by *loosening* (do not remove) the Pump coupling to bleed out any air.

Replacing pumps and floats require the access collar to be pumped clear with a Vac-truck or trash pump. Once clear, access to the floats and pump can be achieved to effect replacements.

If the lateral is broken, a common problem is unstoppable flows. An air bladder and valve will be needed to overcome any back pressure in the system:



Cut broken lateral as clean and square as possible. Attached the air bladder to the air pump and insert into broken pipe and pump to stop flow. Prepare PVC valve for gluing and quickly, without losing pressure disconnect air pump from bladder and place air hose through open valve and reconnect air pump. Allow valve to cure for 15 minute minimum and make sure there is constant pressure on the air bladder to prevent a blow-out. Once the valve has cured, the air can be released from the pump to expel the bladder. Close the valve to perform downstream repairs as needed.

## WATER SYSTEM ISSUES:

The majority of water system leaks occur at the district-owned line from the water main to the water meter. This is the service lateral and most are 3/4" plastic poly lines up to 5' below grade up to the meter.

Once accessed, these lines can *usually* be pinched with a poly pipe clamp, eliminating the need to find/close a water main. Sometimes the mainline valve will need to be turned off and, if so it is best to leave some pressure in the line to both help find the leak and prevent intrusion of contaminants.

Quick (semi-temporary) repairs may be made with wrap-around clamps but bends in the line make this difficult. The advantage to this repair is that you do not need to turn off water.

Pipe shears are used to cut black poly laterals.

The brass couplings are the preferred repair method. Do not use patches, barbs or hose clamps unless there are no alternatives and you expect a more permanent repair in the near future. Many repairs staff encounters and to replace substandard repairs.

If there is room and the poly line is flat enough, the fastest water lateral repair is with a slip on "Insta-tite" fitting which only needs a clean cut pipe and small gap. These are essentially larger versions of Shark Fittings and can be mixed and matched with the Brass couplings as needed.



Insta-tite

Repairs for larger 4"+ water main repairs usually require professional excavation, main line shut off and the use of Romac couplings. These can flexibly join pipe of different size, material and alignment.



Romac coupling



Poly pipe clamp



Wrap-around clamp



Pipe shears



Brass coupling



Replacement effluent pump: MEYERS WHR10-21C 1 HP 230 VOLT SINGLE PHASE  
SEWAGE PUMP 2" DISCHARGE WITH 20' CORD

From: KEENAN EUREKA 49 2ND ST EUREKA CA 95501-0300 707-443-8453 Fax 707-443-0195



(expand)

## COMMUNICATIONS:

The district is part of the county alert notification systems for myriad events and also maintains an internal Emergency Alert System populated by the user/customer database and optional opt-in for all users. Other communications through social media are utilized as needed.

Keenan Supply  
49 2nd Street  
Eureka, Ca 95501  
Phone (707) 443-8453  
Fax (707) 443-0195

