



MANILA COMMUNITY SERVICES DISTRICT

Notice and Agenda of Special Meeting

Tuesday September 7th, 2021

This meeting is being convened in lieu of the Regular Meeting of September 16th, 2021. This meeting is being held via Zoom and phone-in. To participate in this meeting remotely, please join with a device at the Zoom App with ID # **374-237-2467** or phone-in calling **669-900-6833**. The public may submit written comments to manilacsdl@sbcglobal.net

Posted by Monday September 6th, 2021 6:30 p.m.

Unless otherwise noted, all items on the agenda are subject to action by the Board of Directors. Time specific items (if any) are noted on the applicable agenda item and will be discussed at that time or as soon after that time as practical. It is planned to record this meeting so that it is accessible by the public.

ROLL CALL, DETERMINE QUORUM:

APPROVE AGENDA:

PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:

*The public is invited to present petitions, make announcements or provide other information to the Board on matters **not** on the agenda. The Board may uniformly impose a time limit of 3 minutes to individual presentation to assure every subject is heard. By public law, the Board cannot take action on items not on the agenda.*

DISCUSSION ITEMS:

1. Cancellation of Regular Meeting of September 16th, 2021
2. Manila RV Park Revitalization Proposal Update
3. Grant Status Update for Water, Wastewater, Park (SPP/Per Capita) and Drainage

BUSINESS ITEMS:

4. Resolution 2021.02 Supporting Single Payer Health Care (Ihara)
5. Resolution 2021.03 Reimbursement Resolution for Prop 1 DWSRF \$350,000 match
6. Introduction of Draft Debt Management Policy 11.01 for Prop 1 DWSRF

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

7. Approve Awards of Surplus Property to Next Responsible Bidders * **from August 2021** *
8. Receive Check Disbursements
9. Approve Draft Minutes of August 19th, 2021

REPORTS:

10. Director/Committee Reports:
11. Staff reports:

INCOMING COMMUNICATIONS:

ADJOURNMENT:

If open session items cannot be completed by 8:30 P.M., the meeting may be adjourned to the next regular meeting or the Board may vote to extend the meeting. A request for disability-related modification or accommodation, including auxiliary aids 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

Discussion Items 1, 2 and 3

Meeting Date: September 7th, 2021

Agenda Item: **1, 2 and 3**

Recommendation: The board need not take action on any of these items at this time

Summary:

1. Cancellation of Regular Meeting of September 16th, 2021:

Staff advised the board that he will be unavailable for the regular meeting of 09/16/2021 and polled board members to hold this special meeting. Staff will post a cancellation of the regular meeting. No action necessary.

2. Manila RV Park Revitalization Proposal Update:

Staff has met with Farrah Davis twice since the board directive on the RV Proposal. At this time, we are awaiting some general scope of work provisions, cost estimates and draft contract provisions. We expect to have an agenda item for the topic at October's meeting for further consideration.

3. Grant Status Update for Water, Wastewater and Drainage:

The District has applied for three grant funding opportunities totaling \$9 million (not including the park grants) It is looking like all three of these applications will be funded and one of them will require a 10% match, which total \$350,000.

CNRA Urban Flood Protection Grant: Manila Flood Reduction and Drainage Improvement Project

Grant Request: \$2.5 million

Matching Funds: \$0

Status: CNRA provided verbal notification of funding

Project: Planning, design, permitting and construction for community-wide drainage improvements

Clean Water State Revolving Fund (Water Board): Wastewater Improvements Project

Grant Request: \$3.5 million

Matching Funds: \$0

Status: Identified on the Water Board's fundable list. State is conducting federal environmental cross-cutter requirements

Project: Construction for community-wide wastewater system improvements (septic tank cleaning, pumps, new septic tanks at District office, valves, odor control, wet well, etc.)

Drinking Water State Revolving Fund (Water Board): Drinking Water Improvements Project

Grant Request: \$3.5 million

Matching Funds: \$350,000

Status: Water Board is processing application and appears to be on track for funding.

Project: Construction for community-wide drinking water system improvements (Tank, pump house, pipes, valves, etc.)

Agenda Summary

Consideration of Resolution 2021.02
Supporting Single Payer Health Care (Nancy
Ihara)

Meeting Date: August 19th 2021 (revised)

Agenda Item: **4**

Recommendation: n/a

Summary:

Staff presented a draft resolution in August on a resident's behalf regarding Single Payer Health Care and board consideration.

The board asked staff to obtain a legal opinion on any exposure issues from legal counsel which has been requested and not received as of this writing.

Should the board still wish to await legal advice, staff recommends postponing adoption until such time we receive a memo from counsel.

Staff is not aware of timeliness matters with this Resolution.

Attachments:

Letter to board

DRAFT Resolution 2021.02

Manila Community Services District Resolution 2021.02

HUMBOLDT COUNTY CHAPTERS



Health Care for All - California

SINGLE-PAYER UNIVERSAL HEALTH CARE



PHYSICIANS FOR
A NATIONAL
HEALTH
PROGRAM



Resolution in Support of Single Payer Bills for Health Care Reform

WHEREAS recent polls show that 69% of Californians support single-payer health care with every person in **Manila** deserving high quality health care, both **The California Guaranteed Health Care for All Act (“CalCare”)**, **AB 1400**, and the federal, **Improved Medicare for All Bill, HR 1976**, would establish state- or nation-wide comprehensive, universal, single-payer health care with a cost control system for the benefit of all residents of the state and specifically for the **Manila Community Service District**; and

WHEREAS Both the state and federal legislation would guarantee that all residents of **Manila** will be fully covered for health care without copays, deductibles, or other out-of-pocket costs saving millions now spent on premiums that often provide inadequate health insurance coverage and saving the **MCSD** the cost burden of health insurance for its employees; and

WHEREAS both legislative acts would slash bureaucracy, protect the doctor-patient relationship, and assure patients a free choice of doctors and hospitals; and

WHEREAS the ever-increasing costs of health care, which are further elevated due to the pandemic, may challenge our already strapped state and municipal budgets; and

WHEREAS the number of Californians before the Covid-19 pandemic without health insurance was 2.7 million, with 12 million Californians underinsured, despite important gains made since the implementation of the Affordable Care Act; and

WHEREAS the current Covid-19 pandemic has led to record levels of unemployment, loss of employer sponsored health insurance, a severely strained health care system, widespread illness, disproportionately impacting the poor and communities of color and has taken a profound toll on every community’s mental health, all of which is placing significant demands on our health care system, and

WHEREAS the Covid-19 pandemic further exposed the dangers of our fragmented, profit-driven health care system, which leads many Californians to delay seeking needed health care due to an inability to pay, leading to a sicker and poorer population in the long run while such population is significantly more likely to develop serious illness if exposed to diseases like Covid-19 and will subsequently face higher mortality rates; and

WHEREAS, by eliminating administrative waste and corporate health insurance and pharmaceutical profits, both **CalCare** and **Improved Medicare for All** would guarantee care without charge at the point of service for all California and/or national residents, providing necessary medical care including prescription drugs; hospital, surgical, and outpatient services; primary and preventive care; emergency services; reproductive care; dental and vision care; and long-term care; therefore

BE IT NOW RESOLVED that the **MCSD** expresses its enthusiastic support for the bills, **CalCare, AB 1400, and Medicare for All, HR 1976**, and calls upon our state and federal legislators to work toward their immediate enactment.

1) General Manager: _____
(Christopher Drop)

2) Board Member: _____

3) Board Member: _____

4) Board Member: _____

5) Board Member: _____

6) Board Member: _____

Agenda Summary

Consideration of Reimbursement Resolution 2021.03 and Receipt of new policy 11.01 Debt Mngmt.

Meeting Date: September 7th, 2021

Agenda Item: **5 and 6**

Recommendation: The board received Draft Reimbursement Resolution 2021.03 and receive Draft policy 11.01 Debt Management Policy

Summary:

Both the **Reimbursement Resolution 2021.03** and **Debt Management Policy 11.01** are required to proceed to the next step of our Water System Improvements Grant from the State's Drinking Water State Revolving Fund (DWSRF).

As reported previously, the state is preparing to approve funding of our \$3.5 million water project which includes a new, larger water storage tank, new pumping facilities with back-up power and myriad treatment and distribution system improvements. Details can be addressed as needed but the big takeaway is that the *District must fund 10% of the project, or \$350,000.*

The state is offering a no-interest, 40-year loan which would amount to roughly \$2.00/month per ratepayer. This is, coincidentally, the exact amount the District sets aside for Capital Improvement (CIP) Reserves via Resolution 2008.08. As we progress, staff will most likely seek amend the CIP deposit resolution to service any new debt per loan schedule. The District currently has over \$14,000 in debt service reserves from a previously retired loan.

