

WESTHAVEN COMMUNITY SERVICES DISTRICT
 Regular Meeting Minutes
 January 16, 2019

1. CALL TO ORDER

Board President Hankin called the meeting to order at 7:35 PM. In attendance were:
 Board Members: Hankin, Moon, Cline & Phipps
 Absent: Verick
 Staff: Rosenblatt and Levang
 Guests: Don Allen

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Hankin suggested moving item # 6, Leak Adjustment Policy review, to follow Item # 8.
 Hankin moved to approve the order of agenda items as amended. Seconded by Cline; all approved.

4. AMEND / APPROVE MINUTES

December 19, 2018 Regular meeting minutes. Hankin moved to approve the minutes as written. Seconded by Phipps; all approved.

5. CULVERT REPLACEMENT

5.1 Don Allen contacted the district about the possibility of partnering on a grant to replace the culverts on the first part of 2nd Avenue and the one on Transit between 2nd and 1st because of vulnerability of water lines proximal to road. Rosenblatt mentioned that the failing Humboldt Crossing/Culvert installation at Railroad near 4th was also a big concern to the District. Discussion / approval. Don Allen gave the board an overview and history of the culverts, some of which are very old. The 2nd Avenue culvert had a major blow out in the 50's. Currently the trash rack and pipe are corroding. There was discussion of several other culverts that will need to be replaced over the next 5 to 10 years. Cooperating with the replacement of the culverts is in the Districts best interest because if the culverts blow it could damage the Districts water lines. There may be funding for this project through the Proposition 1 funds. Collaborative or regional projects are easier to get funding for. It was agreed that this is not a top priority for the District but a problem that will need to be addressed. Hankin asked Rosenblatt to contact other small water districts to explore more broadly if other districts have similar issues. Hankin requested adding culvert replacement follow-up to next month's agenda.

7 FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

7.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total December water sales were \$17,143.23 and total receivables were \$19,015.22.
 No discussion

7.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. December gallons billed 462,410; average gallon per day per meter readings 71, per person 32; average monthly charge per account \$32.50; total monthly charges \$6597; monthly deviation from budget - \$1202; cumulative deviation \$7339.
 Hankin questioned the low usage because it is significantly lower than other months. Rosenblatt said he checked and double checked his data and the 71 average gallons per day per meter reading is correct.

7.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for December, 2018. Total income \$15,086, total expense \$24795, with a net operating income of -\$9,709.

Hankin questioned why the income is so much over budget. Levang will be doing a budget analysis but unable to start until after all the year-end bookkeeping tasks are completed.

Hankin moved to authorize Levang up to 8 additional hours to specifically work on the budget analysis. Seconded by Moon; all approved.

7.4 Finance Officer's Recommendations – discussion/approval

None

7.5 Treasurer's Report and Recommendations – discussion/approval

Board packets contained a copy of the December, 2018 Treasurer's report. Account balances were as follows: Capital Reserves \$66,372.85; Operating Reserves \$49,904.31; DWR Reserve CD \$28,420.49; DWR Loan Savings \$6,638.65; Checking Account as of January 11, 2019 \$87,978.66.

No discussion

7.6 November Warrants – discussion / approval

There was discussion regarding check #5356, which is the annual retirement contribution for R. Swisher and R. Levang. It was decided by the board to void check #5356 and reissue a check which would include 5.2% of J. Vincent's 2018 wage, R. Levang's 2018 wage and R. Swisher's 2018 wage as General Manager. R. Swisher is currently working in the interim as a retired annuitant and does not qualify for the employee retirement benefit.

Hankin moved to approve warrants #5332 through 5355 and #5357, one online federal payroll and state payroll tax deposits. Grand total \$18,207.57 Seconded by Cline; all approved

8. MANAGER'S REPORT

8.1 Water Loss – update

Board packets contained a summary table of 24 month water loss history. December water loss is at 10.7%, average water loss in the last 12 months is 21.2%.

Water loss is very low, possible a record. No further discussion.

8.2 Projects Updates

8.2.1 DBP Project

8.2.1.1 Well project update- Rosenblatt gave an overview of progress saying that he had a good site visit with the engineers and he is moving forward with the permit process. He is in the process of contacting Giovanni about using his smaller drill for the wells. A smaller drill will leave a smaller foot print, make the permit process less complicated and have less environmental impact. Rosenblatt explained that once we get the grant 100% of the incurred expense will be reimbursed to the District. There was discussion of what was considered the planning stage and when does it become the construction stage. The drilling of the well is part of the planning stage, when we install pipes to connect the wells to the tanks that will be in the construction stage.

8.3 Proposed Resolution 2019-1 Resolution thanking Tim Crowley and North Coast Fabricators for the gift of the 2 parcels 514-132-007&514-132-008 for the Well/Disinfection By Product reduction project. Rosenblatt reported speaking with Crowley who requested something more than a thank you letter for his donation of land. Paul suggested a Resolution to be printed on nice paper and framed. Hankin and Rosenblatt will draft a Resolution to be approved at next month's meeting.

8.4. Template for District website; Update: Access Humboldt

Rosenblatt has been in touch with Access Humboldt. They will be getting back to us with information on data they need from us prior to our meeting with them.

8.5 Post Office Removal Update: Rosenblatt reported that the Fire Department has decided to restore the old Post Office.

8.6 Timber Cruise: Verick suggestions for contractors: Verick had suggestions for contractors but is not in attendance. Moon said he would ask around for contractor referrals.

8.7 Budget Analysis: Postponed. Discussion Postponed until the February meeting.

8.9 Defensible Space and Road Clearance at the Water Plant FYI
 Rosenblatt said that it is over grown around the chlorination shed and shop and that CalFire is doing a no cost fuel's reduction project to help the District meet the 30 and 100 foot defensible space requirements and to clear the road for a fire break and access to the reservoirs for fire engines.

6. LEAK ADJUSTMENT POLICY REVIEW

6.1 Leak Adjustment Policy review: Leaks over 2 billing cycles currently only eligible for adjustment for greater loss month, other revisions: The suggested change is if a leak takes place within one week of the end of a billing period and the leak is fixed within one week of the next billing period the customer will get 75% off both month bills. ~~Hank~~ and Rosenblatt will draft a new policy to review and approve at next month's meeting. *Hankin*

9. WATER PLANT NAMING

9.1 Water Plant naming and signage.
 Postpone until next meeting when Verick is present.

10. RECOGNITION OF JAMIE VINCENT FOR SERVICE TO DISTRICT

10.1 Discussion by board of recognition of service by Jamie Vincent to the Westhaven Community Services District: Hankin showed the board a wood box that was purchased for Vincent. Hankin is having the "From Forest to Faucet" logo engraved on metal on the inside of the box. Inside the box will be a letter of recommendation to Vincent from the board and a key chain. Levang told the board of a brass key chain she found with a water tower on it. The board authorized Levang to purchase the \$75 key chain and have it engraved using money that was contributed to the District for this purpose.

11. CALENDER OF BOARD MEETING DATES

11.1 The calendar of 2019 Board Meetings was distributed. Rosenblatt suggested starting the board meeting earlier. The Board readily agreed and future meetings will begin at 6:30 P.M.

10. NEW ITEMS FROM MEMBERS OF THE BOARD

- Culvert replacement follow-up

11. ADJOURN

Hankin adjourned the meeting at 9:45 PM.

Respectfully Submitted,

Roxanne Levang
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 WCSD Secretary