



MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday November 19th, 2024 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday November 16th, 2024 6:30 p.m.

This meeting is accessible remotely via Zoom <https://us02web.zoom.us/j/3742372467> and phone-in @ 669-900-6833. Unless otherwise noted, all items on the agenda are subject to action by the Board of Directors. Time specific items (if any) are noted on the applicable agenda item and will be discussed at that time or as soon after that time as practical. It is planned to record this meeting so that it is accessible by the public.

1. ROLL CALL, DETERMINE QUORUM:

2. APPROVE AGENDA:

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

4. BUSINESS ITEMS:

- a) **Wastewater Infrastructure Improvement Project: Base Bid Award to Wahlund Construction, Inc. (Contractor)** and authorize the General Manager to execute contract with the Contractor and issue change orders within currently available grant funding. **Funding includes \$2,797,000 for construction and \$280,000 for contingency, totaling \$3,077,000. (staff/GHD)**
- b) **Manila Community Center/Redwood Coast Montessori Community Garden Project:** Consideration of Community Garden spaces. installing approx. 400' of fencing and gates for (Betsy Elkinton/RCM)
- c) **Approval of Request for Proposals (RFP) for Auditing Services FY2025-2027** (staff)
- d) **Approve Warrant from County Treasury account 2520 for \$40,000 for Court Fencing of \$36,500 and additional grant funded items** (staff)

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

- a) **Draft Minutes of October 15th, 2024**
- b) **Receive Disbursements: October 15th - to date**

6. BOARD DISCUSSION ITEMS:

- a) **Committee Member Updates/Reports**
- b) **General Manager's Report**

7. INCOMING COMMUNICATIONS

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 19th, 2024

Summary:

In June of 2023, the District was awarded \$3.47M for myriad wastewater system improvements including design, construction management, staff time, legal counsel and construction. The grant has allocated \$3,077,000 for construction (\$2,797,000 + 10% contingency). The district can award up to \$3,077,000 which will cover the base bid and some additive bid items.

The attached letter from GHD summarizes the now completed bidding process and the recommended motion (included below) for award to the lowest, responsive, responsible bidder, Wahlund Construction (Wahlund Construction is also the current contractor on our water project).

Recommended Motion:

The Manila CSD Board of Directors awards Base Bid of \$2,369,383 and additive items A1, A4, A5 and a portion of A2 and A3, up to a total of **\$2,797,000 to Wahlund Construction, Inc.** (Contractor) and authorizes the Manila CSD General Manager to contract with the Contractor and issue change orders within the current available grant construction and contingency funding totaling **3,077,000**.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attachments:

GHD Letter re: Award Recommendation

Our ref: 12617948

November 05, 2024

Christopher Drop, General Manager
Manila Community Services District
1901 Park Street
Arcata, CA 95521

Manila CSD Wastewater Infrastructure Improvement Project – Award Recommendation

Dear Christopher,

The Manila CSD advertised for bids for the Wastewater Infrastructure Improvement Project on September 12th and 19th, 2024 in the North Coast Journal, held a non-mandatory bidders conference on September 20th, 2024 and opened bids on October 17th, 2024 at 1 pm. One bid was received prior to 1:00:00 pm and two bids were received after 1:00:00. The two bids received after 1:00:00 pm were deemed nonresponsive. The bid received prior to the 1:00:00 pm deadline provided all required, completed bid documents and was qualified with current DIR registration and Class A General Engineering license. Per the contract documents, Award of the project will be made to the lowest, responsive, responsible bidder. The Low Bid was determined by the Total Bid, which is the sum of the Base Bid and Additive Bid. Bids received area summarized in the table below (detailed breakdown attached):

Contractor	Base Bid	Additive Bid	Total Bid
Wahlund Construction, Inc.	\$ 2,369,383	\$ 2,751,250	\$ 5,120,633.00

As shown above, Wahlund Construction, Inc. was the lowest bidder and a review of their submitted bid demonstrates that all items in the Bidders' Checklist (Bid Proposal, Acknowledgement of Addenda, Authority to Sign Bid Proposal, Bid Bond, Power of Attorney, List of Subcontractors, Non-Collusion Affidavit, and Workers Compensation Certification) were completed per the requirements.

Construction funding for this project has been provided by the California State Water Resources Control Board (Agreement D2101033, Project No. C-06-8404-210). Funding includes \$2,797,000 for construction and \$280,000 for contingency, totaling \$3,077,000. As shown above, the Base Bid is within the total available construction funding for the grant. The grant funder's project manager has indicated that addition grant funding is not available.

GHD recommends that the Manila CSD Board of Directors award the Base Bid of \$2,369,383 and additive items (Items A1, A4, A5 and a portion of A2 and A3) up to a total of \$2,797,000 to Wahlund Construction inc. (Contractor) and authorize the Manila CSD General Manager to contract with the Contractor and issue change orders within the current available grant construction and contingency funding.

Regards



Brett Vivyan
Civil Engineer
707.267.2275
brett.vivyan@ghd.com



Manila Community Services District Board of Directors

Agenda Summary

Tuesday November 19th, 2024

Summary:

*** The GM owns property adjacent to the proposal and will not be making a recommendation ***

Betsy Elkinton (RCM) has secured grant funding and seeks board approval for a community/student garden project at the Manila Campus, north and west of the buildings.

Staff has an inquiry to County Planning for any permitting requirements (if any) related to the installation of approx. 400' of post and wire mesh fencing – expected to be a later phase of the initial project.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attachments:

RCM Community Garden Program



RCM Community Garden Program

Manila Campus

*Betsy Elkinton
RCM Garden Coordinator*

Overview



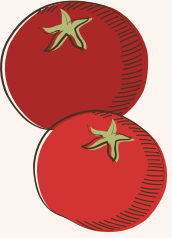
Grant: CA Farm to School Grant awarded to RCM
2 year grant

Funds Used For:

- TK-12 **garden and food education** program at RCM
- Increased garden space for **students** and a **community garden**
- Increased fresh local produce provided in **school meal program**
- Increased fresh local produce provided in **Family Resource Center** food program
- Staff position to coordinate and implement grant activities



Logistics at the Manila Campus



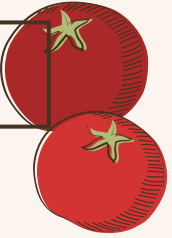
Planned Materials and Infrastructure:

- 400' long welded wire (2"x4" openings) fence and 2 locking garden gates
- Irrigation system for warm season watering
- Upgraded or additional small greenhouse
- Additional tool shed
- Outdoor gathering area
- Wash station
- Additional garden beds for community use and student use
- Garden tools and other supplies



Garden Area

400' welded wire fence, 6' tall, and 2 gates with combination locks

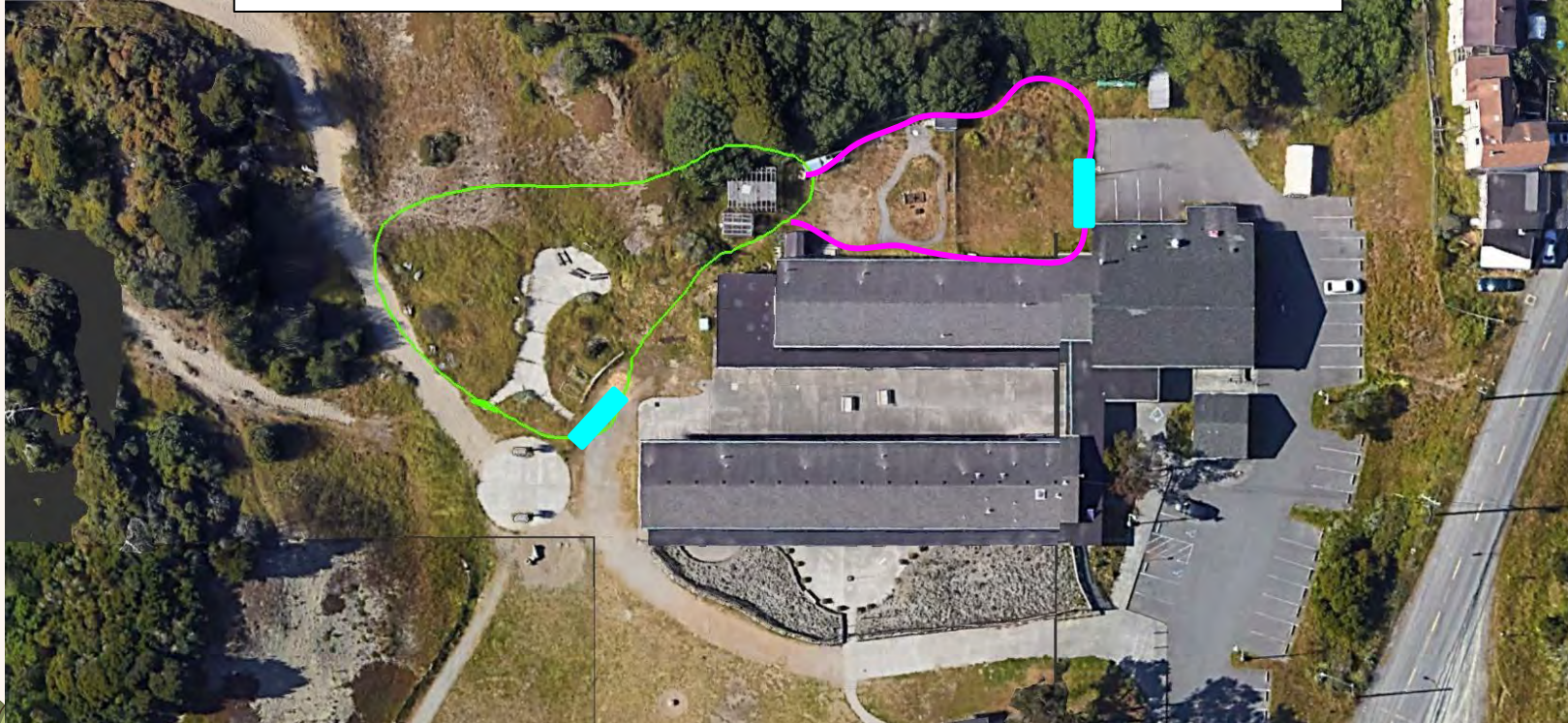


Key:

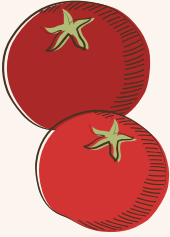
Current
garden area

Pre-approved
for future
garden area

Gate



The garden @ RCM Arcata Campus



Designed and built starting in October 2021

School Garden

- Student-designed growing spaces
- Currently 7 beds planted & tended by students
- Student groups use the garden weekly for classes and activities
- Beds irrigated for drip irrigation during warm months

Community Garden

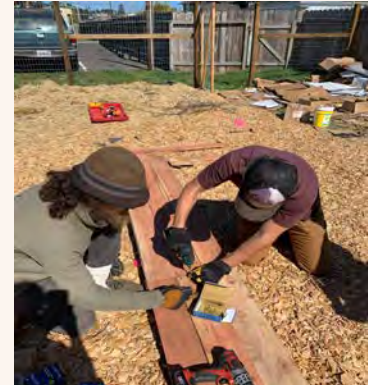
- Currently 12 beds rented to community members (payment on sliding scale \$40-80/year)
- Beds irrigated for drip irrigation during warm months
- Monthly community work days



The garden @ RCM Arcata Campus



The garden @ RCM Arcata Campus



The garden @ RCM Arcata Campus



The garden @ RCM Arcata Campus



The garden @ RCM Arcata Campus



The garden @ RCM Arcata Campus



The garden @ RCM Arcata Campus



Community Connection!

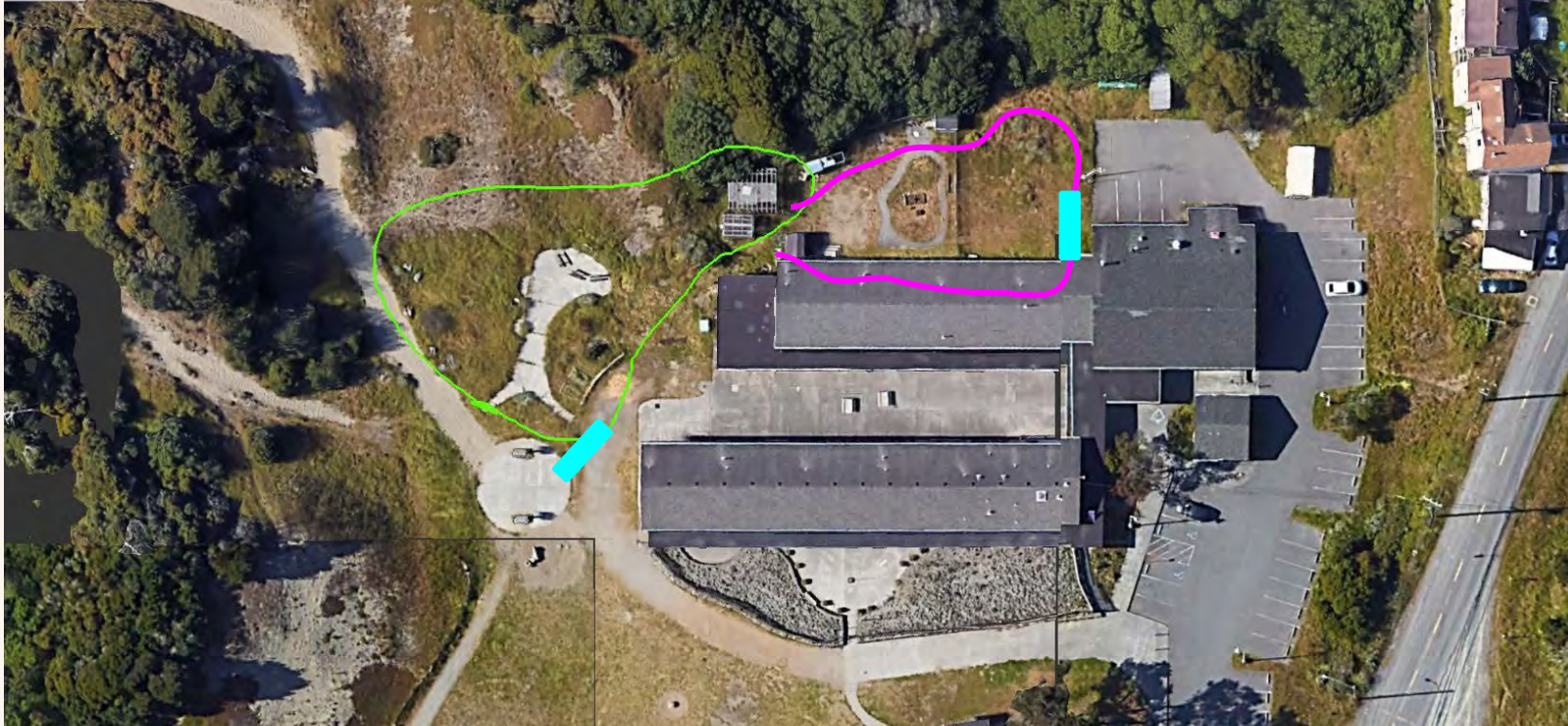
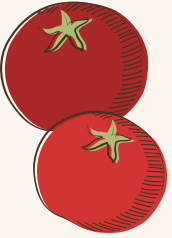


Blog for RCM Arcata Community Garden:
<https://rcmcommunitygarden.blogspot.com/>

Instagram:
<https://www.instagram.com/rcmgarden/>



Expanding the garden program @ Manila Community Center & RCM Campus



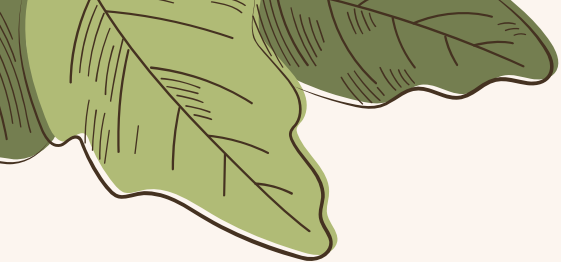
Key:

Current
garden
area

Approved
for future
garden
area

Gate





Feel free to contact me with any questions

betsy@redwoodmontessori.org

Thank you for sharing your time!





Manila Community Services District Board of Directors

Agenda Summary

Tuesday November 19th, 2024

Summary:

The District Board of Directors hires the auditor to review the accounting and internal controls of the agency. Beginning in 2014, the law requires local agencies to rotate new auditors after 6 years unless extenuating circumstances prevent rotation.

Our current Auditor, Don Cole, was initially contracted for (3) fiscal years '20, '21 and '22. Our audits have become a year behind (due partly to the pandemic) and his contract was extended for '23 (extension approved and draft audit completed) and '24 (contract and audit pending). This leaves '25 available for board to consider an additional (third and final) extension with Don Cole. Staff will inquire about this possibility and willingness and seeks the board's preference.

Regardless of this possibility, staff believes it is prudent to ask the board to approve the attached Request for Proposals (RFP) for future publication without delay.

Staff is creating a list of CPAs used by other local agencies to get a better pool of CPAs in closer proximity.

Recommended Motion:

The Board approve the attached Request for Proposals

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attachments: 2025 RFP Manila CSD Audit

REQUEST FOR PROPOSAL
for the
ANNUAL AUDIT
of
MANILA COMMUNITY SERVICES DISTRICT

INTRODUCTION

The Manila Community Services District is requesting proposals from qualified independent Certified Public Accountants to perform the annual audit of the District's financial statements. Proposals should be for each of the three fiscal years ending on June 30, 2025, 2026, and 2027.

Proposals must be received by June 13, 2025 and addressed:

Manila Community Services District
1901 Park Street
Arcata, CA. 95521

Questions may be directed to Christopher Drop, General Manager, (707) 444-3803 or emailed to manilacsdl@sbcglobal.net

The Board reserves the right to reject any or all proposals submitted. It is anticipated that the contract will be awarded at a Regular Board meeting on, or prior to June 17th, 2025. The District will not be liable for costs associated with responding to this request for proposals.

NATURE OF SERVICES REQUIRED

Funds are to be audited in accordance with generally accepted auditing standards set forth by the American Institute of Certified Public Accountants; Government Auditing Standards issued by the Comptroller General of the United States; the standards for financial audits as set forth by the U.S. General Accounting Office's Government Auditing Standards; and the State Controller's minimum audit requirements for California Special Districts.

The audit will include all funds of the Manila Community Services District which consist of water distribution, wastewater collection and treatment, parks and community center and pass-through capital grant activity for water, wastewater, park improvements and drainage.

In compliance with the above-mentioned scope, a management letter regarding internal control findings and recommendations is required as well as the preparation and submittal of the required State Controller's Office Report. It is requested that bids also include an estimated time of completion assuming an award date of June 17th, 2025.

At present, the District is not subject to the reporting requirements under the Single Audit Act.

DESCRIPTION OF THE DISTRICT

General Information:

The Manila CSD is located along the north spit of Humboldt Bay on the Samoa Peninsula between the bay and the dunes of the Pacific Ocean with a boundary area of approximately 1,621 acres. The Manila CSD is located approximately 9 miles from Eureka and consists of approximately 2 square miles located along Highway 255. The district's current boundary encompasses the area from the Pacific Ocean on the west to Humboldt Bay on the east and extends approximately 6 miles north from the Samoa Bridge to the Mad River Slough.

Formation

The Manila CSD was formed on July 20, 1965 by the Humboldt County Board of Supervisors as an independent multi-purpose district organized pursuant to Resolution No. 2130 adopted under the Community Services District Law, pursuant to Title 6, Division 2, of the California Government Code. Manila CSD's five-member Board of Directors are locally elected by the residents of the District. The District employs a General Manager who is responsible for administering and implementing policies set by the Board.

The District currently serves approximately 375 water and sewer customers. The District also has authority over parks, open spaces and public recreation facilities and pending drainage infrastructure.

The operating budget is pre-approved and currently authorizes 3 full-time employees as well as additional volunteers and temporary employees.

Accounting Staff and Financial System:

The financial staff, under the direction of the General Manager, consists solely of an Administrative Assistant who is responsible for payroll, cash receipts, daily deposits, utility billing, human resources and the maintenance of personnel records.

The District's accounting software is QuickBooks Pro 2024, and the utility billing software is UB Max (purchased by, and migrating to gWorks in FY 2025).

The District maintains its accounts on an accrual basis and all adjusting journal entries are done by the Administrative Assistant. The District's prior audited financial statements are available upon request or on the district website: www.manilacsd.com.

It is expected that the audit fieldwork will be staffed to minimize interference with normal daily operations and that the audit will be completed in a timely manner. The auditor should be available for phone conversations with the General Manager and Administrative Assistant throughout the year, as needed, to provide consultation on various matters of a minor financial nature at no additional cost. Time-consuming requests, by prior mutual agreement, will be billed at the hourly rates contained in the audit proposal. Additional fees not included within the scope of services must be authorized in advance by the General Manager.

PROPOSAL REQUIREMENTS

- Title Page.
- Description of the firm including experience performing audits of other governmental units, specifically California Special Districts. Provide reference contact information and any additional information as to the firm's qualifications relevant to the engagement.
- Description of the qualifications of key personnel who will be assigned to the engagement including both principal and auditor in charge.
- Evidence of peer review.
- Evidence of professional liability insurance and workers' compensation insurance (except in the case of a sole proprietor performing all fieldwork themselves). The successful firm shall provide certificates of insurance, naming the District as additional insured.
- Description of the scope of work and anticipated audit approach.
- Audit fees (shall be on a fixed fee basis per year) and hourly rates for additional work.
- Manner of payment.

If you have any questions, please do not hesitate to contact me.

Regards,



Christopher Drop, General Manager
Manila Community Services District
1901 Park Street Manila, CA 95521
707-444-3803 office
707-832-3150 cell
manilacsd1@sbcglobal.net
www.manilacsd.com



Manila Community Services District Board of Directors

Agenda Summary

Tuesday November 19th, 2024

Summary:

As part of the Park Per Capita Grant, we are referencing the perimeter of the Tennis Courts/Pickleball. This effort was delayed by the parking lot, which is essentially completed.

The contract for the fencing is \$36,500 (\$40,150 with 10% contingency) and might present cash flow issues awaiting reimbursement from the State.

Our county treasury account 2520 is Manila CSD's share of property taxes and are automatically deposited twice annually. The balance as of October 2024 is \$186,354. This account is considered our general fund and for discretionary use.

Recommended Motion:

I move (second) to approve warrant as described for \$40,000 from account 2520 to be reimbursed by Per Capita.

AYES:

NAYS:

ABSENT:

ABSTAIN:

Attachments:

Humboldt County Check Request

Humboldt Fence Company Fence Quote

State of California

Date: 11/19/2024

Order of:

Manila Community Services District Non-Enterprise

Address: **1901 Park Street**

For the Sum of \$ **40,000.00**

Arcata, CA. 95521

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

[illegible]

DEPARTMENTAL NOTATIONS

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.

Danielle Muniz, Finance Officer

Christopher Drop, General Manager

Authorized Signature (s) _____

(Auditor's Office Use Only)

I have reviewed the above claim for propriety and accuracy.

Deputy County Auditor



"quality at a reasonable price"

CA CONT LIC # 808339

DIR# 1000003061

Manila Community Services Dist.
Tennis Courts
1901 Park St.
Manila, Ca. 95521

May 10, 2024

Scope of Work

- **OPITON A: Installation of 10' tall chain link fencing approx. 440ft w/gates on existing location for tennis court enclosure:**
- 10' tall chain link (9 gauge) fencing w/top, middle & bottom rail, walk gates in existing location
- Includes removal & disposal of existing tennis court enclosure
- **TOTAL COST REFLECTS PREVAILING WAGE: \$36,500.00**
- **OPTION B: Same specs as above with additional 280ft of 10' tall chain link & gates to add Pickle Ball courts & section of fencing to divide from tennis courts:**
- **TOTAL COST ADDITIONAL FENCING \$19,950.00 (ADD TO OPTION A)**
- **TOTAL COST FOR OPTION A & B: \$56,450.00**

If you have any questions or would like to schedule this job, please call at the above number. Thank you for choosing Humboldt Fence Company

Date _____

Mark Marquez
Humboldt Fence Company

Date _____

Accepted By _____

"UNDER THE MECHANIC LIEN LAW (CALIFORNIA CODE OF CIVIL PROCEDURE, SUBSECTION 1181 ET SEQ.) ANY CONTRACTOR, SUBCONTRACTOR, LABORER, SUPPLIER OR OTHER PERSON WHO HELPS TO IMPROVE YOUR PROPERTY BUT IS NOT PAID FOR HIS WORK OR SUPPLIES, HAS A RIGHT TO ENFORCE A CLAIM AGAINST YOUR PROPERTY. THIS MEANS THAT, AFTER A COURT HEARING, YOUR PROPERTY COULD BE SOLD BY A COURT OFFICER AND THE PROCEEDS OF THE SALE USED TO SATISFY THE INDEBTEDNESS. THIS CAN HAPPEN EVEN IF YOU HAVE PAID YOUR OWN CONTRACTOR IN FULL IF THE SUBCONTRACTOR, LABORER OR SUPPLIER REMAINS UNPAID.

BUYER HAS THE RIGHT TO REQUIRE CONTRACTOR TO HAVE A PERFORMANCE OR PAYMENT POND. THE COST TO OBTAIN SUCH BOND IF REQUIRED WILL BE ADDED TO THE AMOUNT CURRENTLY SHOWN ON THIS CONTRACT.

IN THE STATE OF CALIFORNIA: CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR OF THE BOARD WHOSE ADDRESS IS: CONTRACTORS STATE LICENSE BOARD P.O. BOX 26000, SACRAMENTO, CA 95826 WHERE EXTENDED PAYMENT TYPE FINANCING IS INVOLVED EACH CONTRACT IS ACCEPTED WITH THE PROVISIONS THAT SATISFACTORY FINANCING BE SECURED FOR ALL PARTIES THERETO. THE PURCHASER AGREES TO PAY ALL COURT COSTS AND REASONABLE ATTORNEY'S FEES INCURRED SHOULD LEGAL ACTION BE NECESSARY IN THE COLLECTION OF ANY UNPAID AMOUNT UNDER THIS CONTRACT.

ALL PROPERTY LINES MUST BE PROPERLY MARKED BY THE OWNER. WE ASSUME NO RESPONSIBILITY WHATSOEVER FOR LOCATION OF PROPERTY LINES.

MERCHANDISE REMAINS PROPERTY OF HUMBOLDT FENCE COMPANY UNTIL TOTAL AMOUNT AGREED UPON IS PAID IN FULL.

HUMBOLDT FENCE COMPANY DOES NOT ASSUME RESPONSIBILITY FOR DAMAGE TO PLANTS, TREES, SHRUBS UNLESS SPECIFIED TO CREW BEFORE WORK COMMENCES, LAWNS WHEN HEAVY EQUIPMENT IS REQUIRED, SPRINKLER LINES, ELECTRICAL WIRE UNLESS POSTED, OR STAKED OUT, OR SHOWN TO CREW DURING THE ACTUAL INSTALLATION AT THE JOB SITE.

HUMBOLDT FENCE COMPANY INVOICE IS DUE AND PAYABLE UPON COMPLETION OF PROJECT, 10% RETENTION MAY BE HELD UNTIL PROJECT IS COMPLETED PER THE CONTRACT SIGNED. IF CUSTOMER DOES NOT ALLOW CONTRACTOR TO FINISH THE PROJECT, FULL PAYMENT WILL BE REQUIRED NO MATTER THE COMPLETION STATUS.

PAYMENT DUE NET. 30 DAYS WITH INTEREST AT 3% PER MONTH AFTER 30 DAYS.



HUMBOLDT FENCE CO.
564 HWY 36
FORTUNA, CA 95540
O: (707) 822-9511
F: (707) 726-7966
www.humboldtffence.com

JOB SKETCH

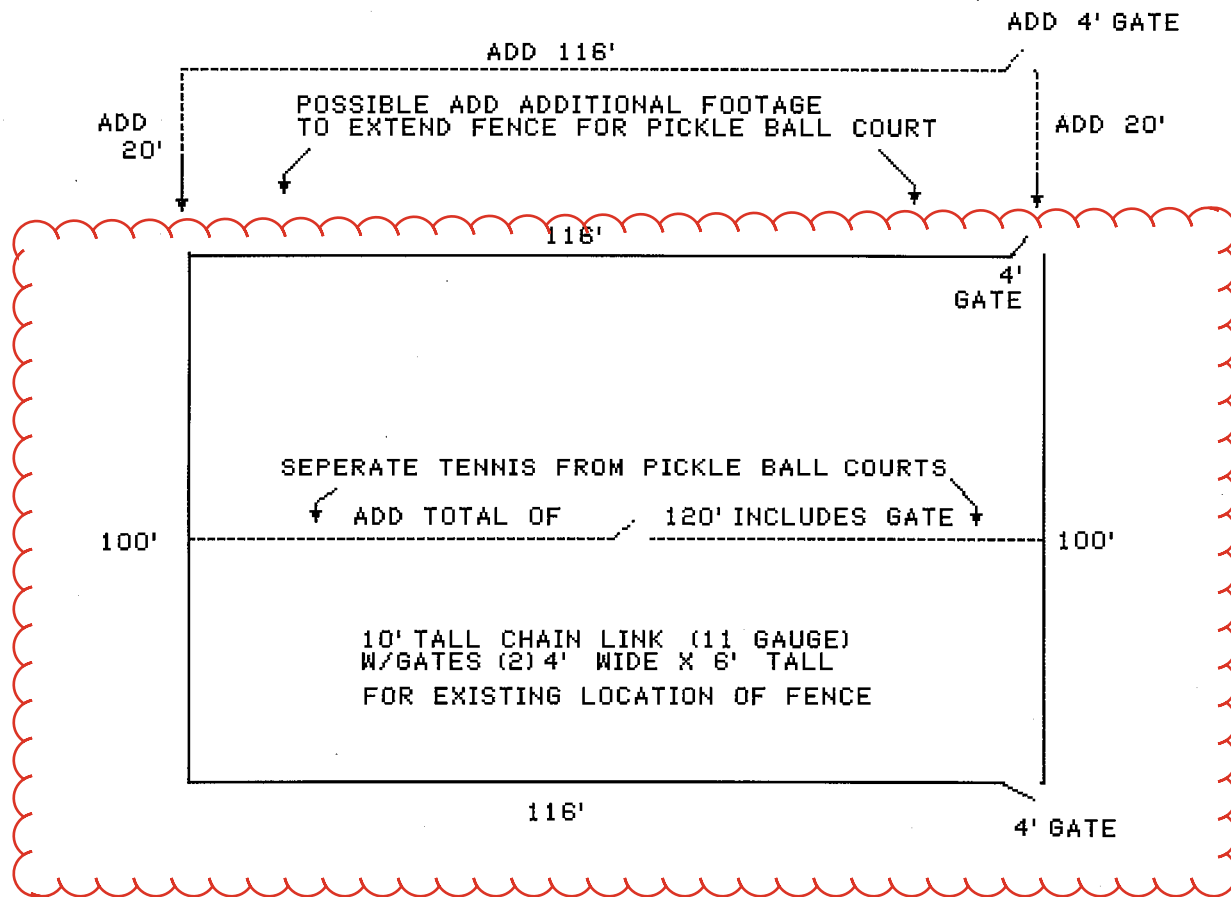
BILL TO:

SHIP TO:

MANILA COMMUNITY SERVICES DIST CHRIS
1901 PARK ST
MANILA, CA 95521
707444-3803

TENNIS COURTS
120 MILL ST
MANILA

440' - 120" 11 GA. G.A.W. (2" Mesh) KK CHAIN LINK FABRIC Fencing



05/06/2024



- No Action Taken*

- ## 7. INCOMING COMMUNICATIONS

- 8. ADJOURNMENT:**

Recording of October 2024 meeting:

<https://us02web.zoom.us/rec/share/H04KIZDIwJxNSABORQ2Qw3vmWsx2el2Jq6iZO-7EH00RgaL14-o4612x98RsA19.D8JDY4sHfcZkmJYk>

Passcode: \$em8guwx

_____ Date: _____
Thia Bachemin, Secretary

_____ Date: _____
Meghan Ryan, Board President

Manila Community Services District

11/14/2024 12:42 PM

Register: 10117 · Coast Central Checking

From 10/15/2024 through 11/14/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/15/2024		EMPLOYMENT DE...	-split-	499-0210-9	3,196.09			60,628.90
10/15/2024	2738	ERIC NUNEZ	23000 · CBSW Cust...	Deposit refund ...	73.77			60,555.13
10/15/2024	2739	rachel Morris	23000 · CBSW Cust...	Deposit Refund...	77.65			60,477.48
10/16/2024	2740	BADGER METER	22000 · Accounts Paya...	INV 80172139...	4.70			60,472.78
10/16/2024	2741	CBS LEASING CO...	22000 · Accounts Paya...	003-0610693-0...	966.32			59,506.46
10/16/2024	2742	GHD	22000 · Accounts Paya...		27,385.63			32,120.83
10/16/2024	2743	HUMBOLDT BAY ...	22000 · Accounts Paya...	August 31-Sept...	7,988.91			24,131.92
10/16/2024	2744	Kahle Industries	22000 · Accounts Paya...	Mowing Park 2...	425.92			23,706.00
10/16/2024	2745	MCMASTER-CARR	22000 · Accounts Paya...	INVOICE 100...	261.65			23,444.35
10/16/2024	2746	NORTH COAST JO...	22000 · Accounts Paya...	Inv 2024ci-633...	648.00			22,796.35
10/16/2024	2747	Restif Cleaning Servi...	22000 · Accounts Paya...		1,230.00			21,566.35
10/16/2024	2748	STATE WATER RE...	22000 · Accounts Paya...	FY2023/24 Enf...	162.00			21,404.35
10/16/2024	2749	U.S. POST MASTER	22000 · Accounts Paya...	postage on per...	900.00			20,504.35
10/16/2024	2750	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	133.18			20,371.17
10/17/2024		QuickBooks Payroll ...	-split-	Created by Pay...	6,469.54			13,901.63
10/18/2024		EFTPS	-split-	94-1653492	2,230.35			11,671.28
10/18/2024	DD2133	BACHEMIN, CYNT...	-split-	Direct Deposit		X		11,671.28
10/18/2024	DD2134	BRODERICK, JOHN J	-split-	Direct Deposit		X		11,671.28
10/18/2024	DD2135	DROP, CHRISTOP...	-split-	Direct Deposit		X		11,671.28
10/18/2024	DD2136	KITTLESON, KEN...	-split-	Direct Deposit		X		11,671.28
10/18/2024	DD2137	Muniz**, Danielle	-split-	Direct Deposit		X		11,671.28
10/18/2024	DD2138	RYAN, MEGHAN	-split-	Direct Deposit		X		11,671.28
10/18/2024	DD2139	WATSON, ALISHA L	-split-	Direct Deposit		X		11,671.28
10/22/2024			12000 · Accounts Rece...	Deposit			7,771.30	19,442.58
10/23/2024			12750 · Prop 2 Accoun...	Deposit			33,322.00	52,764.58
10/23/2024			12999 · Undeposited F...	Deposit			6,151.00	58,915.58
10/23/2024			12000 · Accounts Rece...	Deposit			10,928.12	69,843.70
10/23/2024	To Print	SDRMA MB	60000 · Water Dept. E...	Auto-pay Nove...	2,819.32			67,024.38
10/30/2024			12000 · Accounts Rece...	Deposit			1,381.43	68,405.81
10/30/2024			-split-	Deposit			180.00	68,585.81
10/31/2024		QuickBooks Payroll ...	-split-	Created by Pay...	5,982.01			62,603.80
11/01/2024		EFTPS	-split-	94-1653492	2,095.42			60,508.38
11/01/2024	DD2140	DROP, CHRISTOP...	-split-	Direct Deposit		X		60,508.38
11/01/2024	DD2141	KITTLESON, KEN...	-split-	Direct Deposit		X		60,508.38
11/01/2024	DD2142	WATSON, ALISHA L	-split-	Direct Deposit		X		60,508.38
11/08/2024			12000 · Accounts Rece...	Deposit			4,380.28	64,888.66
11/08/2024		SDRMA MB	60000 · Water Dept. E...	Auto-pay Dece...	2,819.32			62,069.34
11/08/2024		PACIFIC GAS AND...	80000 · Sewer Dept. E...	Acct 34288574...	3,123.77			58,945.57
11/12/2024			12000 · Accounts Rece...	Deposit			2,109.38	61,054.95
11/14/2024		QuickBooks Payroll ...	-split-	Created by Pay...	6,050.72			55,004.23

General Manager's Report for November 2024

Water Project:

The pumphouse is going up quickly. Once the scaffolding is removed, and before the roof is set, the internal assemblies can be craned in and reconnected. This is an important step as it allows the entire distribution system to be on the new Pressure Reducing Valves (PRVs) and other controls. This will increase and stabilize pressure and allow for many other aspects of the project (and maintenance, such as blow-off) to commence.

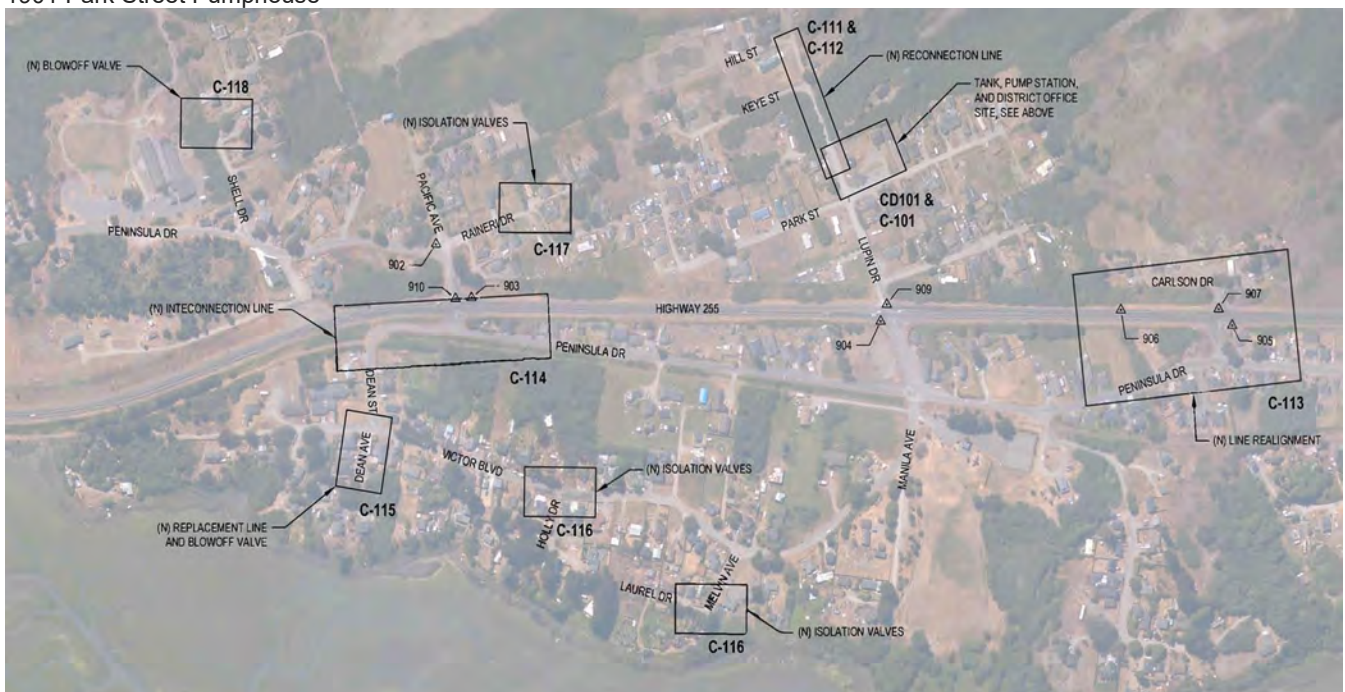
This also provides for a new 6" C900 water main back feed to properties west of the office that were connected directly to the main transmission line and did not benefit from backup storage. This will place everyone in the same pressure zone.

To reconnect the system, our main supply from the transmission line valve will be closed for about 8 hours in early December. This will terminate all water service for the entire town. Staff have begun preliminary notifications and will expand notice as we get closer to actual shut offs.

There are also several isolated areas that will have interruptions as we replace lines, valves and blowoffs throughout the area with Victor Blvd. being the most affected.



1901 Park Street Pumphouse



Water System construction areas

Park Parking Lot:

The Parking Lot is paved and basketball court resealed. Striping and signage are pending and part of the contract. Hooven Co. also placed a speed hump on Peninsula Dr. which is awaiting striping and signage from the county. The height of the hump is not as tall as the existing one but within the engineering specs and county policy.



Park Parking Lot Gutter Channel (was railroad)



Park Parking Lot Planter Box/Bioswale and ADA stall

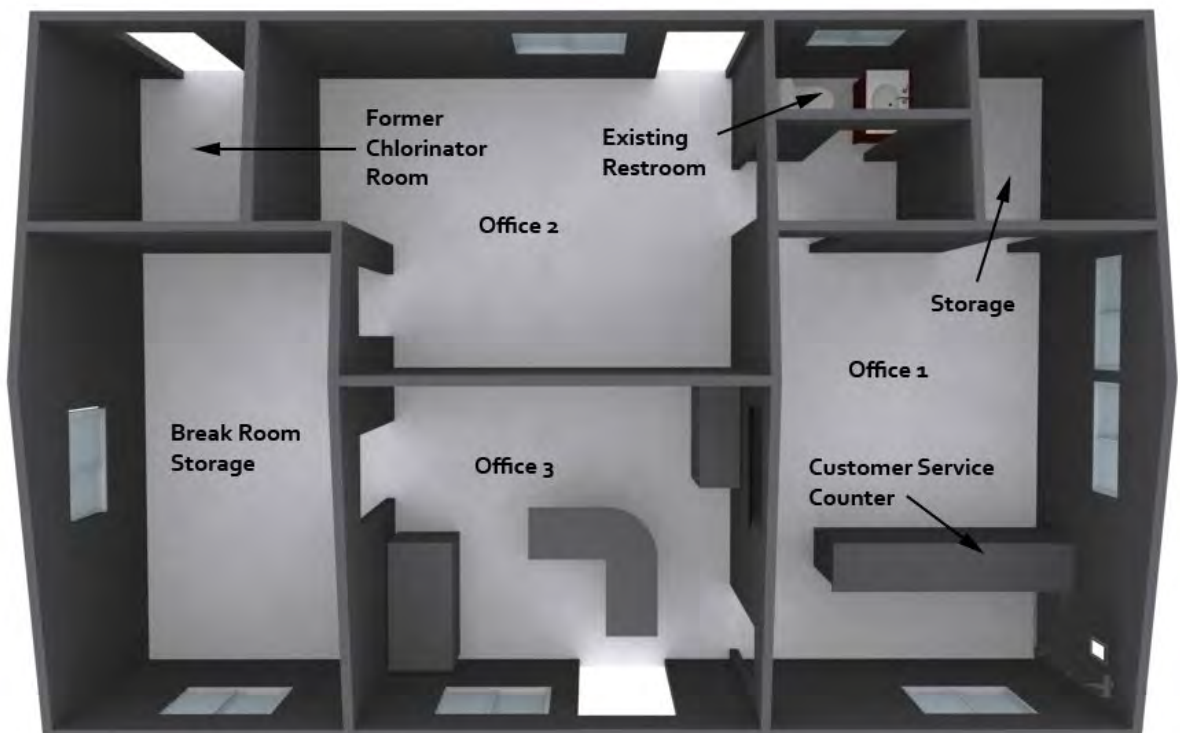
Office Updates:

We are planning a remodel of the District Office, including:

- Renovate the front of the building/lawn area repurposing old posts from the MDRA. This will be a beach theme with a new sign. The design for the sign to be based on the old redwood tank and uses some of the reclaimed staves for the framing. The posts from the MDRA are old rounds for the old cable fencing (excuse the rough simulations).



- Retrofit the old pump room into a staff break room
- Install a dividing wall in the back-office space (former garage)
- Refloor entire building, window treatments, lighting and paint.



FY 2023 Audit Field work is completed, and draft received – still awaiting the final product for distribution to the board.

As reported earlier, our billing software **UBMax** was purchased by **gWorks**. This platform went live October and failed. We were able to delay implementation until the company file is corrected and the features are functional.

Wastewater Grant:

Part of tonight's agenda is awarding the bid for this exciting project to rehabilitate major parts of our wastewater collection infrastructure. Most notable is the redesign of terminal lift station and the installation of 2,000 gallon holding tanks and screening equipment at the district yard.

There will also be significant work at individual pumps/controls at residences throughout the community and minor disruptions in sewer use. Staff will be formulating a notification and timing plan as we get closer to implementation.

Drainage Grant:

We are still expecting to publish bids and award this project soon.

MCC: We are adding an external door to the east office wall for staff bathroom access.

Radio Meter Update:

We ordered 36 meters several months ago and awaiting registers to install them. Considering the lengthy lead times and unknown future cost increases, staff will be preparing a reserves drawdown report in the coming months to purchase significant quantities to get this program.



Radio Ready Meter with no Register (Boo!)

Last month there were questions about monthly system reports and summarized herein:
Since July 2024 there were 19 trouble calls totaling 6 hours each for labor and equipment after hours and 21 hours each during business hours.

Wastewater: all effluent quality flows and quality limits were within permit maximums. We replaced 2 tank floats, one pressure main repaired and 18 sewer air valves exercised.

Water: 1 hydrant exercised, 2 meters replaced, 1 new service connection, 2 hydrant valves exercised, and 3 main line valves exercised.

Staff is awaiting the reconnection of the PRVs prior to any significant system flushing (to minimize pressure issues).