

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
November 16, 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, Swisher & Llanos

Absent: None

Staff: Rosenblatt, Levang, Martin, Whitlow-Hewett

Guests: 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. RESOLUTIONS REGARDING AB361 REMOTE MEETING

4.1 Approve to change the number of Resolution 2022-14 to Resolution 2022-11

4.2 Approve to change the number of Resolution 2022-15 to Resolution 2022-13

4.3 Approve new Resolution 2022-17 Remote Meeting Via Zoom

Verick moved to approve changing the number of Resolution 2022-14 to Resolution 2022-11, and changing the number of Resolution 2022-15 to Resolution 2022-13 and approve Resolution 2022-17. Seconded by Swisher; all approved.

5. AMEND / APPROVE MINUTES

5.1 October 19, 2022 regular meeting minutes

Amend minutes as follows:

- Page 1, item 5.1 remove sentence that reads; ~~Kostrezewa inquired as to how she might address the issue of refinement or revision of the Section 401A list and the board reemphasized that there will not be any action or process for process to refine the Section 401A until there is sufficient capacity to begin adding new services connections.~~
- Page1, item 5.1 remove the second to the last sentence from the bottom of the page that reads: ~~The board declined periodically to reconfirm that it still meant what it said in the August 2021 letter.~~
- Page 2, item 6.1 #1 change the phrase "pay when pay" to "pay when paid".
- Page 2, item 7.2 add to the last sentence for clarification "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.]"
- Page3, item 10.1 change the last sentence to read; "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.*"
- Page 3, item 11.1 change last sentence to read; The CAPP will allow WCSD to get funding for ~~the watershed~~ *conservation and restoration.*
- Page 4, item 11.3 second bullet add in at the beginning of paragraph "Replace language for project benefits to read:"

Verick moved to approve October 19, 2022 regular meeting 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 October, 2022 water sales were \$22,084.44, and total receivables were \$28,769.08. No discussion.

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. October, 2022 gallons billed 496,500; average gallon per day per meter readings 87; per person 40, average monthly charge per accounts \$39.20, total monthly charges \$7,998; monthly deviation from budget -\$563. The board asked about the leak adjustment mentioned at the October board meeting. Rosenblatt explained that the 40,000 gallon leak was a misread meter which was identified when meters were read on October 26th.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense reports for September and October, 2022. Total September income \$20,140, total expense \$15,874, with a net operating income of \$4,266. Total October income \$18,367, Total expense \$29,801, with a net operating income of -\$11,434. It was suggested, under notes, to add dollar values and provide a semicolon between items.

6.4 Finance Officer's Recommendations – No recommendations

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the September and October, 2022. Treasurer's reports. September account balances were as follows: Capital Reserves \$171,123.74; Operating Reserves \$52,391.14; DWR Reserve CD \$28,910.57; DWR Loan Savings \$13,227.42; Checking Account as of 9/30/2022 \$79,788.76.

October account balances were as follows: Capital Reserves \$171,123.74; Operating Reserves \$52,569.41; DWR Reserve CD \$28,910.57; DWR Loan Savings \$2,226.73; Checking Account as of 11/8/2022 \$67,686.99. Levang gave a correction of the checking account balance on the October report. The corrected checking account balance is \$67,686.99.

6.6 November/December Warrants – discussion/approval

There was a brief discussion of Heryford Electric, a new vendor to the District.

Verick moved to approve warrants #'s7190 through 7219, one Federal payroll tax deposit and one State payroll tax deposits, 8 debit card charges, and one online payment totaling \$18,189.44. Seconded by Cline; all approved.

7. MANAGER'S REPORT

7.1 Water Loss increased from 7.0 GPM in August to 17.6 GPM in October for 58.8% of total production of 1,205,690 gallons. One known system leak, the 3rd highest monthly percentage of loss since 2003. Average water loss in the last 13 months is 24.8%. Rosenblatt reported that, after close to three weeks, they found the leak under the nicest driveway in town. Rosenblatt thanked staff for putting in the extra time, under less than desirable conditions. Discussion ensued regarding the leak, which was the 3rd highest water loss from a leak in District history. Verick, on behalf of the board, expressed appreciation of the time and effort that staff put in to find and repair the leak. Hankin proposed Verick write a Resolution formally thanking staff.

8. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

8.1 The DWR Small Community Drought Grant work is proceeding. Rosenblatt reported the District is refining the bio wetlands report and getting everything into final form so the County can issue our emergency coastal development permit. Rosenblatt is strategizing on what critical materials he will need for the waterlines and is planning to order supplies in advance because he expects slow arrival times for materials once they are ordered. Hankin suggested

stocking up on supplies before the prices go up further. Rosenblatt added that he and Tom Warnock are putting together progress reports and a reimbursement request to be submitted by the end of the month. The reimbursement funds can help pay for stocking up on supplies. Rosenblatt has the plans for the waterlines on his desk; they are in the review process. He is putting together a comprehensive packet for the contractors to bid on.

8.2 Update on activities related to well drilling. Rosenblatt reported that drilling will start at the 4th Avenue site tomorrow morning. Unfortunately, on 1st Avenue they drilled through 200 feet of shale and found no water. The silver lining is the money we won't spend on a 1st Avenue well can go towards the needed funding to complete replacing the waterlines. He is hopeful the District will have success finding water at the existing well site.

8.3 Emergency Intertie with City of Trinidad. The City of Trinidad has fixed the leak, so Rosenblatt is moving forward with the planners and biologist to begin the permitting process. Yesterday we received and deposited the 25% advance payment of \$464,150.

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

9.1 Update on progress of technical assistance grant for Water Plant from DFA. Rosenblatt said everything on our end is complete and has been given to Don Burk with ENPLAN: Environmental and Geospatial Technologies. Rosenblatt will have a report at next month's meeting.

10. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS TWO CREEK CAPP

10.1 Update on progress of technical assistance grants for writing the Conceptual Area Protection Plan (CAPP) for the Two Creek watershed. Work to be done with Mark Andre and Baldwin, Blomstrom, Wikinson & Associates (BBW). Rosenblatt reported they are making good progress on the Conceptual Area Protection Plan. It is almost finalized. Rosenblatt is expecting to have a completed plan to approve in the next couple months.

Rosenblatt reported having a preliminary meeting with an appraiser that does Department of Government Services appraisals for land acquisitions. There are a couple people in Westhaven that are willing to sell property and there is a coastal conservation grant that would enable the District to purchase property. The grant is open now for applications. Rosenblatt would like to apply for the grant for the acquisition of parcels that would join with the District's property for conservation in the watershed.

Verick moved to approve Rosenblatt applying for the Coastal Conservation Grant for acquisition of parcels for conservation in the watershed. Seconded by Cline; all approved.

10.2 Progress on technical assistance grant for writing NCRP IRWM Prop 1 grant to replace the 3 Humboldt crossings under WCSD pipelines. Prop 1 grant submitted November 4, 2022. Rosenblatt reported that on December 1st and 2nd the peer review committee will be reviewing all the grant applications.

11. MOVE DECEMBER REGULAR MEETING FROM THE 21ST TO THE 14TH. No discussion. Verick moved to change the December regular meeting from December 21st to December 14th. Seconded by Hankin; all approved.

12. UPDATE ON POST MEETING CORRESPONDENCE WITH LUCY KOSTREZEWA

12.1 Brief update on post meeting correspondence with Lucy Kostrezewa. Hankin followed up on last month's discussion with Kostrezewa. He provided Kostrezewa with a copy of the November 2012 Resolution concerning priorities for new service connections and part of the associated

spreadsheet that listed parcels in the section 401 category. It very clearly has Kostrezewa's parcel listed. This is what she apparently wanted and she kindly thanked him. Hankin also felt that it's important for everybody to remember that in 1997 Kostrezewa was asked if she would provide information concerning her water supplies. This could have allowed her to request a second service connection at that point in time if she demonstrated that she had inadequate water supply. She (and/or her then current tenant) elected not to do that. At the previous meeting, Kostrezewa implied that she had been unfairly treated over the past 30 years, and Hankin wanted to express that that is not true. Rosenblatt provided additional information on this same topic.

The part of the spreadsheet that Hankin provided to Kostrezewa listed parcels in the "401" category, not in separate categories of 401A and 401B. Therefore, the District needs at some point to develop formal listings of parcels in the 401A and 401B categories. Discussion ensued concerning whether or not we need to revise the list at this time. Hankin and Swisher have agreed to work as a subcommittee to develop these lists and to propose criteria for adding new service connections if the WCSO is in a future position to do so. These criteria would be brought for consideration before the Board at a future meeting.

13. RETURN TO IN PERSON MEETINGS

13.1 Discussion returning to in-person meetings. The group still wants to meet via Zoom. Hankin mentioned that in February we may have to return to in-person meetings because the State is dropping the emergency order.

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

- Resolution thanking field staff (Verick to draft)- discussion/approval

16. ADJOURN

Verick adjourned the meeting at 7 PM.

Respectfully Submitted,

Roxanne Levang
WCSO Secretary