

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
 Regular Meeting Minutes  
 January 19, 2022

**1. CALL TO ORDER**

Board President Verick called the meeting to order at 6:30 PM. In attendance were:  
 Board Members: Verick, Hankin, Cline, Swisher & Llanos  
 Absent:  
 Staff: Rosenblatt, Levang & Martin  
 Guests: Elaine Weinreb

**2. PUBLIC COMMENT**

None at this time

**3. AMEND / APPROVE ORDER OF AGENDA ITEM**

Move # 12 Managers performance review, closed session, to the end of the regular meeting.

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

**4. RESOLUTION 2022-1 REGARDING AB361 REMOTE MEETING**

4.1 Resolution 2022-2 Regarding Ab361 Remote Meeting Via Zoom

Verick moved to approve Resolution 2022-1 Remote Meeting. Seconded by Cline; all approved.

**5. AMEND / APPROVE MINUTES**

5.1 December 20, 2021 regular meeting minutes

Page 3, Item 12.3 correct spelling, change ~~objections~~ to *objectives*.

The board requested when the agenda is amended to change the numbering on the minutes to reflect the change rather than the numbering to match the original agenda item numbers.

Verick moved to approve December 20, 2021 minutes as amended. Seconded by Hankin; all approved.

**6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS**

6.1 Director's Report-monthly billings and collections - discussion

Board packets contained Directors report. Total December, 2021 water sales were \$20,633.34, and total receivables were \$24,007.72. No discussion

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. December, 2021 gallons billed 699,110; average gallon per day per meter readings 121; per person 55, average monthly charge per accounts \$33.76; total monthly charges \$6,719; monthly deviation from budget -\$1,624. No discussion.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for December, 2021. Total income \$16,943, total expense \$30,124, with a net operating income of -\$13,181. No discussion

6.4 Finance Officer's Recommendations – No recommendations

6.5 Treasurer’s Report and Recommendations –

Board packets contained a copy of the December, 2021 Treasurer’s report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,222; DWR Reserve CD \$28,886.80; DWR Loan Savings \$8,828.90; Checking Account as of 1/14/2022 \$20,347.83.

6.6 November/December Warrants – discussion/approval

It was discussed that the district purchase a web camera and speaker for the office.

Verick moved to approve warrants #'s 6906 through 6942, one Federal payroll tax deposit and one State payroll tax deposit, totaling \$26,691.53. Seconded by Cline; all approved.

**7. MANAGER’S REPORT**

Board packets contained a summary table of 13 months water loss history. December 2021 water loss is at 36.2%, average water loss in the last 13 months is 20.2%. Water loss increased from 4.8 gallons per minute in November to 6.1 GPM in December. Total production of 699,110 gallons. There were four system leaks, one was an old valve and the other leaks were in old pipes.

**8. UPDATE ON DWR SMALL COMMUNITY DROUGHT FUNDING GRANT APPLICATION AND RELATED ACTIVITIES**

**8.1** The DWR Small Community Drought Grant was submitted on 9/27/2021. On 12/8/2021 a grant manager was assigned and the funding agreement is forthcoming. Funding is to replace 5,650 feet of polyethylene pipe installed in 1968, and to drill and build out 3 proposed groundwater wells the district has been trying to drill since 2018.

Rosenblatt reported receiving an email requesting a resolution authorizing the grant application, acceptance and execution. It was decided to have a special meeting on Thursday, January 27, 2022 to review and approve the above mentioned resolution.

**8.2** Update on activities related to well drilling.

Rosenblatt reported that the well was on hold. He is going back and forth with the Planning Department. Supervisor Madrone said he would reach out to the director of the planning department to help expedite the renewal of the coastal development permit.

**8.3** DWR Multi Benefit grant application. Proposed grant project to replace railroad grade culvert/s/Humboldt crossing/s and Transit Avenue culver/Humboldt crossing.