Platt Electric  
939 Koster  
Eureka, Ca  
Phone (707)444-8031



# MANILA COMMUNITY SERVICES DISTRICT

## Minutes of Regular Meeting Tuesday June 20<sup>th</sup>, 2023

1. **ROLL CALL, DETERMINE QUORUM:** Woods, Broderick, Faulk and Ryan (remote) present. Muniz Absent.
2. **APPROVE AGENDA:** No changes to the agenda
3. **PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** There were no comments from the public.
4. **PRESENTATION ITEMS:**
  - a) n/a
5. **BUSINESS ITEMS (Action Items):**
  - a) **Consideration of (2) Modular building installations at Manila Community Center 1611 Peninsula Dr.**  
\*\*\* Member Faulk-Kellogg and Manager C. Drop declared possible conflicts of interest on this item \*\*\*  
Broderick/Woods to approve the installation of (2) modular buildings. **Vote: 3-0-1** with Muniz absent and Faulk-Kellogg abstaining.
  - b) **District Policy Manual: Electronic Version: Receive any Amendments and Adoption of Section 1000 GENERAL**  
Broderick/Faulk-Kellogg to approve Section 1000 and to proceed with final versions. **Vote: 4-0** with Muniz absent.
  - c) **Approve Amendments to FY2023 Budget and Approve FY2024 Budget** Broderick/Ryan to authorize FY23 budget adjustments and authorize FY24 budget at presented. **Vote: 4-0** with Muniz absent.
  - d) **Receive for Discussion and Possible Action: Park Master Plan(s)** No action taken – convene a special meeting.
6. **CONSENT CALENDAR:** (Items may be pulled for future consideration) – Amendments or corrections should be received in writing prior to approval.
  - a) **Draft Minutes of May 16<sup>th</sup> 2023**
  - b) **Receive Disbursements: May 16<sup>th</sup> to date**  
Broderick/Faulk-Kellogg to approve consent calendar. **Vote: 4-0**
7. **BOARD DISCUSSION ITEMS:**
  - a) **Committee Member Updates**
  - b) **General Manager's Report:**
8. **INCOMING COMMUNICATIONS:** Receive letter from N. Ihara.
9. **ADJOURNMENT:** 7:28pm

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

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

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

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

Manila Community Services District

8/12/2023 10:56 AM

Register: 10117 - Coast Central Checking

From 06/20/2023 through 08/12/2023

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                   | Account                  | Memo              | Payment  | C | Deposit  | Balance   |
|------------|--------|-------------------------|--------------------------|-------------------|----------|---|----------|-----------|
| 06/21/2023 |        |                         | 12000 · Accounts Rece... | Deposit           |          |   | 7,252.38 | 64,126.22 |
| 06/21/2023 |        |                         | 12000 · Accounts Rece... | Deposit           |          |   | 5,840.74 | 69,966.96 |
| 06/21/2023 | 2465   | PACIFIC MOTOR S...      | 22000 · Accounts Paya... | 2022 CFMOT...     | 374.07   |   |          | 69,592.89 |
| 06/29/2023 |        | QuickBooks Payroll ...  | -split-                  | Created by Pay... | 5,584.66 |   |          | 64,008.23 |
| 06/29/2023 |        | QuickBooks Payroll ...  | -split-                  | Created by Pay... | 3,136.32 |   |          | 60,871.91 |
| 06/30/2023 |        |                         | 12000 · Accounts Rece... | Deposit           |          |   | 1,080.89 | 61,952.80 |
| 06/30/2023 |        |                         | 12000 · Accounts Rece... | Deposit           |          |   | 5,836.95 | 67,789.75 |
| 06/30/2023 |        | EFTPS                   | -split-                  | 94-1653492        | 3,589.74 |   |          | 64,200.01 |
| 06/30/2023 | DD2003 | BRODERICK, JOHN J       | -split-                  | Direct Deposit    |          | X |          | 64,200.01 |
| 06/30/2023 | DD2004 | DROP, CHRISTOP...       | -split-                  | Direct Deposit    |          | X |          | 64,200.01 |
| 06/30/2023 | DD2005 | FAULK-KELLOGG,...       | -split-                  | Direct Deposit    |          | X |          | 64,200.01 |
| 06/30/2023 | DD2006 | KITTLESON, KEN...       | -split-                  | Direct Deposit    |          | X |          | 64,200.01 |
| 06/30/2023 | DD2007 | RYAN, MEGHAN            | -split-                  | Direct Deposit    |          | X |          | 64,200.01 |
| 06/30/2023 | DD2008 | WATSON, ALISHA L        | -split-                  | Direct Deposit    |          | X |          | 64,200.01 |
| 06/30/2023 | DD2009 | WOODS, TRACY F          | -split-                  | Direct Deposit    |          | X |          | 64,200.01 |
| 06/30/2023 | DD2010 | KITTLESON, KEN...       | -split-                  | Direct Deposit    |          | X |          | 64,200.01 |
| 07/03/2023 |        |                         | 12000 · Accounts Rece... | Deposit           |          |   | 369.59   | 64,569.60 |
| 07/10/2023 |        |                         | 12000 · Accounts Rece... | Deposit           |          |   | 2,721.19 | 67,290.79 |
| 07/10/2023 | 2466   | Gloria Thompson         | 23000 · CBSW Cust...     | Deposit Refund... | 29.46    |   |          | 67,261.33 |
| 07/10/2023 | 2467   | ADVANCED SECU...        | 22000 · Accounts Paya... |                   | 183.00   |   |          | 67,078.33 |
| 07/10/2023 | 2468   | COASTAL BUSINE...       | 22000 · Accounts Paya... | EU0719            | 377.60   |   |          | 66,700.73 |
| 07/10/2023 | 2469   | HUMBOLDT BAY ...        | 22000 · Accounts Paya... | June 1-30, 202... | 7,120.41 |   |          | 59,580.32 |
| 07/10/2023 | 2470   | MCMMASTER-CARR          | 22000 · Accounts Paya... | INVOICE 989...    | 82.64    |   |          | 59,497.68 |
| 07/10/2023 | 2471   | MENDES SUPPLY ...       | 22000 · Accounts Paya... | Cust MCSD M...    | 102.68   |   |          | 59,395.00 |
| 07/10/2023 | 2472   | NORTH COAST I.A...      | 22000 · Accounts Paya... | May Statement     | 255.00   |   |          | 59,140.00 |
| 07/10/2023 | 2473   | RECOLOGY HUMB...        | 22000 · Accounts Paya... | CUST 060790...    | 1,036.50 |   |          | 58,103.50 |
| 07/10/2023 | 2474   | The Mitchell Law Fir... | 22000 · Accounts Paya... | Inv 286           | 87.00    |   |          | 58,016.50 |
| 07/10/2023 | 2475   | VALLEY PACIFIC ...      | 22000 · Accounts Paya... | 10366             | 120.38   |   |          | 57,896.12 |
| 07/11/2023 |        | EMPLOYMENT DE...        | -split-                  | 499-0210-9        | 903.84   |   |          | 56,992.28 |
| 07/12/2023 |        |                         | 12000 · Accounts Recc... | Deposit           |          |   | 2,507.38 | 59,499.66 |
| 07/12/2023 |        |                         | 12000 · Accounts Rece... | Deposit           |          |   | 40.36    | 59,540.02 |
| 07/12/2023 | 2476   | Kahle Industries        | 22000 · Accounts Paya... | Mowing Park 2...  | 415.00   |   |          | 59,125.02 |
| 07/13/2023 |        |                         | 12000 · Accounts Rece... | Deposit           |          |   | 40.41    | 59,165.43 |
| 07/13/2023 |        | QuickBooks Payroll ...  | -split-                  | Created by Pay... | 5,230.65 |   |          | 53,934.78 |
| 07/14/2023 |        | EFTPS                   | -split-                  | 94-1653492        | 1,815.74 |   |          | 52,119.04 |
| 07/14/2023 | DD2011 | DROP, CHRISTOP...       | -split-                  | Direct Deposit    |          | X |          | 52,119.04 |
| 07/14/2023 | DD2012 | KITTLESON, KEN...       | -split-                  | Direct Deposit    |          | X |          | 52,119.04 |
| 07/14/2023 | DD2013 | WATSON, ALISHA L        | -split-                  | Direct Deposit    |          | X |          | 52,119.04 |
| 07/17/2023 |        |                         | -split-                  | Deposit           |          |   | 180.00   | 52,299.04 |
| 07/17/2023 |        |                         | 12000 · Accounts Rece... | Deposit           |          |   | 4,313.78 | 56,612.82 |

Manila Community Services District

8/12/2023 10:56 AM

Register: 10117 - Coast Central Checking

From 06/20/2023 through 08/12/2023

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                    | Account                  | Memo               | Payment  | C | Deposit  | Balance   |
|------------|--------|--------------------------|--------------------------|--------------------|----------|---|----------|-----------|
| 07/20/2023 |        |                          | 12000 · Accounts Rece... | Deposit            |          |   | 7,702.96 | 64,315.78 |
| 07/25/2023 |        |                          | 12000 · Accounts Rece... | Deposit            |          |   | 6,888.19 | 71,203.97 |
| 07/27/2023 |        | QuickBooks Payroll ...   | -split-                  | Created by Pay...  | 5,165.41 |   |          | 66,038.56 |
| 07/28/2023 |        |                          | 12999 · Undeposited F... | Deposit            |          |   | 6,060.00 | 72,098.56 |
| 07/28/2023 |        | EFTPS                    | -split-                  | 94-1653492         | 1,775.20 |   |          | 70,323.36 |
| 07/28/2023 | 2477   | STATE WATER RE...        | 22000 · Accounts Paya... | WDID 1B2306...     | 7,743.00 |   |          | 62,580.36 |
| 07/28/2023 | DD2014 | DROP, CHRISTOP...        | -split-                  | Direct Deposit     |          | X |          | 62,580.36 |
| 07/28/2023 | DD2015 | KITTLESON, KEN...        | -split-                  | Direct Deposit     |          | X |          | 62,580.36 |
| 07/28/2023 | DD2016 | WATSON, ALISHA L         | -split-                  | Direct Deposit     |          | X |          | 62,580.36 |
| 08/01/2023 |        |                          | 12000 · Accounts Rece... | Deposit            |          |   | 812.75   | 63,393.11 |
| 08/07/2023 | 2478   | Michael Simpkins         | 23000 · CBSW Custo...    | Deposit Refund...  | 100.63   |   |          | 63,292.48 |
| 08/07/2023 | 2479   | ADVANCED SECU...         | 22000 · Accounts Paya... | Bill Payer ID ...  | 164.59   |   |          | 63,127.89 |
| 08/07/2023 | 2480   | AN ELECTRICIAN ...       | 22000 · Accounts Paya... | Invoice # 16305    | 262.50   |   |          | 62,865.39 |
| 08/07/2023 | 2481   | CBS LEASING CO...        | 22000 · Accounts Paya... | 003-0610693-0...   | 727.20   |   |          | 62,138.19 |
| 08/07/2023 | 2482   | FORTUNA IRON             | 22000 · Accounts Paya... | MCC ADA Ra...      | 461.81   |   |          | 61,676.38 |
| 08/07/2023 | 2483   | HARVEY M. HARP...        | 22000 · Accounts Paya... | 18665              | 1,127.77 |   |          | 60,548.61 |
| 08/07/2023 | 2484   | HUMBOLDT BAY ...         | 22000 · Accounts Paya... | July 1-31, 2023... | 7,479.21 |   |          | 53,069.40 |
| 08/07/2023 | 2485   | KITTLESON, KEN*          | 22000 · Accounts Paya... | Reimbursement      | 163.86   |   |          | 52,905.54 |
| 08/07/2023 | 2486   | NORTH COAST LA...        | 22000 · Accounts Paya... | June Statement     | 510.00   |   |          | 52,395.54 |
| 08/07/2023 | 2487   | PIERSON BUILDIN...       | 22000 · Accounts Paya... | CUST 1685          | 85.19    |   |          | 52,310.35 |
| 08/07/2023 | 2488   | RECOLOGY HUMB...         | 22000 · Accounts Paya... | CUST 060790...     | 593.59   |   |          | 51,716.76 |
| 08/07/2023 | 2489   | Restif Cleaning Servi... | 22000 · Accounts Paya... |                    | 720.00   |   |          | 50,996.76 |
| 08/07/2023 | 2490   | SECURITY LOCK ...        | 22000 · Accounts Paya... | 1813               | 43.70    |   |          | 50,953.06 |
| 08/07/2023 | 2491   | VALLEY PACIFIC ...       | 22000 · Accounts Paya... | 10366              | 162.01   |   |          | 50,791.05 |
| 08/09/2023 | 2492   | KITTLESON, KEN*          | 22000 · Accounts Paya... | Reimbursement      | 231.40   |   |          | 50,559.65 |
| 08/09/2023 | 2493   | The Mitchell Law Fir...  | 22000 · Accounts Paya... | Inv 932            | 2,305.50 |   |          | 48,254.15 |
| 08/10/2023 |        | QuickBooks Payroll ...   | -split-                  | Created by Pay...  | 5,165.38 |   |          | 43,088.77 |
| 08/11/2023 |        | EFTPS                    | -split-                  | 94-1653492         | 1,775.24 |   |          | 41,313.53 |
| 08/11/2023 | DD2017 | DROP, CHRISTOP...        | -split-                  | Direct Deposit     |          | X |          | 41,313.53 |
| 08/11/2023 | DD2018 | KITTLESON, KEN...        | -split-                  | Direct Deposit     |          | X |          | 41,313.53 |
| 08/11/2023 | DD2019 | WATSON, ALISHA L         | -split-                  | Direct Deposit     |          | X |          | 41,313.53 |

