



MANILA COMMUNITY SERVICES DISTRICT

Agenda of Regular Meeting Tuesday October 15th, 2024 6:30 p.m.

Manila Community Center, 1611 Peninsula Drive Room A

Posted by Saturday October 12th, 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. DISCUSSION ITEMS:

a) **Budget Vs. Actual July 1st, 2024 - September 30th 2024 (Q1 FY 2025)**

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 August 20th, 2024**

b) **Receive Disbursements: August 20th - 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 October 15th, 2024

Summary: The attached report represents the District's budget vs. actual performance for Q1 FY2025 July 1, 2024 through September 30th, 2024.

As is the case with first quarter reports, overages are evident due to significant expenses being paid in advance for the upcoming year such as property/liability and workers' comp insurance which amount to over \$28,000. As the year progresses, performance tends to flatten and improve.

Some notable items:

Park revenue is artificially up \$7,000 due to an insurance claim received for the Park Access Gates destroyed last year by a collision. This will be expensed when the gate is replaced in the next few months.

Water Payroll expenses are over mostly due to the allocation of all benefits to the water dept. This is for expedience in bookkeeping and these costs are usually spread amongst other departments quarterly. We also bought another installment of radio meters which are now 30% more expensive.

Sewer O&M has a -985.80 item in expenses (making it revenue) which represents a reimbursement for a sewer component that crossed FY 24-25.

Since all capital activity is 100% grant funded/reimbursable, these revenues and expenses are treated as passthrough items and not represented in the operational budget vs. actual.

There is no action requested for this item and staff recommends receive and file.

Manila Community Services District
Profit & Loss Budget vs. Actual
 July through September 2024 (25%)

9:30 AM

10/07/2024

Accrual Basis

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Water Income				
40100 · Residential	55,739.20			
40500 · Miscellaneous	420.00			
40000 · Water Income - Other	0.00	216,689.00	-216,689.00	0.0%
Total 40000 · Water Income	56,159.20	216,689.00	-160,529.80	25.92%
41000 · Sewer Income				
41100 · Residential	47,770.17			
41700 · New Installation	87.00			
41000 · Sewer Income - Other	0.00	229,689.00	-229,689.00	0.0%
Total 41000 · Sewer Income	47,857.17	229,689.00	-181,831.83	20.84%
D40800 · Drainage Income	0.00	3,300.00	-3,300.00	0.0% Tax allocation
M40800 · Community Center Income				
M40805 · Tenants	18,453.00			
M40800 · Community Center Income - Other	0.00	74,112.00	-74,112.00	0.0%
Total M40800 · Community Center Income	18,453.00	74,112.00	-55,659.00	24.9%
P40700 · Park Income				
P40720 · Field & Concession Use	7,100.00			Park Gate Ins. Claim
P40790 · Leases	1,500.00			Tidelands (annual)
P40700 · Park Income - Other	0.00	28,800.00	-28,800.00	0.0%
Total P40700 · Park Income	37,400.00	28,800.00	8,600.00	129.86% added allocation
PW40690 · PUBLIC WORKS INCOME (Tax Alloc) Roads, streetlights				
PW40699 · Misc./Tsunami	-75.00			
PW40690 · PUBLIC WORKS INCOME (Tax Alloc) - Other	0.00	2,800.00	-2,800.00	0.0%
Total PW40690 · PUBLIC WORKS INCOME (Tax Alloc)	2,725.00	2,800.00	-75.00	97.32% Tax allocation
Total Income	226,130.37	555,390.00	-329,259.63	40.72%

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	
Cost of Goods Sold					
50000 · Water COG					
50100 · Water Purchases	23,016.78	92,000.00	-68,983.22	25.02%	Sept payment added
Total 50000 · Water COG	23,016.78	92,000.00	-68,983.22	25.02%	
Total COGS	23,016.78	92,000.00	-68,983.22	25.02%	
Expense					
60000 · Water Dept. Expense					
60100 · Payroll - Water					
60110 · Administration	9,398.31				
60111 · Board Wages	90.00				
60120 · Staff	6,617.80				
60123 · Sick Wages	500.20				
60125 · Holiday Wages	914.35				
60128 · Vacation	7,323.05				annual
60130 · Payroll Taxes	5,723.72				
60140 · Workers Comp	1,273.44				annual
60150 · Insurance Benefits	8,457.96				split with other depts
60100 · Payroll - Water - Other	0.00	83,342.00	-83,342.00	0.0%	
Total 60100 · Payroll - Water	40,298.83	83,342.00	-43,043.17	48.35%	
61000 · Administration - Water					
61100 · Banking Expense	130.00				
61250 · Licenses and Dues	210.00				
61275 · Insurance P&L	5,786.81				annual
61300 · Office Supplies	442.80				
61400 · Postage	53.19				
61000 · Administration - Water - Other	0.00	12,500.00	-12,500.00	0.0%	
Total 61000 · Administration - Water	6,622.80	12,500.00	-5,877.20	52.98%	
62000 · Operating & Maintenance - Water					
62200 · Maintenance & Repair	7,820.44				includes radio meters
62250 · New Installations					rem. \$13,105 (cn fee)
62700 · Testing	986.89				
62850 · Vehicle Fuel	188.87				
62000 · Operating & Maintenance - Water - Other	0.00	20,000.00	-20,000.00	0.0%	

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 62000 · Operating & Maintenance - Water	8,996.20	20,000.00	-11,003.80	44.98%
65000 · Professional Services - Water				
65100 · Alarm Monitoring	56.50			
65000 · Professional Services - Water - Other	0.00	5,700.00	-5,700.00	0.0%
Total 65000 · Professional Services - Water	56.50	5,700.00	-5,643.50	0.99%
67000 · Travel Expense - Water				
67300 · Training	179.95			
Total 67000 · Travel Expense - Water	179.95			
68000 · Utilities				
68100 · Telephone & Communications	324.72			
68300 · Trash Removal	124.95			
68000 · Utilities - Other	214.67	2,500.00	-2,285.33	8.59%
Total 68000 · Utilities	664.34	2,500.00	-1,835.66	26.57%
Total 60000 · Water Dept. Expense	56,818.62	124,042.00	-67,223.38	45.81%
80000 · Sewer Dept. Expense				
80100 · Payroll - Sewer				
80110 · Administration	9,892.96			
80111 · Board Wages	90.00			
80120 · Staff	15,999.85			
80123 · Sick Wages	500.20			
80125 · Holiday Wages	914.35			
80140 · Workers Comp	1,273.45			annual
80100 · Payroll - Sewer - Other	0.00	125,453.00	-125,453.00	0.0%
Total 80100 · Payroll - Sewer	28,670.81	125,453.00	-96,782.19	22.85%
81000 · Administration - Sewer				
81250 · Licenses & Dues	260.00			
81275 · Insurance P&L	5,786.81			annual
81300 · Office Supplies	491.01			
81000 · Administration - Sewer - Other	0.00	22,000.00	-22,000.00	0.0%
Total 81000 · Administration - Sewer	6,537.82	22,000.00	-15,462.18	29.72%
82000 · Operating & Maintenance - Sewer				
82200 · Maintenance & Repair	-985.80			Reimb. LFY mini lift
82700 · Testing	690.00			
82850 · Vehicle Fuel	188.88			
82000 · Operating & Maintenance - Sewer - Other	0.00	40,000.00	-40,000.00	0.0%

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
Total 82000 · Operating & Maintenance - Sewer	-106.92	40,000.00	-40,106.92	-0.27%
85000 · Professional Services				
85100 · Alarm Monitoring	157.00			
85000 · Professional Services - Other	0.00	6,500.00	-6,500.00	0.0%
Total 85000 · Professional Services	157.00	6,500.00	-6,343.00	2.42%
88000 · Utilities - Sewer				
88100 · Telephone & Communications	634.09			
88200 · PG&E	12,866.52			
88300 · Trash Removal	349.86			
88000 · Utilities - Sewer - Other	214.66	35,000.00	-34,785.34	0.61%
Total 88000 · Utilities - Sewer	14,065.13	35,000.00	-20,934.87	40.19%
Total 80000 · Sewer Dept. Expense	49,323.84	228,953.00	-179,629.16	21.54%
M80000 · Community Center Expense				
M81000 · Payroll				
M81150 · Board Wages	90.00			
M81200 · Staff	2,149.25			
M81400 · Workers Comp.	1,273.44			annual
M81000 · Payroll - Other	3,861.46	22,579.00	-18,717.54	17.1%
Total M81000 · Payroll	7,374.15	22,579.00	-15,204.85	32.66%
M82000 · Administration				
M82275 · Insurance P&L	5,786.80			annual
M82300 · Office Supplies	169.51			
M82000 · Administration - Other	0.00	10,188.00	-10,188.00	0.0%
Total M82000 · Administration	5,956.31	10,188.00	-4,231.69	58.46%
M83000 · O&M MCC and Park	7,590.46	31,000.00	-23,409.54	24.49%
M85000 · Professional Services	6.25	5,000.00	-4,993.75	0.13%
M88000 · Utilities				
M88300 · Trash Removal	1,624.35			
M88000 · Utilities - Other	0.00	5,000.00	-5,000.00	0.0%
Total M88000 · Utilities	1,624.35	5,000.00	-3,375.65	32.49%
Total M80000 · Community Center Expense	22,551.52	73,767.00	-51,215.48	30.57%
P70000 · Park Expense				

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
P71000 · Park Payroll				
P71150 · Board Wages	90.00			
P71200 · Staff	1,429.23			
P71400 · Workers Comp.	1,273.44			annual
P71000 · Park Payroll - Other	2,407.41	18,803.00	-16,395.59	12.8%
Total P71000 · Park Payroll	<u>5,200.08</u>	<u>18,803.00</u>	<u>-13,602.92</u>	<u>27.66%</u>
P72000 · Administration				
P72275 · Insurance P&L	5,786.78			annual
P72300 · Office Supplies	169.46			
P72000 · Administration - Other	0.00	6,896.00	-6,896.00	0.0%
Total P72000 · Administration	<u>5,956.24</u>	<u>6,896.00</u>	<u>-939.76</u>	<u>86.37%</u>
P75000 · Professional Services	6.25	1,200.00	-1,193.75	0.52%
P78000 · Utilities				
P78300 · Trash Removal	399.84			
P78000 · Utilities - Other	0.00	1,875.00	-1,875.00	0.0%
Total P78000 · Utilities	<u>399.84</u>	<u>1,875.00</u>	<u>-1,475.16</u>	<u>21.33%</u>
Total P70000 · Park Expense	<u>11,562.41</u>	<u>28,774.00</u>	<u>-17,211.59</u>	<u>40.18%</u>
 PW69000 · Public Works Expense				
PW69300 · Operating & Maintenance	0.00	2,000.00	-2,000.00	0.0%
PW69400 · Public Works- MDRA	95.00			
PW69800 · Utilities	0.00	620.00	-620.00	0.0%
Total PW69000 · Public Works Expense	<u>95.00</u>	<u>2,620.00</u>	<u>-2,525.00</u>	<u>3.63%</u>
 Water Net	-23,676.20			
Sewer Net	-1,466.67			
MCC net	-4,098.52			
Park net	25,837.59			
PW Net	2,630.00			
District Total Q1 FY2025	-773.80			



MANILA COMMUNITY SERVICES DISTRICT

Minutes of Regular Meeting Tuesday August 20th, 2024

1. **ROLL CALL, DETERMINE QUORUM:** *Bachemin, Broderick, Ryan and Faulk-Kellogg present. Muniz absent. Staff Christopher Drop present*
2. **APPROVE AGENDA:** *there were no changes to the agenda*
3. **PUBLIC INPUT / PETITIONS / ANNOUNCEMENTS:** *There was no public input.*
4. **BUSINESS ACTION ITEMS:**
 - a) **Consideration of Redwood Coast Montessori Lease Amendments (Rev. 5)** ****Faulk-Kellogg left the dais for this item****
Broderick/Bachemin to approve lease as presented. Vote: 3-0 with Muniz and Faulk-Kellogg absent.
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 June 18th, 2024**
 - b) **Receive Disbursements: June 18th - to date**
Broderick/Faulk-Kellogg 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. **INCOMING COMMUNICATIONS**
8. **ADJOURNMENT:** *6:52 pm*

Recording of this meeting:

https://us02web.zoom.us/rec/share/S_iC2_fRpIO6F1VF1lxyn6-M6eODclquOgLVs2S1qj7TzCYdZS5T-PAwPbGq1Ons.HFydmnyanlfrOGID

Passcode: X*Y3u!wK

Thia Bachemin, Secretary

Date: _____

Meghan Ryan, Board President

Date: _____

Manila Community Services District

10/7/2024 10:13 AM

Register: 10117 · Coast Central Checking

From 04/20/2024 through 10/07/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/14/2024			12000 · Accounts Rece...	Deposit		X	4,169.35	62,467.75
08/14/2024		SDRMA	22000 · Accounts Paya...	WC INV 7585...	5,093.77	X		57,373.98
08/18/2024		OPTIMUM*	80000 · Sewer Dept. E...	paid online Ac...	73.64	X		57,300.34
08/18/2024		OPTIMUM	-split-	paid online ACH	405.90	X		56,894.44
08/19/2024			12770 · Prop 1 Accoun...	Deposit		X	7,964.00	64,858.44
08/19/2024		EFTPS	-split-	94-1653492	2,102.01	X		62,756.43
08/19/2024		PACIFIC GAS AND...	80000 · Sewer Dept. E...	Acct 34288574...	4,046.91	X		58,709.52
08/20/2024			12000 · Accounts Rece...	Deposit		X	8,257.67	66,967.19
08/22/2024		QuickBooks Payroll ...	-split-	Created by Pay...	6,033.23	X		60,933.96
08/23/2024		DROP, CHRISTOP...	-split-	Direct Deposit		X		60,933.96
08/23/2024		KITTLESON, KEN...	-split-	Direct Deposit		X		60,933.96
08/23/2024		WATSON, ALISHA L	-split-	Direct Deposit		X		60,933.96
08/27/2024			P13500 · Per Capita In...	Dep (Park trail)		X	27,281.00	88,214.96
08/27/2024			12750 · Prop 2 Accoun...	Deposit (WWTF)		X	17,021.00	105,235.96
08/27/2024			12000 · Accounts Rece...	ACH Returned ...	309.32	X		104,926.64
08/27/2024			12000 · Accounts Rece...	ACH returned ...	88.32	X		104,838.32
08/28/2024			12999 · Undeposited F...	Deposit		X	1,000.00	105,838.32
08/28/2024			12000 · Accounts Rece...	Deposit		X	2,192.98	108,031.30
08/28/2024	2705	TAYLOR AUWART...	23000 · CBSW Cust...	DEPOSIT REF...	85.54			107,945.76
08/28/2024	2706	COLIN CURREN	23000 · CBSW Cust...	DEPOSIT REF...	33.09			107,912.67
08/28/2024	2707	CAMERON DOMIN...	23000 · CBSW Cust...	DEPOSIT REF...	64.35			107,848.32
08/28/2024	2708	CASH	-split-	Reimbursement...	307.74	X		107,540.58
08/28/2024	2709	ADVANCED SECU...	22000 · Accounts Paya...		201.00	X		107,339.58
08/28/2024	2710	BADGER METER	22000 · Accounts Paya...	INV 80165979...	4.65	X		107,334.93
08/28/2024	2711	Bergel Construction	22000 · Accounts Paya...	MCC Posts	7,000.00	X		100,334.93
08/28/2024	2712	GHD	22000 · Accounts Paya...		24,984.50	X		75,350.43
08/28/2024	2713	HENSEL'S ACE HA...	22000 · Accounts Paya...	CUST 351	468.78	X		74,881.65
08/28/2024	2714	HUMBOLDT BAY ...	22000 · Accounts Paya...	June 29- July 3...	7,673.67	X		67,207.98
08/28/2024	2715	Microbac Laboraorie...	22000 · Accounts Paya...	August Stateme...	430.00	X		66,777.98
08/28/2024	2716	PACIFIC GAS AND...	22000 · Accounts Paya...	VOID: 342885...		X		66,777.98
08/28/2024	2717	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	1,834.23	X		64,943.75
08/28/2024	2718	Restif Cleaning Servi...	22000 · Accounts Paya...	Bathroom Clea...	360.00	X		64,583.75
08/28/2024	2719	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	205.71	X		64,378.04
08/28/2024	2720	MCNEILL, BRIAN	22000 · Accounts Paya...	Inv 619280	540.00	X		63,838.04
08/29/2024	2721	SCOTT STEPHENS	60000 · Water Dept. E...	REF. connection fee	13,105.00	X		50,733.04
08/31/2024			12000 · Accounts Rece...	Deposit		X	8,211.38	58,944.42
08/31/2024			90000 · Interest Earned	Interest		X	7.75	58,952.17
08/31/2024			60000 · Water Dept. E...	Service Charge	65.00	X		58,887.17
09/03/2024			12000 · Accounts Rece...	Deposit		X	95.33	58,982.50
09/03/2024		VERIZON WIRELE...	-split-	Account #3420...	105.34	X		58,877.16

Manila Community Services District

10/7/2024 10:13 AM

Register: 10117 · Coast Central Checking

From 04/20/2024 through 10/07/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/04/2024		Debit Card- CCCU	-split-	Amazon cleaning	23.71	X		58,853.45
09/04/2024		Debit Card- CCCU	-split-	Amazon office supplies	84.97	X		58,768.48
09/04/2024		Debit Card- CCCU	60000 · Water Dept. E...	Amazon Testing mat.	104.14	X		58,664.34
09/04/2024		Debit Card- CCCU	-split-	Amazon office suppl	84.00	X		58,580.34
09/05/2024		QuickBooks Payroll ...	-split-	Created by Pay...	6,446.70	X		52,133.64
09/05/2024		QuickBooks Payroll ...	-split-	Created by Pay...	4,736.84	X		47,396.80
09/06/2024			12000 · Accounts Rece...	Deposit		X	200.00	47,596.80
09/06/2024			12000 · Accounts Rece...	Deposit		X	837.38	48,434.18
09/06/2024			12750 · Prop 2 Accoun...	Deposit		X	19,234.00	67,668.18
09/06/2024		EFTPS	-split-	94-1653492	1,901.50	X		65,766.68
09/06/2024		BACHEMIN, CYNT...	-split-	Direct Deposit		X		65,766.68
09/06/2024		BRODERICK, JOHN J	-split-	Direct Deposit		X		65,766.68
09/06/2024		DROP, CHRISTOP...	-split-	Direct Deposit		X		65,766.68
09/06/2024		FAULK-KELLOGG,...	-split-	Direct Deposit		X		65,766.68
09/06/2024		KITTLESON, KEN...	-split-	Direct Deposit		X		65,766.68
09/06/2024		RYAN, MEGHAN	-split-	Direct Deposit		X		65,766.68
09/06/2024		WATSON, ALISHA L	-split-	Direct Deposit		X		65,766.68
09/06/2024		DROP, CHRISTOP...	-split-	Direct Deposit		X		65,766.68
09/07/2024		INTUIT	Payroll Expenses	Direct Deposit...	64.00	X		65,702.68
09/09/2024			12000 · Accounts Rece...	Deposit		X	2,497.05	68,199.73
09/09/2024		SDRMA	22000 · Accounts Paya...	P & L Insurance	22,918.02	X		45,281.71
09/16/2024			12000 · Accounts Rece...	Deposit P70000 ·		X	3,710.02	48,991.73
09/16/2024		Debit Card- CCCU	Park Expense...	Global Ind (new drk fount.)	2,581.82	X		46,409.91
09/16/2024		SDRMA MB	60000 · Water Dept. E...	Auto-pay Octo...	2,819.32	X		43,590.59
09/16/2024		PACIFIC GAS AND...	80000 · Sewer Dept. E...	Acct 34288574...	4,154.89	X		39,435.70
09/16/2024		VERIZON WIRELE...	-split-	Account #3420...	105.38	X		39,330.32
09/17/2024		U.S. POST MASTER	-split-	Stamps to mail ...	146.00	X		39,184.32
09/17/2024			12000 · Accounts Rece...	Returned check...	86.02	X		39,098.30
09/17/2024		OPTIMUM	-split-	paid online ACH	405.90	X		38,692.40
09/17/2024		OPTIMUM*	80000 · Sewer Dept. E...	paid online Ac...	73.64	X		38,618.76
09/18/2024			12999 · Undeposited F...	Deposit RCM		X	6,151.00	44,769.76
09/18/2024			12000 · Accounts Rece...	Deposit		X	9,338.32	54,108.08
09/18/2024			-split-	Deposit		X	180.00	54,288.08
09/18/2024	2722	ELIJAH CARRANZA	23000 · CBSW Cust...	DEPOSIT REF...	66.05			54,222.03
09/18/2024	2723	ANGELA RYAN B...	23000 · CBSW Cust...	DEPOSIT REF...	52.86	X		54,169.17
09/18/2024	2724	ANDREW WARD	23000 · CBSW Cust...	DEPOSIT REF...	63.15	X		54,106.02
09/18/2024	2725	MADDIE MCCOR...	23000 · CBSW Cust...	DEPOSIT RE...	64.45			54,041.57
09/18/2024	2726	PATRICIA COMBS	23000 · CBSW Cust...	DEPOSIT REF...	34.30			54,007.27
09/18/2024	2727	RICHARD KEARNS	23000 · CBSW Cust...	DEPOSIT REF...	126.12			53,881.15
09/18/2024	2728	BADGER METER	22000 · Accounts Paya...	INV 80169065...	664.70	X		53,216.45

