



MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday September 15th, 2026, at 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday September 12th, 2026, 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 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 will impose a time limit of 3 minutes, or less as needed, to ensure each speaker is heard. By public law, the Board cannot take action on items not on the agenda.*

4. BUSINESS ITEMS:

- A. APPOINTMENT OF BOARD MEMBER FOR OPEN BOARD SEAT
- B. RESOLUTION 2026.02 ADOPTING MEMORANDUM OF UNDERSTANDING FOR SDRMA (INSURANCE)
- C. RESOLUTION 2026.03 PARK SPP GRANT OPPORTUNITY FOR PUMP TRACK

5. CONSENT CALENDAR: (ITEMS MAY BE PULLED FOR FUTURE CONSIDERATION) – AMENDMENTS OR CORRECTIONS SHOULD BE RECEIVED IN WRITING PRIOR TO APPROVAL.

- A. RECEIVE DISBURSEMENTS: JULY 21ST, 2026 - TO DATE
- B. DRAFT MINUTES OF JULY 21ST, 2026

6. BOARD DISCUSSION ITEMS:

- A. COMMITTEE MEMBER UPDATES/REPORTS:
- B. GENERAL MANAGER'S REPORT:

7. PUBLIC COMMENT FOR CLOSED SESSION ITEMS: LIMITED TO 3 MINUTES TO EACH SPEAKER ON CLOSED SESSION ITEMS.

8. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION §54957-PUBLIC EMPLOYEE PERFORMANCE EVALUATION TITLE: GENERAL MANAGER

9. REPORT FROM CLOSED SESSION:

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.



Manila Community Services District Board of Directors

Agenda Summary

Tuesday September 15th, 2026

Item 4a: BOARD VACANCY: ACCEPT RESIGNATION OF JOHN BRODERICK AND APPOINT NEW BOARD MEMBER- TERM EXPIRES DEC. 8TH, 2028

Summary:

Vice-President of the Board, John Broderick resigned his position July 2026. His term expired December 2028 and the appointment would run for the remaining 2 years.

The district has received the following applications as of this writing:

Tim Breed

Angela Monson

Pamela Monson

Dendra Dengler ¹

The board is limited to appointing registered voters. The county has identified Tim breed as the only eligible applicant.

Recommended Motion:

I move/second to appoint _____ **as district board member. Vote:** _____

After the vote, the appointed member will be an official member immediately after signing the following Oath of Office:

OATH OF OFFICE

Govt Code Sections 1360-1363, inclusive, 3105 Section 3, Article XX, State Constitution

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signed: _____ Date: _____

¹ This applicant is already considered **appointed in lieu of election** and are already the rightful holder of **that** specific seat. To legally accept or be considered for **this** vacant seat, they must submit an irrevocable resignation from the seat they just won. As of this writing, a resignation has not been received, and the application is included out an abundance of caution.



MANILA COMMUNITY SERVICES DISTRICT

APPLICATION FOR APPOINTMENT TO THE BOARD OF DIRECTORS

Thank you for your interest in serving the Manila Community Services District.
The Board of Directors will review all completed applications and conduct appointments in accordance with California law.

PLEASE PRINT OR TYPE

APPLICANT INFORMATION

Full Name: TIM BREED
Residential Address (Must reside within the Manila Community Services District): [REDACTED]
Mailing Address (if different): [REDACTED]
Phone: [REDACTED] Email: [REDACTED]
Are you at least 18 years of age? ☒ Yes ☐ No
Are you a registered voter residing within the Manila Community Services District? ☒ Yes ☐ No
Length of time living in Manila: 4 yrs
Occupation/Employer (Optional): Self-Employed Contractor

COMMUNITY INVOLVEMENT

Please list any organizations, clubs, volunteer activities, or community groups in which you currently participate.

None currently

EDUCATION, EXPERIENCE & QUALIFICATIONS

Please describe your education, employment background, experience, skills, certifications, or other qualifications that you believe would benefit the District.

I was on Trinidad Chamber, organized TRINIDAD ART NIGHTS, I have a BA degree for music from ASU, I'd love to be involved with construction / beautification of Manila

WHY DO YOU WANT TO SERVE?

Please explain why you are interested in serving on the Manila Community Services District Board of Directors.

As of recent, I've wanted to make myself more available to the community

SPECIAL SKILLS OR EXPERIENCE

Please check any areas in which you have experience.

- | | | |
|--|--|--|
| ☐ Finance/Budgeting | ☐ Water/Wastewater Utilities | ☐ Project Management |
| ☐ Accounting | ☐ Environmental Issues | ☐ Legal |
| ☐ Public Administration | ☐ Grant Writing | ☒ Information Technology |
| ☐ Human Resources | ☐ Government/Public Policy | ☐ Other: _____ |
| ☒ Construction | ☒ Community Outreach | |

BOARD SERVICE

Board Members receive a \$90 stipend per meeting.

Regular meetings are held on the third Tuesday of every other month at 6:30 p.m. at the Manila Community Center, 1611 Peninsula Drive, Manila, CA.

Are you generally available to attend these meetings?
☒ Yes ☐ No

REFERENCES (NAMES AND PHONE NUMBERS)

Reference Name: [REDACTED]
Relationship: [REDACTED]
Phone: [REDACTED]

CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge.
I understand that appointment to the Manila Community Services District Board of Directors is subject to applicable California laws and eligibility requirements.

Signature: [Signature] Date: 7/26

FOR DISTRICT USE ONLY

Application Received: 7/27/26
Received By: AW
Applicant Eligibility Verified:
☐ Registered Voter
☒ Resident of MCSD
☒ Age 18 or Older
Date Reviewed: _____
Board Action:
☐ Appointed ☐ Not Appointed
Meeting Date: _____
Notes: _____



Completed applications must be received by 1:00 p.m. on Friday, September 11, 2026.



Applications may be submitted in person at the Manila Community Services District Office
1901 Park Street, Arcata, CA 95521



or emailed to
manilacsd1@sbcglobal.net



MANILA COMMUNITY SERVICES DISTRICT

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PLEASE PRINT OR TYPE

APPLICANT INFORMATION

Full Name: PAMELA MONSON

Residence: [REDACTED]

Mailing Address: [REDACTED]

Phone: [REDACTED]

Are you at least 18 years of age? ☒ Yes ☐ No

Are you a registered voter residing within the Manila Community Services District? ☐ Yes ☒ No

Length of time living in Manila: NEW RESIDENT

Occupation/Employer (Optional): RETIRED

COMMUNITY INVOLVEMENT

Please list any organizations, clubs, volunteer activities, or community groups in which you currently participate.

EDUCATION, EXPERIENCE & QUALIFICATIONS

Please describe your education, employment background, experience, skills, certifications, or other qualifications that you believe would benefit the District.

I WORKED AT CEDARS-SINAI IN LOS ANGELES & PARTICIPATED IN MANY VOLUNTEER/COMMUNITY SERVICE OUTREACH EVENTS.

WHY DO YOU WANT TO SERVE?

Please explain why you are interested in serving on the Manila Community Services District Board of Directors.

AS A NEW RESIDENT, I WANT TO BECOME INVOLVED IN MY NEW COMMUNITY.

SPECIAL SKILLS OR EXPERIENCE

Please check any areas in which you have experience.

- ☐ Finance/Budgeting
- ☐ Accounting
- ☐ Public Administration
- ☐ Human Resources
- ☐ Construction

- ☐ Water/Wastewater Utilities
- ☐ Environmental Issues
- ☐ Grant Writing
- ☐ Government/Public Policy
- ☒ Community Outreach

- ☐ Project Management
- ☐ Legal
- ☐ Information Technology
- ☐ Other: _____

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Are you generally available to attend these meetings?

☒ Yes ☐ No

REFERENCES (NAMES AND PHONE NUMBERS)

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]

CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge.

I understand that appointment to the Manila Community Services District Board of Directors is subject to applicable California laws and eligibility requirements.

Signature: Pamela Monson Date: 9/3/26

FOR DISTRICT USE ONLY

Application Received: _____

Received By: _____

Applicant Eligibility Verified:

- ☐ Registered Voter
- ☐ Resident of MCSD
- ☐ Age 18 or Older

Date Reviewed: _____

Board Action:

- ☐ Appointed
- ☐ Not Appointed

Meeting Date: _____

Notes: _____



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or emailed to manilacsd1@sbcglobal.net



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PLEASE PRINT OR TYPE

APPLICANT INFORMATION

Full Name: Angela Monson

Residential Address (Must reside within the Manila Community Services District): [REDACTED]

Mailing Address: [REDACTED]

Phone: [REDACTED]

Are you at least 18 years of age? ☒ Yes ☐ No

Are you a registered voter residing within the Manila Community Services District? ☒ Yes ☐ No

Length of time living in Manila: New resident (in Arcata 15 yrs)

Occupation/Employer (Optional): Therapist/self employed

COMMUNITY INVOLVEMENT

Please list any organizations, clubs, volunteer activities, or community groups in which you currently participate.

EDUCATION, EXPERIENCE & QUALIFICATIONS

Please describe your education, employment background, experience, skills, certifications, or other qualifications that you believe would benefit the District.

In high school & college I have had a long history of volunteer work. Worked as a social worker locally for 20 years.

WHY DO YOU WANT TO SERVE?

Please explain why you are interested in serving on the Manila Community Services District Board of Directors.

I enjoy working with the public & being of service.

SPECIAL SKILLS OR EXPERIENCE

Please check any areas in which you have experience.

- ☐ Finance/Budgeting
- ☐ Accounting
- ☐ Public Administration
- ☐ Human Resources
- ☐ Construction

- ☐ Water/Wastewater Utilities
- ☐ Environmental Issues
- ☐ Grant Writing
- ☐ Government/Public Policy
- ☐ Community Outreach

- ☐ Project Management
- ☐ Legal
- ☐ Information Technology
- ☐ Other: _____

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Are you generally available to attend these meetings?

☒ Yes ☐ No

REFERENCES (NAMES AND PHONE NUMBERS)

[REDACTED]

CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge.

I understand that appointment to the Manila Community Services District Board of Directors is subject to applicable California laws and eligibility requirements.

Signature: [Signature]

Date: 9/2/2022

FOR DISTRICT USE ONLY

Application Received: _____

Received By: _____

Applicant Eligibility Verified:

- ☐ Registered Voter
- ☐ Resident of MCSD
- ☐ Age 18 or Older

Date Reviewed: _____

Board Action:

- ☐ Appointed
- ☐ Not Appointed

Meeting Date: _____

Notes: _____



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or emailed to manilacsd1@sbcbglobal.net



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PLEASE PRINT OR TYPE

APPLICANT INFORMATION

Full Name: Dendra S. Deagler

Residential Address (Must reside within the Manila Community Services District): [REDACTED]

Mailing Address (if different): [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Are you at least 18 years of age? ☒ Yes ☐ No

Are you a registered voter residing within the Manila Community Services District? ☒ Yes ☐ No

Length of time living in Manila: Since 1973

Occupation/Employer (Optional): Retired

COMMUNITY INVOLVEMENT

Please list any organizations, clubs, volunteer activities, or community groups in which you currently participate.

Manila History Group
Community Advocacy

EDUCATION, EXPERIENCE & QUALIFICATIONS

Please describe your education, employment background, experience, skills, certifications, or other qualifications that you believe would benefit the District.

B.A. Cal Poly (HSE), Resource Referral Specialist, Center Director/
Principal Teacher, Mentor Director & Teacher - CAFE programs
Teaching - certification (expired now)
CA Special District Board of Directors - Educ. Committee
Served two (4 years) terms on MCSD Board of Directors in all
capacities except Finance Officer. Attended numerous
training by CSDF & RMC.

WHY DO YOU WANT TO SERVE?

Please explain why you are interested in serving on the Manila Community Services District Board of Directors.

Maintain and preserve District assets into the future for
our community. Fiscal Accountability. Insure the
the Board does its job - responsibility for the
community and future of Arcata.

SPECIAL SKILLS OR EXPERIENCE

Please check any areas in which you have experience.

- ☒ Finance/Budgeting
- ☐ Accounting
- ☒ Public Administration
- ☐ Human Resources
- ☐ Construction

- ☒ Water/Wastewater Utilities
- ☐ Environmental Issues
- ☐ Grant Writing
- ☒ Government/Public Policy
- ☒ Community Outreach

- ☐ Project Management
- ☐ Legal
- ☐ Information Technology
- ☐ Other: _____

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Are you generally available to attend these meetings?

☒ Yes ☐ No

REFERENCES (NAMES AND PHONE NUMBERS)

Reference #1

Name: [REDACTED]

Relation: [REDACTED]

Phone: [REDACTED]

Reference #2

Name: [REDACTED]

Relation: [REDACTED]

Phone: [REDACTED]

CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge.

I understand that appointment to the Manila Community Services District Board of Directors is subject to applicable California laws and eligibility requirements.

Signature: Dendra Deagler

Date: 9/09/2026

FOR DISTRICT USE ONLY

Application Received: _____

Received By: _____

Applicant Eligibility Verified:

- ☐ Registered Voter
- ☐ Resident of MCSD
- ☐ Age 18 or Older

Date Reviewed: _____

Board Action:

- ☐ Appointed
- ☐ Not Appointed

Meeting Date: _____

Notes: _____



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or emailed to manilacs1@sbcglobal.net



Manila Community Services District Board of Directors

Agenda Summary

Tuesday September 15th, 2026

Item 4b: SDRMA MoU

Summary:

Our Insurance Carrier, SDRMA has requested the attached amended Memorandum of Understanding be adopted by our Board via resolution and submitted prior to November 1, 2026.

Recommended Motion:

I move/second to adopt Resolution 2026.02. Vote:_____



July 27, 2026

Christopher Drop
General Manager
Manila Community Services District
1901 Park Street
Arcata, California 95521-9651

Amended SDRMA Health Benefits Memorandum of Understanding (MOU)

Dear Christopher Drop,

At the June 24, 2026, SDRMA Board Meeting, the SDRMA Board of Directors approved amendments to the SDRMA Health Benefits Memorandum of Understanding (MOU). The amendments were made to better align the MOU with our pool, Public Risk Innovation, Solutions and Management (PRISM) MOU and industry norms.

According to SDRMA records, your entity participates in SDRMA's Health Benefits program and previously executed a prior version of the Health Benefits Memorandum of Understanding (MOU) and Resolution. Per section 15 of the amended MOU, *AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the right of either party thereafter to enforce each and every such provision. If ENTITY fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate this MEMORANDUM and ENTITY'S Program Participation Agreement effective as of the next annual renewal date.*

Your governing body must execute the enclosed MOU and Resolution and return the original wet signature or DocuSign MOU and Resolution to SDRMA by **November 1, 2026**, to ensure your entity follows the above MOU guideline. If your entity does not return the MOU and Resolution to SDRMA by **November 1, 2026**, your entity will be deemed as withdrawn and benefits will be terminated effective **January 1, 2027**.

Program Administrative Guidelines are referenced throughout the MOU. The Administrative Guidelines can be found on the SDRMA MemberPlus Portal at www.sdrma.org. If you are not already registered on the MemberPlus Portal, please email us at healthbenefits@sdrrma.org for instructions or simply click *MemberPlus Login* and *Register as a new user* from www.sdrma.org. Once you are registered and login,





the Administrative Guidelines can be found on the Health Benefits landing page with the link description of: *SDRMA Health Benefits Administrative Guidelines*.

If SDRMA has not received your entity's MOU and Resolution by October 1, 2026, we will send an email to your attention inquiring when the MOU and Resolution will be sent to SDRMA.

Please contact us at 800.537.7790 or at alittle@sdrma.org if you have any questions regarding the MOU and/or Resolution. Thank you for your continued participation of the SDRMA Health Benefits Program!

Sincerely,

Special District Risk Management Authority

Alana Little
Health Benefits Manager

Enclosures: Memorandum of Understanding
Resolution
Redline version of Memorandum of Understanding
Return Address Envelope



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "Program"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program (the "Committee") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the Program, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **DEFINITIONS.** For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.
 - a. "Committee" means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.
 - b. "Coverage Documents" means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.
 - c. "Program Participation Agreement" means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

2. PURPOSE. ENTITY is signatory to this MEMORANDUM for the sole purpose of enrolling in the Program.
3. ENTRY INTO PROGRAM. ENTITY shall apply for participation in the Program by executing and all forms prescribed by SDRMA. SDRMA shall submit the completed forms to the Program's Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's governing documents and in accordance with the Program's eligibility guidelines.
4. MAINTENANCE OF EFFORT. Program provides health benefits to all active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. ENTITY public officials may participate in the Program only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
5. PREMIUMS. ENTITY agrees and acknowledges that premiums and rates for the Program are set by the Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit the total monthly amount billed by SDRMA for each category of participants and the census of covered employees, public officials, dependents and retirees. PREMIUMS are based on a full month, and there are no partial months or prorated PREMIUMS. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the

MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.

6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the Program and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to Program underwriter for approval.
7. **ASSESSMENTS AND DIVIDENDS.** The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

8. **WITHDRAWAL.** ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective. No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. ENTITY may rescind its notice of intent to withdraw. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. Once ENTITY withdraws from the Program, there is a 3-year waiting period to come back into the Program, and the ENTITY will be subject to underwriting approval.
9. **ARBITRATION OF DISPUTES.** To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this

or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final and may be entered into any court having jurisdiction.

10. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
11. **VENUE.** Venue for any dispute or enforcement shall be in the City of Sacramento, California.
12. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
13. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related Program Documents constitutes the full and complete agreement of the ENTITY.
14. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
15. **AMENDMENT OF MEMORANDUM; WAIVER.** This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the right of either party thereafter to enforce each and every such provision. If ENTITY fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate this MEMORANDUM and ENTITY'S Program Participation Agreement effective as of the next annual renewal date.
16. **EFFECTIVE DATE.** This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.
17. **EXECUTION IN COUNTERPARTS.** This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Manila Community Services District

RESOLUTION NO. 2026.02

**A RESOLUTION OF THE OF THE (GOVERNING BODY) OF Manila Community
Services District APPROVING THE FORM OF AND AUTHORIZING THE
EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING
PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S
HEALTH BENEFITS PROGRAM**

WHEREAS, Manila Community Services District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

Section 5. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 15th day of September, 2026 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

ENTITY Secretary



Manila Community Services District Board of Directors

Agenda Summary

Tuesday September 15th, 2026

Item 4c: RESOLUTION 2026.03 PARK SPP GRANT OPPORTUNITY FOR PUMP TRACK

Summary:

Staff is requesting approval from the Board to apply for round 5 funding from the State Parks and Recreation Statewide Park Development and Community Revitalization Program (SPP). The application period is open now and closes on December 17, 2026.

The specific project for this grant is the creation of a Pump Track in the area of the former RV Camp at the north end of the Park. This area was identified in the 2022 Master Plan Alternate 1 as a "Skate Park".

Staff is working with a local volunteer group that provided the attached board brief. Also attached are both Master Plan Alternatives and the resolution.

Recommended Motion:

I move/second to approve Resolution 2026.03 for application to the SPP Grant.

Vote:_____



Manila Park Pump Track

A Grant-Funded, All-Ages Recreation Project for Manila, California

Purpose

This narrative brief asks the Manila CSD Board of Directors to authorize staff to pursue grant funding for a pump track at Manila Community Park. The project is already anticipated in the park's adopted master plan, which reserves space for this exact use. Board authorization at this stage does not commit District general funds. The target grant program requires no local match, meaning no District funds are required to secure or deliver this project — authorization simply allows staff and community partners to apply for a fully state-funded grant that would cover design, construction, and amenities.

Community Context

Manila is a small, unincorporated coastal community on the North Spit of Humboldt Bay, with a population of fewer than 800 residents. It is a rural, low-income community with limited commercial infrastructure and few dedicated recreation amenities compared to larger Humboldt County population centers. Manila Park is the community's primary shared outdoor gathering space and is currently undergoing phased renovation under its adopted master plan.

For families in Manila, the nearest full-service recreation facilities are in Arcata, McKinleyville, or Eureka, all of which require a drive. A lack of low-cost, close-to-home recreation options disproportionately affects children, older adults, and families without reliable transportation — exactly the residents a small, centrally located park amenity, such as a pump track, is positioned to serve.

The Project

A pump track is a continuous looped circuit of rollers, banked turns, and small rhythm features that riders navigate by shifting body weight rather than pedaling. Because momentum comes from pumping rather than pedaling or pushing, pump tracks are ridden by bicycles, scooters, skateboards, and wheelchairs alike, and are used successfully by toddlers on balance bikes through adult and senior riders.

The proposed Manila Pump Track would occupy space already allocated to this use in the park's approved master plan, meaning the project requires no new land acquisition or master plan amendment — only design, permitting, and construction funding. Asphalt or modular surface options offer durability and low ongoing maintenance costs, an important consideration for a small special district with a limited operating budget.



Manila Park Pump Track

A Grant-Funded, All-Ages Recreation Project for Manila, California

What the Track Would Offer Manila

- Free, year-round, self-directed recreation available to all ages and all skill levels, from first-time riders to experienced cyclists.
- A safe, controlled space to build balance, coordination, and bike-handling skills away from roadways — particularly valuable in a community with limited sidewalk and trail infrastructure.
- A natural, low-barrier gathering point where families ride and spend time together, strengthening informal social ties in a geographically isolated community.
- A low-cost entry point to outdoor physical activity that does not require club membership, league fees, or specialized equipment, supporting access for lower-income households.
- A complement to the park's broader renovation, activating space already set aside in the master plan and adding a signature amenity that distinguishes Manila Park regionally.

Why This Matters: The Research Case

Independent research from parks-focused organizations consistently finds that investment in park amenities returns measurable value to communities across health, social, and economic dimensions. Three findings are especially relevant to this proposal.

1. Parks and recreation drive substantial economic activity

The National Recreation and Park Association, working with George Mason University's Center for Regional Analysis, found that local park and recreation agency spending generated over \$201 billion in national economic activity and supported more than 1.1 million jobs in a single recent year. The Trust for Public Land similarly estimates that every dollar invested in parks can return as much as four dollars in combined economic, health, and environmental benefit.

2. Proximity to well-maintained parks raises property values

The Trust for Public Land's economic analyses, drawn from more than a decade of city-level studies, find that homebuyers are consistently willing to pay a premium of roughly 5 to 15 percent for homes within about 500 feet of a well-maintained park.

Across eleven of the organization's city economic-benefit reports, the resulting rise in nearby property values generated between roughly \$1 million and \$122 million per year in additional local property tax revenue. The same research cautions that the reverse also holds: neglected or under-invested parks can depress nearby property values, underscoring the importance of following through on planned improvements like this one.



Manila Park Pump Track

A Grant-Funded, All-Ages Recreation Project for Manila, California

3. Skill-building recreation amenities pay health and safety dividends

Because pump tracks are engineered for controlled, predictable riding, industry and municipal case studies describe them as a lower-risk setting for new riders to build core skills than open streets or unstructured terrain, while still challenging experienced riders. Regular use builds balance, coordination, and core strength through an activity that reads as play rather than structured exercise — a pattern associated in the broader parks-and-health literature with better uptake and adherence than programmed fitness activities, which matters for a community with limited access to organized recreation programming.

\$0 in required district match — SPP Round 5 grants are fully state-funded	\$201B in annual U.S. economic activity generated by local parks and recreation agencies (NRPA)	5–15% home-price premium for properties near a well- maintained park (Trust for Public Land)
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Sources: National Recreation and Park Association, Economic Impact of Local Parks; Trust for Public Land, The Undeniable ROI of Community Parks and Green Spaces.

The Funding Opportunity

Staff have identified a strong, specific funding match for this project: Round 5 of California's Statewide Park Development and Community Revitalization Program (SPP), administered by California State Parks' Office of Grants and Local Services.

- Round 5 makes approximately \$188.5 million available statewide, funded through Proposition 4, the 2024 Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act.
- The program funds exactly this type of project: creating, expanding, or renovating parks and recreation opportunities in critically underserved communities, as identified through the state's Community FactFinder tool.
- Grants are competitive and require no local match — no district funds are required — with individual awards available up to \$8.5 million, well above the scale of a single pump track project, which is estimated at \$750,000.
- Eligible applicants include counties, special districts, and qualifying joint powers authorities, positioning the Manila Community Services District well to apply jointly.
- Applications are due December 17th, 2026.



Manila Park Pump Track

A Grant-Funded, All-Ages Recreation Project for Manila, California

Manila's profile as a small, rural, low-income, and critically underserved community is precisely the applicant profile this program is designed to prioritize, and the fact that the pump track is already sited within an adopted master plan considerably strengthens a Round 5 application.

Fit With Master Plan Priorities

- Implements space already designated for this use in Manila Park's master plan — no land use change or plan amendment required.
- Advances the district's interest in equitable recreation access for small, underserved, and low-income unincorporated communities outside the county's larger population centers.
- Complements the park's ongoing renovation, sequencing naturally with current construction phases rather than competing with them.
- Positions the Manila Community Services District to compete for state and federal outdoor recreation grant programs that specifically prioritize underserved and rural communities.

What Board Approval Would Authorize

Approval at this stage authorizes staff to pursue grant funding on the District's behalf. It does not commit general fund dollars to construction, and because the target program requires no local match, no funding commitment is being requested at any stage of this process. Specifically, Board action would allow staff and community partners to:

- Prepare and submit an application to Round 5 of the Statewide Park Development and Community Revitalization Program, and pursue other relevant state and federal recreation grant programs as timelines allow.
- Formalize the project partnership with the Manila Community Services District.
- Return to the Board with the specific funding award, budget, and construction timeline once a grant is secured

Recommendation

Staff and community advocates respectfully request that the Board of Directors authorize the pursuit of grant funding for a pump track at Manila Park. This is a low-risk, high-return opportunity: the site is already planned, the community need and program fit are well documented.







California Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Office of Grants and Local Services

AUTHORIZING RESOLUTION FORM

RESOLUTION of the (A) Manila Community Services District Board of Directors of
(B) Manila Community Services District Approving the Application for (C) SPP Round 5.

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the (D) SPP Round 5 Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (E) Manila Community Services District Board of Directors hereby: Approves the filing of an application for the (F) SPP Round 5; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (G) the General Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the (H) 15th day of (I) September, (J) 2026.

I, the undersigned, hereby certify that the foregoing Resolution Number: (K) 2026.03 was duly adopted by the (L) Manila Community Services District Board of Directors following a roll call vote:

(M) Ayes: _____ Noes: _____ Absent: _____

(N) Clerk's Printed Name

(O) Clerk's Signature

AUTHORIZING RESOLUTION FORM - INSTRUCTIONS

COMPLETING THE FORM

The Authorizing Resolution must be filled out accurately and completely when providing the requested information and must include a roll call vote and the CLERK's signature.

When submitting the completed form, the instructions (pages 2 and 3) do not need to be included.

Sections of the fillable Authorizing Resolution form are identified below as Steps A-O. Click in the area of each related step letter to complete the fillable form.

Step:

- A. Enter the title of the Governing Body/City Council, or Board of Supervisors/Directors who have the authority to approve the submission of the grant application.
- B. Provide the name of the city, county, district, or nonprofit organization seeking grant funding and who will be responsible for the grant administration if awarded.
- C. Enter the name of the grant program.
- D. Enter the name of the grant program.
- E. Enter the name of the applicant's governing body as identified in Step A.
- F. Enter Name of Project: this is the unique name used to identify the project or program to which funding is being sought. This name must match the name used on all documents submitted as part of the application packet; however, the name of the project can change in the future provided that applicants/grantees work with their respective project officer.
- G. Provide the position title of the person acting as the AUTHORIZED REPRESENTATIVE: do not include the name of the person holding the title. Designating a name instead of a title will require repeating the Authorizing Resolution process if said person is no longer acting as the AUTHORIZED REPRESENTATIVE.
- H-J. Provide the date of adoption using the following format: dd/mm/yyyy.
- K. Provide the Resolution Number.
- L. Provide the name of the Governing Body as identified in Step A.
- M. Roll Call Vote: provide a response for each of the three types of votes:
 - Ayes means yes, board member(s) approve the application submission.
 - Noes means no, board member(s) do not approve the application submission.
 - Absent means the board member(s) did not attend the meeting.
- N-O. The Authorizing Resolution must be certified and signed by the CLERK. If someone other than the CLERK signs the form, additional evidence, such as meeting minutes, must be submitted.

AUTHORIZING RESOLUTION FORM – INSTRUCTIONS (Continued)

FORMAT

The Authorizing Resolution may be reformatted to include the organization's letterhead. However, ***the language provided in the resolution must remain unchanged***. Any changes to the language may require the Office of Grants and Local Services (OGALS) to submit the changed resolution for review by the Department of Parks and Recreation's Legal Office. The time involved with the legal review process may delay application approval and could affect OGALS' ability to fund the project. APPLICANTS must identify any changes or additions to the Authorizing Resolution language.

ROLL CALL VOTE

It is the means by which the APPLICANT'S Governing Body is aware of and approves of the grant application submission; the ayes (yes) votes must be greater than the noes (no) votes. If the number of absent board members is greater than the combined ayes and noes votes, OGALS reserves the right to request an updated Authorizing Resolution to include additional voting board members.

DELEGATED AUTHORITY

The AUTHORIZED REPRESENTATIVE identified in the Authorizing Resolution can delegate signatory authority to other individuals (by position title) either in entirety or for specific documents.

The delegation process requires the AUTHORIZED REPRESENTATIVE to submit a Delegated Authority Letter (on letterhead) with their application packet identifying the position title and which forms are delegated to the position. If delegating after the application process, the AUTHORIZED REPRESENTATIVE should send the notification (letter or email) to their assigned PROJECT OFFICER.

APPLICANTS are encouraged to contact the PROJECT OFFICER assigned to their county with any questions they may have regarding filling out the Authorizing Resolution form. A list of contacts is available on the OGALS' website: www.parks.ca.gov/ogals.

SMALL CAP DEFINITIONS

APPLICANT: the person tasked with ensuring all required forms are accurately completed and submitted as part of the application packet.

AUTHORIZED REPRESENTATIVE: the identified role authorized to sign application forms.

CLERK: the CLERK is independent of the voting board and tasked with certifying the grant program was discussed and voted upon. This role may also be delegated to a secretary or another position within the organization in attendance of the board meeting.

PROJECT OFFICER: an employee within the Office of Grants and Local Services who assists APPLICANTS with the application process, conducts workshops, and makes award recommendations.



Statewide Park Development and Community Revitalization Program



PROGRAM GOAL

The Statewide Park Program's (SPP) goal is to create NEW PARKS and NEW RECREATION OPPORTUNITIES in CRITICALLY UNDERSERVED COMMUNITIES across California.

Funding Type

DEVELOPMENT, and ACQUISITION & DEVELOPMENT combined.

Types of Projects

1. Create a NEW PARK
2. EXPAND an EXISTING PARK
3. Renovate an EXISTING PARK

Eligible Applicants

1. Cities, counties, DISTRICTS,
2. Nonprofits with 501(c)(3) status, and
3. JOINT POWERS AUTHORITIES (one member must be either an eligible city, county or DISTRICT)

Application Deadline

TBD

Amount Available

\$188.5 million approximately

Maximum Grant Request

\$8.5 million

Minimum Grant Request

\$200,000

MATCH Requirement

None



Eligible RECREATION FEATURE Examples:

Aquatic center, amphitheater, athletic fields and courts, sensory play area, community gardens, dog park, outdoor fitness areas, equestrian and golf courses, rock climbing wall, picnic areas, playgrounds, skate parks, farmers market, public art, etc.

Additional eligible RECREATION FEATURE examples are available in the SPP Application Guide: www.parks.ca.gov/spp.

Words and terms appearing in SMALL CAPS are defined in the SPP Application Guide.



PROGRAM WEBSITE

www.parks.ca.gov/spp

Manila Community Services District

9/9/2026 10:18 AM

Register: 10117 · Coast Central Checking

From 07/21/2026 through 09/09/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/21/2026	3116	Alisha Watson	22000 · Accounts Paya...		134.32	staff reimbursement		147,955.52
07/21/2026	3117	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	290.50	copier lease		147,665.02
07/21/2026	3118	HUMBOLDT BAY ...	22000 · Accounts Paya...	May 30- June 3...	8,034.98	purchased water		139,630.04
07/21/2026	3119	HUMBOLDT MOBI...	22000 · Accounts Paya...	Notarize easem...	60.00	drainage easements		139,570.04
07/21/2026	3120	Restif Cleaning Servi...	22000 · Accounts Paya...		720.00	public restrooms		138,850.04
07/21/2026	3121	Shafers Ace Hardware	22000 · Accounts Paya...	INV 203450	21.07			138,828.97
07/21/2026	3122	UNDERGROUND S...	22000 · Accounts Paya...	152394	300.00	USA fees (dig alert)		138,528.97
07/21/2026	3123	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	224.31	vehicle fule		138,304.66
07/22/2026		Debit Card- CCCU	-split-	Adobe	19.99	software		138,284.67
07/22/2026		OPTIMUM	-split-	paid online ACH	409.53	Office internet/phone		137,875.14
07/22/2026		OPTIMUM*	80000 · Sewer Dept. E...	paid online Ac...	75.39	lift station phone		137,799.75
07/23/2026	3124	Wahlund Constructio...	22000 · Accounts Paya...	INV 7 Enginee...	99,635.45	grant construction		38,164.30
07/23/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,324.17	payroll		31,840.13
07/24/2026			12999 · Undeposited F...	Deposit			3,343.48	35,183.61
07/24/2026		EFTPS	-split-	94-1653492	2,378.60	payroll taxes		32,805.01
07/24/2026	DD2348	BACHEMIN, CYNT...	-split-	Direct Deposit		X		32,805.01
07/24/2026	DD2349	DROP, CHRISTOP...	-split-	Direct Deposit		X		32,805.01
07/24/2026	DD2350	FAULK-KELLOGG,...	-split-	Direct Deposit		X		32,805.01
07/24/2026	DD2351	KITTLESON, KEN...	-split-	Direct Deposit		X		32,805.01
07/24/2026	DD2352	RYAN, MEGHAN	-split-	Direct Deposit		X		32,805.01
07/24/2026	DD2353	WATSON, ALISHA L	-split-	Direct Deposit		X		32,805.01
07/27/2026			12750 · Prop 2 Accoun...	Deposit grant income			200,991.00	233,796.01
07/27/2026			12750 · Prop 2 Accoun...	Deposit " "			557,522.00	791,318.01
07/27/2026			12750 · Prop 2 Accoun...	Deposit " "			170,632.00	961,950.01
07/28/2026	3125	Wahlund Constructio...	22000 · Accounts Paya...		889,540.96	grant construction		72,409.05
07/28/2026	3126	JAMON JAMISON	23000 · CBSW Custod...	DEPOSIT REF...	34.40	move out refund		72,374.65
07/29/2026			12000 · Accounts Rece...	Deposit			14,510.49	86,885.14
07/29/2026	3127	PAUL MACHADO	22000 · Accounts Paya...	MOWING Par...	240.00	landscaping		86,645.14
07/30/2026		PACIFIC GAS AND...	80000 · Sewer Dept. E...	Acct 34288574...	2,822.11			83,823.03
07/31/2026			12000 · Accounts Rece...	Deposit			10,062.26	93,885.29
07/31/2026			12000 · Accounts Rece...	Deposit			10,087.31	103,972.60
07/31/2026		Nuvei (Paya)	-split-	Electronic proc...	15.00	payment portal		103,957.60
08/03/2026	3128	Evonne Woods	12000 · Accounts Rece...	Refund overpa...	399.21	payment error correctn		103,558.39
08/04/2026		Debit Card- CCCU	-split-	Amazon	60.84	see Amazon list		103,497.55
08/04/2026		Debit Card- CCCU	-split-	Amazon	86.99	see Amazon list		103,410.56
08/04/2026	3129	PAUL MACHADO	22000 · Accounts Paya...	MOWING Par...	400.00	landscaping		103,010.56
08/06/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,063.35			96,947.21
08/07/2026			12999 · Undeposited F...	Deposit			8,490.00	105,437.21
08/07/2026			12000 · Accounts Rece...	Deposit			3,840.80	109,278.01
08/07/2026			12000 · Accounts Rece...	Deposit			170.12	109,448.13