## General Manager's Report for August 2023

### **Grant Activity:**

#### **Wastewater Grant**

A Funding Agreement has been executed and staff met with GHD and the Waterboard for a kick-off meeting related to status reporting and billing details. We will be preparing construction bid documents for Fall 2023 and expect Construction on this project summer 2024.

#### **Water Grant**

We will be preparing construction bid documents for this project fall 2023 as well and expect Construction on this project summer 2024.

#### **Drainage Grant (CNRA)**

Final permitting and site control are closer and we expect to go to bid and construction by summer 2024.

#### **Manila Park Per Capita/Harbor District**

The parking lot is clearing permitting hurdles and is expected to be completed this fall. RCAA/HD is funding amenities currently being purchased such as picnic tables and bike racks. The Tennis Court and restroom remodeling will begin after our 1<sup>st</sup> reimbursement is received for \$19,601 for initial pre-construction.

We have entertained hosting a design charette meeting this summer/fall to gather more ideas for the long term planning for the park, at this time, we are moving forward with the known amenities and improvements that are feasible with current funding; the restroom remodel, trail/field improvements, tennis court reconfiguring. Staff attended the EV charging station webinar.

### **System:**

#### **Lift Station**

Another failure occurred at the lift station July 27<sup>th</sup> and again caused by a failed float. Staff replaced this float in February 2023 and has several on hand as back-ups until the pump house is reconfigured next summer. Also pending is the generator replacement that we're spending several thousand on to hold us through this winter before a replacement is installed with the grant.

#### **8" Water Main/Blow-off:**

A leak has been identified at the far north end of Peninsula at the end of a primary 8" AC water main. This leak has been suspected at the blow-off valve and is included in our grant-funded water project. We cannot wait for the grant funds to begin repairs on this main which should be completed this month.

#### **Radio Meters**

A map of completed radio meters installations can be found at the end of this report.

### **Other:**

Our FY 2022 audit is underway.

Law enforcement has been out to dunes encampments and advised of pending citations.

The ADA ramp to House A has a new deck.

Staff confirmed district participation with OES on the Local Hazard Mitigation Plan.

New PG&E service has been underway at Ward Street and is taking a long time and getting costlier.

Observation Deck interpretive panels have been removed for replacement and staff will add a handrail.

Redwood Rafters is hosting a fundraiser at the Park September 9th and 10<sup>th</sup> (flier attached)

Our CNRA \$275,000 advance has been fully reconciled.



