

WESTHAVEN COMMUNITY SERVICES DISTRICT

Regular Meeting Minutes

January 20, 2021

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:30 PM. In attendance were:

Board Members: Hankin, Verick, Cline, Swisher & Phipps

Absent: None

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb, Lucy Kostrezwa, Joan Berman and Supervisor Madrone

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Rosenblatt suggested amending the order of agenda items by moving Item 11, Lucy Kostrezewa Waterservice Allotment conversation to after item 4, approval of minutes.

Verick moved to approve the order of agenda items as amended. Second by Cline; all approved

4. AMEND / APPROVE MINUTES

4.1 December 16, 2020, Regular meeting minutes

Amend minutes as follows:

Page 3, item 8.2, 5th line change ~~transition~~ to "transmission main"

Page 3, item 9, 4th line delete water, to read "installing a flushing point ~~water~~ from the"

Page 3, item 10, 15th line, first word change ~~possible~~ to "possibly" and last line change ~~understanding to~~ "understand"

Page 4, item 11, line 11 & 12, delete "~~which would include a letter of comment from the California Environmental Quality Act (CEQA)~~"

4.2 December 2, 2020, Special meeting minutes – Discussion/Approval

Amend minutes as follows:

Item 3, line 5 & 6 delete "~~(The original draft, edits and final letter are attached).~~"

Verick moved to approve the December 16, 2020 regular meeting minutes as amended. Seconded by Hankin; all approved.

Verick moved to approve the December 2, 2020 special meeting minutes as amended. Seconded by Cline; all approved.

11. LUCY KOSTRZEWA WATERSERVICE ALLOTMENT / 401 LIST PRIORITY

11.1 Lucy Kostrezewa wishes to speak to the board regarding her placement on the 401 list as a result of an agreement with the WCSD in the early 1990's - Lucy Kostrezewa gave an introduction of her history in Westhaven, and with WCSD and the Mutual Water Company. She explained that in 1998 she purchased an additional piece of property and put a mobile home on it. She received a permit from the County of Humboldt to use water from Joland Creek. Now, 30 years later, The Department of Fish and Wildlife is threatening to force her to stop appropriating water from Joland Creek. Joland Creek is the only water source for Ms. Kostrezewa's property so she is asking the Board of Directors to consider moving up her spot on the priority list for water allotments when additional water shares become available. Discussion ensued regarding Kostrezewa's dilemma and the current water share ordinances and policy. Swisher and Hankin volunteered to be on a

subcommittee with Rosenblatt to review the policies and ordinances and report back to the board with suggested revisions.

Verick moved to appoint a committee to review existing water share policies and report back to the board at the regular March meeting with suggestions on how to revise. Second by Cline; all approved.

5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

5.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total December, 2020 water sales were \$22,221.92 and total receivables were \$27,096.62. No comments.

5.2 Water Consumption and Sales – Discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. December, 2020 gallons billed 914,350; average gallon per day per meter readings 126, per person 57; average monthly charge per account \$45.70; total monthly charges \$9,459; monthly deviation from budget \$1,116; cumulative deviation \$15,804. Brief discussion of a formula error in the report spreadsheet. No further comments.

5.3 Income/Expense Report – Discussion

Board packets contained an Income/Expense Report for December, 2020. Total income \$18,315, total expense \$21,395 with a net operating income of -\$3,080. No comment.

5.3.1 Updated Well Report. Hankin questioned the work SHN has done. Rosenblatt said they have interacted with the County on our behalf, and prepared a monthly update for the board.

5.4 Finance Officer's Recommendations – discussion. There were no recommendations.

5.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the December, 2020 Treasurer's report. Account balances were as follows: Capital Reserves \$242,425.45; Operating Reserves \$52,008.50; DWR Reserve CD \$28,742.12; DWR Loan Savings \$8,832.47; Checking Account as of 1/13/2021 \$51,969.52. Swisher asked about the \$14,000 that was to be deposited into the Capital Reserves accounts. Rosenblatt said the deposit would show up on next month's financial reports.

5.6 November Warrants – discussion / approval

There was brief discussion regarding the Districts SEP IRA contributions.

Verick moved to approve warrants #6513, 6525 through #6570, and one electronic Federal payroll tax payment and one electronic State payroll tax payment totaling \$45,567.80. Seconded by Cline; all approved.

6. MANAGER'S REPORT

6.1 Water Loss – 1 significant system leak, 1 customer leak. Discussion

Board packets contained a summary table of 13 month water loss history. December, 2020 water loss is at 32.9%, average water loss in the last 13 months is 19.1%.

There was a brief discussion regarding the water leak on 6th Avenue at the freeway overpass and a leak on Tepona just before Christmas. Rosenblatt said they are having a leak every couple of weeks.

6.2 WCSD COVID 19 response: credit card payments for December

Levang was unable to report. Staff reported that credit card payment activity has remained consistent.

6.3 Flushing site repair and installation Discussion

Rosenblatt reported to the board that a flushing point will be installed at the plant. They did not have a place to flush out the lines before or a way to collect data. He plans to install a hydrant at the north end of Westhaven Drive. There was a leak at that location and he wanted to fix it once for the long term. He will also install a valve and flange at that location so an intertie with Trinidad is possible in the event the two utilities decide to install an intertie.

7. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT

Rosenblatt updated the board on his efforts to contract well drillers. He said between COVID restrictions and high demand for drillers, retaining a driller is challenging. He reported that drilling site 3 is in the Coastal Development permit process. Currently there is not much for the SRF DBP subcommittee to do but navigate the logistical hurdles. Rosenblatt is hoping to drill in the spring, or sooner.

8. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE

8.1 Update on progress of technical assistance grant from DFA-Rosenblatt reported he is working with the PACE Engineer, Tom Warnock, to collect data on pilot project efficacy under storm conditions. Rosenblatt said the the process is more efficient at filtering out organic carbon when the water carries a higher load of sediment and tannins. He explained the process and how it works and why it is more efficient when applied to dirtier water. Rosenblatt listed the next steps as: Draft of design in review; develop general plan for construction application; and build pipeline from existing well. He discussed as part of the plan adding another water storage tank. There was discussion of sludge disposal and creative ideas on how to capitalize on the current system components. Phipps expressed his concern on whether the district, in seeking to implement projects that will allow the District to increase its customer base, may not necessarily be an advisable way to proceed. Phipps questioned whether the Board has authorized this approach to address the State Board's compliance order. Phipps was concerned that the District may over extend itself and become too complex to be managed effectively by the community. Rosenblatt explained that he is working with the PACE Engineer to bring the District into compliance, and provide water to the community members who need water. Verick pointed out that the project will not happen unless the district applies for and received a grant to pay for the project, that there has, as yet, been no proposal to apply for the needed grant, and that in the event there is a proposal to apply for the grant, such grant application will not be made unless the District's Board approves the proposal to apply for the grant. Hankin gave an overview of priorities: First that the District must bring itself into compliance with the State Board's compliance order; second, to find additional ground water so as to increase supply and quality; and third, to develop a treatment system that may allow the District to utilize more of the spring water, which is available to the district in abundance. Finally, adding new customers in the event the steps taken in priorities one through three allow sufficient supply to do so.

9. TRINIDAD RANCHERIA REQUEST FOR WATER FROM HUMBOLDT BAY MUNICIPAL WATER DISTRICT (HBMWD).

Swisher emailed a letter to the board, which he read at the meeting expressing his interest in continuing with the treatment plan and also paying close attention to the HBMWD pipeline. He suggest the District, in due diligence, participate in the HBMWD feasibility study. Rosenblatt commented that he agrees with much of what Swisher said but does not think the results of the feasibility study would happen soon enough to satisfy the Districts compliance order. Rosenblatt was concerned that participating in the feasibility study may adversely affect the District's chances of obtaining the funds needed to implement the projects covered by the Technical Assistance Grant. Given the much longer timeline for the

Rancheria feasibility study, the District could be put in the position of having all its compliance and water quality eggs in one basket that could easily be upset by unforeseen events in the future. Verick agreed with Rosenblatt's analysis and, for that reason, argued that the District should not endanger its chances of receiving funding for the projects covered by the Technical Assistance Grant by formally joining the Rancheria's feasibility study. Weinreb expressed her discomfort with the lack of HBMWD's transparency. Hankin expressed concern for too much growth in the area and whether HBMWD is moving forward before they know they have sufficient treated water. Verick stated it is not our initiative and not a step we would take or should consider until after completion of the Districts current projects. Swisher stated that he was pleased with the discussion and that it was what he had hoped for in sharing his thoughts on the matter. The question remains how to respond, by February 4th, to the letter from HBMWD. Hankin proposes we send them a clarifying letter from what we have already said to them.

Verick moved that Hankin compose a letter, to have Rosenblatt sign, clarifying what we already said in the last letter, and state that we may be interested in the future if our current efforts prove unsuccessful. Seconded by Cline; all approved.

10. REPORT ON TRINIDAD CITY COUNCIL MEETING. HANKIN

10.1 Report On The January Trinidad City Council Meeting Discussion.

Hankin said the meeting was postponed until January 26th. He will listen into that meeting and comment as an individual community member.

11. LUCY KOSTRZEWA WATERSERVICE ALLOTMENT/401 LIST PRIORITY

11.1 Lucy Kostrzeva Wishes To Speak To The Board Regarding Her Placement On The 401 List As A Result Of An Agreement With The WCSD In Early 1990's. - See the discussion following item 4

12. ACQUISITION OF DONATED LAND BY DISTRICT: UNBUILDABLE PARCELS AND OTHER LOTS.

12.1 Discussion of feasibility and practicality of the District receiving donated parcels along Two Creeks, the use the District may make if such parcels are donated to it and the justification for the District to accept such parcels given its current mission. Uses discussed included locations for additional well sites, future infrastructure, and as locations that could serve as off-site mitigations in the event the District needs to conduct such mitigations as part of a CEQA compliance scheme on future projects. There was also discussion of the District expanding its mission and jurisdiction to cover Recreation/ Riparian corridor preservation, and potential "park powers". Also discussed were a couple of unbuildable lots, whose current owners are considering donating to the District. One of the properties is located at the intersection of 2nd Avenue and Transit. The current owner of that property would consider donating it to the district in exchange for a tax deduction and proposed that the district pay the \$600 cost of having the property's value appraised.

Verick moved to approve the District pay \$600 for an estimate on the property on 2nd Street and Transit. Seconded by Hankin; all approved

13. ORDINANCE 2020-HORSES AND MOTORCYCLES ON DISTRICT PROPERTY SECOND READING

13.1 Second Reading Of Ordinance 2020 Discussion/Approval

Rosenblatt said the ordinance needs to be a public hearing. It needs to be posted in advance of the meeting at the office and Fire Hall display cases and the WCSD website.

14 ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Public Hearing Ordinance 2020.1 Horses and Motorcycles on District Property, Second Reading- Public hearing for the February meeting
- For the March regular meeting - Review of water share ordinances and policies, discussion of proposed revisions -Swisher/Hankin

15 ADJOURN

Verick adjourned the meeting at 9:03 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary