MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday November 17th, 2026, at 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday November 14th, 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. BUDGET VS ACTUAL Q1 FY2027

    B. POLICY 1040 ADOPTION/AMENDMENT OF POLICIES AND POLICY HANDBOOK ADOPTION APPROACH

    C. GENERAL MANAGER CONTRACT

5. **CONSENT CALENDAR: (ITEMS MAY BE PULLED FOR FUTURE CONSIDERATION) – AMENDMENTS OR CORRECTIONS SHOULD BE RECEIVED IN WRITING PRIOR TO APPROVAL.**
    A. RECEIVE DISBURSEMENTS: JUNE 19TH, 2026 - TO DATE
    B. DRAFT MINUTES OF MAY 19TH, 2026
    C. APPROVAL OF TRANSFER OF 2027 BUDGETED TAX ALLOCATIONS $26,500
    D. TRANSFER TO RESERVES $75,000 (CNRA GRANT REIMBURSEMENT)

6. **BOARD DISCUSSION ITEMS:**
    A. COMMITTEE MEMBER UPDATES/REPORTS:
        1. Director Breed Community Center Maintenance Report
    B. GENERAL MANAGER'S REPORT:

7. **INCOMING COMMUNICATIONS:** Letter from Dendra Dengler
8. **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 November 17, 2026

Item 4A: BUDGET VS ACTUAL Q1 FY2027

Summary:
Attached to this summary is detail of the district's performance against the FY2027 budget for the first quarter FY27 spanning July 1st, 2026 to September 30th, 2026.

Since the report captures activity up to, and including November 10th, the following items have been adjusted in the report to limit performance to Q1 only:

1. Payroll items adjust to Q1 only
2. RCM Lease income adjust to reflect Q1 revenues only
3. Tax allocations (also on the agenda) have been manually added to reflect budgeted revenues
4. A reimbursable expense of $9,664.87 for the Park was removed

In most cases, 25% reflects a perfect budget performance for the quarter and 100% for annualize (insurance, permits and other one-time expenses).

The board asked to receive and file the report:

Recommended Motion:
I move (second) to receive and file FY2027 Q1 Budget vs. Actual report. **Vote:_____**

Manila Community Services District
Profit & Loss Budget vs. Actual
July 2026 through June 2027

10:58 AM
11/10/2026
Accrual Basis

	Jul '26 - Jun 27	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Water Income				
40100 · Residential	68,453.56	0.00	68,453.56	100.0%
40300 · Penalty - Late Charges	1,785.00	0.00	1,785.00	100.0%
40500 · Miscellaneous	511.99	0.00	511.99	100.0%
40000 · Water Income - Other	0.00	270,100.92	-270,100.92	0.0%
Total 40000 · Water Income	70,750.55	270,100.92	-199,350.37	**26.19%**
41000 · Sewer Income				
41100 · Residential	50,831.02	0.00	50,831.02	100.0%
41400 · Penalty - Late Charges	1,740.00	0.00	1,740.00	100.0%
41500 · Miscellaneous	0.00	0.00	0.00	0.0%
41700 · New Installation	0.00	0.00	0.00	0.0%
41000 · Sewer Income - Other		223,578.96	-223,578.96	0.0%
Total 41000 · Sewer Income	52,571.02	223,578.96	-171,007.94	**23.51%**
D40800 · Drainage Income				
D40850 · Drainage Income Tax Allocation (taxes added)	***3,500.00***	0.00	3,500.00	100.0%
D40800 · Drainage Income - Other		3,500.04	-3,500.04	0.0%
Total D40800 · Drainage Income	3,500.00	3,500.04	-0.04	100.0%
M40800 · Community Center Income				
M40805 · Tenants	42,450.00	0.00	42,450.00	100.0%
adjusted for Q1 only (removed 16,980)	***-16,980.00***	101,880.00	-118,860.00	-16.67%
Total M40800 · Community Center Income	25,470.00	101,880.00	-76,410.00	**25.0%**
P40700 · Park Income				
P40780 · Tax Allocation (taxes added)	***20,500.00***	0.00	20,500.00	100.0%
P40790 · Leases	2,350.00	0.00	2,350.00	100.0%
P40700 · Park Income - Other		21,999.96	-21,999.96	0.0%

	Jul '26 - Jun 27	Budget	$ Over Budget	% of Budget
Total P40700 · Park Income	22,850.00	21,999.96	850.04	**103.86%**
PW40690 · PUBLIC WORKS INCOME (taxes not yet transferred)				
PW40695 · Public Works MDRA (taxes added)	***2,500.00***	0.00	2,500.00	100.0%
PW40690 · PUBLIC WORKS INCOME (Tax Alloc) - Other	0.00	2,499.96	-2,499.96	0.0%
Total PW40690 · PUBLIC WORKS INCOME (Tax Alloc)	2,500.00	2,499.96	0.04	**100.0%**
Total Income	177,641.57	623,559.84	-445,918.27	**28.49%**
Cost of Goods Sold				
50000 · Water COG				
50100 · Water Purchases	25,759.00	0.00	25,759.00	100.0%
50000 · Water COG - Other	0.00	97,905.96	-97,905.96	0.0%
Total 50000 · Water COG	25,759.00	97,905.96	-72,146.96	26.31%
Total COGS	25,759.00	97,905.96	-72,146.96	26.31%
Gross Profit	151,882.57	525,653.88	-373,771.31	**28.89%**
Expense				
Payroll Expenses	165.00	0.00	165.00	100.0%
Payroll Taxes	3.24	0.00	3.24	100.0%
60000 · Water Dept. Expense				
60100 · Payroll - Water adjusted for Q1				
60110 · Administration				
61150 · Bank Expense A/R	*5.00*			
60110 · Administration - Other	*11,345.70*	0.00	11,345.70	100.0%
Total 60110 · Administration	*11,350.70*	0.00	11,350.70	100.0%
60111 · Board Wages	*67.50*	0.00	67.50	100.0%
60120 · Staff	*6,454.20*	0.00	6,454.20	100.0%
60123 · Sick Wages	*517.20*	0.00	517.20	100.0%
60125 · Holiday Wages	*319.83*	0.00	319.83	100.0%
60128 · Vacation	*1,489.19*	0.00	1,489.19	100.0%
60130 · Payroll Taxes	*1,654.32*	0.00	1,654.32	100.0%
60140 · Workers Comp	*1,812.40*	0.00	1,812.40	100.0%
60150 · Insurance Benefits	*4,320.38*	0.00	4,320.38	100.0%

	Jul '26 - Jun 27	Budget	$ Over Budget	% of Budget
60100 · Payroll - Water - Other	*0.00*	129,013.80	-129,013.80	0.0%
Total 60100 · Payroll - Water	*27,985.72*	129,013.80	-101,028.08	**21.69%**
61000 · General- Water (anualized)				
61100 · Banking Expense	152.50	0.00	152.50	100.0%
61200 · Board Expense	8.34	0.00	8.34	100.0%
61250 · Licenses and Dues	160.00	0.00	160.00	100.0%
61275 · Insurance P&L	5,227.48	0.00	5,227.48	100.0%
61300 · Office Supplies	457.32	0.00	457.32	100.0%
61350 · Office Equipment	647.10	0.00	647.10	100.0%
61400 · Postage	0.00	0.00	0.00	0.0%
61000 · General- Water - Other	0.00	13,500.00	-13,500.00	0.0%
Total 61000 · General- Water	6,652.74	13,500.00	-6,847.26	**49.28%**
62000 · Operating & Maintenance - Water				
62200 · Maintenance & Repair	2,026.09	0.00	2,026.09	100.0%
62500 · Safety Equipment & Supplies	81.25	0.00	81.25	100.0%
62600 · Small Tools & Equipment	0.00	0.00	0.00	0.0%
62700 · Testing	1,611.56	0.00	1,611.56	100.0%
62800 · Vehicle Repairs	0.00	0.00	0.00	0.0%
62850 · Vehicle Fuel	250.98	0.00	250.98	100.0%
62000 · Operating & Maintenance - Water - Other	0.00	19,999.92	-19,999.92	0.0%
Total 62000 · Operating & Maintenance - Water	3,969.88	19,999.92	-16,030.04	**19.85%**
65000 · Professional Services - Water				
65100 · Alarm Monitoring	0.00	0.00	0.00	0.0%
65200 · Audit & Accounting	0.00	0.00	0.00	0.0%
65300 · Legal	1,476.51	0.00	1,476.51	100.0%
65501 · Rate Study - Water	900.00	0.00	900.00	100.0%
65000 · Professional Services - Water - Other	0.00	3,999.96	-3,999.96	0.0%
Total 65000 · Professional Services - Water	2,376.51	3,999.96	-1,623.45	**59.41%**
68000 · Utilities				
68100 · Telephone & Communications	699.34	0.00	699.34	100.0%
68300 · Trash Removal	151.43	0.00	151.43	100.0%
68000 · Utilities - Other	288.99	4,999.92	-4,710.93	5.78%
Total 68000 · Utilities	1,139.76	4,999.92	-3,860.16	**22.8%**
68400 · Propane	0.00	0.00	0.00	0.0%

	Jul '26 - Jun 27	Budget	$ Over Budget	% of Budget
60000 · Water Dept. Expense - Other	0.00	0.00	0.00	0.0%
Total 60000 · Water Dept. Expense	42,124.61	171,513.60	-129,388.99	**24.56%**
66900 · Reconciliation Discrepancies	-256.74	0.00	-256.74	100.0%
80000 · Sewer Dept. Expense				
80100 · Payroll - Sewer adjusted for Q1				
80110 · Administration				
81150 · Bank Expense A/R	*5.00*			
80110 · Administration - Other	*9,912.44*	0.00	9,912.44	100.0%
Total 80110 · Administration	*9,917.44*	0.00	9,917.44	100.0%
80111 · Board Wages	*67.50*	0.00	67.50	100.0%
80120 · Staff	*9,075.59*	0.00	9,075.59	100.0%
80123 · Sick Wages	*517.20*	0.00	517.20	100.0%
80125 · Holiday Wages	*292.14*	0.00	292.14	100.0%
80130 · Payroll Taxes	*3,722.22*			
80140 · Workers Comp	*1,812.39*	0.00	1,812.39	100.0%
80150 · Insurance Benefits	*3,661.74*	0.00	3,661.74	100.0%
80100 · Payroll - Sewer - Other	*0.00*	119,343.96	-119,343.96	0.0%
Total 80100 · Payroll - Sewer	*29,066.22*	119,343.96	-90,277.74	**24.36%**
81000 · General- Sewer (annualized)				
81100 · Bank Expense	22.50	0.00	22.50	100.0%
81200 · Board Expense	8.33	0.00	8.33	100.0%
81250 · Licenses & Dues	160.00	0.00	160.00	100.0%
81275 · Insurance P&L	5,227.48	0.00	5,227.48	100.0%
81300 · Office Supplies	466.23	0.00	466.23	100.0%
81350 · Office Equipment	647.11	0.00	647.11	100.0%
81000 · General- Sewer - Other	0.00	24,000.00	-24,000.00	0.0%
Total 81000 · General- Sewer	6,531.65	24,000.00	-17,468.35	**27.22%**
82000 · Operating & Maintenance - Sewer				
82200 · Maintenance & Repair	708.15	0.00	708.15	100.0%
82500 · Safety Equipment & Supplies	81.25	0.00	81.25	100.0%
82600 · Small Tools & Equipment	0.00	0.00	0.00	0.0%
82700 · Testing	790.02	0.00	790.02	100.0%
82800 · Vehicle Repairs	0.00	0.00	0.00	0.0%

	Jul '26 - Jun 27	Budget	$ Over Budget	% of Budget
82850 · Vehicle Fuel	250.98	0.00	250.98	100.0%
82000 · Operating & Maintenance - Sewer - Other	0.00	24,000.00	-24,000.00	0.0%
Total 82000 · Operating & Maintenance - Sewer	1,830.40	24,000.00	-22,169.60	**7.63%**
85000 · Professional Services				
85100 · Alarm Monitoring	0.00	0.00	0.00	0.0%
85200 · Audit & Accounting	0.00	0.00	0.00	0.0%
85300 · Legal	441.51	0.00	441.51	100.0%
85501 · Rate Study - Sewer	900.00	0.00	900.00	100.0%
85000 · Professional Services - Other	0.00	3,999.96	-3,999.96	0.0%
Total 85000 · Professional Services	1,341.51	3,999.96	-2,658.45	**33.54%**
88000 · Utilities - Sewer				
88100 · Telephone & Communications	936.64	0.00	936.64	100.0%
88200 · PG&E	9,913.95	0.00	9,913.95	100.0%
88300 · Trash Removal	1,041.06	0.00	1,041.06	100.0%
88000 · Utilities - Sewer - Other	288.97	51,000.00	-50,711.03	0.57%
Total 88000 · Utilities - Sewer	12,180.62	51,000.00	-38,819.38	**23.88%**
80000 · Sewer Dept. Expense - Other	0.00	0.00	0.00	0.0%
Total 80000 · Sewer Dept. Expense	50,950.40	222,343.92	-171,393.52	**22.92%**
M80000 · Community Center Expense				
M81000 · Payroll adjusted for Q1				
M81150 · Board Wages	*67.50*	0.00	67.50	100.0%
M81200 · Staff	*930.58*	0.00	930.58	100.0%
M81300 · Payroll Taxes	*1,729.83*			
M81400 · Workers Comp.	*1,812.39*	0.00	1,812.39	100.0%
M81500 · Benefits	*1,795.97*	0.00	1,795.97	100.0%
M81000 · Payroll - Other	*6,884.73*	50,000.04	-43,115.31	13.77%
Total M81000 · Payroll	*13,221.00*	50,000.04	-36,779.04	**26.44%**
M82000 · General (annualized)				
M82200 · Board Expense	16.66	0.00	16.66	100.0%
M82250 · License & Dues	10.00	0.00	10.00	100.0%
M82275 · Insurance P&L	13,068.69	0.00	13,068.69	100.0%
M82300 · Office Supplies	509.16	0.00	509.16	100.0%
M82000 · General - Other	0.00	18,500.04	-18,500.04	0.0%

