

WESTHAVEN COMMUNITY SERVICES DISTRICT

Regular Meeting Minutes

October 20, 2021

1. CALL TO ORDER

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

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

Absent: None

Staff: Rosenblatt, Martin & Levang

Guests: Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

It was suggested to combine the closed session in items #'s 13 & 14.

Verick moved to approve the order of agenda items as amended. Seconded by Llanos; all approved.

4. RESOLUTION 2021.8 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2021.8 Regarding AB361 Remote Meeting Via Zoom

Rosenblatt explained that the resolution had to be written as presented and renewed every 30 days in order to meet Brown Act requirements.

Verick moved to approve Resolution 2021.8 AB361 Remote Meeting. Seconded by Hankin; all approved.

5. AMEND / APPROVE MINUTES

5.1 September 15, 2021 Regular meeting minutes

The minutes were amended as follows:

- Page 2, Item 5.5, 3rd row up change ~~perimeter~~ to *parameter*.
- Page 2, Item 5.5, 3rd from the last sentence change; "~~One is the existing well which is 28 years old~~" to read, "*One proposal is to drill and bring into production three additional wells, which the District has been working on since 2018.*"
- Page 3, Item 8, 4th line change; ~~An~~ (delete) onsite ~~chlorine~~ chlorine (*correct*) generation.
- Page 3, Item 8, 5th line change; ~~dependent on~~ to *susceptible to*.
- Page 3, 4th line from bottom correct ~~Llanos~~ to *Llanos*.

Cline moved to approve September 15, 2021 minutes as amended. Seconded by Hankin; all approved.

6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

6.1 Director's Report-monthly billings and collections - discussion

Board packets contained Directors report. Total September, 2021 water sales were \$22,695.61, and total receivables were \$25,654.66. Brief discussion regarding customer leak.

6.2 Water Consumption and Billing-Commodity Charges Only

Board packets contained Water Consumption and Billings-Commodity Charges Only report. September, 2021 gallons billed 629,620; average gallon per day per meter readings 110; per person 50, average monthly charge per accounts \$43.29; total monthly charges \$8,874; monthly deviation from budget \$531. No discussion

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for September, 2021. Total income \$23,361, total expense \$21,441, with a net operating income of \$1920.

The format for printing the report left out the subscript numbers in the report notes. In the first report note correct “budget amounts would more ~~accruatedly~~ reflect” to “more *accurately* reflect”.

6.4 Finance Officer’s Recommendations – No recommendations

6.5 Treasurer’s Report and Recommendations – discussion

Board packets contained a copy of the September, 2021 Treasurer’s report. Account balances were as follows:

Capital Reserves \$231,123.74; Operating Reserves \$52,190.22; DWR Reserve CD \$28,850.14; DWR Loan Savings \$2,228.05;

In the distributed report the current checking account balance had been left out. The checking account balance as of 10/14/2021 is \$29,432.40.

6.6 February’s warrants – discussion/approval

It was clarified that the permit extension on the wells was for an additional 2 years.

Verick moved to approve warrants #'s 6810 through 6848, one debit card charge, and one Federal and one State P/R tax deposit, totaling \$25,900.35. Seconded by Llanos; all approved.

7. MANAGER’S REPORT

7.1 Water Loss – No system leaks – discussion

Board packets contained a summary table of 13 months water loss history. September, 2021 water loss is at 6.8%, average water loss in the last 13 months is 18.7%, Rosenblatt pointed out that the top sentence in the report is incorrect; it should read that water loss decreased from 2.2 GPMs in August to 1.0 gallons per minute in September. Rosenblatt believes the leak that was detected and fixed under the redwood trees on Driver Road is likely the reason for the drop in water loss. There are no known system leaks at this time.

7.2 Relief Operator Covering General Managers Operator Field Day. Discussion/Approval Rosenblatt requested taking some of the \$7,000 budgeted to replace the shop roof and move it into payroll so he can have the relief operator work his Friday 3 hour field day operator shift. That will give him the opportunity to focus on projects without the distraction of going to the plant. Discussion ensued.

