

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
January 15, 2020

1. CALL TO ORDER

Board President Hankin called the meeting to order at 6:30 PM. In attendance were:
Board Members: Hankin, Verick, Cline & Phipps
Absent: Moon
Staff: Rosenblatt and Levang
Guests: Holly Berry, Eric & Richard Swisher

2. PUBLIC COMMENT

Holly Berry and Eric were at the meeting to request a second leak adjustment in less than a 12 month period. They explained the leak and asked to be put on next month's agenda for consideration. Hankin requested they be added to the February agenda and to have the leak adjustment policy available for review at the meeting.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Verick moved to approve the order of agenda items. Seconded by Phipps; all approved.

4. AMEND / APPROVE MINUTES

December 18, 2019 Regular meeting minutes. A copy of the minutes with Hankin's suggested changes was distributed at the meeting. Cline suggested a change of the wording of "properties" under item 10. The board decided on changing "properties" to "written work product"

Verick moved to approve the minutes with the suggested Hankin changes and the change of wording on item 10. Seconded 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 water sales were \$21,512.08 and total receivables were \$21,208.04.

A 41,520 gallon leak was briefly discussed. No further discussion.

5.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report.

December gallons billed 628,120; average gallon per day per meter readings 87, per person 39; average monthly charge per account \$45.12; total monthly charges \$9,341; monthly deviation from budget \$997; cumulative deviation \$11,963.

There was a brief discussion of the effect the leaks have on the consumption report. Rosenblatt discussed that the ponds could be a source of water to CalFire and that they did a training at the pond last year. No further discussion.

5.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for December. Total income \$17,611 total expense \$18,365, with a net operating income of -\$754.

Levang gave an overview of changes on the Income/Expense report in an effort to show reserve account contributions and expenses on the monthly reports. Verick requested footnotes in the report explaining discrepancies in the budget vs expenses. Hankin did not find the changes particularly helpful and asked staff to speak to the auditor on the most appropriate way to report capital income and expense.

5.4 Finance Officer's Recommendations – discussion

Cline reported having a meeting with the bookkeeper, Levang, to discuss financial policies and financial reporting. Cline and Levang will continue to work together on improving the financial reporting. Cline confirmed with Hankin that she has the most recently revised Financial Procedures Manual.

5.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the Decembers Treasurer's report. Account balances were as follows: Capital Reserves \$76,999.83; Operating Reserves \$50,843.63; DWR Reserve CD \$28,526.91; DWR Loan Savings \$6,635.38; Checking Account as of 1/9/2020 \$167,364.89

Levang distributed a revised Treasurer's report with changes suggested by Finance Officer Cline. The board approved the changes but asked Levang to add back in the July 1, 2019 interest on the capital reserve Humboldt County fund.

5.6 December/January Warrants – discussion / approval

Discussed the purchase of a backup generator for the plant, and to be used in the office during power outages.

Verick moved to approve warrants #6158 through #6181 and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$13,101.85. Seconded by Cline; all approved

5.7 Update on summary of Prop 84 Grant Balances

Levang reported receiving \$7,458.57 on January 3, 2020 from Project 25, New Roof. Project 25, New Roof, is paid in full with the exception of the retained funds.

6. MANAGER'S REPORT

6.1 Water Loss – update

Board packets contained a summary table of 13 month water loss history. December water loss is at 12.8%, average water loss in the last 13 months is 15.5%.

The group reviewed the report and discussed that there is a decrease in water loss.

Rosenblatt reported a small leak. He called Sean Thomas into work and between him and Butterworth the leak was repaired within 3 hours of the report.

7. BOARD SEAT VACANCY

7.1 Moon is resigning from the board effective 1/15/2020. Review plan and interview questions for appointment of a replacement board member.