A new *Debt Management Policy* is also required as the District does not currently have one. Staff presents this policy tonight for reference only – **to facilitate future adoption**. This is due to our Policy (1040) which requires 2 readings from 'regular meetings'. If this ends up presenting timing problems for the grant, staff will advise of further action needed.

Resolution 2021.03

Manila Community Services District Reimbursement Resolution

WHEREAS, the Manila Community Services District (the "Agency") desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its water and wastewater system, including certain treatment facilities, pipelines and other infrastructure (the "Project"); and

WHEREAS, the Agency intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board (State Water Board); and

WHEREAS, the State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"), and

WHEREAS, prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds the Agency desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the Agency; and

WHEREAS, the Agency has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Agency for the Expenditures from the proceeds of the Obligations.

NOW, THEREFORE, THE AGENCY DOES HEREBY RESOLVE, ORDER AND DETERMINE AS FOLLOWS:

SECTION 1. The Agency hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.

SECTION 2. The reasonably expected maximum principal amount of the Project Funds is \$3,500,000.

SECTION 3. This resolution is being adopted no later than 60 days after the date on which the Agency will expend moneys for the portion of the Project costs to be reimbursed with Project Funds.

SECTION 4. Each Agency expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

SECTION 5. To the best of our knowledge, this Agency is not aware of the previous adoption of official intents by the Agency that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

SECTION 6. This resolution is adopted as official intent of the Agency in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

SECTION 7. All the recitals in this Resolution are true and correct and this Agency so finds, determines and represents.

AYES: _____

NOES: _____

ABSENT: _____

CERTIFICATION:

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Manila Community Services District held on [to be adopted on Date]

(Seal)

(Name & Signature of the Clerk or Authorized Record Keeper of the Governing Board of the Agency)

Manila Community Services District FINANCIAL POLICY

POLICY #: 11.01
SUBJECT: DEBT MANAGEMENT POLICY
EFFECTIVE DATE: October 1, 2021
REVISION DATES: None
RESPONSIBILITY: BOARD OF DIRECTORS

1. INTRODUCTION

The Debt Management Policy (“Debt Policy”) sets forth the guidelines and formalizes debt issuance and management related policies and procedures for the Manila Community Services District (the “District”). The debt policies of the District are subject to and limited by applicable provisions of state and federal law and to prudent debt management principles.

When used in this Policy, “debt” refers to all indebtedness and financing lease and installment purchase obligations.

2. DEBT POLICY OBJECTIVE

The primary objectives of the District’s debt and financing related activities are to:

- Maintain cost-effective access to the capital markets through prudent fiscal management policies and practices;
- Minimize debt service commitments through effective planning and cash management;
- Ensure future financial flexibility;
- Maintain full and complete financial disclosure and reporting;
- Achieve full and timely repayment of debt;
- Comply with Government Code Section 8855(i);
- Ensure the District is in compliance with all applicable federal and state securities laws; and
- Achieve the highest practical credit ratings.

3. BACKGROUND/PROCEDURES

Government Code section 8855(i) requires any issuer of public debt to provide the California Debt and Investment Advisory Commission (CDIAC) no later than 30 days prior to the sale of any debt issue a report of the proposed issuance. Effective January 1, 2017, issuers must certify on the Report of Proposed Debt Issuance that they have adopted local debt policies concerning the use of debt and that the proposed issuance is consistent with those policies. The issuer's local debt policies must include the following:

A. Limitations of Debt Issuance

1. Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District.
 - (a) Long-term debt financings are appropriate when the following conditions exist:
 - When the project to be financed is necessary to provide basic services.
 - When the project to be financed will provide benefit to constituents over multiple years.
 - When total debt does not constitute an unreasonable burden to the District and its ratepayers.
 - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
 - The additional debt complies with outstanding debt covenants.
 - (b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.
 - (c) The District may use long-term debt financings subject to the following conditions:
 - The project to be financed must be approved by the District Board of Directors.
 - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
 - The District estimates that sufficient revenues will be available to service the debt through its maturity.
 - The District determines that the issuance of the debt will comply with the applicable state and federal law.
2. Short-term debt. Short-term debt may be issued to provide interim construction financing for projects that will ultimately be funded by cash, long-term debt or other

- sources. Short-term debt may also be issued to provide financing for an even cash flow balance. Short-term debt must be fully paid-off within a five-year period or restructured to long-term debt provided that conditions for long-term debt are satisfied.
3. **Financings on Behalf of Other Entities.** The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of the District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.
 4. **Governing Law.** The District shall issue and manage debt in accordance with limitations and constraints imposed by California law and federal tax law. Such constraints include, but are not limited to, private activity tests, review of eligible projects, spend-down tests and arbitrage rebate limitations.

B. Types of Debt Issued

While the District strives to adhere to the Debt Policy, changes in capital markets, unforeseen circumstances, or extraordinary conditions may require exceptions. Exceptions to the Debt Policy shall be reviewed with the Board of Directors for consideration prior to debt issuance.

The following types of debt are allowable under this Debt Policy:

- Revenue bonds pledged with sewer rate revenue
- Lease revenue bonds and lease-purchase transactions
- Refunding bonds
- Certificates of participation (COP)
- Bank and direct private placement loans
- State revolving loan or other governmental agency
- Lines and letters of credit
- Commercial paper
- Bond or grant anticipation notes
- Revenue anticipation notes
- Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes

- Conduit financings

The District may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

C. Debt Issuance

1. Method of Sale – The District Manager and Engineer will decide as to the most effective method to offer securities to investors. Bonds will primarily be sold through competitive sale but may alternatively be sold through negotiated sale due to volatile market conditions, complex security features, or policy goals. Private placement will generally be avoided. The District Manager and Engineer or designee shall be responsible for determining the appropriate way to offer any securities to investors.

For negotiated sale, any underwriters that are currently suspended by the California State Treasurer's Office from its negotiated underwriting pool may not participate in the District's negotiated sale, pending Board's approval.

2. Credit Rating – The District seeks to obtain and maintain the highest possible credit rating for all categories of short-term and long-term debt. Ratings may be obtained from Moody's, Standard and Poor's, Fitch, or other nationally recognized rating agencies.
3. Debt Capacity – The District will keep outstanding debt within the practical limits of the District's debt service coverage ratio, debt rating and other applicable law.
4. Structural Features
 - Terms – Debt terms will not exceed the average useful life of the asset.
 - Coupon Structure – Debt may include par, premium, discount, and capital appreciation bonds. Coupon structure other than one for par must demonstrate advantageous relative to par bond structure.
 - Fixed vs. Variable Rate – Long-term debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.
 - Maturity Structure – The District's long-term debt may include serial and term bonds.
 - Redemption – The District debt can be issued with call provisions which enable the District to retire the debt earlier or enable the refunding of debt prior to maturity. The District will evaluate the efficiency of call provision alternatives for each transaction when warranted by market conditions and opportunity.
 - Tax Exemption – The District will evaluate tax status of any bond sale with bond counsel and comply with all applicable laws and regulations.

- Consultant Assistance – The District shall utilize the services of independent municipal advisors when deemed appropriate by the District Manager and Engineer or his/her designee. The District shall utilize the services of bond counsel on all debt financings. The District Manager and Engineer or designee shall have the authority to periodically select service providers necessary to meet legal requirement and minimize the District’s debt cost. Services may include municipal advisory, underwriting, trustee, escrow agent, arbitrage, special tax, or other consulting. To achieve a balance between service and cost, a competitive bid process or sole-source selection should be utilized.
 - Credit Enhancement – The District shall procure credit enhancement for a sale of bonds if it is cost effective to do so. The District in consultation with the Municipal Advisor and Underwriters will insure the bonds over the life of the term if it is deemed beneficial.
5. Debt Service Reserve – Refer to District’s Reserve Policy.
 6. Disclosure Procedures – The District shall comply with SEC regulations on disclosures, which requires financial and operating information with the Official Statement and with the Continuing Disclosure Annual Report.

D. Relationship of Debt to Capital Improvement Program and Budget

The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District’s capital budget and the capital improvement plan.

The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District’s public purposes.

The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

E. Policy Goals Related to District’s Planning Goals and Objectives

The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration.

The District intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the District's annual operations budget.

It is a policy goal of the District to protect ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

F. Debt Administration/Internal Control Procedures

1. When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The District will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings under SEC Rule 15c2-12;
 - Any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues; and
 - The District's investment policies as they relate to the investment of bond proceeds.
2. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the District will submit written requisitions for such proceeds. The District will submit a requisition only after obtaining the signature of the Director of Administration and Information Services or District Manager and Engineer. In those cases, where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the Director of Administration and Information Services shall retain records of all expenditures of proceeds through the final payment date for the debt.
 3. Investment of bond proceeds shall be consistent with federal tax requirements and with requirement contained in the indenture or trust agreements.
 4. The District shall follow the United States Internal Revenue Service (IRS) guideline for record retention. Records are to be retained for the life of bond plus three (3) years.