A grant application was not submitted in this round of grants. Rosenblatt said that Director Llanos and a colleague of his are working on the project and plan to be ready for the next round of funding.

**9. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANCIAL ASSISTANCE (DFA)**

**9.1** Update on progress of technical assistance grant from DFA-Project is on hold. A new timeline and work plan still needs to be submitted.

**10. ORDINANCE 2021-3 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES. DISCUSSION/APPROVAL**

**10.1 ORDINANCE 2021-3 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY. DISCUSSION/APPROVAL**

Final approval:

Verick moved to approve ordinance 2021-3 Adopting a Water Conservation Program And Water Supply Emergency Review Of Foreseeable Water Shortages And Emergency. Seconded by Swisher; all approved.

**11. REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY**

11.1 Report from committee to negotiate an easement agreement for Well 3.  
Nothing to report

**12. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION**

12.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation – No discussion

**13. EMERGENCY INTERTIE WITH THE CITY OF TRINIDAD**

13.1 The City of Trinidad submitted on January 14, 2022 a DWR Multi Benefit grant application including an emergency intertie with the Westhaven CSD. Director Hankin and Manager Rosenblatt have been working on this for many months. Legal agreement and resolution to follow in the near future. Rosenblatt will draft a resolution. He is collaborating with the City of Trinidad engineer and they have come up with the components required for the intertie. Discussion of the letter that was drafted and approved at the December regular meeting. Due to staff having COVID and also being in quarantine due to exposure to COVID the letter did not get sent. Hankin asked for the letter to be sent with an explanation on why it was late. Staff will scan and send the letter to Verick for signature.

**14. DRAFT LETTER TO LAFCO ABOUT RANCHERIA PIPELINE**

14.1 Draft letter to LAFCO regarding the proposed Rancheria pipeline. Discussion/Approval  
Weinreb reported on a Humboldt Bay Municipal Water District meeting last week where they discussed the pipeline project. She said what struck her attention was that the tribe lands consist of property on both sides of the freeway. The HBMWD had not previously known that. There was discussion of master meters on both sides of the freeway. Hankin said that originally HBMWD said that the right of way was on the west side of the freeway. The letter he drafted to LAFCO addressed this issue. There was further discussion of these concerns.

Verick moved to approve sending the letter to LAFCO. Seconded by Hankin with the correction of had to has in the first sentence; all approved.

**15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

None

**16. ADJOURN**

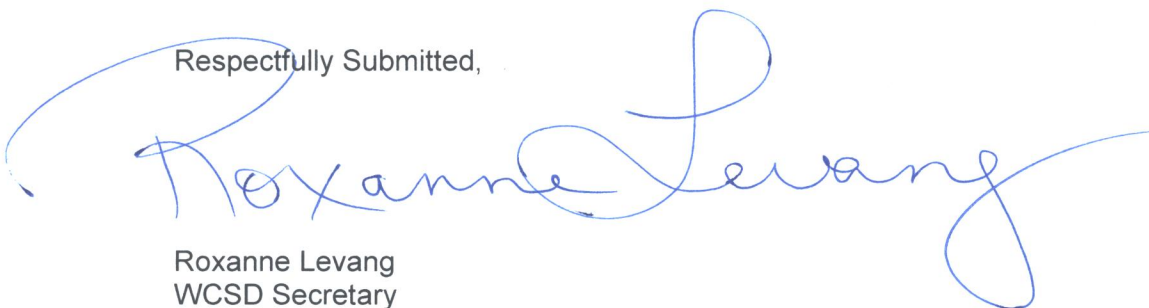
Verick adjourned the regular meeting at 7:19 PM.

**CLOSED SESSION: MANAGERS PERFORMANCE REVIEW**

- Annual performance review for WCSD Manager

The board members approved the very positive review of general manager Rosenblatt's performance. The performance review was delivered to Rosenblatt and filed at the district office.

Respectfully Submitted,



Roxanne Levang  
WCSD Secretary