Manila Community Services District

9/9/2026 10:18 AM

Register: 10117 · Coast Central Checking

From 07/21/2026 through 09/09/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/07/2026		EFTPS	-split-	94-1653492	2,337.28			107,110.85
08/07/2026		SDRMA MB	60000 · Water Dept. E...	Auto-pay Augu...	3,325.88			103,784.97
08/07/2026		VERIZON WIRELE...	-split-	Account #3420...	107.37			103,677.60
08/07/2026		Debit Card- CCCU	80000 · Sewer Dept. E...	Ken's Auto Parts	40.22			103,637.38
08/07/2026	3130	BADGER METER	22000 · Accounts Paya...		38.23			103,599.15
08/07/2026	3131	CALIFORNIA CON...	22000 · Accounts Paya...	Inv INNU-015...	4,760.00			98,839.15
08/07/2026	3132	FLY LAB	22000 · Accounts Paya...	Install labor an...	695.68		drinking fountain	98,143.47
08/07/2026	3133	HUMBOLDT BAY ...	22000 · Accounts Paya...	July 1-31, 2026...	8,676.61			89,466.86
08/07/2026	3134	Microbac Laboraorie...	22000 · Accounts Paya...	June, July invo...	910.02			88,556.84
08/07/2026	3135	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	732.69			87,824.15
08/07/2026	3136	Shafers Ace Hardware	22000 · Accounts Paya...		158.24			87,665.91
08/07/2026	3137	The Mitchell Law Fir...	22000 · Accounts Paya...	Inv 11897 Bro...	855.00		legal fees, misc	86,810.91
08/07/2026	DD2354	DROP, CHRISTOP...	-split-	Direct Deposit		X		86,810.91
08/07/2026	DD2355	KITTLESON, KEN...	-split-	Direct Deposit		X		86,810.91
08/07/2026	DD2356	WATSON, ALISHA L	-split-	Direct Deposit		X		86,810.91
08/10/2026	3138	GHD	22000 · Accounts Paya...	INV 380-0092...	7,991.25			78,819.66
08/17/2026			12750 · Prop 2 Accoun...	Deposit			241,226.00	320,045.66
08/17/2026	3139	PAUL MACHADO	22000 · Accounts Paya...	MOWING 15 ...	300.00			319,745.66
08/18/2026			12000 · Accounts Rece...	Deposit			8,960.07	328,705.73
08/18/2026			12999 · Undeposited F...	Deposit			8,490.00	337,195.73
08/18/2026			12999 · Undeposited F...	Deposit			1,000.00	338,195.73
08/18/2026	3140	GHD	22000 · Accounts Paya...	INV 380-0092...	9,696.15			328,499.58
08/18/2026	3141	Wahlund Constructio...	22000 · Accounts Paya...	INV 17 Engine...	231,529.85			96,969.73
08/19/2026		OPTIMUM	-split-	paid online ACH	409.53			96,560.20
08/19/2026		OPTIMUM*	80000 · Sewer Dept. E...	paid online Ac...	75.39			96,484.81
08/20/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,063.35			90,421.46
08/21/2026		SDRMA MB	60000 · Water Dept. E...	Auto-pay Septe...	3,325.88			87,095.58
08/21/2026		EFTPS	-split-	94-1653492	2,337.26			84,758.32
08/21/2026		Debit Card- CCCU	-split-	Go Daddy	215.64		website SSL upgrade	84,542.68
08/21/2026	DD2357	DROP, CHRISTOP...	-split-	Direct Deposit		X		84,542.68
08/21/2026	DD2358	KITTLESON, KEN...	-split-	Direct Deposit		X		84,542.68
08/21/2026	DD2359	WATSON, ALISHA L	-split-	Direct Deposit		X		84,542.68
08/22/2026		Debit Card- CCCU	-split-	Adobe	19.99		software	84,522.69
08/25/2026			12000 · Accounts Rece...	Returned paym...	848.51			83,674.18
08/25/2026			12000 · Accounts Rece...	Returned paym...	339.93			83,334.25
08/25/2026	3142	PAUL MACHADO	22000 · Accounts Paya...	MOWING 14 ...	280.00			83,054.25
08/26/2026		Debit Card- CCCU	-split-	Amazon	290.35			82,763.90
08/26/2026		Debit Card- CCCU	-split-	Amazon	14.06			82,749.84
08/26/2026		Debit Card- CCCU	-split-	Amazon	13.41			82,736.43
08/27/2026		VERIZON WIRELE...	-split-	Account #3420...	117.37		on-call cell service	82,619.06

Manila Community Services District

9/9/2026 10:18 AM

Register: 10117 · Coast Central Checking

From 07/21/2026 through 09/09/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/28/2026		Debit Card- CCCU	-split-	Amazon	120.08			82,498.98
08/28/2026		Debit Card- CCCU	-split-	Amazon	163.73			82,335.25
08/28/2026		PACIFIC GAS AND...	80000 · Sewer Dept. E...	Acct 34288574...	2,740.02			79,595.23
08/28/2026		Debit Card- CCCU	-split-	Amazon	224.45			79,370.78
08/31/2026			12750 · Prop 2 Accoun...	Deposit			76,226.00	155,596.78
08/31/2026		Debit Card- CCCU	-split-	Amazon	168.55			155,428.23
08/31/2026	3143	EMPLOYMENT DE...	22000 · Accounts Paya...	499-0210-9	398.82			155,029.41
08/31/2026	3144	GHD	22000 · Accounts Paya...	INV 380-0094...	5,801.15			149,228.26
08/31/2026	3145	Wahlund Constructio...	22000 · Accounts Paya...	INV 18 Engine...	66,568.61			82,659.65
08/31/2026	3146	MCNEILL, BRIAN	22000 · Accounts Paya...		420.00	Backflow program		82,239.65
09/01/2026			12999 · Undeposited F...	Deposit			1,350.00	83,589.65
09/01/2026			12000 · Accounts Rece...	Deposit			4,258.83	87,848.48
09/01/2026		Debit Card- CCCU	-split-	Checksforless	144.59			87,703.89
09/01/2026	3147	PAUL MACHADO	22000 · Accounts Paya...	MOWING 8 H...	160.00			87,543.89
09/02/2026		Debit Card- CCCU	60000 · Water Dept. E...	Back flow parts...	401.94			87,141.95
09/02/2026	3148	CARRIE CAPOLUPO	23000 · CBSW Cust...	DEPOSIT REF...	16.22			87,125.73
09/02/2026	3149	BLUE STAR GAS	22000 · Accounts Paya...	MANDIS	293.61	generator fuel		86,832.12
09/02/2026	3150	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	290.50	copier lease		86,541.62
09/02/2026	3151	HUMBOLDT BAY ...	22000 · Accounts Paya...	August 1-31, 2...	8,616.74			77,924.88
09/02/2026	3152	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	649.12	garbage collection		77,275.76
09/02/2026	3153	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	360.00			76,915.76
09/02/2026	3154	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	218.18			76,697.58
09/03/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,063.36			70,634.22
09/04/2026		EFTPS	-split-	94-1653492	2,337.28			68,296.94
09/04/2026	DD2360	DROP, CHRISTOP...	-split-	Direct Deposit		X		68,296.94
09/04/2026	DD2361	KITTLESON, KEN...	-split-	Direct Deposit		X		68,296.94
09/04/2026	DD2362	WATSON, ALISHA L	-split-	Direct Deposit		X		68,296.94
09/08/2026		Debit Card- CCCU	-split-	Amazon	20.34			68,276.60
09/08/2026	3155	PAUL MACHADO	22000 · Accounts Paya...	MOWING 10 ...	200.00			68,076.60

Amazon List:
Point of Sale tablet stand
charging cord for ipad
post its
envelopes
organizing bins
new receipt printer
receipt paper rolls
card reader
reflective dots
office stamp
dry erase makers
air freshener
safety boots for CPO
safety boggs for CPO
safety boots for GM
MCC powerbox stor.wagon



MANILA COMMUNITY SERVICES DISTRICT

Minutes of Regular Meeting Tuesday July 21st, 2026

1. **ROLL CALL, DETERMINE QUORUM:** *Bachemin, Ryan and Faulk-Kellogg. Staff: Drop and Watson*
2. **APPROVE AGENDA:** *there were no changes to the 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 will impose a time limit of 3 minutes, or less as needed, to ensure each speaker is heard. By public law, the Board cannot take action on items not on the agenda.*
A resident commented on placing items in the agenda. Resident commented on 255 crossing signal.
4. **BUSINESS ITEMS:**
 - A. MANILA PARK USAGE, DISC GOLF AND USER CONFLICTS/CONCESSION STAND USE AGREEMENT
Ryan/Faulk-Kellogg to approve agreement with added language related to 14-day notice and MCSD coordination. Vote: 3-0
 - B. RESERVES POLICY 6060 SECOND READING
Bachemin/Faulk-Kellogg to approve reserves policy. Vote: 3-0
 - C. 2026 BIENNIAL CONFLICT OF INTEREST CODE (08/7/2026)
Bachemin/Faulk-Kellogg to approve code. Vote: 3-0
 - D. ACCEPTANCE OF EASEMENTS FOR DRAINAGE PROJECT
Ryan/Faulk-Kellogg to approve drainage easements. Vote: 3-0
5. **CONSENT CALENDAR:**
 - A. RECEIVE DISBURSEMENTS: JUNE 19TH, 2026 - TO DATE
 - B. DRAFT MINUTES OF MAY 19TH, 2026
Faulk-Kellogg/Bachemin to approve consent calendar. Vote: 3-0
6. **BOARD DISCUSSION ITEMS:**
 - A. COMMITTEE MEMBER UPDATES/REPORTS:
 - B. GENERAL MANAGER'S REPORT:
7. **INCOMING COMMUNICATIONS:**
8. **ADJOURNMENT:** 7:52pm

Thia Bachemin, Secretary

Date: _____

Meghan Ryan, Board President

Date: _____

General Manager's Report for September 2026

Board Matters:

County elections has confirmed candidacy results for the pending general election November 3, 2026 as Meghan Ryan and Dendra Dengler. As the only (2) filers, there will be no election and Meghan Ryan keeps her seat, and Dendra Dengler is a member effective 12:00 noon, Friday December 4th, 2026.

IN LIEU OF ELECTION

Pursuant to Election Code, Section 10515, when the number of qualified candidates filing for a seat equals the number of available seats, those qualified candidates shall be appointed in lieu of election by the Humboldt County Board of Supervisors. The Office of Elections received declarations of candidacy from the following qualified candidates:

Office/Trustee Area	Name	Term
Director	Meghan Ryan	4 yr (2030)
Director	Dendra Dengler	4 yr (2030)

Certificates of election **and/or** notices of appointment will be mailed to the district after the Statewide General Election on November 3, 2026.

Water Project:

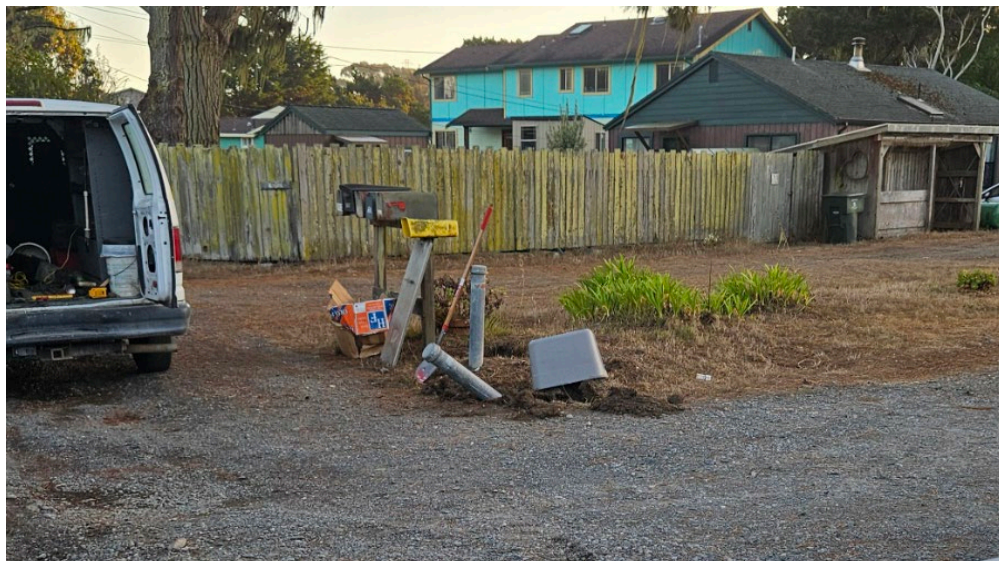
This project is completed and a notice of completion has been filed with the county.

Drainage Project:

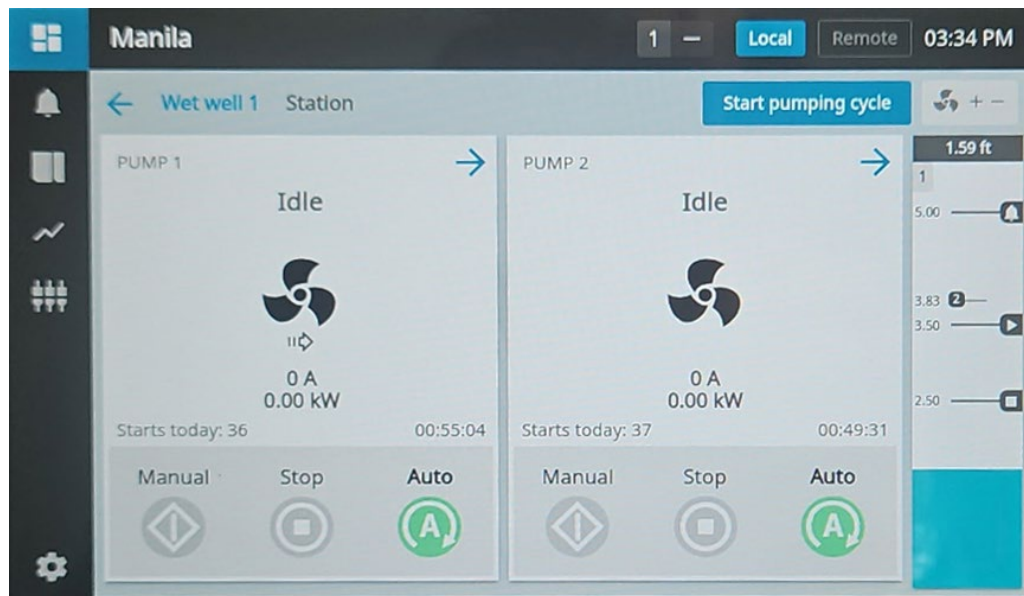
This project is also completed and a notice of completion has been filed with the county. Staff and GHD are hosting a site visit with the funding agency, CNRA in the coming weeks for final project sign-off. At this time, the district has gone over by approximately \$7,000 over the course of the project, consisting mostly of unanticipated legal fees, permits and late invoices. The total project cost was \$2,695,592.

Wastewater Project:

Our Coastal Development Permit for monitoring wells has been approved, and the water board has approved our workplan. There is a remaining permit required before actual drilling starts. The final power pedestal on Lupin Ave has been completed, and a PGE reimbursement is issued for the expenses incurred related to this delayed reconnection. We are planning an additional power pedestal installation (via change order) for an existing unit that was destroyed by a hit-and-run driver on Peninsula Dr. Sept 4, 2026. This severed power to (7) houses and the neighborhood is currently being powered through a temporary pole/meter setup.



We have recalibrated our transducer which measures wet well levels to reduce nuisance 'low level' alarms. The transducer gets false high level reads and runs the pumps dry, causing an alarm condition and call out.



Policy Manual:

District staff is currently preparing a complete overhaul of the District Policy Manual. This effort started with the recent purchase of the updated 2026 California Special Districts Association (CSDA) Sample Policy. Staff will capture Manila CSD-specific amendments and create a red-lined/tracked changes version for adoption at future board meetings where modified policy's intent or scope or other further deliberation and adoption is required.

Office Projects:

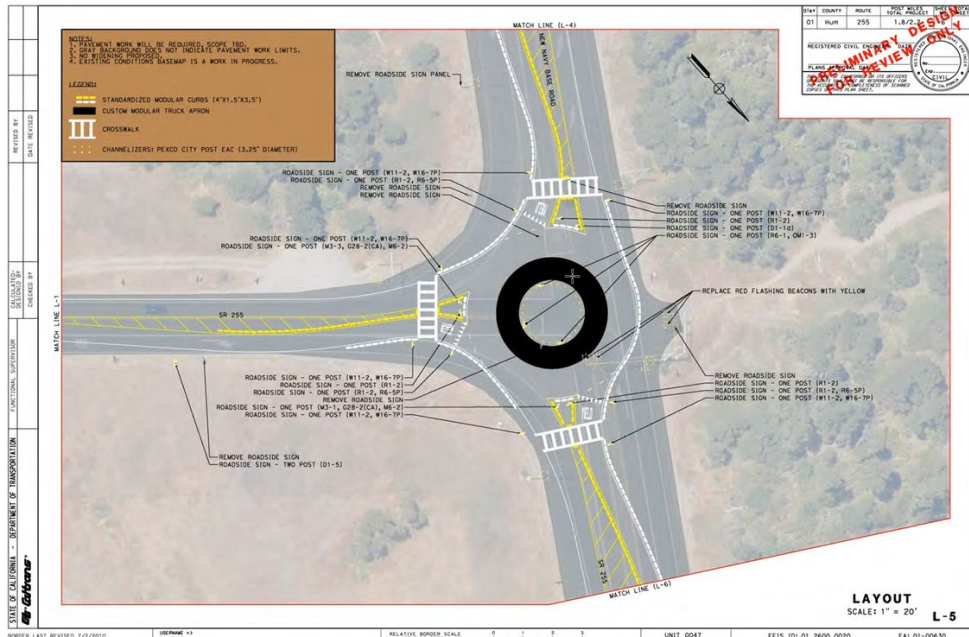
Security cameras have been installed in and around the district office and yard (the interior camera does not capture audio). This also allows staff to remotely monitor the water tank water level and system pressures/alarms which was not a feature in the new system. We received a new iPad from Verizon for point-of-sale upgrades at the front desk.



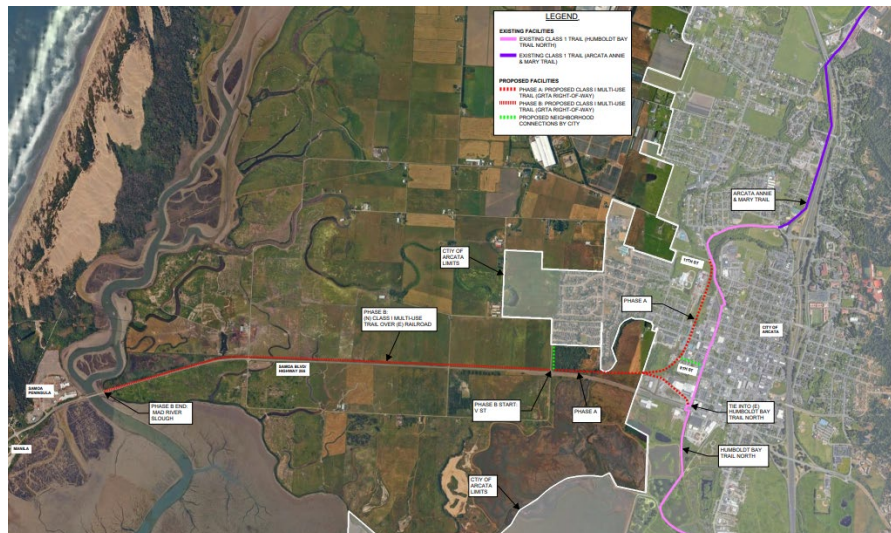
Caltrans/Transportation:

The hybrid crosswalk project at Lupin and 255 is moving forward. Caltrans has requested district utility location information for warning signs a Carlson and Pacific with the actual beacons being at the southern intersection of 25 /Lupin. Caltrans website sates the project construction starts June 2029.

Ther is also a roundabout planned at the intersection of 255 and the Samoa Bridges/New Navy Base Road.



The City of Arcata is preparing to extend a trail from the City to Manila as depicted on the map below:



Manila Park:

Our Per Capita grant scope change was approved to purchase / replace components of the Play Structure. There is an agenda item for the Pump Track project application.

Other:

Our website's security SSL was upgraded, which appears to solve issues with visitors getting security warnings. Staff has confirmed with County Planning re: housing element of no changes in district system capacity since the last update to the element in 2019 (which had 81 additional units, which exceeds available land).

The district is planning to purchase a flatbed trailer for the quad (and van) to better move equipment and haul debris. This is a small unit for about \$2000 and should forestall the need for a pickup.

