

Manila Community Services District
Municipal Service Review

November 2007

Prepared by:



HUMBOLDT
Local Agency Formation Commission

For the District Sphere of Influence Report

TABLE OF CONTENTS

	<u>Page</u>
Local Agency Formation Commission Authority	1
Agency Profile	3
Growth and Population	3
Infrastructure	4
Services	5
Financing Constraints and Opportunities	9
Service Rates	11
Opportunities for Shared Facilities	12
Government Structure Options.....	12
Evaluation of Management Efficiencies.....	13
Local Accountability	14
Municipal Service Review Determinations	14
References.....	16

TABLES AND FIGURES

Figure 1. Manila CSD Map-District Boundary and Sphere of Influence.....	2
Table 1 Growth Projections for Manila Urban Study Areai	3
Table 2 District Wastewater Service Customers	6
Table 3 Parks, Recreation and Open Space Facilities	8
Table 4 Total Revenues and Expenditures	10
Table 5 Monthly wastewater service and other rates	11
Table 6 Monthly Water Service Rate Schedule.....	11
Table 7 Monthly Consumption Charges	11
Table 8 Average Monthly Water and Wastewater Charge	12
Table 9 Contact Information	14

LOCAL AGENCY FORMATION COMMISSION AUTHORITY

Latent Powers, Enabling Legislation and Empowered Services

The fundamental role of the Local Agency Formation Commission (LAFCo) is to implement the Cortese-Knox-Hertzberg Act (The Act) consistent with local conditions and circumstances. The Act guides LAFCo's decisions. The major goals of LAFCo as established by the Act are to:

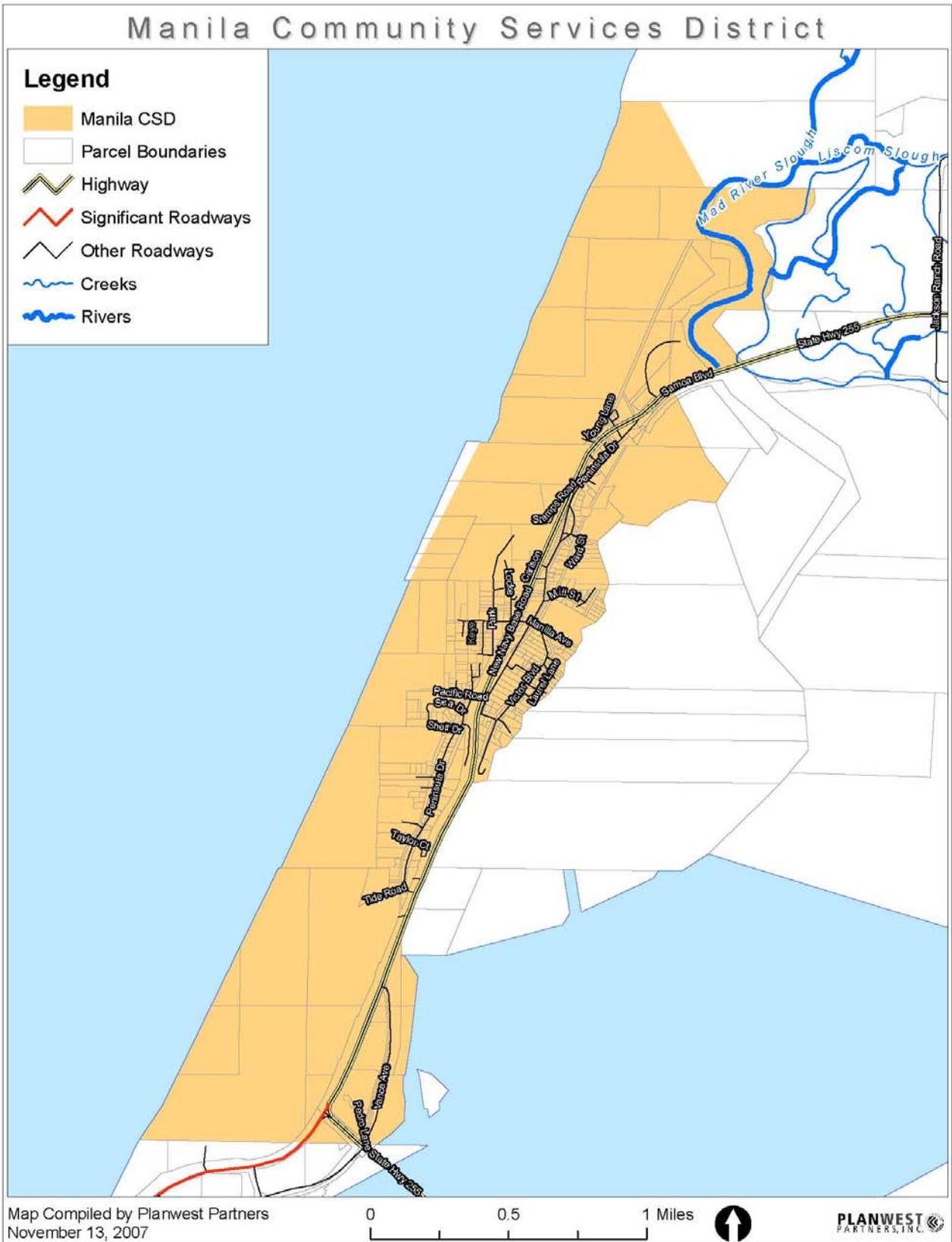
- Encourage orderly growth and development;
- Promote orderly development;
- Discourage urban sprawl;
- Preserve open-space and prime agricultural lands by guiding minimizing resource loss;
- Exercise its authority to ensure that affected populations receive efficient services;
- Promote logical formation and boundary modifications that direct the burdens and benefits of additional growth to those local agencies that are best suited to provide services;
- Make studies and obtain and furnish information which will contribute to the logical and reasonable development of local agencies to provide for present and future needs;
- Establish priorities by assessing and balancing community service needs with financial resources available to secure and provide community services and to encourage government structures that reflect local circumstances, conditions and financial resources;
- Determine whether new or existing agencies can feasibly provide needed services in a more efficient or accountable manner and, where deemed necessary,

As set fourth in § 56425 (g) of The Act, on or before January 1, 2008, and every five years thereafter, Humboldt LAFCo shall review and update each Sphere of Influence (SOI). Additionally, an MSR shall be conducted with, or in conjunction with the action to establish or to update a SOI pursuant to The Act. Together, the SOI and MSR documents analyze the District's ability to serve existing and future residents.

In order to prepare and to update Spheres of Influence in accordance with § 56425, Humboldt LAFCo shall conduct a service review of the municipal services provided in the Manila Community Services District (CSD). The commission shall include in the designated service review area any other geographic area as is appropriate for an analysis of the services to be reviewed, and shall prepare a written statement of determinations with respect to the following:

- (1) Infrastructure needs or deficiencies;
- (2) Growth and population projections for the affected area;
- (3) Financing constraints and opportunities;
- (4) Cost avoidance opportunities;
- (5) Opportunities for rate restructuring;
- (6) Opportunities for shared facilities;
- (7) Government structure options;
- (8) Evaluation of management efficiencies; and
- (9) Local accountability and governance.

Figure 1. Manila CSD Map-District Boundary and Sphere of Influence



AGENCY PROFILE

Figure 1 (above) shows the Manila Community Services District (CSD) boundary, service boundary, and sphere of influence, as well as infrastructure and other service providers that are near the Manila CSD. The Manila CSD boundary has an area encompasses approximately 1,621 acres. According to the Humboldt County Capital Facilities Element Background Report prepared by the County, the Manila Urban Study area encompasses approximately 1,455 acres, of which 172 acres are undeveloped or vacant and 131 acres are developable.

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. 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. Much of the district is within the tsunami inundation zone.

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.

GROWTH AND POPULATION

Demographics

According to the most recent Census data collected in 2000, the total population in Humboldt County is 126,518. The Building Communities Report for the Humboldt County General Plan Update includes a complete discussion of County Population Trends.

The County estimates that there was a total 389 housing units within Manila Urban Study Area in 2005, with a growth projection of between 0.5% and 2.5%, which would result in between 430 to 637 total housing units by 2025 (see Table 1 below).

Table 1 Growth Projections for Manila Urban Study Area²

# of New Residential Units		Average Annual Growth		Existing Development		
1995 – 2000	2000 – 2005	1995 – 2000	2000 – 2005	Total Residential Acres	Dwelling Units (2000)	Density Units/Acre
18	25	1.02%	1.34%	1,455	364	0.3

District Population

Based on the US Census, the Manila Community Planning Area had an estimated population of 1,165 in 1990. The US Census identified an 8.5% increase in population from 1990-2000 for the Remainder of Arcata Census Designated Place. Based on the estimated population growth rate and the 1990 figures, it is estimated that Manila had a population of 1,264 in 2000.

The District provides water service to 343 metered customers consisting of 336 residential, 6 commercial and 1 industrial customer, and there are 25 inactive meters that are not in use.³ Additionally, the MCSD provides wastewater service to 387 customers; 1 industrial, 6 commercial and 380 residential customers.⁴

INFRASTRUCTURE

Facility/ Service Plans or Similar Documents

The Manila CSD had a Master Services Element prepared for development of the District Sphere of Influence Report in July 2001, water and waste water rates study reports published in January 2007, and in October 2007 the Draft Humboldt County Capital Facilities Report analyzed the Manila Urban Study Area. These reports combined have served as the foundation for the analysis of the municipal services that are provided within the Manila CSDt.

Current Infrastructure and facilities

Within the Manila CSD, the following of water, wastewater and recreation infrastructure components are present: water mains, a storage tank, a booster pump station, a wastewater collection and treatment system, percolation ponds on the North Spit of Humboldt Bay used for year-round disposal, a community park, a community center, a recreation area, and a limited storm water drainage system.

Manila's wastewater system is in good condition overall. The community relies on a STEP system that pumps liquid effluent from resident's septic tanks into a force main to treatment. The treatment system consists of three free surface wetlands, two surface aerated facultative ponds, and four percolation ponds (rapid infiltration basins) for disposal.

Maintenance Schedule

The MCSD conducts valve exercising and main flushing annually. According to the rates study reports, maintenance practices have been found to be adequate to care for the water and wastewater systems. Maintenance scheduling is currently done on paper charts, which is sufficient; however, it is recommended that the District switch to a computerized system.

The Manila CSD recognizes that the adopted General Plan will direct all future development, and that other planning interests, like community design, economic development, and protection of sensitive habitats will influence where development is planned and how services are delivered. Consequently, the District fully expects to modify the plan for developing new facilities, based on the adopted plan, in a way that insures the most cost effective delivery of services.

Infrastructure Deficiencies

Given its age, the MCSD water system is in fair condition overall. Main breaks and repairs are not abnormal. The water system needs additional storage capacity to meet adequate fire flow requirements. The redwood storage tank needs roof repair and some of the system piping should be upgraded. Additional storage requirements are based on 1 day of existing maximum day use (0.157 MG) plus minimum fire storage of 120,000 gallons minus existing storage (0.1 MG).

There is approximately 2,300 LF of 2" pipe and according to the Department of Health Services annual inspection report, some old 2-inch mains remain in the system. These should be replaced to provide more reliable fire flows. Additionally, the MCSD should implement a formal meter replacement program to ensure accurate metering of all flows, and backflow prevention testing should be established.

Planned Improvements

The District developed a preliminary Capital Improvement Plan in August 2007 that covers costs and schedules for improvements to its water system. They are planning on minor upgrades, such as replacing valves, installing new fire hydrants, and replacing the storage tank roof in the near future. The District is also applying for grants to increase water storage capacity.

Funding Sources for Improvements

With a lack of reserves in place, funding for correcting existing deficiencies would likely come in the form of a low interest loan, like a State Revolving Fund loan which currently has loan terms of 20 years at 2.5% interest. At this rate, annual payments for a \$584,000 loan would amount to approximately \$37,500 per year. With 342 existing ratepayers, monthly bills would have to be increased by approximately \$9 per month to fund this loan. Thus, the District to apply for grant funding that would reduce the local cost. Additionally, improvements should be sized to correct both existing deficiencies and have additional capacity to serve future development.

Future connections should buy into the existing infrastructure through connection fees determined by detailed rate studies and financial analyses. The unit costs shown under the low and high build-out estimates represent a minimum value for a connection fee, as these numbers do not reflect new connections' cost for sharing of the existing infrastructure. The District has not developed reserves, but is beginning a rate increase to accumulate these funds.

SERVICES

Currently, the District operates and maintains public water and wastewater systems and a limited storm water drainage system and provides public recreation within the District by means of parks and programs. The District provides water and sanitary wastewater service to approximately 99% of its residents.

Services within the district that are not provided by the Manila CSD include fire protection; garbage or refuse collection and disposal; street lighting; mosquito abatement; police protection; library facilities, and public street construction and maintenance.

Wastewater

Manila’s wastewater system is in good condition overall. The community relies on a STEP system that pumps liquid effluent from resident’s septic tanks into a force main to treatment. The treatment system consists of three free surface wetlands, two surface aerated facultative ponds, and four percolation ponds (rapid infiltration basins) for disposal.

The system currently has approximately 387 connections, and flows range between 66,000 gallons per day (gpd) during dry weather and 210,000 gpd during wet weather. The facility has an average dry weather flow design capacity of 140,000 gpd, and is therefore operating at approximately 47% capacity.

This system is currently in compliance with its Waste Discharge Requirements (WDR) and has sufficient capacity to serve forecasted potential future development without major improvements, other than extensions that might be needed to serve a particular parcel.

Collection System, Pipelines, Pumps and Treatment Facilities. Construction of the current wastewater STEP system was built in 1978 and the wastewater treatment plant was built in 1996. The system has an estimated lifespan of 50 years.⁵

The District treatment plant consists of a surface aerated facultative pond, constructed wetlands and rapid infiltration in percolation ponds. The system was designed for an average daily flow of 140,000 gpd. Wastewater is collected from throughout the District’s system and are treated at the treatment works, located on a large parcel, with four percolation ponds (rapid infiltration basins), three free surface wetlands, and two surface aerated facultative ponds.

Demand for Service (MGD). The Manila CSD wastewater system flows currently range between 66,000 gpd during dry weather and 210,000 gpd during wet weather. The District’s monthly water consumption averages approximately 175 gpd per dwelling unit, and the facility has an average dry weather flow design capacity of 140,000 gpd, and is operating at approximately 47% capacity.

Table 2 District Wastewater Service Customers

Type	Customers	Notes
Industrial	1	Sierra Pacific
Commercial	1	Manila Park
Commercial	2	Sierra Pacific Truck Stop and Redwood Coast Trucking (Shop)
Commercial	1	Manila Community Center
Commercial	2	Manila Market and Manila R.V. Park
R.S.F.	308	Residential Single-Family
R.M.F.	72	Residential Multi-Family
TOTAL	378	

With a design flow of 140,000 gpd and using a per capita flow of 75 gpd, the District has a capability of serving the 378 customers 1,867 residents with its current system, which has a design life to the year 2013. It is not anticipated that the district population will approach that capability by 2013.

Ability to Meet Regulations and Permit Requirements. The District's wastewater system is a public system and as such is operated to meet the requirements of the Federal Clean Water Act and California Water Code. Source capacity, storage capacity, and distribution system standards are set forth in the Waterworks Standards regulations, outlined in the CCR, Title 22, Chapters 15 and 16, administered by the California DHS. Section 64554.

The District's current waste discharge requirements are contained in RWQCB Order No. R1-1995-0002. The District does not have an NPDES permit as they do not directly discharge to a surface water body. The Environmental Protection Agency (EPA) requires that wastewater rates include sufficient income to fund the cost of system replacement. The District has not complied with the requirements of the EPA regarding user charges for the grant-funded waste water treatment facility.

System Capacity (Including Treatment Facility and Discharge Location). Manila's wastewater system is currently operating at approximately 47% of its average dry weather design capacity. The facility has not had any problems meeting its discharge requirements. Therefore, it is assumed the facility could realize its full average dry weather capacity, allowing for an additional 500 connections.⁶

Water

Overall, Manila's water system is in good condition. Deficiencies associated with the existing system include undersized water mains and inadequate storage capacity. The existing storage tank is made of redwood and is over 40 years old. The storage tank will need rehabilitation or replacement within the next ten years based on growth projections. Currently, the district is exploring grant funding to increase the water storage capacity.

Distribution System. Drinking water that is supplied to the District and other municipal customers is withdrawn through four radial-arm "Ranney collectors." Following treatment at the Essex Control Center northeast of Arcata, the water is subsequently pumped up to a one million gallon reservoir at Korblex, near Arcata's industrial park. Water is delivered to Manila by a 15-inch diameter main and a 10-inch diameter main provides water within the District.

Water Source. The District has an excellent supply source from the Humboldt Bay Municipal Water District, which is withdrawn from the bed of the Mad River. The HBMWD provides treated drinking water to the Manila CSD on a wholesale basis. Water is delivered to Manila by a 15-inch diameter main that continues south through Manila to serve the towns of Samoa and Fairhaven and the pulp mill.

Water Demand. According to 2005/2006 HBMWD records, Manila CSD's average daily use was 0.119 MGD and peak daily use was 0.157 MGD. The District delivered approximately 45

million gallons of water in fiscal year 2005/2006. The District has approximately 343 active connections, of which 336 are residential connections (308 single family and 28 multi family). Non-residential connections include Sierra Pacific Industries, Redwood Coast Trucking, Manila Community Center and Park, an RV Park, and formerly Manila Market.

Manila CSD’s water system is not limited by source to meet current district demand; there is ample water from the supplier to meet future demands until maximum build-out of the District occurs. However, recent analysis indicates that the Manila CSD will need to expand the storage capacity and increase the size of the water mains. Based on present and projected water use levels, HBMWD has the ability to meet the water demands of development under the Community Plan and its alternatives.

Ability to meet regulations and permit requirements. Manila CSD’s water system is a public water system, and must be operated to meet the requirements of the State of California. All public water systems are subject to the requirements of the State of California Health and Safety Code and are required to comply with the regulations established by the California Department of Health Services (DHS). The Drinking Water Program’s office is located in Redding, CA and is responsible for field inspections of water systems, issuance of operating permits, reviewing plans and specifications for new facilities, taking enforcement actions for non-compliance with laws and regulations, reviewing water quality monitoring results, and supporting and promoting water system security.

Street Lighting

Currently, street lighting services are only provided to one place within the Manila CSD at the Lupine Drive and Park Street intersection, where the district office is located.⁷

Parks and Recreation

Manila is currently served by one public park and additional recreational facilities provided by a variety of public agencies. Demand on public parks will increase somewhat with build-out of the Manila planning area. At full projected build-out to a population of fewer than 2,000 residents in 2020, a maximum of approximately 6 acres of parkland will be needed, based on the 3-acre per 1,000 population standard. The park locations currently available total over 100 acres. Accordingly, it would seem that the needs for parkland within the district have been met for this planning horizon.

Table 3 Parks, Recreation and Open Space Facilities

Facility Type / Name	Provider	Location	Size	Features
Parks				
Manila Community Park	Manila CSD	Hwy 255 and Lupin Drive	4 acres	Playground; picnic area, play fields, hiking,
Recreational Facilities				
Manila Community Center	Manila CSD	Hwy 255 and S. Peninsula Drive	19 acres	On-going recreational activities, Arts and Theater
Trails				
Manila Dunes Recreation Access Area (MDRA)	Manila CSD	Hwy 255 and S. Peninsula Drive	82 acres	Numerous beach dune trails and beach access.
	Manila CSD	Formerly Celestre Property	54 acres	Numerous beach dune trails and beach access.

Fire Protection

Arcata Fire Protection District (AFPD) provides structural fire protection, rescue, and emergency medical services within and beyond the boundaries of the Manila CSD. The District provides fire hydrants in all areas where water service is available within its boundaries. AFPD and Samoa Peninsula Fire Protection District have an auto aid agreement, which provides additional coverage for Manila, and AFPD and Eureka Fire have a mutual aid agreement providing further coverage for Manila. The Manila CSD does not have its own volunteer fire department, and the District is not within the State Responsibility Area for fire protection service from the California Department of Forestry and Fire Protection (CAL FIRE).

Law Enforcement Services

The Humboldt County Sheriff provides law enforcement services to the unincorporated areas of Humboldt County, which includes Manila. Manila is served by the Main Station Patrol unit and the average response time is 10 minutes or less.

Drainage

When compared with the rest of the County, the Manila CSD has a minor storm drainage system. Manila is the only community (besides McKinleyville) within the County's jurisdiction that has a master drainage plan, which was completed in 1987, however, few of the capital improvements identified in these studies have actually been completed.

Other Service Providers

The County provides general governmental services and law enforcement services throughout the territory of the District.

FINANCING CONSTRAINTS AND OPPORTUNITIES

Revenues and Expenditures

Revenues. According to Manila CSD records in the 2005/2006 fiscal year, the District operated its water system on an annual budget of approximately 135,431 and its wastewater budget on approximately \$185,780 for a combined total of \$321,211. Based on Tables 3 and 4 above, the Manila CSD's 2006/2007 top revenue sources were residential wastewater (\$127,420), residential water (\$79,122), commercial water (\$22,704) and new wastewater connections and installations (\$20,580).

Expenditures. The major expenditure for the MCSD includes wastewater and water employee salaries (\$57,428 and \$42,432 respectively). Other expenses include water purchase from HBMWD (\$32,486) and the utility bill for wastewater operations (\$16,482).

Table 4 Total Revenues and Expenditures

Revenue & Income	04/05 Budget	05/06 Budget
Total Annual Wastewater Revenue	\$183,255	\$185,780
Total Wastewater Operation Expenditures	132,118	170,301
Total Wastewater Operation Income*	51,137	15,479
Total Annual Water Revenue	127,843	135,431
Total Water Operation Expenditure	91,778	122,361
Total Water Operation Income*	36,065	13,070

*based on total income and operation expenses provided by Manila CSD

Annual Fund Balance. Table 6 illustrates how the Manila CSD had a negative wastewater and water balance for the 05/06 budget year, resulting in a net loss of \$6,150 for wastewater and a net income of \$13,070 for water. Note that the total income has decreased over the last few years.

Outstanding Debt.

Construction of the current water system was financed, in part, by a \$305,210 loan from the State of California under the Davis/ Grunsky Act. The District is currently servicing this debt with total annual payments of \$13,803. The balance of the loan as of June 30, 2005 was \$144,736, and the note matures in 2020. A portion of the previously paid amounts of debt service may be included within the connection fee charged to new users of the system. This is done by including a calculated share of previous expenditures as a percentage of the total users to new users. Future connection fees should be adjusted consistently with the annual amount of interest paid per meter capacity equivalent. This amount would be included within the connection fee for recovery through payments by future users of the system.⁸ The Manila CSD wastewater facility does not have any existing debts.

Cost Avoidance Opportunities

Existing practices that reduce costs to the MCSD include the mutual aid agreement with the Arcata, and Samoa Peninsula Fire Protection Districts. Further cost avoidance opportunities that could be explored include the consolidation of facilities, such as the community center and the District administrative office.

Sustainability of Financial Practices

Salaries, utilities and water are the highest costs to the Manila CSD. The District may be able to explore ways to increase energy efficiency for the wastewater treatment facility. With the recent rate increases, the Manila CSD water and wastewater rates are adequate to serve current needs. According to the budget figures provided by Manila CSD staff in Tables 4 and 5, the District has been operating at a loss for the 2005/2006 fiscal year.

With the service rate increases for water and wastewater, the District may break even in the next fiscal year. Future infrastructure upgrades, however, would require additional loans, or service rates should be increased to create reserve funds so that upgrades can be made without a loan from an outside party.

SERVICE RATES

Table 5 Monthly wastewater service and other rates

User Classification	Monthly Charge
Single Residential Unit (1 LUE)*	\$38.33
Multiple Residential Unit	\$38.33 per LUE
Commercial	\$38.33 per LUE
Industrial	\$38.33 per LUE
Religious and Non-Profit Organizations, Schools and Child Daycare Center(s), Private Workshops and Studios	\$38.33
Industrial, Commercial, or Premises not otherwise listed or classified	To be determined for each case (See Ord. 94.01, Rule S10.05)
Electrical power credit applied to monthly wastewater charge for customers that provide the electrical power to the District's interceptor tank pump	[\$3.00]
Minimum Monthly Rate	\$38.33

*One (1) Living Unit Equivalent (LUE) is the District standard flow unit for a single residential unit, and is equal to 175 gallons per day. Commercial and Industrial Fees are based on equivalent LUEs.

The minimum monthly water base rate is determined by water meter size as shown in Table 6. The base rate is charged to each equivalent living unit connected to each meter.

Table 6 Monthly Water Service Rate Schedule⁹

Meter Size	Rate
5/8 inch x 3/4 inch	\$25.37
3/4 inch	\$25.37
1 inch	N/A
1 ¼ inch	N/A
1 ½ inch	\$36.02
2 inch +	\$311.85

In addition to the minimum monthly water base rate, a consumption charge shall be added. The consumption charge will be determined by the quantity of water used as registered on the water meter. The monthly consumption charges are shown in Table 7 (below).

Table 7 Monthly Consumption Charges¹⁰

Quantity of Water Consumed	Rate per 100 cubic feet or portion
All consumers with meters of less than 2 inches, MCSD Park and Community Center	\$0.73
All consumers with 2 inch or larger meters	\$1.15

The combined consumption charges and base rates are combined and average monthly residential charges for water and wastewater services are projected below.

Table 8 Monthly Water and Wastewater Average Charge for Single Family Residence¹¹

Water, Base Charge	\$25.37
Water, Projected Average Consumption Cost	\$6.01
Wastewater, Base Charge (1 Living Unit Equivalent, LUE)	\$38.33
Total, Average Monthly Residential Charge	\$69.71

Update Process

The five-member Board of Directors is locally elected by the residents of the District.

Adequacy

Existing service rates were analyzed in the water and waste water rates study reports that were published in January of 2007. These reports suggested that the MCSD increase waste water rates from \$28.75 per month to \$51.73. However, the Manila only increased the wastewater service base charge rates to a minimum monthly rate of \$38.33.

Prior to the publication of the water rates study report, the MCSD was charging a base monthly fee of \$15.75. The water rates study report recommended that the District increase fees to a minimum of \$32.94, and the District responded by increasing rates to \$25.37.

The new water and wastewater service rates cover current costs, but they do not leave enough funds for an adequate replacement reserve program.

OPPORTUNITIES FOR SHARED FACILITIES

Existing Facilities

The facilities within the Manila CSD include the Manila Community Park, the Manila Community Center, and other recreational areas such as trails.

Facility Functions and Fee Structure

District fees are collected at one facility; the water and wastewater fees are collected at the district office building.

Potential Shared Facilities

The MCSD is a small district and has administrative staff located at a single location. The water and wastewater systems and the community center have separate facilities based on the variation in the nature of the system needs. It would not be feasible to consolidate the facilities at this time. According to the County's Capital Facility technical report, the District may expand services south of the current boundary depending on the status of proposed developments.

GOVERNMENT STRUCTURE OPTIONS

The Manila CSD does not currently have a district manager; however the district is actively recruiting and is expected that a new one will be hired on in the near future. The district is run by a total of 14 staff members: 8 full time and 6 part time paid employees. There are four people at the main district office (three full and 1 part time), and five full and five part time for a total of

10 employees that work at the district facilities. Additionally, there is a five member board of directors. Some technical studies are contracted out to private companies, but general district activities are handled by permanent paid staff.

Enabling Legislation

The Manila CSD was formed 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.

Opportunities and Constraints

The Manila CSD is located away from other similar districts, and is not in a position where they could share administrative facilities with a neighboring district or service provider.

EVALUATION OF MANAGEMENT EFFICIENCIES

Financial Management

Rate study reports have been conducted, and the Manila CSD has increased their fees since the report was released. Prior to the report, the CSD was operating at a net loss, but with the rate increases discussed above, the District now charges enough to cover minimal costs and have a small amount of additional funds for reserve. However, the District has not increased service fees to the levels that were suggested in the reports.

Efficiency of Service Delivery

In recent years, the Manila CSD has experienced an increase in personnel, repairs and maintenance, and wholesale water rates. As the system ages, increased maintenance and overall costs are expected. The District's ability to provide services without resulting in debt will depend on water and wastewater fee increases. Currently, the district is charging a fee below the rate suggested in the water and wastewater rate studies conducted by LACO in January 2007.

Opportunities and Constraints

Overall, the Manila Community Service District currently has adequate funding and infrastructure to support the projected need for water services within the Manila Community Planning Area.

LOCAL ACCOUNTABILITY

Table 9 Contact Information

Manila Community Services District			
Contact:	manilacsd1@sbcglobal.net		
Mailing Address:	1901 Park Street, Arcata, CA 95521		
Site Address:	1901 Park Street, Manila CA		
Phone Number:	(707) 444-3803		
Email/ Website:	manilacsd1@sbcglobal.net		
Types of Services:	Water, wastewater, recreation and storm drainage.		
Population Served:	Water: 343 Wastewater: 387		
Size of Service Area:	1,621 acres		
Date of Formation:	July 20, 1965		
Staff and Facilities			
Number of Paid Staff	8 full time and 6 part-time employees		
Financial Information			
Budget (FY 2005-2006)	Revenues	Expenses	Fund Balance*
	\$321,211	\$292,622	\$-19,361

The five member Manila CSD Board meets on the third Thursday of every month at the Community Center in Manila at 1611 Peninsula Drive.

MUNICIPAL SERVICE REVIEW DETERMINATIONS

Growth and Population

The Manila CSD population is was approximately 1,264 in 2000. The District serves 343 water customers, and 387 wastewater customers. The wastewater system has the capability to serve approximately 1,867 residents with its current system, and the water system is operating at about 47% capacity. Currently, the District has adequate infrastructure to serve the existing population, as well as accommodate growth.

Infrastructure

The wastewater treatment facility is operating at about half of its design capacity, and has a relatively low amount of infiltration and inflow. The water system is not limited by source or treatment capacity. However, the system infrastructure has some undersized water mains, and needs approximately one mile of larger sized distribution piping. Backflow prevention testing should be established. The water system needs additional storage capacity. Overall, the Manila CSD has adequate infrastructure to serve its residents, and most of the remaining land within the CSD is undevelopable, restricting future growth. The District has not developed a capital improvement plan for its water or wastewater systems at this time.

Financing Constraints and Opportunities

Last year, the Manila CSD was operating at a loss, but now the District currently has adequate funding and infrastructure to meet the current water and wastewater needs of District residents. The District is servicing debt for a water system loan. The service rate fees cover current infrastructure, service and debt repayment costs.

Rate Restructuring

The Manila CSD had water and wastewater rates study reports conducted for the district in January 2007. The rate studies suggested that the district increase fees, and in response the Manila CSD has increased water and wastewater fees in response to the recommendations. However, the District should increase fees to the rates suggested in the water and wastewater rates study reports to include revenues for reserve funds for future infrastructure upgrades.

Cost Avoidance Opportunities

The Manila CSD already collects all water and wastewater fees and conducts administrative activities at one location. The District's largest expenditures are on staffing, water and utilities. The rates study reports suggested that the Manila CSD implement a meter replacement program to ensure accurate metering of all flows, which could improve efficiency and reduce costs.

Opportunities for Shared Facilities

The water and wastewater systems, community center and district office are in separate locations. Fees are collected at a single district office, and none of the existing facilities are duplicative. However, the district is located away from other similar districts, and is not in a position where they could share administrative facilities with a neighboring district or service provider.

Government Structure Options

The district is run by a total of 14 staff members: 8 full time and 6 part time paid employees. There are no developed areas within the district that do not receive services; however, the District may extend services south to serve additional developments, if approved. The district is located approximately five miles away from the closest service provider (the City of Arcata), and is separated by agricultural tidelands, so sharing facilities with nearby providers is not an option.

Evaluation of Management Efficiencies

Based on present and projected water use levels, HBMWD has the ability to meet the water demands of development under the Community Plan and its alternatives. Residents within the Manila CSD have adequate services provided to them. Services are distributed efficiently, and there are not any service gaps or underserved areas that have been identified within the District. When compared with other districts throughout the County, the Manila CSD water and wastewater unit costs are reasonable.

Local Accountability

The Manila CSD has office hours Monday through Friday from 9:00 am to 1:00 pm. The District does not have a website, but public documents are available through the CSD office upon request. The District board meetings must comply with the provisions of the Brown Act.

REFERENCES

- ¹ Humboldt County General Plan Update. Community Infrastructure and Services Technical Report, Preliminary Draft, October 2007. <http://co.humboldt.ca.us/planning/gp/gpdemo/GPU-TOC-Demo3.htm#ch7>
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