Verick moved for staff to temporarily repair the shop roof, move the budgeted \$7000 for a new plant to payroll to pay a Friday operator, and add the roof replacement funds into the 2022/2023 budget. Seconded by Swisher; all approved.

7.3 Conceptual Area Protection Plan and seeking grant funding for planning.

Discussion/Approval

Rosenblatt started the discussion stating that this conversation ties into Item 8.3 on the agenda. Rosenblatt requested board support for him to move forward in pursuing grant funding for planning the preservation of the Two Creeks watershed. This is a long term plan to preserve the riparian corridor, the creek itself, including restoration and invasive species management. Rosenblatt said that he has been talking with property owners and people are generally supportive. There are a lot of unbuildable parcels in Westhaven with amazing ecosystems, which are downstream from the water plant and can influence water production. Restoring the north end above the wells would be helpful in keeping the water flowing to the wells. Now is a good time because of the cooperation of land owners and the funding

opportunities available. Rosenblatt has developed a robust brain trust across agencies for this conceptual area protection plan. He has been reviewing potential liabilities. He is not concerned about the financial burden and doesn't think there is a lot of legal liability because there is a broad umbrella that protects public lands.

Discussion ensued, although the board is supportive of the concept they expressed concerns for the additional burden on Rosenblatt's time. Hankin said that although he is in favor of the plan he thinks we should meet with an attorney to explore liabilities and questions whether we should be initiating procedures to expand the districts remit to conservation. Currently, the WCSD is exclusively a water district.

Cline was concerned that the district is limited in its in its financial ability to hire additional staff and that District staff may already be stretched to over the District's current workload. She does not see how income is generated to cover the additional personnel cost that may be required to administer and maintain areas the District may acquire. Paul said purchasing the property and easements would be paid by grants and donation of properties. There was discussion of available grants that would not specifically be to support maintaining property, but could be used to manage invasive species and keep open proper defensible space around the District's infrastructure. Paul added that land trust volunteers might be available to help maintain properties the district might acquire. Rosenblatt said that he believes strongly in the value to the community of maintaining open spaces and he does not mind the extra work. Katrina Martin, Relief Operator, expressed her interest and said she will volunteer her time for this project. Llanos added that these are lofty goals that take a lot of time and involves lawyers. He asked if there is another organization that specializes in conservation easements that could do the heavy lifting. Paul said he would like to hire Mark Andre with grant funds. Andre has 30 years' experience in land conservation work. Paul noted that any conversation work would be part of a multi-phase 20 year plan. Rosenblatt is trying to estimate whether having the District take on a conservation role can be done, how much time it would likely take, and how large of a conservation remit the District may be able to take on. Rosenblatt said there are organizations that can help acquire the funding, help write the easements and help with the legal work. Verick said that some conservation work would already fit within the District's current duties to the extent that conservation of the Two Creeks riparian areas helps protect and/or enhance the amount and quality of water that may be produced by the District's current well, and any other wells the District may establish in the future. Verick noted that There is likely hydrological connectivity between surface water in the in the 4th Avenue canyon and the District's 4th Avenue well. Swisher said he would like to see written permission from LAFCO before we get too far into planning to take on conservation work. Llanos stated that in the LAFCO report there is a line that states that the District has been exploring its future involvement in land preservation along Two Creeks and encourages the district to collaborate with local conservation groups or Trinidad Land Trust.

Verick moved to authorize Rosenblatt to pursue funding opportunities to conserve land within the Two Creeks watershed where we have facilitates, for six months. At the end of the six months the board will review and decide if they want to renew the authorization. Hankin added for Rosenblatt to keep track of how much time he spends on this project. Seconded by Cline; all approved.

8. SUBMISSION OF DWR SMALL COMMUNITY DROUGHT FUNDING GRANT APPLICATION AND RELATED ACTIVITIES

8.2 DWR Small Community Drought Grant submitted on 9/27/2021. The grant request is to replace 5,650 feet of polyethylene pipe installed in 1968, and to drill and build out 3 proposed ground water wells that the District has been trying to drill since 2018. Discussion/Approval

Rosenblatt announced the submission of the grant for over \$4,000,000. Grant rewards will be announced in November. There was brief discussion.

Verick moved to authorize Rosenblatt to apply for the DWR Small Community Drought Funding Grant. Seconded by Hankin; all approved.

8.2 Update on activities related to well drilling. Rosenblatt reported that the updated RFP for Well Drillers is being sent out and Rosenblatt is working on getting a driller to commit to a drilling date. Verick asked Rosenblatt to do whatever it takes to get the wells drilled.

8.3 DWR Multi Benefit grant application. Proposed grant project to replace Railroad Grade culvert/s/Humboldt crossing/s/and Transit Avenue culvert/Humboldt crossing. Discussion / Approval - Rosenblatt gave an overview of the areas addressed in this grant. Llanos and CA Department of Fish and Wildlife have looked at the area to review the technical aspects of the project. There is a potential for funding to fix old pipes and for land purchases. Llanos and Rosenblatt are compiling relevant data and developing a map.

Verick moved to authorize Rosenblatt to apply for the DWR Multi Benefit grant application. Seconded by Cline; all approved.

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

9.1 Update on progress of technical assistance grant from DFA

Rosenblatt is working to on all the fine details of the planning grant and he is working with PG&E. Rosenblatt said that PACE needs to go to DFA and ask for more money because the project is getting more complex. A survey of the land and the locations of trees and structures must be completed as well as other environmental work. This includes seeking reimbursement for the \$8,000 the District has paid to PG&E regarding potential 3-phase service, and for the retention of a forester to minimize the number and size of trees that must be removed to make the site safe..

9.2 Retention of BBW forestry and Mark Andre Registered Professional Forester to help with CEQA documentation and permitting regarding utility easement exemption for tree removal and to help with building site preparation for the new water treatment plant and tank. Approve scope of work document. Discussion / Approval

Rosenblatt reported to the board that he wanted to hire former Arcata Environmental Services Director Mark Andre to help obtain the permits to remove trees around the tanks and water plant site and to establish a utility easement.

Verick moved to approve spending \$4,000 to hire Mark Andre. Seconded by Swisher; all approved.

10. WESTHAVEN DRIVE WIDENING PROJECT

10.1 Report on the "Friends of Westhaven" Westhaven Drive widening project action committee. The letter sent to CalTrans and the Rancheria was included in the board packet. Weinreb gave a brief update saying that she watches the Rancheria webpage. Weinreb said the Rancheria has circulated an RFP which gives the appearance that the Rancheria is less enthusiastic about widening Westhaven Drive than it was previously. Weinreb believes this may be due to community opposition. She said the Rancheria is looking at alternatives. .

11. ORDINANCE 2014-2 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY. REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES. DISCUSSION/APPROVAL

11.1 Ordinance 2014-2 adopting a water conservation program water supply emergency- To save time the Board postponed consideration of this item until the November meeting.

12. REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY

12.1 Report from committee to negotiate an easement agreement for Well 3 on Verick's property. Discussion/Approval
Rosenblatt and Llanos have looked at the property. Verick wrote up a couple paragraphs on what he wants to see in the agreement. The committee will review and respond back to Verick.

13. MANAGERS PERFORMANCE REVIEW

13.1 Annual performance review for WCSD Manager- **Closed Session**

13.2 Manager's performance objectives. Discussion/Approval
Postponed until November meeting

14. LUCY KOSTRZEWA REGARDING LEGAL AGREEMENT AND ALLOTMENT APPLICATION

14.1 Acknowledgment of correspondence from Ms. Kostrzewa since last meeting. No discussion

14.2 **Closed Session** for review of subcommittee material and subcommittee's response letter. Discussion/Approval

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

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

16. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

Postponed items:

- Ordinance 2014-2 Adopting a Water Conservation Program and Water Supply Emergency. Review of Foreseeable Water Shortages and Emergency Strategies. Discussion/Approval
- Manager's performance objectives. Discussion/Approval
(At this point Verick lost his internet connection and left the meeting.)

17. ADJOURN

Board Vice President Cline adjourned the meeting at 9:20 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary