

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
October 16, 2019

**1. CALL TO ORDER**

Board President Hankin called the meeting to order at 6:35 PM. In attendance were:  
Board Members: Hankin, Verick, Moon & Phipps  
Absent: Cline  
Staff: Rosenblatt, Levang and Butterworth  
Guests: None

**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 Phipps; all approved.

**4. AMEND / APPROVE MINUTES**

September 18, 2019 Regular meeting minutes.

The board listed 3 corrections to the minutes as follows:

1. Page 2, item 7.1, last sentence; correct \$15,000 to \$1,500.
2. Page 2, last paragraph, second sentence: correct Coriellis to Coriell is.
3. Page 3, first sentence; correct Wanach to Warack

Verick moved to approve the minutes with the three corrections. Seconded by Phipps; all approved.

**5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS**

5.1 Directors' Report – monthly billing and collections – The Board packet contained Directors report. Total September water sales were \$20,929.98 and total receivables were \$23,415.39 – No discussion

5.2 Water Consumption and Sales – Board packets contained Water Consumption and Billings-Commodity Charges Only report. September gallons billed 736,340; average gallon per day per meter readings 129, per person 59; average monthly charge per account \$44.51; total monthly charges \$9,081; monthly deviation from budget \$737; cumulative deviation \$4,275. Hankin pointed out that the monthly deviation from budget of \$737 and the cumulative deviation of \$4,275 doesn't look correct to the board. Rosenblatt will double check the formula calculations in the water consumption and billing report.

5.3 Income/Expense Report – Board packets contained an Income/Expense Report for September. Total income \$17,359 total expense \$12,792, with a net operating income of \$4,567. – No discussion

5.4 Finance Officer's Recommendations – Finance Officer absent.

5.5 Treasurer's Report and Recommendations - Board packets contained a copy of the September 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 \$37.43; Checking Account as of 10/11/19 \$159,354.99 – No discussion

#### 5.6 September Warrants – discussion / approval

Verick moved to approve warrants #6067 through #6090 and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$13,592.89. Seconded by Hankin; all approved

5.7 Update on summary of Prop 84 Grant Balances - The budget amendment for Project 25-New Roof has been approved. As soon as Lauren Rowan from the county emails Levang the amended payment request form she will complete the final billing on this grant.

### 6. MANAGER'S REPORT

#### 6.1 Water Loss – update

Board packets contained a summary table of 13 month water loss history. September water loss is at 21%, average water loss in the last 13 months is 18.9%.

There were two system leaks, one at Kahlstrom near 7<sup>th</sup> Avenue on August 31<sup>st</sup> and one in the pressure reducing valve box at Westhaven Drive and Scenic Drive on September 30<sup>th</sup>. Hankin questioned the September loss percentage versus the loss of percent sold numbers, saying that they were incorrect. Rosenblatt will check the formulas in the report. It was questioned why there was a 13 month water loss history rather than a 12 month. Rosenblatt said that is how the report had been developed by Swisher. All agreed that Swisher must have had a good reason for it.

#### 6.2 Districts provision of service during the 10/9 to 10/11 power shutdown.

Rosenblatt reported purchasing extra fuel for the generator and pump in anticipation of the planned PGE power outage. He reported that the generator needed to be refueled a couple times during the outage and when the power came back on he went up to the plant to turn off the generator. In anticipation of more PGE planned outages Rosenblatt purchased a duplicate pump and will purchase an additional backup generator. It was discussed keeping more than 36 hours' worth of gas at the plant in an enhanced storage area. Discussed investing in a propane generator that would automatically come on and off.

### 7. ONGOING DISCUSSION OF SHN PROPOSAL

7.1 Latest version of SHN proposal for planning grant: Proposed scope of work, estimated costs and path forward – Discussed most current draft of the proposal. Rosenblatt updated the board on recent conversations with the State and said that he wants to submit the proposal before the next board meeting. Discussed edits and changes.

Verick moved to authorize Rosenblatt to work with SHN to make final edits and to submit the proposal subject to a final review and approval by the board proposal review committee. Seconded by Phipps; all approved

Discussed the environmental reports. Hankin had a question that Rosenblatt will follow up on. Hankin gave Rosenblatt some grammatical edits. Rosenblatt will make the changes and confirm with Malley that they are acceptable. Rosenblatt will be attaching the Disadvantaged Community survey results with the proposal.

Verick moved to approve the environmental reports. Seconded by Moon; all approved

7.2 Report on additional phone conversations with PACE Engineering in Redding. Rosenblatt reported that there is an Engineer in Weaverville that he wants to follow up with. There was discussion of reasons to stay with SHN or to switch to another Engineering firm. It was discussed that if we were to switch firms we would still be able to subcontract with local people of our choosing.

**8. DISTRICT WEB PAGE UPDATE**

Levang reported that she emailed Juan Cervantes with Access Humboldt requesting a timeline for when they can have a website developed for our review. She hasn't heard back from Cervantes.

**9. WATERPLANT NAMING**

9.1 Water Plant naming and signage: Verick update. Discussion / Approval  
Verick showed the group the tile with the picture on it that will be part of the monument. Everyone was happy with the results. Verick will put together the wording for the monument.

**10. ADU UPDATE**

11.1 Update on inquiries into the ADU issue- Nothing to report

**11. NEW ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETING**

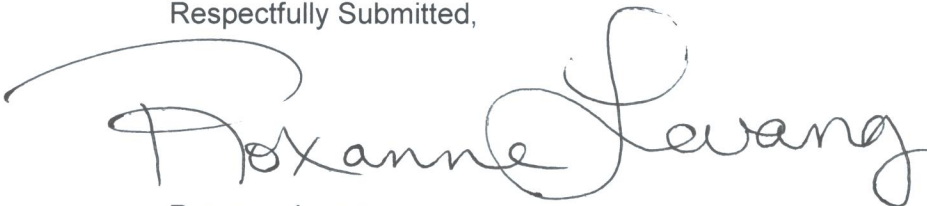
- Rosenblatt to have written performance objectives for the next year- **next meeting**

**12. CLOSED SESSION: 12 MONTH EVALUATION OF DISTRICT MANAGER**

**13. ADJOURN**

Hankin adjourned regular meeting at 7:55 PM. Staff left and the board stayed for the closed session.

Respectfully Submitted,



Roxanne Levang  
WCSD Secretary