

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
October 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, & Llanos

Absent: Swisher

Staff: Rosenblatt & Levang

Guests: Lucy Kostrezewa & Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

4. RESOLUTION 2022-14 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2022-14 Regarding Ab361 Remote Meeting Via Zoom

Verick moved to approve Resolution 2022-14 Remote Meeting. Seconded by Llanos; all approved.

5. LUCY KOSTREZEWA

5.1 Lucy Kostrezewa requested to be put on the agenda. Kostrezewa said that she mainly wanted to check in with the board on where she stands regarding the legal agreement she has with WCSD. There was discussion on where and if she was on the priority list for water service connections. The Board informed Kostrezewa that the letter the Board sent to her in August of 2021 telling her that her property was on the District's 401A top priority list was still valid. The Board further informed Kostrezewa that her property was on the WCSD Section 401A priority list as confirmed in a 2013 WCSD Ordinance. It was agreed that Hankin would email Kostrezewa a copy of that ordinance with the attached Section 401A list. Another issue Kostrezewa wanted to bring to the board was that a closed session had been held regarding her earlier request. She is uncomfortable that she was not included in that discussion. There was discussion that the board held the private session after Kostrezewa implied litigation at a board meeting. Kostrezewa did not remember having made that implication. Several board members did remember. She requested that she be included in conversations that involve the status of potential water service connection for her property. She also emphasized that she wants to avoid any litigation but remains concerned that her agreement with WCSD will not be honored in the future. Kostrezewa asked that she be allowed to address the Board if the WCSD decides to begin a process to refine or revise the Section 401A list. The Board emphasized that it will not be refining and revising the Section 401A list unless and until District has sufficient capacity to begin adding new service connections. The Board will not develop a process for public participation in a process that does not, and may not ever, exist. The Board recommended that Kostrezewa consult the August, 2021 letter the Board sent her if she has questions about her property's status on the Section 401A list. Board President Verick said Kostrezewa is welcome to address the Board on any issue she might have during the public comment item on any Board meeting agenda and that the Board welcomes her written correspondence. The Board requested that Kostrezewa not address WCSD staff regarding her concerns about the status of her property on the Section 401A list. Kostrezewa thanked the board for their time.

6. AMEND / APPROVE MINUTES

6.1 September 21, 2022 regular meeting minutes

Amend minutes as follows”

1. Page 2, Item 7.1, 1st sentence correct ~~decreased~~ to read *increased*.
2. Page 2, Item 8.3, last paragraph, 3rd sentence amend from “common practice to request pay when pay terms,” to “common practice to *have “pay when paid”* terms. 4th sentence delete “~~there are no change orders, the budget is what it is, either they accept or they don’t.~~” Add in the contract that “*the project is grant funded with a fixed budget.*”

Verick moved to approve September 21, 2022 regular meeting minutes as amended. Seconded by Cline; all approved.

7. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

- 7.1 Director’s Report-monthly billings and collections - Board packets contained Directors report. Total September, 2022 water sales were \$23,644.64, and total receivables were \$28,341.77. It was verified that the 41,950 gallons of water usage was not a system leak but due to a customer leak. [It was later discovered that there wasn’t a leak, the high gallon amount was because of a misread meter.] No further discussion.
- 7.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. September, 2022 gallons billed 581,560; average gallon per day per meter readings 100; per person 45, average monthly charge per accounts \$44.50 total monthly charges \$9,256; monthly deviation from budget \$696. Next month there will be a leak adjustment of 20,182 gallons.
- 7.3 Income & Expense Report – The September, 2022 Income & Expense report will be included in the November, 2022 Board packet.
- 7.4 Finance Officer’s Recommendations – No recommendations
- 7.5 Treasurer’s Report and Recommendations – The September, 2022 Treasurer’s report will be included in the November, 2022 Board packet.
- 7.6 November/December Warrants – discussion/approval Brief discussion regarding emergency water deliveries due to a system leak that has not yet been identified.

Verick moved to approve warrants #'s 7170 through 7189, one Federal payroll tax deposit and two State payroll tax deposits, totaling \$28,541.80. Seconded by Hankin; all approved.

8. MANAGER’S REPORT

- 8.1 Water Loss increased from 5.6 GPM in August to 7.0 GPM in September for 32.6% of total production of 862,280 gallons. There was one known system leak. Board packets contained a summary table of 13 months water loss history. September 2022 water loss is at 32.6%, average water loss in the last 13 months is 27.5%. Rosenblatt reported a water leak at Westhaven Drive on Labor Day. He said the water tanks are still dropping, and they have been looking for another leak for almost three weeks. He reported that it got dire over the weekend. Rosenblatt said that he and staff are working diligently to find the leak. They spent Sunday isolating and pressure testing the Scenic Drive and Moonstone area. On Wednesday they isolated a stretch of distribution line but were still unable to identify the location of the leak. Rosenblatt had Humboldt Bay Municipal Water District out on Monday to help with leak detection. He may need to order another emergency water delivery on

Thursday. Rosenblatt drew attention to the reduced flow of springs. 49 gpm in October 2019 and just 20 gpm this year. It was clarified that this included all the collectors.

9. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

9.1 The DWR Small Community Drought Grant. Rosenblatt reported that things are proceeding and we have the best planners who are experts on the Trinidad/Westhaven area. They are going over the application's narrative carefully, scrutinizing the semantics, so we get everything correct before submitting. Llanos asked Rosenblatt where Pace is with the project after the results of the survey. Rosenblatt responded they went back and surveyed Driver and Haven Way to develop legal descriptions. Pace Engineering has had some difficulty in obtaining title Documents through remote request. Rosenblatt has been asked to request and obtain the documents in person, but that, due to the leaks, he can't even be in the WCSD office as much as he needs to be. Hankin offered to make the trip to the relevant County offices in person to request the information. Rosenblatt thought he could obtain the needed parcel information from Warnock and the surveyors. If he is able to get a succinct list he would be happy to send Hankin to the County Recorder's office to request the needed records. Rosenblatt asked whether there were any questions on the waterline component of the small community drought grant. Verick asked about the coastal development permit. Rosenblatt said we will get an emergency permit and we will still need to get the Coastal Development Permit. We want to make sure there are no issues with that permit. There was further discussion regarding permits, installing a mile of new waterlines and encroachment permissions from land owners.

9.2 Update on activities related to well drilling. We have the three permits and the American stainless steel casings are on their way. The drillers should receive the casings in a couple weeks. The drillers are aware that the drilling needs to start as soon as possible. Llanos asked if when the well is drilled if it will go immediately into service, or does it get plumbed when the waterline project happens? Rosenblatt said it would first need to have electrical service connected, and a pump house built. Once the wells are drilled we will test them, if there's water and if they're good, we convert them as an amendment to our CDP. If they are not good we will cap them. Discussion ensued about the steps to get the wells operational and how that ties into the plans for the new water treatment plant.

9.3 Emergency Intertie with City of Trinidad. Rosenblatt has requested the City of Trinidad fix an old leak. He is holding off on moving forward with the intertie agreement until Trinidad shows that it can fix the leak in a timely manner. The WCSD committee is in the process of reviewing the agreement between WCSD and Trinidad which includes Verick's modifications. Hankin asked Llanos to send the edits to him. Hankin will forward to Trinidad to have them review it prior to bringing the document to our board for discussion

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

10.1 Update on progress of technical assistance grant for Water Plant from DFA. Rosenblatt reported receiving the approval for the additional funding but it is not as much as requested. PACE is getting the environmental studies completed. Discussion ensued. Rosenblatt said that the TA grant design work is 90% complete, we need to complete the environmental studies and then we can submit for plant construction funding.

11. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANT TWO CREEKS CAPP

11.1 Update on technical assistance grants for Conceptual Area Protection Plan (CAPP) for the Two Creek watershed. Work to be done with Mark Andre and BBW. Rosenblatt said he is working with Mark Andre on the restoration and preservation of the watershed. They are modeling their CAPP on the Jacoby Creek CAPP. The CAPP will allow WCSD to get funding for watershed conservation and restoration

11.2 Technical assistance grant for \$15K to write a NCRP IRWM Prop 1 grant to replace the 3 Humboldt crossings was awarded. The Prop 1 NCRP IRWM grant application is due November 4th and Mark Andre is writing it. The funds will replace Humboldt crossings between 1st and 2nd Avenues on Transit, at the railroad grade, and 5th Avenue and 6th Avenue at the railroad grade.

11.3 Resolution 2022.16 Authorizing resolution for Prop One grant to replace Humboldt Crossing. Discussion & Approval. Rosenblatt said the funding is competitive but if we could get the crossings replaced that would fix a ticking time bomb. The following edits were suggested:

- change stream crossing *upgrades* to stream crossing **replacements**
- Replace language for project benefits to read: Replacing the crossings will greatly reduce the potential for catastrophic failure that would threaten the water lines and deliver sediment to the downstream channel. The project provides multiple benefits including increased flow conveyance to prevent flooding, protection of water supply lines, reduced maintenance, and improved watershed connectivity. This project represents an important phase in the District's overall Two Creek restoration goals.

Verick moved to approve Resolution 2022.16 as edited. Seconded by Hankin; all approved

12. DISCUSSION ON THE POSTING OF OLD VERSIONS OF ORDINANCES ON THE WEBSITE

12.1 Discussion on posting of old versions of Ordinances on the website. Hankin opened the discussion of posting older/archived versions of ordinances on the website so that you are able to access the history of an ordinance. The group liked the idea and it was decided to include the older versions as well as the current versions of ordinances on the WCSD website.

13. RETURN TO IN-PERSON MEETINGS

13.1 Return to in-person meetings – The group agreed to continue meeting virtually but also to come up with a way for the public to more easily join the meetings. It was discussed to make sure there is a live link to the meeting on the website and that emails are sent out with the link to the meeting.

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

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

15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

None

16. ADJOURN

Verick adjourned the meeting at 8:30 PM.

Respectfully Submitted,

Roxanne Levang, WCSD Secretary