

WESTHAVEN COMMUNITY SERVICES DISTRICT

P.O. Box 2015 (446 B 6th Ave. Westhaven) Trinidad CA 95570 (707) 677-0798 wcsd@suddenlinkmail.com



REGULAR MONTHLY BOARD MEETING AGENDA

OCTOBER 2023

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday, October 18th, at 6:30 p.m. at the Westhaven Fire Hall, 446 Sixth Avenue.

How to Submit Public Comment:

Members of the public may provide public comment before and during the meeting by sending email comments to the WCSD Manager at prosenblatt.wcsd@suddenlinkmail.com Such email comments must identify the agenda item number in the subject line of the email. The comments will be read into the record, with a maximum allowance of three minutes (approximately 500 words) per individual comment, subject to the Board President's discretion. If a comment is received after an agenda item is heard, but before the close of the meeting, the comment will be included as a part of the written record of the meeting but will not be read into the record during the meeting.

1. CALL TO ORDER

2. PUBLIC COMMENT

Materials related to an item on this Agenda, including materials submitted to the Board after distribution of the Board Packets, are available for public inspection in the WCSD Office at 446 B Sixth Avenue. Members of the public are invited to comment on any matter within the authority of the WCSD. Comments may also be offered during the discussion of any item on the agenda. Board discussion of matters not appearing on the published agenda is prohibited by law.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

4. AMEND / APPROVE MINUTES

4.1 September 20, 2023 - Regular meeting minutes. **Discussion/Approval**

5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

- 5.1 Directors' Report – monthly billing and collections — **Discussion**
- 5.2 Water consumption and Sales – **Discussion**
- 5.3 Income / Expense Reports – **Discussion/Approval** **New Format**
- 5.4 Finance Officer's Recommendations – **Discussion/Approval**
- 5.5 Treasurer's Reports and Recommendations – **Discussion/Approval**
- 5.6 September /October Warrants – **Discussion/Approval**

6. MANAGER'S REPORT

6.1. One located and repaired system leak. **Discussion**

7. UPDATE ON GRANT FUNDING AND RELATED ACTIVITES

- 7.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**
 - 7.1a Update on schedule A timeline for Waterline replacement **Discussion/Approval**
 - 7.2 Update on activities related to well facility. **Discussion/Approval**
 - 7.2a Update on schedule B timeline for well facility. **Discussion/Approval**
 - 7.3 Emergency Intertie with City of Trinidad. **Discussion/Approval**
 - 7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines. **Discussion/Approval**

8. **TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**
 - 8.1 Update on progress of technical assistance grant for Water Plant from DFA. **Discussion**
 - 8.2 Update on the Expedited Drinking Water Grant (EDWG) grant funding for the water plant project. **Discussion**
9. **NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS TWO CREEKS CAPP**
 - 9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creek watershed and related conservation work **Discussion**
 - 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**
 - 9.3 Grant proposal for Humboldt crossing removal on the Railroad grade. **Discussion/Approval**
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/Approval**
11. **CREATION OF DISTRICT FACEBOOK PAGE**
 - 11.1 Update on status of district Facebook page **Discussion/Approval**
12. **HOT SPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY**
 - 12.1 Investigation of hotspot or Access Humboldt for connectivity **Discussion/Approval**
13. **RENEWABLE ENERGY SYSTEM REPLACEMENT SAVINGS PLAN**
 - 13.1 Pace recommendation of creation of a saving program for replacement of the grant funding solar and battery backup system for the new Water Treatment plant. **Discussion/Approval**
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 **Discussion**
15. **ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**
16. **ADJOURN**

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm.

The next Regular Meeting will be November 15th, 2023 and will be held at the Westhaven Fire Hall, 446 Sixth Avenue

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.

Posting locations are: 1) WCSD Office; 2) Westhaven Fire Hall and online at the Westhaven CSD website @ westhavencsd.org

<p>The Westhaven CSD will make a reasonable effort to accommodate the participation of persons with disabilities. If you require such accommodation, contact the WCSD office at 677-0798 at least 48 hours prior to the meeting.</p>
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WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
September 20, 2023

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:33 PM. In attendance were:
Board Members: Verick, Swisher, Cline & Llanos
Absent: Hankin, Martin
Staff: Rosenblatt, Levang, Chandler, Whitlow-Hewett
Guests: Weinreb

2. PUBLIC COMMENT

None at this time.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Correct agenda to remove items 5.3.1 Operating Budget and 5.3.2 Grant & Special Projects; correct item 5.6 June/July Warrants to read August/September Warrants

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

4. AMEND / APPROVE MINUTES**4.1 August 16, 2023 - Regular meeting minutes**

Page 2, change item 7.2a ~~"Rosenblatt will schedule a meeting with Warnock to explain the provisions from DFA and ask any questions...."~~ to "Rosenblatt will schedule a meeting with Warnock to explain the provisions from DFA and *allow the Board to ask questions*".

Page 3, change item 8.1a ~~"The waterline is 6% under budget for the bid"~~ to "*The waterline bid is 6% under the engineer's estimate*".

Page 3, change item 8.2a ~~"Jack Durham"~~ to "*the Mad River Union*".

Page 3, clarify item 8.3 ~~"50% plans"~~ to "*50% submittal (draft) plans*". Change ~~"A portion of the tie-in may be at Luffenholtz Creek, at the bottom of Westhaven Drive in a county easement but not near the roadway"~~ to "*The tie-in will be at the Trinidad water plant near Luffenholtz Creek, in the county right of way but not near the roadway*".

Correction of typos in items 8.3, 9.1, 10.1

Page 4, change item 10.1, second to last sentence ~~"The forester was out with PG&E's arborist today and is sounding positive"~~ to "The forester was out with PG&E's arborist on September 20th and only four alders need to be removed along the alignment."

Verick moved to approve August 16, 2023 minutes as amended. Seconded by Llanos; all approved.

4.2 August 29, 2023 – Special meeting minutes

Page 1, item 4.1, last sentence: change ~~"...increased storage should at least keep us where we are with regard to being as to maintain fire and homeowner's insurance"~~ to "...increased storage should at least keep us where we are with regard to the community's ISO rating for property owners to maintain homeowner's insurance."

Verick moved to approve August 29, 2023 special meeting 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 August, 2023 water sales were \$29,221.29, and total receivables were \$42,763.80.

No discussion.

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report August, 2023 gallons billed 800,920; average gallon per day per meter readings 122; per person 55, average monthly charge per accounts \$67.77; total monthly charges \$13,893; monthly deviation from budget +\$5332.

Rosenblatt noted the high water usage in August, which puts us solidly in the black.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for August, 2023. Total income \$29,414, total expense \$32,635, with a net operating income of -\$3,221.

Levang noted that this month we had a higher number of checks written compared to last month.

5.4 Finance Officer's Recommendations

No discussion; Hankin absent.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the August, 2023. Treasurer's report. Account balances were as follows: Capital Reserves \$207,737.28, and CD #2368 \$38,459.26; Operating Reserves \$28,937.77; Umpqua Savings #0648 \$100.00; Checking Account as of 9/14/2023 \$467,415.03 The DWR loan payment of \$13,000 has been paid in full.

5.6 August/September Warrants

Verick moved to approve warrants #'s 7499 through 7538, two Federal payroll tax deposits and one State payroll tax deposits totaling \$5,458.52, and one debit by phone for \$639.42. Seconded by Cline; all approved.

6. MANAGER'S REPORT

6.1 Water loss decreased from 4.1 gpm in July to 2.4 gpm in August for 12.3% of total production of 800,290 gallons. No known system leaks, three repaired.

Board packets contained a summary table of 13 months water loss history. Over the last 13 months, water loss averaged 37.6%.

Rosenblatt is hoping to have the bulk of the waterlines installed before the cold season is here and subsequent leaks occur. He noted some odd trends in consumption and will have a clearer understanding of the causes of these trends after meter reading is completed at the end of September. Compared to drought years, the well has been relatively productive this summer.

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 Rosenblatt said GRS and their subcontractor Rock Solid Construction should be in place October 2 and will begin directional drilling on Driver Road and will bore the whole section from Haven Way to Westhaven Drive. The HDPE (high density polyethylene) pipe will be seamless, in 500-foot sections, and welded together off-site to avoid hitting any leach fields and septic systems and to avoid infiltration of wastewater into drinking water. Following completion of the Driver Road segment, the work will move to Kahlstrom. The waterline replacement work should begin 5-10 business days (mid-October) after the well facility project

begins. The Sixth Avenue segment should be completed before work begins on the Sixth Avenue speed bump. Water shut-offs will be for only hours at a time in successive order.

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

7.2a Update on schedule B timeline for well facility

Discussion Surveyors were out in the week of September 20th staking the well facility. Verick inquired about the timeline of completion for the Fourth Avenue well project. Rosenblatt said he asked DWR for an extension and was told by the grant manager that they were executing the documents to grant a two-year extension. Rosenblatt also asked to modify the scope to include an emergency intertie with Moonstone Heights Mutual Water Company using the unspent funds from the uncompleted well drilling on First Avenue. He is waiting for approval on that in writing. He said both the waterline replacement and well facility projects are on track.

7.3 Emergency Intertie with City of Trinidad.

Discussion Rosenblatt said the county has reviewed and commented on the 50% submittal (draft) plans and it was determined after walking the road with the county foreman that the five foot depth of the three known culvert crossings is much deeper than expected, which means the waterline can be placed above instead of one foot below the culverts. Rosenblatt is waiting to hear back from GHD (city of Trinidad's engineers) regarding any comments they may have. GHD's biologists have commented on our bio-wetland report. Rosenblatt is reviewing the draft project description for the Coastal Development Permit for the emergency intertie and says we are keeping to the grant agreement's timeline. We are hoping to go to bid in March or April of 2024 and will have our CDP (Coastal Development Permit) by May or June 2024 when we hope to break ground. Regarding the encroachment permit, the county said it will add an addendum to the existing encroachment permit for this project when the CDP is approved. Rosenblatt said we should have 90% submittal (final draft) plans ready sometime in the next 3-5 months.

7.4 Updates: Financial grant & project reports

Discussion Levang provided a financial report (item 7.4) showing expenditures for the waterline and well projects. The water plant reports and contractor invoicing will be generated by PACE Engineering and provided to WCSD. When we have complete information, Levang will also provide a quarterly (rather than monthly) report for the Trinidad Intertie, which will be similar to the DWR waterline/well facility report. Levang said that this report is the same as that which is submitted to the state for quarterly reports. Levang and Rosenblatt explained that requests from DWR for payment/reimbursement sometimes take a month or more depending on Agency requests for backup documentation. Verick requested a note on the report showing unpaid invoices from the contractor and how long payment is overdue. Levang noted there is a 10% retention held on each invoice. We are paying 100% to the contractors, but the 10% retention will be reimbursed when the project is completed. Rosenblatt will ask for further clarification from DWR regarding the retention amounts.

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 the Technical Assistance Grant is almost finished and should be closed out by October.

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

Discussion Rosenblatt said we are cleared to move ahead to finalize the full funding agreement. We are beginning the rest of the work (PG&E alignment, archaeological and biological work) needed to complete the Plant plans and will begin working on the Coastal Development Permit for the PG&E alignment. Rosenblatt said the draft Negative Declaration cannot be completed until the PG&E component is completed. The rough draft will be submitted to DFA for the purpose of closing out the Technical Assistance Grant.

The District will acquire two-plus acres in the Two Creek/Luffenholtz watershed which will serve as mitigation for the ground disturbing activities caused by installation of the new water tank at the plant. There is a willing seller of an adjacent property that is a few hundred feet north and adjacent to the project.

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 in the process of getting the appraisal for the willing seller property that is part of the CAPP. The CAPP is almost complete. Mark Andre has sent a final draft to the District.

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 submitting a micro grant request for an appraisal and title report on two parcels on the willing seller list in the Two Creeks watershed. We are in the appraisal process for two and have asked for funding an additional two parcels. All of these parcels are contiguous to District lands and total five to six acres. This will enhance our preserved open space with an eye on watershed restoration in the long term and preservation of existing trails.

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
No discussion.

11. CREATION OF DISTRICT FACEBOOK PAGE

11.1 Update on status of district Facebook page

Discussion The Facebook page is created and will be updated to inform neighbors of pending construction projects.

12. HOTSPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY

12.1 Investigation of hotspot or Access Humboldt for connectivity

No discussion

13. RESOLUTION 2023-7 AUTHORIZING GENERAL MANAGER TO ENGAGE PRO BONO LEGAL SERVICES

13.1 Resolution 2023-7 Authorizing the General Manager to engage pro bono legal services on behalf of the District.

Discussion/Approval The resolution will authorize the General Manager to ask for a letter of opinion or legal advice.

Verick moved to approve Resolution 2023-7; Cline seconded, 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

Llanos would like to have a future discussion or to add an item on the agenda regarding the next steps for the Railroad grade crossing.

16. ADJOURN

Verick adjourned the meeting at 7:50 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	599,010 Gallons
Water Sold This Month	514,350 Gallons
Water Loss	84,660 Gallons
Water Loss (%)	14.13 %

	Amount (\$)	# Of Accounts
Total Water	24,216.26	232
Total Late Charge	216.60	50
Total Adjustments		
Total Current Charges	24,432.86	232
Amount Past Due 1-30 Days	6,438.94	50
Amount Past Due 31-60 Days	2,504.52	23
Amount Past Due Over 60 Days	13,115.62	13
Amount Of Overpayments/Prepayments	(7,193.22)	41
Total Receivables	39,298.72	232

Total Receipts On Account	27,897.94	175
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	0.00	13
Collection Accounts (Amount Owed)	0.00	13
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	2,189	235
Average Water Charge For Active Meters	104.38	232

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		0	0	0.00	0.00
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		0	0	0.00	0.00
10,001-20,000		2	24,870	4.84	2.30
8,001-10,000		2	18,220	3.54	1.83
6,001-8,000		5	35,490	6.90	3.90
4,001-6,000		25	116,420	22.63	15.17
2,001-4,000		74	216,260	42.05	35.29
1-2,000		96	103,090	20.04	33.22
Zero Usage		31	0	0.00	8.28
Total Meters		235	514,350	100.00	100.00

WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY

ITEM 5.2

Annual adjustments to the commodity rates involve estimation of anticipated water use.

This report tracks billings as compared to budgeted averages based on all meters showing any use.

September 2023

It is not weighted to anticipate seasonal variations in water use.

Adjustments for reported customer leaks have **not** been included in the monthly totals.

USAGE				CHARGES						
GPD = Gallons per day				Avg persons per household: 2.20						
2023-24	DAYS BILLED	GALLONS BILLED	ACTIVE METERS	GPD BILLED	GPD per METER	GPD per PERSON	TOTAL MONTHLY CHARGES	AVG CHARGE PER ACCOUNT	DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION
JUNE	28	546,960	199	19,534	98	45	\$ 8,739	\$ 43.92	\$ 179	\$ 179
JULY	29	613,310	203	21,149	104	47	\$ 11,447	\$ 56.39	\$ 2,886	\$ 3,065
AUG	32	800,920	205	25,029	122	55	\$ 13,893	\$ 67.77	\$ 5,332	\$ 8,397
SEPT	28	514,350	203	18,370	90	41	\$ 9,725	\$ 47.90	\$ 1,164	\$ 9,561
OCT				-	-	-	\$ -	\$ -	\$ -	\$ -
NOV				-	-	-	\$ -	\$ -	\$ -	\$ -
DEC				-	-	-	\$ -	\$ -	\$ -	\$ -
JAN				-	-	-	\$ -	\$ -	\$ -	\$ -
FEB				-	-	-	\$ -	\$ -	\$ -	\$ -
MAR				-	-	-	\$ -	\$ -	\$ -	\$ -
APR				-	-	-	\$ -	\$ -	\$ -	\$ -
MAY				-	-	-	\$ -	\$ -	\$ -	\$ -
Monthly AVG	29	618,885	203	21,020	104	47	\$ 10,951	\$ 54.00	\$ 2,390	
Total		2,475,540					\$ 43,804		\$ 9,561	\$ 9,561
Leak Adjustment		14,385 (gal)					\$ 251			
Cummulative Leak Adjustment		14,385					\$ 251			
Net		2,461,155 (After Leak Adjustments)					\$ 43,553			\$ 9,310.25

BUDGETED ANNUAL COMMODITY INCOME: \$ 102,729
 BUDGETED COMMODITY PER MONTH: \$8,561
 BUDGETED COMMODITY PER PERSON PER MONTH: \$ 41.96

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2023-2024	2,475,540	=	98%	2023-2024	\$43,804	=	109%
2022-2023	2,517,390		OF 22-23	2022-2023	40,170		OF 22-23

2022-23										
JUNE	33	627,530	202	19,016	94	43	\$ 10,026	\$ 50	\$ 1,465	\$ 1,465
JULY	28	567,100	205	20,254	99	45	\$ 9,056	\$ 44	\$ 496	\$ 1,960
AUG	34	741,200	209	21,800	104	47	\$ 11,832	\$ 57	\$ 3,271	\$ 5,232
SEPT	28	581,560	208	20,770	100	45	\$ 9,256	\$ 45	\$ 695	\$ 5,927
OCT	28	496,500	204	17,732	87	40	\$ 7,998	\$ 39	\$ (563)	\$ 5,364
NOV	35	519,450	208	14,841	71	32	\$ 8,253	\$ 40	\$ (308)	\$ 5,056
DEC	28	410,820	201	14,672	73	33	\$ 6,567	\$ 33	\$ (1,994)	\$ 3,063
JAN	30	445,110	201	14,837	74	34	\$ 7,108	\$ 35	\$ (1,453)	\$ 1,610
FEB	32	453,540	201	14,173	71	32	\$ 7,120	\$ 35	\$ (1,441)	\$ 169
MAR	29	438,270	201	15,113	75	34	\$ 6,967	\$ 35	\$ (1,593)	\$ (1,425)
APR	26	441,010	202	16,962	84	38	\$ 7,041	\$ 35	\$ (1,520)	\$ (2,944)
MAY	35	583,430	199	16,669	84	38	\$ 9,320	\$ 47	\$ 759	\$ (2,185)

**Westhaven Community Services District
FY 2023-2024 Income / Expense Report
as of September 2023**

ITEM 5.3

Annual		<u>OPERATING BUDGET</u>			<u>CURRENT</u>			<u>CUMULATIVE</u>	
<u>Budget</u>	<u>Income</u>	Sept 2023	Monthly Budget	Over/Under	July 2023 thru Aug 2023	Jul 2023 thru Aug. 2024 Budget	Over/Under	% of Budget	
291,518	Water Sales	24,137	24,293	-156	78,947	72,880	6,067	108.3%	
<u>2,546</u>	Water Services	<u>1,079</u>	<u>212</u>	<u>867</u>	<u>2,006</u>	<u>637</u>	<u>1,370</u>	315.2%	
<u>294,064</u>	Total Income	<u>25,216</u>	<u>24,505</u>	<u>711</u>	<u>80,953</u>	<u>73,516</u>	<u>7,437</u>	110.1%	
	<u>Expense</u>								
1,972	Source of Supply	0	164	-164	0	493	-493	0.0%	
14,340	Pumping	693	1,195	-502	2,574	3,585	-1,011	71.8%	
45,695	Water Treatment	4,104	3,808	296	11,445	11,424	22	100.2%	
19,354	Transmission & Distribution	2,570 ¹	1,613	957	6,164	4,839	1,325	127.4%	
18,470	Customer Accounts	616 ²	1,539	-923	2,098	4,618	-2,520	45.4%	
168,442	Administrative & General	<u>17,912 ³</u>	<u>14,037</u>	<u>3,875</u>	<u>60,328</u>	<u>42,111</u>	<u>18,218</u>	143.3%	
268,273	Total Expense	<u>25,895</u>	<u>22,356</u>	<u>3,539</u>	<u>82,609</u>	<u>67,068</u>	<u>15,541</u>	123.2%	
	Net Operating Income	-679	2,149		-1,655				

Income & Expense Report Notes:

¹ Transmission & Distribution: July over budget due to emergency leak detection & repair at the intersection of Kay Ave & Tepona totaling \$2,601. September paid \$2250 for backflow testing. Customers are billed for this service.

² Annual Workers Compensation payment of \$3,593 in July. Annual Liability Insurance payment of \$5716.97 in September. The warrants for Aug. 2023 included 3 pay periods and 2 months of Federal & State payroll taxes. Less check.were distributed in July, more then usual in August.2023

**WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
September 2023**

ITEM # 5.5

<u>BALANCE</u>	<u>CURRENT RATE</u>	<u>TYPE LOCATION</u>	<u>F/Y BUDGETED CONTRIBUTION</u>	<u>F/Y CONTRIBUTIONS YET TO BE MADE</u>	<u>F/Y DEPOSITS TO DATE</u>	<u>F/Y WITHDRAWALS TO DATE</u>
\$208,372.55	1.69800	Capital Reserves Hum Co Fund 2600		\$ 20,000 ***	\$ 1,424.28 FY 19-20 Int \$ 2,591.18 FY 20-21 Int \$ 1,990.24 FY 21-22 Int \$ 635.27 22-23 Q1 Int	
\$28,942.39	0.50000	Capital Reserves CD Umpqua 2368 (matures 12/24/2024)			\$ 8.02 FY Q1 Int	
\$38,806.07	0.03590	Operating Reserve LAIF # 16-12-005		\$ 10,000	\$ 299.54 2023 Q2 Int \$346.81 2023 Q3 Int	
\$97.01	0.03000	Savings Umpqua 0648			9/6/2023 **** Withdrew \$ for final DWR Loan pymt Maint. Fee \$	\$6,525.09 3.00
\$ 470,603.37		Checking Account Umpqua 5013				Checking Balance as of 10/12/23

*Capital Reserves Contributions Shall be \$20,000 and should be made unless unforeseen District expenses or unexpected revenue shortfalls prevent making a full contribution (from Financial Procedures Manual) **Reserve contributions historically made at end of fiscal year.**

** Operating Reserves Contribution: Sufficient to maintain a minimum reserve of 25% of the total operating budget; surplus may be contributed to the Capital Reserve Funds (From Financial Procedures Manual) 2023/2024 Regular Operating Budget \$277,481. X 25% = \$69,370

*** We received the interest amounts for the fiscal years listed. We still have not received an audited quarterly report since 9/20/2020

**** Staff was incorrectly informed that the Spring DWR Loan payment was the final payment. DWR apologized, the person giving us the information was new to their position.

As of 6/30/2023 the DWR advance pymt balance for Trinidad Interite is \$445,705.66

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants September 17, 2023 - October 16, 2023

Number	Date	Amount	To Whom	Purpose
EDD	9/17/2023	\$ 297.20	EDD	August State p/r tax deposit
7539	9/21/2023	\$ 2,408.76	Blue Shield of CA	Oct premium \$2014.63/\$394.13
7540	9/22/2023	\$ 132.00	U.S. Post Office	2 rolls Forever Stamps for quarterly mailing
7541	9/28/2023	\$ 13.03	Cyndy Phillips	Customer refund on final bill
Debit	9/29/2023	\$ 51.30	B&B Portable Toilets	Cleaning service
7542	10/1/2023	\$ 429.48	C. Chandler	Payroll 9/16-9/30/23
7543	10/1/2023	\$ 988.69	K. Martin	Payroll 9/16-9/30/23
7544	10/1/2023	\$ 682.85	M. Whitlow-Hewett	Payroll 9/16-9/30/23
7545	10/1/2023	\$ 2,046.95	P. Rosenblatt	Payroll 9/16-9/30/23
7546	10/1/2023	\$ 606.85	R. Levang	Payroll 9/16-9/30/23
7547	10/4/2023	\$ 53.88	B&B Portable Toilets	Service 8/20-9/16/23
7548	10/4/2023	\$ 2,250.00	Brian McNeill	Annual backflow testing
7549	10/4/2023	\$ 210.00	Cornerstone Computers	Computer service, damage due to power outage
7550	10/4/2023	\$ 406.40	Mendes	Chemicals
7551	10/4/2023	\$ 6.38	Pacific Paper	Office supplies
7552	10/4/2023	\$ 845.42	PG&E	Utilities: 516.07 plant; 55.38 office; 273.97 well
7553	10/4/2023	\$ 8,000.00	The PUN Group	Balance on audit for yrs ended 6/30/2022 & 2021
7554	10/4/2023	\$ 157.92	Valley Pacific Petroleum	September fuel
7555	10/4/2023	\$ 450.00	WVFD	October office rent
7556	10/4/2023	\$ 54.16	Thomas Home Center	Paint & brushes for pump house
7557	10/5/2023	\$ 160.11	Optimum	October phone and Internet
7558	10/16/2023	\$ 490.19	C. Chandler	Payroll 10/1-10/15/2023
7559	10/16/2023	\$ 842.74	K. Martin	Payroll 10/1-10/15/2023
7560	10/16/2023	\$ 606.51	M. Whitlow-Hewett	Payroll 10/1-10/15/2023
7561	10/16/2023	\$ 2,048.04	P. Rosenblatt	Payroll 10/1-10/15/2023
7562	10/16/2023	\$ 601.90	R. Levang	Payroll 10/1-10/15/2023
7563		\$ 437.82	Hum Co. Environmental Health	Hazardous Waste and Materials annual fees
7564		\$ 785.00	North Coast Labs	Outside lab for September
7565		\$ 351.00	U.S. Post Office	Stamps
EDD		\$ 309.21		
EFTPS		\$ 2,684.94		

Total \$29,408.73

**Checking Account Balance as of 10/16/2023
\$461,446.00**

Total Operating warrants \$29,354.85

Total Special Projects \$53.88

Total Intertie 14620 \$0.00

Total DWR Drought 14508 \$0.00

Total Grant & Spec Project Warrants \$53.88

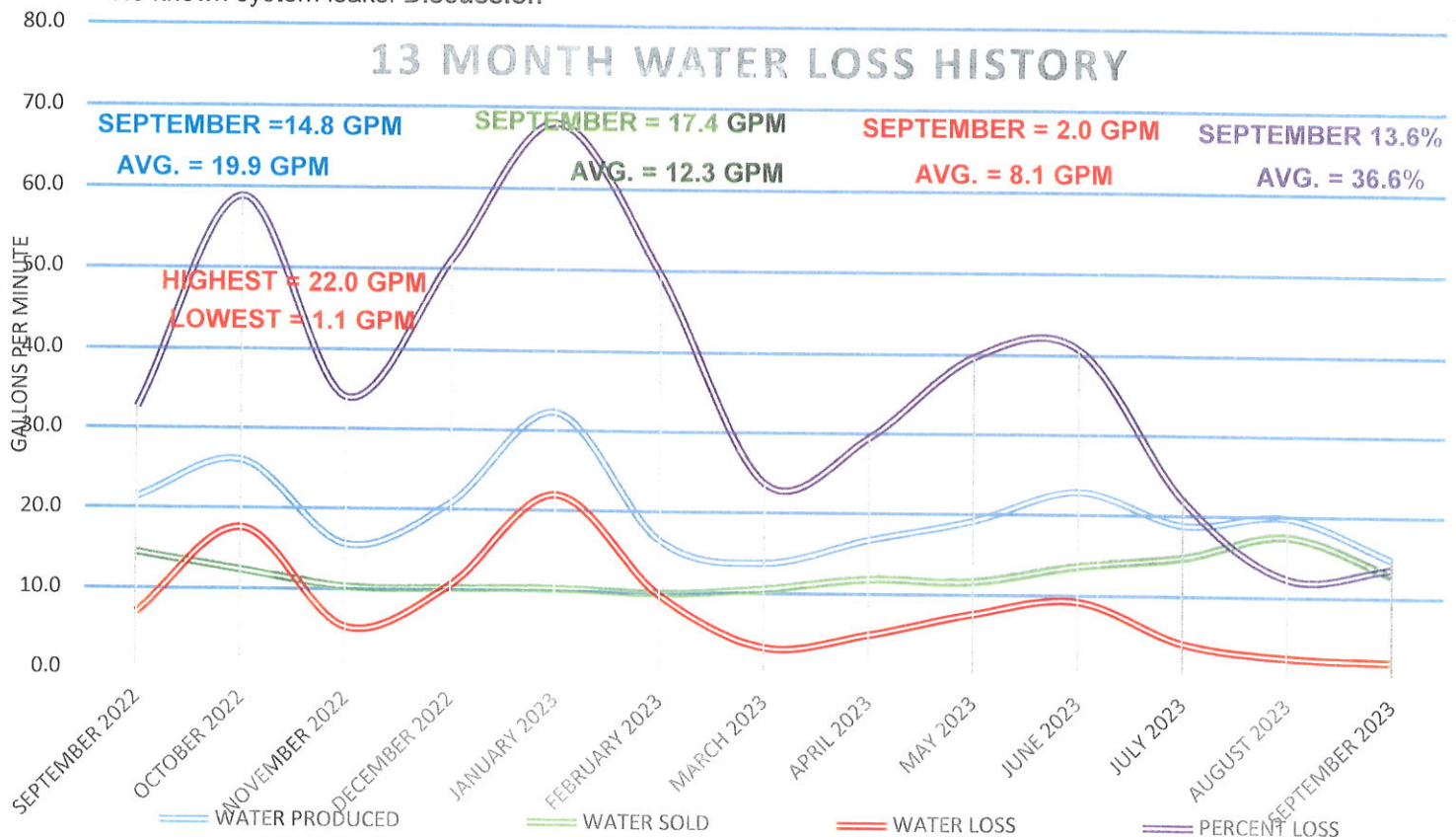
DWR total advance pymts received as \$ 464,150.00

*Advance pymt balance as of 6/30/2023 \$ 445,705.66

WESTHAVEN CSD • MANAGER'S REPORT
September 2023

6.1 Water Loss

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. Discussion



<u>FROM JULY 2003</u>	<u>PRODUCED</u> <u>GPM</u>	<u>SOLD</u> <u>GPM</u>	<u>LOST</u> <u>GPM</u>	<u>%LOSS OF</u> <u>WATER</u> <u>PRODUCED</u>	<u>MONTHLY</u> <u>PRODUCTION</u> <u>GALLONS</u>	<u>MONTHLY</u> <u>SOLD</u> <u>GALLONS</u>	<u>MONTHLY</u> <u>LOSS</u> <u>GALLONS</u>
SEPTEMBER 2023	14.8	12.8	2.0	13.6	595,330	514,350	80,980
AVG. ALL	21	15	6	29	927,187	580,329	281,586
24 MO AVG.	19	12	7	33	835,177	534,853	300,324
13 MO AVG.	19.9	12.3	8.1	36.6	874,851	526,556	348,295
MINIMUM MONTH	11.2	9.8	1.1	6.8	488,090	410,820	43,080
EVER	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021	APR 2017	DEC 2022	SEPT 2021
MAXIMUM	34.3	27.0	22.0	68.1	1,523,405	850,410	949,270
MONTH	JUL 2004	JUL 2003	JAN 2023	JAN 2023	JUL 2004	SEPT 2020	NOV 2016
EVER							
						AVG. LOSS %	
	SINCE DECEMBER 2016				62,769,803	23	16,090,339
	13 MONTH TOTALS				11,373,060	37	4,527,830
	SINCE OCT 2021 Submission of DWR Drought grant				20,044,242	33	7,207,772

DAILY WELL FLOW

10/13/16 6.0 gpm
10/13/17 6.4 gpm
10/13/18 5.5 gpm
10/13/19 6.0 gpm
10/13/20 4.9 gpm
10/13/21 4.4 gpm
10/13/22 4.8 gpm
10/13/23 5.2 gpm

MONTH TOTAL AVG GPM

10/16 46.1 gpm
10/17 77.8 gpm (all collectors on)
10/18 49 gpm (all collectors on)
10/19 43 gpm (all collector only)
10/20 37 gpm (all collectors on)
10/21 40 gpm (all collectors on)
10/22 29 gpm all collectors on
10/13/23 41 gpm (Day) (all collectors on)