For refunding, the refunded bonds retention schedule is reset to match the life of refunding bond plus three (3) years.

5. The District shall engage a qualified firm to perform Arbitrage Rebate Calculations for all District bond issuances and prepare reports and filing documents as necessary. 90% of the Cumulative Rebate Liability (reduced by any applicable computation date credits) is required to be paid to the IRS no later than sixty (60) days after the end of each fifth bond/COP year. 100% of the Cumulative Rebate Liability (reduced by any applicable computation date credits) is required to be paid to the IRS within 60 days of the full defeasance or final maturity of the bonds/COPs.
6. The District shall fully budget all debt service obligations annually. The District will make all debt service payments on time per the bond document schedule.

G. Policy Review

The District Manager and Engineer and Board of Directors will review this policy prior to any new debt issuance.

APPROVED: By the Board of Directors of Manila Community Services District on_____.

Agenda Summary

CONSENT CALENDAR

Meeting Date: September 7th, 2021

Agenda Item: **7, 8 and 9**

Recommendation: The board approve the consent calendar as presented

Summary:

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

- 7. Approve Awards of Surplus Property to Next Responsible Bidders:** *This item is carried from August and is placed here to memorialize NEW winners of our last surplus property auction since the original winner failed to respond to any notification of award. The next highest bidders were:*

Verne Steele: Backhoe \$200

John Firebaugh: Tractor/Mower \$200 (this award was paid for with a trade for mowing)

- 8. Receive Check Disbursements as of August 18th, 2021**
- 9. Approve Draft Minutes of August 19th, 2021**

Manila Community Services District
Account QuickReport
As of August 18, 2021

12:40 PM
08/19/2021
Accrual Basis

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10117 - Coast Central Checking				
08/18/2021	2082	KATELYN WARBRITTON	DEPOSIT REFUND ACCT 11504	-62.32
08/18/2021	2083	CBS LEASING COMPANY, INC.	copier	-292.77
08/18/2021	2084	EUREKA OXYGEN CO.	MCC fire system	-279.21
08/18/2021	2085	HENSEL'S ACE HARDWARE	SWR tools	-113.79
08/18/2021	2086	HUMBOLDT BAY MUNICIPAL WATER DISTRICT	July 1-30, 2021 3,934,920 Gallons	-7,263.75
08/18/2021	2087	MCMASTER-CARR	MCC girls bathroom	-297.09
08/18/2021	2088	Redwood Teen Challenge	Trash removal park	-494.78
08/18/2021	2089	VALLEY PACIFIC PETROLEUM	vehicle fuel	-179.20
08/18/2021	2090	MUNICIPAY LLC	card reader	-190.00
08/18/2021	2091	NORTH COAST LABORATORIES LTD.	testing	-200.00
08/18/2021	2092	RECOLOGY HUMBOLDT COUNTY	garbage	-483.68
08/18/2021	2093	The Mitchell Law Firm, LLC	Inv 48173	-1,300.50

General Manager's Report for August 2021

- Staff took a tour of the proposed Nordic AF site. Tours were opened to the public but were cancelled due to ongoing pandemic concerns. Staff will publish invites again when tours are restarted.
- While the county has made a drought declaration, our particular source is minimally impacted as our reservoir at Ruth Lake is over 85% full. Our agency has enacted water use restrictions in the past, when the state issued conservation rules in a blanket form. Staff will keep the board apprised of any requirements on this important topic. See attached article from Times-Standard.
- The required Form 700 invited yet another warning letter from county elections regarding our previously submitted forms. The county requires wet signatures so we decided to mail self-addressed stamped envelopes to affected members and asked that they sign their existing forms and submit directly. Staff apologizes for the confusion.
- Staff remodeling one of the restrooms in the south wing of the Community Center with repurposed stall dividers and doors. We expect to get more of these materials to complete the other restroom.
- Staff authorized an 'Open Air Market' at Park to test the viability of a recurring market.
- A fiber optic line to the peninsula is underway and, as staff has been advised contains data this unusable as broadband in its raw state as it traverses Manila.
- Staff is requesting a quote from Badger Meter to initiate a water replacement program with radio meters that allow drive-by data collection. This will save a lot of staff time, prevent estimating issues and allow end users to monitor their own usage.
- Staff attended the annual CSDA GM Summit in Squaw Creek.
- The district opened most of our public restrooms at the park and MCC and is monitoring, stocking and cleaning them every day as well as removing trash from the Park, Community Center and myriad debris left strewn about the community.
- Staff was asked and agreed to participate in a Public Finance Authority for the Samoa Peninsula Enhanced Infrastructure Financing District (EIFD). There is nothing to report at this time as we are still scheduling our first meeting.
- Staff has been advised that another encampment has been discovered on district property, at the south end of the Manila Dunes Recreation Area. Staff consulted with our supervisor and expects to work with the sheriff on a mitigation effort.
- Our FY2020 Audit is still pending but the field work was cancelled by our CPA. Staff has requested we perform a 2-year audit (now that 2021 is closed) as we seek to minimize the risk of grant disqualification due to these delays.

- The County Board of Supervisors is looking further into options of 255 relinquishment. In other words, the county is considering taking responsibility of Hwy 255 from Cal Trans. Staff has been advised that this is in the very early stages.
- Redwood Coast Montessori is working with Redwood Community Energy Authority (RCEA) to plan and implement a fuel switching project that involves replacing the existing propane furnaces and direct vent heaters with electric heat pumps combined with a 15 kW DC solar array designed to offset 93% the overall site energy use at Redwood Coast Montessori.

The fuel switching project will consist of removing and replacing seven (7) existing propane fired furnaces or direct vent unit heaters in classrooms, offices and the multipurpose room. This project would eliminate about 2,700 gallons of propane use each year and would add about 15,000 kWh of new electric load from the heat pump space heaters. RCEA estimates that an additional 15 kW roof mounted solar array would offset all of the additional electric load. Figure 1 below shows a potential layout of the 15-kW roof mounted solar array at Redwood Coast Montessori.

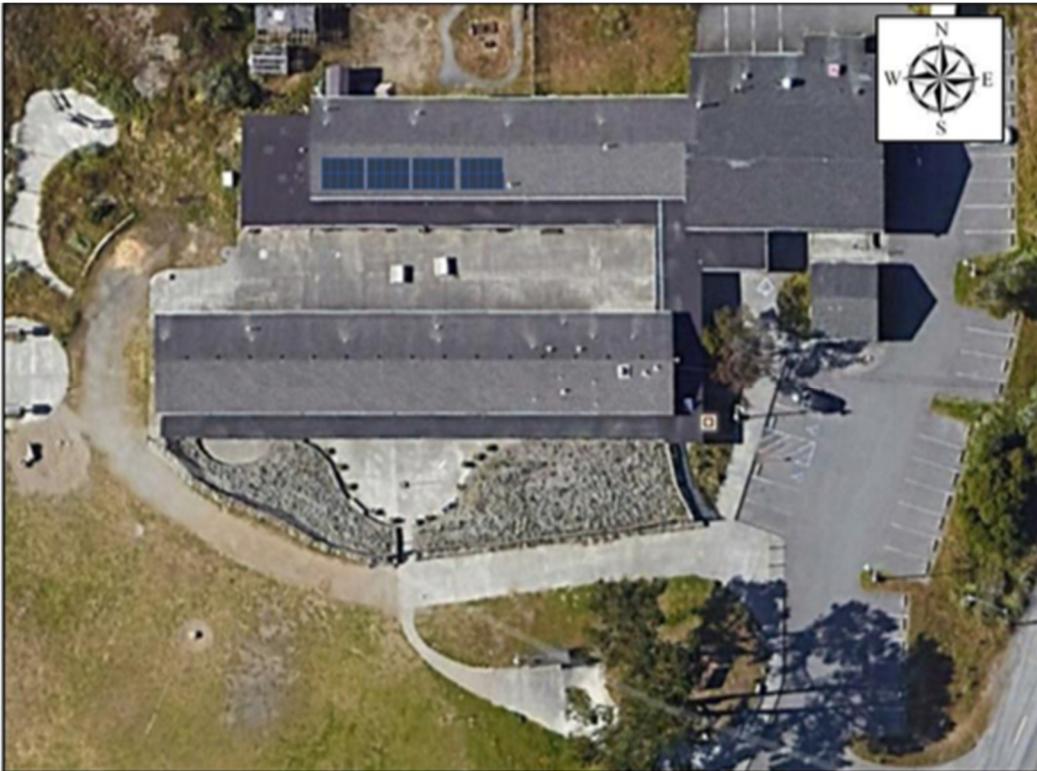


Figure 1 Potential layout of 15kW solar PV array at Redwood Coast Montessori.