

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
October 18, 2023

1. CALL TO ORDER

Board Vice President Cline called the meeting to order at 6:30PM. In attendance were:

Board Members: Cline, Llanos, Swisher

Absent: Hankin, Verick, Whitlow-Hewett

Staff: Rosenblatt, Levang, Chandler, Martin

Guests: Paula Levine

2. PUBLIC COMMENT

Guest Paula Levine inquired about the number of residents in the District who desire a water connection but are not presently connected to the WCSD water system. She is researching the benefits of tying into the Humboldt Bay Municipal Water District (HBMWD) and expressed concerns about future firefighting capacities and long-term drought concerns and inquired as to the District's water capacity for these future potential issues. Rosenblatt replied with an estimate of 50-60 existing homes being considered for water service, with 30-40 of those residents having already inquired about service. He further explained that there is not a water source capacity issue, but rather an issue of treating the water produced on a daily basis.

There was further discussion about firefighting capability, and Rosenblatt explained the Trinidad Intertie project and how it will mutually benefit both the Westhaven and Trinidad communities in a major emergency or water loss situation.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

4. AMEND / APPROVE MINUTES

4.1 September 20, 2023 - Regular meeting minutes

Corrections: Item 4.1 Amend/Approve August 16, 2023 Regular meeting minutes: change "Warnock" to "*Tom Warnock of PACE Engineering*"; last line change "The forester..." to "*The District's forester...*"

Item 7.1: change "speed bump" to "*speed hump*"; Item 7.3: delete "~~the five foot depth of the three known culvert crossings...~~"

Item 8.2: move the last sentence "There is a willing seller of an adjacent property that is a few hundred feet north and adjacent to the project" to the beginning of the last paragraph and change the following sentence to read "The District ~~will~~ *may* acquire two-plus acres in the Two Creeks watershed..."

Item 13.1 of October 18th, 2023 Agenda: change "~~PACE recommendation of creation of a savings program for replacement of the grant funding solar and battery backup system for the new Water Treatment plant~~" to read "*PACE Engineering recommendation of creation of a savings program for replacement of the grant funded solar and battery backup system for the new Water Treatment plant*".

Cline moved to approve September 20, 2023 minutes as amended. Seconded by Llanos; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

5.1 Director's Report-monthly billing and collections

Board packets contained Director's report. Total September, 2023 water sales were \$24,432.86, and total receivables were \$39,298.72.

No discussion.

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report September, 2023 gallons billed 514,350; average gallon per day per meter readings 90; per person 41, average monthly charge per accounts \$47.90; total monthly charges \$9,725; monthly deviation from budget +\$1,164.

No discussion.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for September, 2023. Total income \$25,216, total expense \$25,895, with a net operating income of -\$679.

Discussion Cline noted a few minor wording corrections in the report footnotes ("~~less check~~" changed to "*fewer checks*" and "~~more than~~" changed to "*more than*"). Llanos inquired as to the missing note under footnote 3; Levang will clarify what information should be there.

5.4 Finance Officer's Recommendations

No discussion; Hankin absent.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the September, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$208,372.55, and CD #2368 \$28,942.39; Operating Reserves \$38,806.07; Umpqua Savings #0648 \$97.01; Checking Account as of 9/14/2023 \$470,603.37.

Discussion Levang explained the withdrawal of \$6,525.09 from Umpqua Savings account #0648 was for the final DWR payment (after receiving erroneous information that it was previously paid off). We now have the loan pay-off letter. Levang will generate future reports to include lines for clearer readability.

5.6 September/October Warrants

Cline moved to approve warrants #'s 7539 through 7565, two Federal payroll tax deposits and one State payroll tax deposits totaling \$3,291.35, and one debit for \$51.30 totaling \$29,354.85. Seconded by Swisher; all approved.

6. MANAGER'S REPORT

6.1 Water loss decreased from 2.4 gpm in August to 2.0 gpm in September for 13.6% of total production of 595,330 gallons. No known system leaks.

Board packets contained a summary table of 13 months water loss history. Over the last 13 months, water loss averaged 36.6%.

Discussion Rosenblatt said there was a leak on the customer's end but during this time period, no known system leaks; however a substantial leak on Kahlstrom Avenue was discovered and repaired a few days prior to this October Board meeting. He said this is the time of year when leaks surface more readily than in the summer. Rosenblatt said the water loss percentage (volume) went up because the total production decreased.

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding.

7.1a Update on schedule A timeline for Waterline replacement

Discussion Driver Road has been bored and the fused pipe is in the ground from the top of the hill to Westhaven Drive, and will extend to Haven Way and tie in at First Avenue. There will be a new fire hydrant at the intersection of Driver Road and Westhaven Drive that will help support firefighting on Scenic Drive, where there are currently no fire hydrants. Rosenblatt requested that Sixth Avenue be excavated while there is a window of weather available to make the asphalt for the new speed humps. Sixth Avenue, Kahlstrom, Seventh Avenue, north Highland Road, and Driver Road will have new radio-frequency water meters that are read by tablet installed during this project.

7.2 Update on Activities Related to Well Drilling.

7.2a Update on schedule B timeline for well facility

Discussion Excavation has begun at the well facility. The slab for the well control building will be poured at the end of October. The District is working with the contractors and the neighbor adjacent to the area to lessen the visual impact and disruption caused by the construction, such as relocating the dirt pile and installing green cyclone fencing.

7.3 Emergency Intertie with City of Trinidad.

Discussion Rosenblatt has received comment back from GHD, and PACE Engineering is working on incorporating and addressing the added comments on the emergency intertie project. We are nearing 90% (final draft) of the plan. Rosenblatt said we are on schedule with the grant timeline. The plans need to be finalized and the Coastal Development permit ready before going out to bid. The design details are near complete after a revised bio/wetland report. The biologist has been informed of GHD's comments regarding the disturbed right-of-way.

7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines

Discussion Levang said she is changing the reports to be on a quarterly basis and will have them either in November or December.

8. TECHNICAL ASSISTANCE GRANT FROM DEPARTMENT OF FINANCIAL ASSISTANCE (DFA)

8.1 Update on Progress of DFA Technical Assistance Grant for Water Plant.

Discussion Rosenblatt said we are still spending the last of the funds from the Technical Assistance Grant (~\$40,000) to wrap up the design elements of the water plant project to bring our 90% (final draft) plans to 100%.

8.2 Update on the Expedited Drinking Water Grant (EDWG) grant funding for the water plant project.

Discussion Rosenblatt said we are starting to move on the EDWG funding, and are in the process of getting the final elements we need from PG&E, such as the location of two additional easements for the guy poles and wires. Their arborist reported that four alder trees will need to be removed along the 3,000 feet of upgraded electrical poles and line. The District will need to obtain the easement for PG&E to proceed. The surveyors and archaeological assessments have been done, and soon the biologists will be out to do their biological assessment so the CEQA process can be completed with projected ground breaking in the summer of 2024.

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

9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creeks Watershed and related conservation work.

Discussion Rosenblatt said we are finalizing the draft CAPP that will be given to CDFW (California Department of Fish & Wildlife) and will help to obtain funding for properties within the watershed for conservation and restoration.

9.2 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork Two Creeks basin from willing sellers

Discussion Rosenblatt is waiting to hear back but is hopeful the District will obtain funding for the micro grant for the appraisal and title reports of two land parcels adjacent to District property in the Two Creeks basin.

9.3 Grant proposal for Humboldt crossing removal on the Railroad grade

Discussion Rosenblatt said there is a November due date for a grant proposal to cover the Humboldt crossing replacements. The new culvert will be steel and built to withstand future major rain events without risk of road collapse or negative impact to our water delivery system. Some funding from the NCRP micro grant will go towards the project, and the two projects can hopefully be packaged together.

10. REVIEW OF DRAFT MITIGATED NEGATIVE DECLARATION FOR NEW WATER TREATMENT PLANT.

10.1 Update on draft Mitigated Negative Declaration for the new water treatment plant

Discussion Rosenblatt hopes to have the document next month and sent out to the Board before the next Board meeting.

11. CREATION OF DISTRICT FACEBOOK PAGE

11.1 Update on status of district Facebook page

Discussion Martin is checking the Facebook page weekly. It was suggested that the construction timeline be posted to the page.

12. HOTSPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY

12.1 Investigation of hotspot or Access Humboldt for connectivity

Discussion No updates; Rosenblatt will contact Access Humboldt when he has time.

13. RENEWABLE ENERGY SYSTEM REPLACEMENT SAVINGS PLAN

13.1 PACE Engineering recommendation of creation of a savings program for replacement of the grant funded solar and battery backup system for the new Water Treatment plant.

Discussion/Approval Rosenblatt said that the RCEA (Redwood Coast Energy Authority) estimated a \$7500-\$8000 savings on PG&E costs plus reduced propane need and cost with the usage of solar power and battery backup system for the water plant. The battery system would allow the plant to run on battery power during power outages that are less than 20 hours and reduce generator use to only 4-5 hours a day to recharge the batteries. Rosenblatt proposed the savings totaling ~\$10,000 a year be put into a savings account separate from capital or operating reserves, and if the money in that account is not needed, it can be put toward capital expenditures or operating costs. Levang noted that the District's financial policy may need to be revised to include this new savings account and process.

Llanos moved to authorize Rosenblatt to proceed with the investigation of a savings account and to authorize PACE Engineering to proceed with the micro grid as planned. Seconded by Cline; all approved.

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

It was suggested that Item 11 "Creation of District Facebook Page" and Item 12 "Hotspot or Access Humboldt for Connectivity" be removed from future agendas.

16. ADJOURN

Cline adjourned the meeting at 8:23 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary