

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
January 18, 2023

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:31 PM. In attendance were:

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

Absent: None

Staff: Rosenblatt, Levang, & Whitlow-Hewett

Guests: Elaine Weinreb & Genia Garibaldi

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

It was pointed out that the item numbering on page two of the agenda needs to be corrected.

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

4. RESOLUTION 2023-1 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2023-1 Regarding AB361 Remote Meeting Via Zoom.

Verick moved to approve Resolution 2023-1 AB361 Remote Meetings. Seconded by Cline; all approved.

5. AMEND / APPROVE MINUTES

5.1 December 14, 2023 Regular meeting minutes

Amend the minutes as follows:

- Item 7.1, 4th line down change 5.3% to 5.3 *GPM*. At the end of that sentence change ~~6.7%~~ to 33.5%.
- Item 8 change UPDATE in the title to the plural "UPDATES".
- Item 8.1 last sentence, change "~~When the design for the new plant is finalized Rosenblatt will put together packets for both components of the project~~" to read "*When the design for the new waterlines and well facility are finalized Rosenblatt and PACE will put together bid packets for both components of the project*".
- Item 8.2, page 3, correct the spelling of Crowley in 3 places.
- Item 8.3, 2nd paragraph, 3rd line down correct "also want to see regular ~~updates~~ on updates on progress of grant, (add coma) ~~applications~~ execution of funded projects, (add coma & and) *and* "
- Item 10.2, page 3, 2nd line, change "Prop 1 grant **was** submitted ~~grant~~ November 4, 2022."

Verick moved to approve December 14, 2023 minutes as amended. Seconded by Hankin; all approved.

6. ANNUAL ELECTION OF BOARD OFFICERS

6.1 President, William Verick

6.2 Vice President, Barbara Cline

6.3 Finance Officer, David Hankin

6.4 Safety Committee Member, Richard Swisher

Verick moved to keep the slate of officers the same for 2023. Seconded by Cline; all approved

7. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

7.1 Director's Report-monthly billing and collections

Board packets contained Directors report. Total December, 2022 water sales were \$21,707.30, and total receivables were \$28,695.28. No discussion.

7.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report. December, 2022 gallons billed 410,820; average gallon per day per meter readings 73; per person 33, average monthly charge per accounts \$32.67; total monthly charges \$6,567; monthly deviation from budget -\$1,993. There was discussion of the totals on the report and whether the column GPD per person was per person or per household. It was determined that it was per person. Some of the amounts are not making sense so Hankin proposed Llanos review the report for errors in the formula. Llanos requested Rosenblatt email him the spreadsheet and he will review the formulas.

7.3 Income & Expense Report

Board packets contained an Income & Expense report for December, 2022. Total income \$17,649, total expense \$22,366, with a net operating income of -\$4,897.

Verick asked what the Vac truck is used for. Rosenblatt explained how it is used for making repairs to the waterlines. It was briefly discussed and requested that discussion of the district purchasing a Vac truck or Vactor trailer be added as a future agenda item.

7.4 Finance Officer's Recommendations-None

7.5 Treasurer's Report and Recommendations

Board packets contained a copy of the December, 2022. Treasurer's report. Account balances were as follows: Capital Reserves \$171,123.74; Operating Reserves \$52,569.41; DWR Reserve CD \$28,918.59; DWR Loan Savings \$8,827.51; Checking Account as of 1/12/2023 \$473,173.25. No discussion.

7.6 December/January Warrants

It was noted that the balance in the bank is a little bit less than the advance payment from DWR for the intertie project. A special meeting was suggested to discuss potential fund transfers from the reserve accounts. The Board discussed the cost of the wells. The Board also discussed providing a map of the waterlines for volunteers to walk in the hope of someone spotting leaks in the system.

Verick moved to have a Special Zoom Meeting Thursday, January 26th at 6:30 to discuss fund transfers from reserve accounts, bridge loans, and the HAF grant funding. Seconded by Cline; all approved.

Verick moved to approve warrants #'s 7255 through 7296, one Federal payroll tax deposit and one State payroll tax deposits, and three debit card charges, totaling \$65,950.61. Seconded by Cline; all approved.

8. MANAGER'S REPORT

8.1 One Known Leak this month

Board packets contained a summary table of 13 months water loss history. December, 2022 water loss is at 51.1%, average water loss in the last 13 months is 35.2%,

The following edits were requested:

First line, change ~~October~~ to *November* and change ~~November~~ to *December*.

Second line, after 1 known system leak add, "**1** unfound, "**or more**" ongoing leaks."

Rosenblatt reported a leak at the corner of 9th Avenue and Store Lane. He said it was a 90s era elbow in an embankment that has settled over the last 30 years. Rosenblatt and Operators have been searching for an ongoing leak, or leaks, which exacerbated after the earthquake on December 20, 2022. The district has a 60-63% water loss, making it an all-time record for the district. There was discussion of other water Districts having system leaks since the earthquake and aftershocks. Cline asked about the water deliveries and Rosenblatt said they started getting deliveries on December 29th. As of January 12th the Office of Emergency Services (OES) is paying for the emergency water deliveries, and will continue to fund them for as long as necessary. Rosenblatt and Operator Martin repaired a leak last week, but it made little difference in the water loss. Regarding the report, Rosenblatt did not record stream flow averages in January because, due to abnormal rainfall and unprecedented leaks, any reading obtained would have been so anomalous as not to be useful.

8.2 Accrual of vacation time-Discussion/Approval

Rosenblatt opened the discussion saying that the personnel policies state that staff can accrue up to two years of personal time off (PTO) and after that it caps and staff cannot accrue more. Rosenblatt is capped out, and would like to take PTO but cannot do so at this time. Another part time staff member also has capped out her PTO. There was discussion of different options, and labor laws, and the bottom line was that Rosenblatt needs to be in a position that he can take time off. Rosenblatt said he did not expect decisions at this meeting, just the opening of a discussion. He also wanted to start the discussion of additional office staff to help deal with customer service and processing cash receipts, which would help the office function more effectively. Hankin proposed we form a committee to seriously look into these ideas. The real problem is that there is inadequate staffing to enable Rosenblatt to take time off.

There was discussion of hiring outside agencies to help with leaks. Rosenblatt said he had that discussion with OES yesterday to help relieve some of the pressure.

Hankin moved that Cline and Hankin form a subcommittee to look at Rosenblatt's contract and the personnel policies to review and come up with solutions. Seconded by Verick; all approved. It was noted to remember to talk with the Operators on how to best accommodate them regarding the cap on PTO accrual.

9. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

9.1 DWR Small Community Drought Grant work proceeding. Discussion/Approval

Rosenblatt reported that he has the waterline replacement permit submission and notice of exemption on his desk ready to go. The plans and drawings are ready to finalize. But he still needs to work with three property owners to get the easements finalized. He has been unable to complete these task due to the leaks.

9.2 Update on Activities Related to Well Drilling. Discussion/Approval

Rosenblatt said the 1st Avenue well did not have water. The two wells adjacent to the existing well do have water. The initial clarification pumping indicates that the two wells may each produce up to 5 to 7 GPM. There are additional steps to be taken to convert them from test wells and put them into production. He is working with the County Environmental Health and Planning Departments on next steps.

9.3 Emergency Intertie with City of Trinidad. Discussion/Approval

Rosenblatt said the biologist is just waiting for him to call to get him started, as is the planner to start working on the Coastal Devolvement Permit.

9.4 Updates: Financial Due to earthquake, storms, power outages and leaks the finance officer's report was not completed as of the meeting.

9.5 Grant & Project Reports. Discussion/Approval

The workload due to storms, earthquake, power outages and leaks has also obviated completion of the normal report on the progress of grants and projects.

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

10.1 Update on Progress of DFA Technical Assistance Grant for Water Plant. Discussion
 Rosenblatt said he is waiting to hear from the environmental planners to obtain the documentation needed to file the notice of exemption, which we will adopt and file, hopefully in time for the next board meeting. Once published, and if no one objects within 30 days, the notice of exemption will be deemed to constitute CEQA compliance for the project. There will be a couple more steps and then we will be ready to submit a grant application for the new plant.

11. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS FOR TWO CREEKS CAPP

11.1 Update on Technical Assistance Grants for Conceptual Area Protection Plan (CAPP) for the Two Creeks Watershed to Work With Mark Andre and BBW. Discussion/Approval
 The CAPP is in draft form. We are trying to get our t's crossed, and our i's and lower case j's dotted, with CDFW. This project also is on hold due to the workload associated with trying to locate and repair ongoing, catastrophic water leaks.

11.2 Progress on Technical Assistance Grant for Writing NCRP IRWM Prop 1 Grant to Replace the 3 Humboldt Crossings Under WCSD Pipelines. Discussion/Approval
 Rosenblatt said they he will be resubmitting the grant application to the Coastal Conservancy for replacement of the crossings. It is going well, but is mostly on hold. We have plenty of time before the due date.

12. RETURN TO IN PERSON MEETINGS

12.1 At the December 12, 2022 board meeting it was moved and approved that in February WCSD would return to in-person meetings, setting the room up for social distancing, and a request that unvaccinated people to wear masks. Discussion/Approval
 Already decided at last meeting, remove from agenda.

13. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXITANCE AND OPERATION

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

14. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Discussion of the District purchasing a Vac truck or trailer

There was discussion of ways that the board members can help Rosenblatt with the current leak situation. It was requested this topic be added to the January 26 special meeting.

Rosenblatt said he is grateful to Nor Cal for all the water it has delivered and grateful to OES for paying for it.

15. ADJOURN

Verick adjourned the meeting at 8:15 PM.

Respectfully Submitted,