The board reviewed the materials in the board packet and agreed to accept Moon's resignation effective January 20, 2020. Hankin volunteered to work with staff to update the Notice of Vacancy adding when and where to submit applications. It was decided that the applicants will be interviewed and an appointment made at the regular WCSD Board meeting on March 18, 2020. The board requested the applicants receive the list of questions in advance of the March board meeting. The board requested the question "What skills or experience do you bring that would be helpful to the district" be added to

the interview questions. Verick suggested and agreed to draft a resolution to thank Moon for his years of service on the board.

Hankin moved that the board authorize him to revise the Notice of Vacancy with staff to have it updated and posted by January 20, 2020. Seconded by Verick; all approved.

8. ONGOING DISCUSSION OF SHN PROPOSAL

8.1 Notes from January 9 meeting of Coriell, Rosenblatt and Humboldt County Planning Department. Email from Steve Lazar distributed at the board meeting.

8.2 Revised SHN Proposal for activities required to secure permits for well drilling. The third revision to addendum #4 was distributed along with a project description.

The Lazar email summarizing the January 9th meeting gives an overview of actions and strategies he recommends for the district to take. During the meeting it was discussed the importance of stabilizing the project description and beginning consultation with both the Yurok Tribe and CA Dept. of Fish & Wildlife.

In order to implement drilling wells #1 & 2 this Summer or Fall well #3, on the Verick property, was excluded from the proposal. Rosenblatt suggest we explore doing environmental studies for well #3 at a proposed cost of \$13,000.

Rosenblatt announced that Malley Vue, State Water Board, is frustrated with the process and has submitted an application for WCSD to receive technical assistant from engineers at no cost to the District.

Hankin expressed his frustration with 4 revisions being distributed in less than 2 weeks and felt it was too much information to review and approve tonight. After an in-depth discussion Hankin suggest scheduling a special meeting to approve the addendum. Hankin suggested requesting Stein Coriell submit a summary of the different permits and consultations that will be required, that he write a summary of the CEQA process including the various alternative outcomes of their process and a written expected timeline outlying tasks and expected dates of completion. A special meeting was tentatively scheduled for Wednesday January 22 or January 29 at 6:30. Hankin will send an email to Stein Coriell tomorrow outlining to him the information requested to sign off on the addendum to the agreement.

8.3 Update on ongoing conversations with Pace Engineering and Waterworks Engineering. Rosenblatt gave an update about his meeting with PACE Engineering. Rosenblatt said he would like to work with engineers with the credentials of Pace Engineers or Waterworks Engineers.

9. DISTRICT WEB PAGE UPDATE

9.1 Draft WCSD web page design and content

A link to the website had been emailed to the board for review. The board has a few suggested changes and it is not expected that updating the website will be a problem. Before the board makes a decision on the website they want to know the actual cost monthly and annually. Hankin volunteered to contact Juan Cervantes and Sean MacLaughlin at Access Humboldt to get more information.

10. WATERPLANT NAMING

10.1 Water Plant naming and signage: Verick update. Discussion / Approval

Skipped

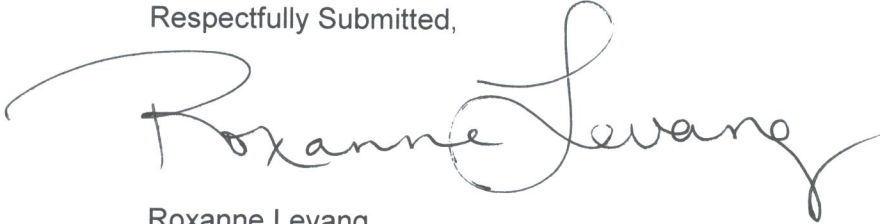
11. NEW ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Berry Leak Adjustment Request (Include leak adjustment resolution/policy with board packet)
- Special meeting either January 22nd or 29th

12. ADJOURN

Hankin adjourned the meeting at 9:05 P.M.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Roxanne Levang". The signature is written in black ink and is positioned above the typed name.

Roxanne Levang
WCSD Secretary