Manila Community Services District

10/7/2024 10:13 AM

Register: 10117 · Coast Central Checking

From 04/20/2024 through 10/07/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/18/2024	2729	HUMBOLDT BAY ...	22000 · Accounts Paya...	August 1-30, 2...	7,670.85	X		45,545.60
09/18/2024	2730	HUMBOLDT COU...	22000 · Accounts Paya...	PERMIT #521	25.00			45,520.60
09/18/2024	2731	HUMBOLDT PEST ...	22000 · Accounts Paya...	inv 539519 Re...	150.00	X		45,370.60
09/18/2024	2732	Microbac Laboraorie...	22000 · Accounts Paya...	September Stat...	55.00	X		45,315.60
09/18/2024	2733	PACE SUPPLY	22000 · Accounts Paya...	Radio Meters	6,990.24	X		38,325.36
09/18/2024	2734	RECOLOGY HUMB...	22000 · Accounts Paya...	CUST 060790...	664.77	X		37,660.59
09/18/2024	2735	SDRMA	22000 · Accounts Paya...	INV i00408 F...	229.18	X		37,431.41
09/18/2024	2736	STATE WATER RE...	22000 · Accounts Paya...	Wastewater tre...	110.00			37,321.41
09/18/2024	2737	VALLEY PACIFIC ...	22000 · Accounts Paya...	10366	172.04	X		37,149.37
09/19/2024		QuickBooks Payroll ...	-split-	Created by Pay...	5,982.00	X		31,167.37
09/20/2024			12000 · Accounts Rece...	Deposit		X	8,507.51	39,674.88
09/20/2024		EFTPS	-split-	94-1653492	2,095.44	X		37,579.44
09/20/2024	DD2127	DROP, CHRISTOP...	-split-	Direct Deposit		X		37,579.44
09/20/2024	DD2128	KITTLESON, KEN...	-split-	Direct Deposit		X		37,579.44
09/20/2024	DD2129	WATSON, ALISHA L	-split-	Direct Deposit		X		37,579.44
09/30/2024			-split-	Deposit		X	1,132.17	38,711.61
09/30/2024			12000 · Accounts Rece...	Deposit		X	5,384.38	44,095.99
09/30/2024			P40700 · Park Income:...	Deposit		X	7,100.00	51,195.99
09/30/2024			12000 · Accounts Rece...	Deposit		X	7,721.23	58,917.22
09/30/2024			90000 · Interest Earned	Interest		X	6.67	58,923.89
09/30/2024			60000 · Water Dept. E...	Service Charge	65.00	X		58,858.89
09/30/2024	08/26		66900 · Reconciliation ...	Balance Adjust...	69.00	X		58,789.89
10/02/2024			-split-	Deposit			180.00	58,969.89
10/02/2024			-split-	Deposit			180.00	59,149.89
10/03/2024		QuickBooks Payroll ...	-split-	Created by Pay...	6,084.73			53,065.16
10/04/2024		EFTPS	-split-	94-1653492	2,161.04			50,904.12
10/04/2024	DD2130	DROP, CHRISTOP...	-split-	Direct Deposit		X		50,904.12
10/04/2024	DD2131	KITTLESON, KEN...	-split-	Direct Deposit		X		50,904.12
10/04/2024	DD2132	WATSON, ALISHA L	-split-	Direct Deposit		X		50,904.12

General Manager's Report for October 2024

Water Project:

The Water Project's full budget has been officially approved and executed, allowing full implementation. The pumphouse site work is almost done and the foundation to be poured by 10/15/2024.



1901 Park Street Pumphouse

Park Parking Lot:

Hooven Co. was the winning bidder and has begun removal of the old parking lot.



Park Parking Lot Demo



We are replacing the **drinking fountain** at the park with a hydration station that is ADA compliant and provides a dog bowl.

Park Tennis/Pickleball: The cost for a full court restoration far exceeds our current budget and alternatives will need to be considered. The thought is to only resurface actual playable areas which should bring the cost down significantly. Staff will update as we move forward.

Wastewater Grant:

This grant has gone out to bid the bid opening was delayed until October 17th to allow addenda to circulate.

Drainage Grant:

We are expecting to publish bids and award this project in the next few months. Once our permitting is completed, the district will be invoicing CNRA to reimburse our reserves and pay for non-construction activities already incurred.

MCC: The post reinforcements have been completed.

Outdoor Bottle Filler w/Bi-Level Fountain & Pet Station

Office Updates:

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

As reported earlier, our billing software **UBMax** was purchased by **gWorks**. This improved software is going live 10/15/2024. Unfortunately, and somewhat of a surprise to staff, this company charges a small fee (\$1.95) for Autopay users (ACH). All existing customers using autopay have been notified via letter and given an “opt out” option. We will waive these fees for those not receiving the letter and wanting to opt out until alternatives can be implemented.

Radio Meter Update:

We ordered another 36 radio water meters, getting us close to 40% complete with conversions and await the actual registers. The cost of the meters has increased by 30% and staff will be seeking reserves funding to complete this program before the costs increase further. There are also supply chain issues preventing us from getting all the parts in a timely manner.

Board of Directors:

All three incumbents have filed for the board within the filing window and there will be no elections this November.