	Jul '26 - Jun 27	Budget	$ Over Budget	% of Budget
Total M82000 · General	13,604.51	18,500.04	-4,895.53	**73.54%**
M83000 · O&M MCC and Park				
M83150 · Equipment Rental	0.00	0.00	0.00	0.0%
M83500 · Safety Equipment & Supplies	81.25	0.00	81.25	100.0%
M83800 · Vehicle Repairs	0.00	0.00	0.00	0.0%
M83850 · Vehicle Fuel	277.00	0.00	277.00	100.0%
M83000 · O&M MCC and Park - Other	7,030.29	25,680.00	-18,649.71	27.38%
Total M83000 · O&M MCC and Park	7,388.54	25,680.00	-18,291.46	**28.77%**
M85000 · Professional Services				
M85200 · Aduit & Accounting	0.00	0.00	0.00	0.0%
M85300 · Legal	441.50	0.00	441.50	100.0%
M85000 · Professional Services - Other	0.00	5,000.04	-5,000.04	0.0%
Total M85000 · Professional Services	441.50	5,000.04	-4,558.54	**8.83%**
M88000 · Utilities				
M88300 · Trash Removal	586.79	0.00	586.79	100.0%
M88000 · Utilities - Other	42.50	2,700.00	-2,657.50	1.57%
Total M88000 · Utilities	629.29	2,700.00	-2,070.71	**23.31%**
M80000 · Community Center Expense - Other	0.00	0.00	0.00	0.0%
Total M80000 · Community Center Expense	35,284.84	101,880.12	-66,595.28	**34.63%**
P70000 · Park Expense				
P71000 · Park Payroll adjusted for Q1				
P71150 · Board Wages	*67.50*	0.00	67.50	100.0%
P71200 · Staff	*175.40*	0.00	175.40	100.0%
P71300 · Payroll Taxes	*280.83*			
P71400 · Workers Comp.	*1,812.39*	0.00	1,812.39	100.0%
P71500 · Benefits	*199.55*	0.00	199.55	100.0%
P71000 · Park Payroll - Other	*1,176.40*	13,436.04	-12,259.64	8.76%
Total P71000 · Park Payroll	*3,712.07*	13,436.04	-9,723.97	**27.63%**
P72000 · General (annualized)				
P72200 · Board Expense	0.00	0.00	0.00	0.0%
P72250 · License & Dues	10.00	0.00	10.00	100.0%
P72275 · Insurance P&L	2,613.73	0.00	2,613.73	100.0%
P72300 · Office Supplies	442.01	0.00	442.01	100.0%

	Jul '26 - Jun 27	Budget	$ Over Budget	% of Budget
P72000 · General - Other	0.00	7,000.08	-7,000.08	0.0%
Total P72000 · General	3,065.74	7,000.08	-3,934.34	**43.8%**
P73000 · O&M Moved to MCC				
P73500 · Safety Equipment & Supplies	81.24	0.00	81.24	100.0%
P73800 · Vehicle Repairs	0.00	0.00	0.00	0.0%
P78350 · Vehicle Fuel	224.94	0.00	224.94	100.0%
Total P73000 · O&m DO NOT USE Moved to MCC	306.18	0.00	306.18	100.0%
P74000 · Park Per Capita				
P74100 · Pre-Construction	9,664.87			
Total P74000 · Park Per Capita (removed playstructure reimb.	***0.00***			
P75000 · Professional Services				
P75200 · Audit & Accounting	0.00	0.00	0.00	0.0%
P75300 · Legal	441.48	0.00	441.48	100.0%
P75000 · Professional Services - Other	0.00	999.96	-999.96	0.0%
Total P75000 · Professional Services	441.48	999.96	-558.48	**44.15%**
P78000 · Utilities				
P78300 · Trash Removal	113.56	0.00	113.56	100.0%
P78000 · Utilities - Other	42.50	536.04	-493.54	7.93%
Total P78000 · Utilities	156.06	536.04	-379.98	**29.11%**
P70000 · Park Expense - Other	0.00	0.00	0.00	0.0%
Total P70000 · Park Expense	7,681.53	*21,972.12*	-14,290.59	**34.96%**
PW69000 · Public Works Expense				
PW69400 · Public Works- MDRA	913.00	0.00	913.00	100.0%
PW69000 · Public Works Expense - Other	0.00	2,499.96	-2,499.96	0.0%
Total PW69000 · Public Works Expense	913.00	2,499.96	-1,586.96	**36.52%**
Total Expense	136,865.88	520,209.72	-383,343.84	**26.31%**
Net Ordinary Income	15,016.69	5,444.16	9,572.53	275.83%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	**15,016.69**	**5,444.16**	**9,572.53**	**275.83%**

Manila Community Services District Board of Directors

Agenda Summary

Tuesday November 17, 2026

Item 4B: POLICY 1040 ADOPTION/AMENDMENT OF POLICIES AND POLICY HANDBOOK ADOPTION APPROACH

Summary:
The District's current Policy Manual contains polices dating back over 30 years and is not readily searchable.

The board has amended policy many times over the years, but the actual policy manual remains a patchwork of overlapping (sometimes conflicting) outdated legal concepts and obsolete operational activities.

The district previously attempted a major update to a searchable electronic version but lost momentum partly due to a cumbersome 2-step adoption process, requiring at least 2 board meetings for every revisions [1], and lack of agreement on what constitutes actual change in policy.

To return to an achievable effort, staff purchased the full, electronic Sample Policy Handbook from the California Special Districts Association (CSDA). This policy set is larger and more complex than we need but will eliminate the need to start from scratch. It is also the basis for the original manual in may instances.

The board is asked to immediately replace policy 1040 with policy 1000 and consider/deliberate on the actual process of future adoptions with staff's initial recommendations as follows:

1. Policy items that do not change the *spirit* of existing policy, represent minor grammatical changes or reflect formatting or numbering changes do not require formal board action.
2. New policy items that did not exist in the previous manual may be presented en masse (as opposed to adopting individual sections one at a time) for board review/adoption.
3. If any en masse adopted policies conflict with district intention, that policy will be nullified and returned to the board for amendment (in the case of, say an unintended policy violation created by a new rule that conflicts with existing operations).
4. Job descriptions or policies that do not apply to Manila CSD will not be presented or included.
5. New policies that change the way we do business, charge fees, existing job descriptions will be formally adopted by the board.

Recommended Motion for Policy: I move (second) to rescind policy 1040 and replace with policy 1000 eliminating the 2-step process. **Vote:_____**

Recommended Motion for procedures:
***Placeholder for directive to staff _____ Vote:_____**

[1] On 09/15/2011 Policy #1040 was modified but still required amendments be made available to board members at a prior meeting. The 2-step review is not required by law.

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1000

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Manila Community Services District

POLICY MANUAL

SECTION: ***GENERAL***

POLICY TITLE: **Adoption/Amendment of Policies**

POLICY NUMBER: **1040**

REVISION: 1 **ADOPTED BY THE BOARD ON September 15, 2011**

1040.10 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director, or by designated advisory bodies of the Board, and /or the General Manager submitting a written draft of the proposed new or amended policy to each Director, the Board Chairperson and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1040.20 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the district's state statutes regarding the constitution of a majority vote.

1040.30 Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting **prior** to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least 72 HOURS prior to any meeting of consideration.

Manila Community Services District Board of Directors

Agenda Summary

Tuesday November 17, 2026

Item 4C: GENERAL MANAGER CONTRACT

Summary:
Staff is presenting a 5-year contract for board consideration. My existing contract expired January 18, 2026, and was extended pending a closed session performance evaluation. The evaluation was completed Sept 15th, 2026.

Attached are (2) similar versions of my proposed contract; one with redline revisions intact for reference and one “final” for better clarity and consideration. As a legislative body, this board is permitted to conduct executive contract negotiations entirely in open session.

Staff does not provide a recommended other than that proposed in the attached.

Manila Community Services District
Employment Agreement

This Employment Agreement ("Agreement") is entered into this 17th day of November 2026 by and between the Manila Community Services District, hereinafter called DISTRICT and Christopher Drop, hereinafter called MANAGER. This agreement supersedes and voids any previous Employment Agreement between the DISTRICT and MANAGER.

Section 1. Term:

This Agreement commences with an effective date of November 17th, 2026, and shall remain in effect for a period of five (5) years, November 17th, 2031, or until terminated as provided in the following provisions:

1. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of DISTRICT to terminate the services of MANAGER, subject only to the provisions set forth in the Resignation/Termination/Discharge section below.

2. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of MANAGER to resign at any time from his position with DISTRICT, subject only to the provisions set forth in the Resignation/Termination/Discharge section below.

Section 2. Resignation/Termination/Discharge

MANAGER shall perform the duties of MANAGER as established from time to time by law, by the BOARD of the DISTRICT and as specified in the DISTRICT'S job description and will provide sixty (60) days notice prior to voluntary resignation. All salary and benefit payments will cease upon the effective date of voluntary resignation.

MANAGER shall serve at the pleasure of the Board of Directors and may be discharged at any time, with cause or without cause, subject to the following conditions:

1. In the event the Board of Directors of DISTRICT should choose to discharge MANAGER without cause, then MANAGER shall continue his entitlement to salary and benefits (or cash equivalent of benefits) for a period of one hundred-twenty (120) days from the date MANAGER received actual notice of discharge.

2. In the event the Board of Directors of DISTRICT should choose to discharge MANAGER with cause, then MANAGER's entitlement to salary and benefits (or cash equivalent of benefits) shall terminate the day following receipt of actual notice of discharge.

3. Cause shall include the failure to meet the standards of employee conduct and work schedules set forth in the sections 4.0 and 5.0 of the DISTRICT's Personnel Policies. Cause shall not include mere loss of support or confidence by a majority of the Board of Directors.

4. Nothing in the Agreement shall be construed to limit or waive any avenue of redress available to MANAGER in regards to any disciplinary action, performance evaluation or termination for cause.

Section 3. Salary and Benefits

Subject to the early termination protocol set forth in Section 2, above, MANAGER shall be paid an annual salary as set forth in the below schedule:

2027	Year	1	11/27/2026-11/25/2027	5%	$75,600.00
2028	Year	2	11/26/2027-11/23/2028	3%	$77,868.00
2029	Year	3	11/24/2028-11/222029	3%	$80,204.04
2030	Year	4	11/23/2029-11/21/2030	3%	$82,610.16
2031	Year	5	11/22/2030-11/20/2031	3%	$85,088.47

In addition to the above-mentioned salary, MANAGER shall receive the following benefits:

1. Three days paid administrative leave per calendar year.
2. All personnel benefits, including but limited to insurance benefits made available to other full time, regular DISTRICT employees as outlined in DISTRICT policy with the modified provision that the DISTRICT shall provide for (1) fully paid MANAGER dependent in lieu of paying 50% of any additional MANAGER dependents.
3. All other benefits afforded other fulltime employees

The DISTRICT Board of Directors shall review the MANAGER's performance annually and may consider adjustments in compensation based on performance.

Salary and benefits will only be considered for reduction for the following reasons:

1. Poor job performance
2. Disciplinary action
3. Formally adopted DISTRICT cost reduction plan.

Section 4.

Miscellaneous

This Agreement sets forth the entire understanding of DISTRICT and MANAGER with respect to employment by DISTRICT and supersedes any previous Agreement, covenants or conditions, expressed or implied, oral or written, except as set forth by this Agreement. This contract may not be amended except by written amendment executed by both DISTRICT and MANAGER.

_____ _____

Meghan Ryan, President Christopher Drop, General Manager

Attest:

_____

Thia Bachemin, Secretary

Manila Community Services District
Employment Agreement *(draft ~~09/08/~~ 11/17/2026)*

This Employment Agreement ("Agreement") is entered into this ~~20th day of September, 2022~~ 17th day of November, 2026~~,~~ by and between the Manila Community Services District, hereinafter called DISTRICT and Christopher Drop, hereinafter called MANAGER. This agreement supersedes and voids any previous Employment Agreement between the DISTRICT and MANAGER.

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Section 1. Term:

This Agreement commences with an effective date of ~~January 18th, 2021~~ November 17th, 2026, and shall remain in effect for a period of five (5) years, November 17th, 2031, or until terminated as provided in the following provisions:

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MANAGER shall serve at the pleasure of the Board of Directors and may be discharged at any time, with cause or without cause, subject to the following conditions:

1. In the event the Board of Directors of DISTRICT should choose to discharge MANAGER without cause, then MANAGER shall continue his entitlement to salary and benefits (or cash equivalent of benefits) for a period of one hundred-twenty (120) days from the date MANAGER received actual notice of discharge.

2. In the event the Board of Directors of DISTRICT should choose to discharge MANAGER with cause, then MANAGER's entitlement to salary and benefits (or cash equivalent of benefits) shall terminate the day following receipt of actual notice of discharge.

3. Cause shall include the failure to meet the standards of employee conduct and work schedules set forth in the sections 4.0 and 5.0 of the DISTRICT's Personnel Policies. Cause shall not include mere loss of support or confidence by a majority of the Board of Directors.

4. Nothing in the Agreement shall be construed to limit or waive any avenue of redress available to MANAGER in regards to any disciplinary action, performance evaluation or termination for cause.

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Section 3.

Salary and Benefits

Subject to the early termination protocol set forth in Section 2, above, MANAGER shall be paid an annual ~~monthly~~ salary ~~range~~ of ~~$5,292 ($63,500 per year) and $6,000 per month ($72,000 per year) during the terms of this Agreement with an annual increase of 2.5% based on projected core CPI~~ as set forth in the below schedule:

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~~Year 1: January 18th, 2021 – January 18th, 2022: **$5,292 per month ($63,500 per year)**~~
~~Year 2 (a): January 18th, 2022 – September 20th, 2022: **$5,292 per month ($63,500 per year)**~~
~~Year 2 (b): September 21st, 2022 – January 18th, 2023: **$5,292 per month ($63,500 per year)**~~
~~Year 3 January 18th, 2023 – January 18th, 2024: **$6,000 per month ($72,000 per year)**~~
~~Year 4: January 18th, 2024 – January 18th, 2025: **$6,000 per month ($72,000 per year)**~~
~~Year 5: January 18th, 2025 – January 18th, 2026: **$6,000 per month ($72,000 per year)**~~

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			Current Contract →		$72,000.00
2027	Year	1	11/27/2026-11/25/2027	5%	$75,600.00
2028	Year	2	11/26/2027-11/23/2028	3%	$77,868.00
2029	Year	3	11/24/2028-11/222029	3%	$80,204.04
2030	Year	4	11/23/2029-11/21/2030	3%	$82,610.16
2031	Year	5	11/22/2030-11/20/2031	3%	$85,088.47

~~The DISTRICT Board of Directors expressly seeks to recognize and approve a retroactive increase in salary for the MANAGER based on cost of living and inflationary considerations not afforded MANAGER during the above period of January 18th, 2021 through September 20th, 2022 (Years 1 through Year 2(a)). This period represents 43 payroll cycles for a total of $14,058 as a one-time, retroactive payment to MANAGER and subject to standard payroll deductions.~~

In addition to the above-mentioned salary, MANAGER shall receive the following benefits:

1. Three days paid administrative leave per calendar year.
2. All personnel benefits, including but limited to insurance benefits made available to other full time, regular DISTRICT employees as outlined in DISTRICT policy with the modified provision that the DISTRICT shall provide for (1) fully-paid MANAGER dependent in lieu of paying 50% of any additional MANAGER dependents.
3. ~~Paid vacation of three weeks per fiscal year.~~ All other benefits afforded other fulltime employees

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The DISTRICT Board of Directors shall review the MANAGER's performance annually and may consider adjustments in compensation based on performance.

Salary and benefits will only be considered for reduction for the following reasons:

1. Poor job performance
2. Disciplinary action

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3. Formally adopted DISTRICT cost reduction plan.

Section 4.

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This Agreement sets forth the entire understanding of DISTRICT and MANAGER with respect to employment by DISTRICT and supersedes any previous Agreement, covenants or conditions, expressed or implied, oral or written, except as set forth by this Agreement. This contract may not be amended except by written amendment executed by both DISTRICT and MANAGER.

_____ _____

Meghan Ryan, President Christopher Drop, General Manager

Attest:

_____

~~Dave Jannetta~~ Thia Bachemin, Secretary

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Register: 10117 · Coast Central Checking

From 09/15/2026 through 11/12/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/15/2026			12770 · Prop 1 Accoun...	Deposit			11,928.00	122,513.41
09/15/2026		Debit Card- CCCU	-split-	Starlink	85.00			122,428.41
09/15/2026		Debit Card- CCCU	-split-	GoDaddy	69.57			122,358.84
09/15/2026	3156	PAUL MACHADO	22000 · Accounts Paya...	MOWING 6.5 ...	130.00			122,228.84
09/15/2026	3157	GHD	22000 · Accounts Paya...		11,928.15			110,300.69
09/17/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,119.08			104,181.61
09/18/2026		EFTPS	-split-	94-1653492	2,371.50			101,810.11
09/18/2026	DD2363	DROP, CHRISTOP...	-split-	Direct Deposit		X		101,810.11
09/18/2026	DD2364	KITTLESON, KEN...	-split-	Direct Deposit		X		101,810.11
09/18/2026	DD2365	WATSON, ALISHA L	-split-	Direct Deposit		X		101,810.11
09/19/2026		OPTIMUM*	80000 · Sewer Dept. E...	Optimum- pho...	86.79			101,723.32
09/21/2026			12750 · Prop 2 Accoun...	Deposit			42,481.00	144,204.32
09/21/2026			12000 · Accounts Rece...	Deposit			9,153.47	153,357.79
09/21/2026			12000 · Accounts Rece...	Deposit			355.83	153,713.62
09/21/2026		SDRMA MB	60000 · Water Dept. E...	Auto-pay Octo...	3,325.88			150,387.74
09/21/2026		PACIFIC GAS AND...	80000 · Sewer Dept. E...	Acct 34288574...	3,052.73			147,335.01
09/21/2026		VERIZON WIRELE...	-split-	Account #3420...	353.22			146,981.79
09/21/2026			12000 · Accounts Rece...	Returned paym...	339.93			146,641.86
09/21/2026	3158	GHD	22000 · Accounts Paya...	INV 380-0095...	2,120.40			144,521.46
09/21/2026	3159	Wahlund Constructio...	22000 · Accounts Paya...	INV 19 Engine...	40,360.89			104,160.57
09/21/2026	3160	Elijah Olegaowicz	80000 · Sewer Dept. E...	Refund Acct 10...	1,112.87			103,047.70
09/21/2026	3161	BADGER METER	22000 · Accounts Paya...	INV 8024751...	788.94			102,258.76
09/21/2026	3162	MAPLES SERVICE,...	22000 · Accounts Paya...	INV 1389534	885.00			101,373.76
09/21/2026	3163	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	621.86			100,751.90
09/21/2026	3164	Shafers Ace Hardware	22000 · Accounts Paya...	INV 206960/3	56.53			100,695.37
09/21/2026	3165	The Mitchell Law Fir...	22000 · Accounts Paya...	Inv 12045 Drai...	978.50			99,716.87
09/21/2026	3166	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	360.64			99,356.23
09/23/2026			12000 · Accounts Rece...	Returned Paym...	16.22			99,340.01
09/23/2026		Debit Card- CCCU	60000 · Water Dept. E...	Hach- presence...	117.87			99,222.14
09/23/2026		Debit Card- CCCU	-split-	Amazon- copy ...	54.36			99,167.78
09/23/2026	3167	Park Planet Inc.	22000 · Accounts Paya...	Sales Order #S...	4,832.44			94,335.34
09/25/2026	3168	PAUL MACHADO	22000 · Accounts Paya...	MOWING 4.5 ...	90.00			94,245.34
09/28/2026		Debit Card- CCCU	PW69000 · Public Wor...	HWMA- Dump...	125.50			94,119.84
09/28/2026		Debit Card- CCCU	PW69000 · Public Wor...	HWMA- Dump...	97.50			94,022.34
09/29/2026		Debit Card- CCCU	-split-	Amazon- tablet...	41.31			93,981.03
10/01/2026			12000 · Accounts Rece...	Deposit			232.37	94,213.40
10/01/2026			40000 · Water Income:...	Deposit			511.99	94,725.39
10/01/2026	3169	U.S. POST MASTER	22000 · Accounts Paya...	postage on per...	900.00			93,825.39
10/01/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,379.91			87,445.48
10/02/2026		EFTPS	-split-	94-1653492	2,412.84			85,032.64

Register: 10117 · Coast Central Checking

From 09/15/2026 through 11/12/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/02/2026	DD2366	BACHEMIN, CYNT...	-split-	Direct Deposit		X		85,032.64
10/02/2026	DD2367	DROP, CHRISTOP...	-split-	Direct Deposit		X		85,032.64
10/02/2026	DD2368	FAULK-KELLOGG,...	-split-	Direct Deposit		X		85,032.64
10/02/2026	DD2369	KITTLESON, KEN...	-split-	Direct Deposit		X		85,032.64
10/02/2026	DD2370	RYAN, MEGHAN	-split-	Direct Deposit		X		85,032.64
10/02/2026	DD2371	WATSON, ALISHA L	-split-	Direct Deposit		X		85,032.64
10/04/2026		PACIFIC GAS AND...	80000 · Sewer Dept. E...	Acct 34288574...	186.22			84,846.42
10/05/2026	3170	Kent Davidsen	22000 · Accounts Paya...	Trash Removal...	400.00			84,446.42
10/05/2026	3171	PAUL MACHADO	22000 · Accounts Paya...	MOWING 10 ...	200.00			84,246.42
10/08/2026		Debit Card- CCCU	60000 · Water Dept. E...	Poletski's Appli...	953.69			83,292.73
10/14/2026		Debit Card- CCCU	-split-	Amazon- toilet ...	455.58			82,837.15
10/14/2026	3172	BADGER METER	22000 · Accounts Paya...	INV 8025088...	20.94			82,816.21
10/14/2026	3173	EUREKA GLASS C...	22000 · Accounts Paya...	INV 71298	350.84			82,465.37
10/14/2026	3174	EUREKA RUBBER ...	22000 · Accounts Paya...	Inv A42047 Bo...	33.33			82,432.04
10/14/2026	3175	HANDLE IT JUNK ...	22000 · Accounts Paya...	Railroad tie an...	1,987.00			80,445.04
10/14/2026	3176	HUMBOLDT COU...	22000 · Accounts Paya...	VOID: Inv 137...		X		80,445.04
10/14/2026	3177	PAUL MACHADO	22000 · Accounts Paya...	MOWING 5 H...	100.00			80,345.04
10/14/2026	3178	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	360.00			79,985.04
10/14/2026	3179	Shafers Ace Hardware	22000 · Accounts Paya...		309.63			79,675.41
10/14/2026	3180	Alisha Watson	22000 · Accounts Paya...	Reimbursement...	104.17			79,571.24
10/15/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,300.63			73,270.61
10/16/2026		EFTPS	-split-	94-1653492	2,487.92			70,782.69
10/16/2026		EMPLOYMENT DE...	-split-	499-0210-9	2,330.38			68,452.31
10/16/2026	3181	HUMBOLDT COU...	22000 · Accounts Paya...	Inv 137214 Re...	474.00			67,978.31
10/16/2026	3182	HUMBOLDT BAY ...	22000 · Accounts Paya...	September 1-3...	8,465.65			59,512.66
10/16/2026	3183	PAUL MACHADO	22000 · Accounts Paya...	MOWING 10 ...	200.00			59,312.66
10/16/2026	3184	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	621.86			58,690.80
10/16/2026	3185	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	360.00			58,330.80
10/16/2026	3186	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	320.91			58,009.89
10/16/2026	DD2372	DROP, CHRISTOP...	-split-	Direct Deposit		X		58,009.89
10/16/2026	DD2373	KITTLESON, KEN...	-split-	Direct Deposit		X		58,009.89
10/16/2026	DD2374	WATSON, ALISHA L	-split-	Direct Deposit		X		58,009.89
10/19/2026			12000 · Accounts Rece...	Deposit			12,140.58	70,150.47
10/19/2026		OPTIMUM	-split-	Optimum-phon...	410.39			69,740.08
10/21/2026		EFTPS	60000 · Water Dept. E...	Underpayment ...	359.87			69,380.21
10/21/2026		California Public Em...	-split-	ONLINE EFT -...	40.00			69,340.21
10/21/2026		SDRMA MB	-split-	Auto-pay Nove...	3,325.88			66,014.33
10/23/2026			12750 · Prop 2 Accoun...	Deposit			23,566.00	89,580.33
10/23/2026			12000 · Accounts Rece...	Returned Acco...	26.16			89,554.17
10/26/2026		PAUL MACHADO	22000 · Accounts Paya...	VOID: MOWI...		X		89,554.17

Register: 10117 · Coast Central Checking

From 09/15/2026 through 11/12/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/26/2026	3187	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	653.17			88,901.00
10/26/2026	3188	GHD	22000 · Accounts Paya...	INV 380-0097...	3,229.45			85,671.55
10/26/2026	3190	The Mitchell Law Fir...	22000 · Accounts Paya...	Inv 112463 Dr...	1,302.50			84,369.05
10/26/2026	3191	Wahlund Constructio...	22000 · Accounts Paya...	INV 20 Engine...	20,336.35			64,032.70
10/26/2026	3192	PAUL MACHADO	22000 · Accounts Paya...	MOWING 4.5 ...	90.00			63,942.70
10/29/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,063.37			57,879.33
10/30/2026		EFTPS	-split-	94-1653492	2,337.26			55,542.07
10/30/2026	DD2375	DROP, CHRISTOP...	-split-	Direct Deposit		X		55,542.07
10/30/2026	DD2376	KITTLESON, KEN...	-split-	Direct Deposit		X		55,542.07
10/30/2026	DD2377	WATSON, ALISHA L	-split-	Direct Deposit		X		55,542.07
11/02/2026			12999 · Undeposited F...	Deposit			8,490.00	64,032.07
11/02/2026			12000 · Accounts Rece...	Deposit			4,733.68	68,765.75
11/06/2026	3193	PAUL MACHADO	22000 · Accounts Paya...	MOWING 2 H...	40.00			68,725.75
11/10/2026	3194	PAUL MACHADO	22000 · Accounts Paya...	MOWING 5H...	100.00			68,625.75
11/12/2026		QuickBooks Payroll ...	-split-	Created by Pay...	6,137.14			62,488.61

MANILA COMMUNITY SERVICES DISTRICT
Minutes of Regular Meeting Tuesday Sept. 15, 2026

1. **ROLL CALL, DETERMINE QUORUM: Bachemin, Ryan, Faulk Present. GM Drop present. (Member Breed present after appointment). Muniz absent.**

2. **APPROVE AGENDA: there were no changes to the agenda**

3. **PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** *A public member asserted a Brown Act violation has occurred with the ad hoc personnel committee.*

4. **BUSINESS ITEMS:**
   A. APPOINTMENT OF BOARD MEMBER FOR OPEN BOARD SEAT

*Faulk/Ryan to appoint Tim Breed **Vote: 3-0** with Muniz absent. Breed now seated at Dais*

   B. RESOLUTION 2026.02 ADOPTING MEMORANDUM OF UNDERSTANDING FOR SDRMA (INSURANCE)

*Ryan/Faulk to adopt resolution 2026.02 **Vote: 4-0** with Muniz absent.*

   C. RESOLUTION 2026.03 PARK SPP GRANT OPPORTUNITY FOR PUMP TRACK

*Bachemin/Faulk to approve resolution 2026.03 for application to SPP grant **Vote: 4-0** with Muniz absent.*

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

*Ryan/Bachemin to approve consent calendar. **Vote: 4-0** with Muniz absent.*

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. Member of the public commented on transparency and reports. Another member of the public commented on the strategic plan and SR255.
8. **CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION §54957-PUBLIC EMPLOYEE PERFORMANCE EVALUATION TITLE:** GENERAL MANAGER

9. **REPORT FROM CLOSED SESSION:**

No Action taken

10. **INCOMING COMMUNICATIONS:**
11. **ADJOURNMENT:**
12. *8:08 pm*

_____ Date: _____
Thia Bachemin, Secretary

_____ Date: _____
Meghan Ryan, Board President

COUNTY OF HUMBOLDT
State of California

Fiscal Year: * 2027

Pay to the order of: **Manila CSD**

1901 Park Street, Arcata, CA 95521

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

INVOICE #	VENDOR ID	INVOICE DATE	AMOUNT	ACCOUNT NUMBER		DESCRIPTION (22 spaces)	EX/ UTAX	CUSTOMER ACCOUNT NUMBER
				FUND/DEPT	Object			
BOD 11/17/20265	VNM00170	11/17/2026	26,500.00	2520000	9105	2027 tax allocations		
	TOTAL CLAIMED:		**$26,500.00**					

DEPARTMENTAL NOTATIONS:

Notes:

Prepared by:

Phone Number: **Date:**

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

Approved by:

(Auditor's Office Use Only)

I have reviewed the above claim for propriety and accuracy.

CONSENT CALENDAR ITEM 5D: TRANSFER TO RESERVES $75,000 (CNRA GRANT REIMBURSEMENT)

This consent item is approve the district issuing a check to our general fund county reserves account #2520 replenishing $75,000 drawn to fund drainage grant retention.

Relevant policy:

6060.110 Replenishment of Reserves If reserves fall below the targets established by this policy, the General Manager shall report the status to the Board of Directors and may recommend a replenishment plan. A replenishment plan may include **grant reimbursements**, budget savings, year-end surplus, transfers from available discretionary funds, rate revenue if legally available, or other funding sources approved by the Board. Temporary reserve draws for reimbursable grant activity shall be

6. **BOARD REPORTS:**
    A. COMMITTEE MEMBER UPDATES/REPORTS:
        1. Director Breed Community Center Maintenance Report

Maintenance Report for Manila Community Center

There are several issues around the Manila Community that are of maintenance and or safety concerns. In this report are some photos of said concerns, some of which are simple volunteer fixes and some that may need funds allocated for the hiring of a professional.
I began my assessment at the restrooms.

Left Bathroom

The door is awkward to lock, at first I thought the lock did not work but then found that the door has to be slightly pulled inward for the lock to work. A simple shim in door jam would remedy this.
There is a sharps disposal mounted on the wall that I personally do not think is the adequate type. It should be stainless steel and lockable. This type of container is very easy to tamper with and obviously the contents of such a container are very dangerous. I strongly propose a replacement sharps disposal container. The mounting of a new container would be relatively simple.
The sensors for the toilet and sink are tampered with making the sink non functional, the toilet still works with the button that's on the sensor panel. A better solution likely exists, but do not know offhand what that would be.

Right Bathroom

Same issues with sensors, no sharps disposal present, I'd propose a stainless lockable container in this bathroom as well.

Park Entry Signage



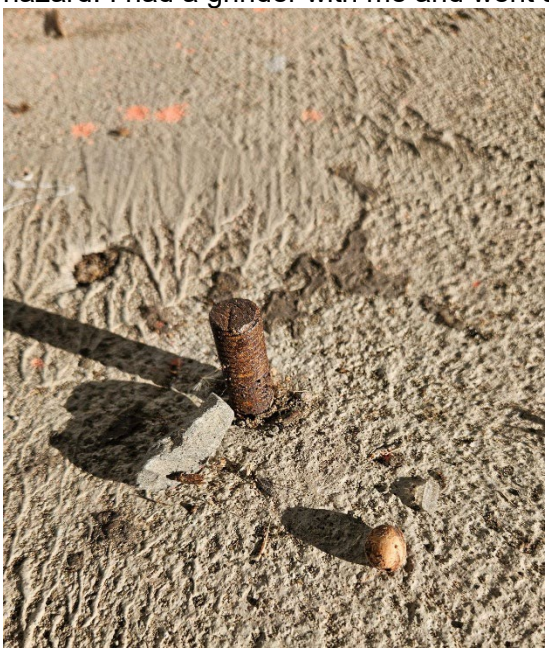
This sign has broken glass and the sign itself is faded. The simplest solution is a new pane of plexi-glass.

This is the other side of the same sign. It looks to be a bulletin board that perhaps needs to be painted and plexi-glass replaced. The entire structure of the billboard itself is compromised as the posts are beginning to rot at the base. New piers with mounting hardware could be installed.
If it seems like vandalism would continue to compromise the sign, then perhaps simply removing it altogether is best.



The Gazebo

There were several bolts sticking up out of the slab which presented a pretty serious tripping hazard. I had a grinder with me and went ahead and cut them flush with the slab.



There is a fire-pit that is very rusted and has failed near the ground and is spilling ashes onto the ground. I do plan on removing it as it likely only attracts vagrants and is a fire hazard. I would think that replacing it with another fire-pit would be nice for many occasions, but would

still serve to attract vagrants. Perhaps a portable fire pit could be available for events. It was very nice to have for my wedding and daughter's birthday party.
The structure in general needs maintenance. Primarily painting, and new roof. It has come to my attention that roof is getting replaced, which is great. Perhaps someone in our community could paint for an inexpensive rate or bid.





There is power availability at the Gazebo which is great, but the 220 power receptacle is missing its weather proofing cover and its located in a location prone to damage (in the middle of the field) The outlet box should be replaced and relocated to mount onto the gazebo structure itself. I would volunteer to make this fix. There is a lightpost which as far as I know is no longer functioning. Does anyone know why? If not known, I could do my best to troubleshoot and get working again. The lamp working again on a timer would also be a great security feature.

A few other things

Both benches are damaged. Concrete benches similar to the ones at the golf course would be good.
The center block in the Gazebo could be tiled or have a local artisan commissioned to do mosaic. This would beautify and deter vandalism.



There are two posts in near proximity to the gazebo that were for water spigots that can be cut down, which I could do.
There is an old observation deck nearby that I'm sure was very nice but has become a pretty serious safety hazard. Rotting deck boards are fairly prevalent.



The least inexpensive fix for this would be removal. It is on concrete footings, so that could be a challenge to mitigate. Replacing the deck would be costly and perhaps an enticing camp spot for vagrants.

General Manager's Report for November 2026

Board Matters/Audits:
Our current auditor, Harshwal and Co. LLP was contracted by the board to provide district audits for 2025, 2026 and 2027. They were also contracted separately to complete the unfulfilled 2024 audit abandoned by our former CPA contracted to perform this work. Within the scope of completing 2024, Harshal advised the district that 2023 is now considered incomplete. Staff has engaged with them to also complete that work which was mostly completed under the former CPA's contract.

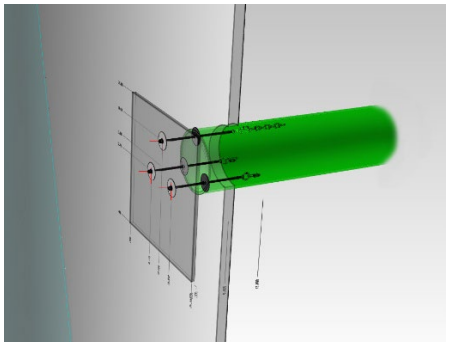
It should be noted that the district is now operating in Q2 FY27 and should be preparing RFPs for next three audits (while the last 4 remain unfinished). Staff will ring this to the board next year.

Water Project:
The PRV pilot valve was leaking and has been fixed. A HBMWD maintenance shutdown forced the district to go into tank mode with all systems working flawlessly.


PRV Pilot valve

Wastewater Project:
Our baffle to the wet well broke loose and triggered the pumps to run dry, throwing alarms again. Staff designed and installed a workaround with a permanent solution designed and built to be installed Nov. 18.


Wet well inflow


3D model of baffle


Fabricated baffle part


Broken pedestal mount


New pole

As previously reported in September, a careless driver destroyed a critical PGE Pedestal that powered 7 houses on Peninsula Dr. The district has since purchased the entire 'workaround' power pole and meter box with the intention of replacing it with a pedestal if WW grant funds can be allocated. The emergency pole (with labor and PGE) was less than $10,000 while a new pedestal cost ~$16,000

Drainage Project:
This project is completed and the district has received final payment. A transfer to reserves from a $75,000 reserves drawdown (gap funding of retention) is on this evening's agenda.

Manila Park:
Our SPP grant efforts are well underway with staff hosting several meetings per application requirements. Four of the five required community meetings will be completed as of this writing.

Replacement parts for the play structure are in house and will be installed this fall.

Dune Encampments:
We have successfully cleaned out all known encampments from the MDRA and disposed of 2 dumpsters of debris.

Emergency Supplies/Preparedness:
Staff is purchasing emergency supplies and stocking the lift station for preparedness. We've purchased water, blankets, first aid, snacks, flashlights, wind-up radio, CB radios, toiletries, chairs, etc. We've purchased totes to organize and protect items stored in new racks. We also stocked (2) large tents donated by a community member.

If residents wish to donate items, or provide a small, personal store of sensitive documents or critical items such as medications, staff can provide a small tote for secure storage. However, we cannot be held liable if any items are destroyed and cannot guarantee items will be 100% accessible/available.

Community Composting:
In coordination with Redwood Coast Montessori, Full Cycle Compost is starting a pilot program at the southern end of the parking lot. There is an existing installation at their Arcata campus.

Outlook

Additions for the November 2026 MCSD Board meeting

From dendra dengler <denden95521@yahoo.com>
Date Tue 11/10/2026 2:26 PM
To Manila CSD <manilacsd1@sbcglobal.net>

GM Drop,
I am sorry but I feel that responsibility should be taken for individual and group actions.

Please add my attached letter to the board as an Agenda Item or as Incoming Communication. I feel the board should discuss this.

Sincerely,

Dendra Dengler

419 Beach Drive

Arcata, CA 95521

November 8, 2026

Manila Community Services District

Board of Directors and General Manager, C.Drop

1901 Park Street

Arcata, CA 95521

Honorable Board Members and GM Drop,

This is to be considered a **DEMAND TO CURE OR CORRECT** *the past actions and improper procedures in* ***violation of the BROWN ACT*** *that resulted in the action taken in a Closed Session General Manager evaluation on September 15, 2026.*

Violating the Brown Act and other codes/policies –

By not understanding that an Ad Hoc committee as formed on May 17, 2022, was a temporary short-term negotiating committee designated per **Agenda Item 4 stating General Manager Contract: Consideration of Ad Hoc negotiating committee: Receive Salary data survey description** and stating *"Staff recommends to board*

appoint a maximum of 2 members to a Personnel Committee to discuss performance evaluation criteria (for a closed session item) and possible contract negotiation (open session item)". The board appointed Megan Ryan and Danielle Muniz to the committee.

On July 19, 2022, the board went into closed session for Public Employee Evaluation of GM with "NO Action Taken". Again on September 20, 2022, to finalize the evaluation and then in open session the General Manager's contract was approved with the equivalent of an approximate 20% raise with the additional benefits that were included. **Thus, the AD HOC Personnel Committee was dissolved once the Board approved the General Manager's contract**.

The Board has never taken formal action to reappoint a Personnel Committee since that date- September 2022 - and therefore all actions taken by the "committee" and therefore the board are and have been in violation of the Brown Act throughout this process.

FORMAL *COMPLAINT* - I am also filing the following **FORMAL *COMPLAINT*** regarding actions/decisions made by the Board President and General Manager that violated Manila CSD Policy 5020 for a resident to include an item on the agenda as well as my personal rights as a resident of Manila Community Services District.

Personal Formal Complaint against Board President and/or General Manager-

My rights as a resident and the Board's were violated when the Board President, Meghan Ryan, refused to allow my proposed agenda item with detail (which followed District policy 5020) for inclusion on the July 21st agenda as requested several times**. The Board, as a whole body, should have had the right to discuss and decide upon this item.** ***Had my proposed agenda item been included and acted upon by the board that evening there might not have been a violation of the Brown Act.***

I have already discussed my Complaint with the General Manager by phone and with the Board President at the September meeting, with no rational explanation other than "Megan didn't want to put it on the agenda – already on the agenda-closed session item."

Therefore, I am filing this complaint directly with the Board. It is the Board's responsibility to set and approve policy and ensure that it is being followed. To me this did not and does not appear to be happening with numerous policies.

Sincerely,

Dendra Dengler

Brown Act…*"The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."*

Background for this formal complaint

As you know I requested an item be placed on the July agenda following Board Policy 5020 exactly for a community member to add an item. I sent the information and attachments early and forwarded it to the board because the General Manager was on vacation.

I called the office on Thursday to check on the item. The GM stated that it wasn't added. When questioned why, he stated "Megan wanted to have a closed session in September." She removed a closed session item he had placed on this month's agenda. I stated that was exactly what my agenda item was – for the Board to discuss and approve a timeline to be completed in September. He told me to talk to Meghan.

On Thursday, I emailed Megan twice to ask why she had not added my proposed item to the agenda.

At one point I wrote that if this item was not added I would send it as a letter to be placed under Incoming Communications. To my surprise the Agenda was sent out on Friday at 12:14am and the board packet posted on the website with neither item added.

At approximately 12:45 I received an email response from the Board President stating "Thanks Dendra. I appreciate your input. As always you are welcome to speak during public comment for items not on the agenda."

Background for Demand to Cure or Correct

Brown Act - Standing Committee vs. Ad Hoc and requirements for each:

*At a high level, California's **Brown Act** is the state open-meeting law for local public agencies. Its basic purpose is that **public decision-making and deliberation by local legislative bodies should occur openly, with public notice, posted agendas, and an opportunity for public comment.***

Key distinction: ad hoc vs. standing committees

Standing committees

*A **standing committee** is generally subject to the Brown Act if it has either:*

- ***Continuing subject matter jurisdiction** — for example, an ongoing finance, budget, policy, personnel, or governance committee; **or***
- *A **fixed meeting schedule** is established by charter, ordinance, resolution, or formal action of the parent body.*

If either condition is present, the committee is usually treated as a Brown Act "legislative body," even if it has fewer than a quorum of the parent board. That means it generally must provide notice, post agendas, meet publicly, allow public attendance, and provide public comment opportunities.

Ad hoc committees

*An **ad hoc committee** is usually not subject to the Brown Act **if** it is:*

- *Made up **solely of less than a quorum** of members of the parent legislative body;*
- ***Advisory only** — not empowered to make final decisions;*
- *Created for a **limited, specific task**;*
- ***Temporary**, ending once that task is complete; and*
- *Does **not** have continuing jurisdiction or a fixed meeting schedule.*

A typical example would be two board members assigned to review one narrow issue and report back by a set date.

Ask:

1. ***Is the committee temporary and task-specific?***
If yes, it is more likely ad hoc.

2. ***Does it handle an ongoing subject area?***
If yes, it is more likely standing.

3. ***Does it meet on a regular/fixed schedule?***
If yes, it is more likely standing.

4. ***Does it include people other than less-than-a-quorum members of the parent body?***
That can make Brown Act coverage more likely, depending on how the body was created and its role.

5. ***Can it make decisions, or only advise?***
Decision-making authority strongly points toward Brown Act coverage.

Bottom line

A committee should not be labeled "ad hoc" just to avoid Brown Act requirements. If it has an ongoing subject area, recurring role, fixed schedule, or broader membership/authority, it may be treated as a standing committee and need to comply with public meeting rules.

Brown Act…*"The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."*

The following is the agenda item I submitted for addition to the July 2026 Manila CSD Board Meeting which would have met all of the Brown Act requirements.

AGENDA SUMMARY

Agenda Item:

Receive for discussion and possible action: Revision of Timeline for General Managers performance review and contract renewal to be completed at the September meeting as detailed below:

Summary:

The employment contract between the District and General Manager (originally approved Sept. 20, 2022) expired Jan. 18, 2026. At the Jan. 2026 meeting the board approved a 90 day extension of the existing terms "pending a future performance evaluation/closed session. At the May meeting (4 months later) a "request for an extension to theend of the calendar Year (effectively January '27) allowing time to schedule a performance evaluation and new contract provisions." – *eight months later, and a year from the first extension.*

I am suggesting a new timeline so that this process is completed ***prior to the November election.*** The voters and residents deserve no less from the Board.

Potential Steps for tonight:

1. **Rescind the boards** May 2026 decision to extend the General Manager's contract for a 2nd time to Jan. 2027. Change to September 2026 meeting date.

2. **Approve a timeline** so that the performance evaluation, goals and objectives and any contract revisions are completed in September meeting - ***prior to the November 2026 election to provide transparency for district residents and voters.***

-

3. **Approve a Personnel Committee** comprised of two board members to send out performance evaluations to be completed by board members, returned to the Personnel Committee by __(date)_____ and compiled prior to September meeting for discussion in closed session.

The prior Personnel Committee appointed previously was M. Ryan and D. Muniz.

4. **Discuss and choose an evaluation form** to be delivered to board members with a date for return to the Personnel Committee.

Attached are two evaluation forms developed by prior boards for evaluation of GM.

Personnel committee will summarize evaluations to present at the September meeting for discussion in closed session.

September Meeting:

1. Closed session - discuss evaluations.
2. Open session - set goals and objectives with a timeline for completion ***and progress to be reported to board (quarterly/biannually).***
3. Discuss and finalize contract for approval in open session.

If the board decides tonight not to proceed and complete this process in September or mid- October prior to the elections I would like to hear the individual board members reasons for the continued delays and not following district policy that requires a yearly evaluation of the General Manager (and setting/ reviewing goals and objectives).