

## WESTHAVEN COMMUNITY SERVICES DISTRICT

Regular Meeting Minutes  
November 20, 2019

### 1. CALL TO ORDER

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

Board Members: Hankin, Verick, Cline & Phipps

Absent: Moon

Staff: Rosenblatt, Butterworth and Levang

Guests: None

### 2. PUBLIC COMMENT

None at this time

### 3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Hankin proposed adding a closed session at the end of the meeting to complete the General Manager's annual evaluation. There was discussion on whether or not the SHN amendment needed to be added to the agenda for board approval. It was determined that the board approved the content of the amendment at the September 18, 2019 board meeting.

Hankin moved to approve the agenda with a closed session added at the end of the regular meeting. Seconded by Verick; all approved.

### 4. AMEND / APPROVE MINUTES

October 16, 2019 Regular meeting minutes. Hankin requested receiving a copy of the draft minutes to assist him in developing the next month's agenda.

Verick moved to approve the minutes as written. Seconded by Cline; all approved.

### 5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

#### 5.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total October water sales were \$20,059 and total receivables were \$18,435.57. No discussion.

#### 5.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. October gallons billed 703,970; average gallon per day per meter readings 98, per person 45; average monthly charge per account \$45.68; total monthly charges \$9,364; monthly deviation from budget \$1,020; cumulative deviation \$13,055. No discussion.

#### 5.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for October. Total income \$17,770 total expense \$15,187, with a net operating income of \$2,583. Verick pointed out that on the Income & Expense report the budget for the operating reserves contribution was \$12,000 and on the Treasurer's report it was \$10,000.

**TASK:** Levang will double check the budget amount of the operating reserves contribution and make necessary corrections.

#### 5.4 Finance Officer's Recommendations – None

#### 5.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the October 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 \$2,234.75; Checking Account as of 11/11/19 \$155,821.37. There was a brief discussion about the DWR reserve CD and DWR loan savings account. It was confirmed that the loan will be paid in full in 2024.

#### 5.6 October Warrants – discussion / approval

Verick moved to approve warrants #6091 through #6122 and one online federal payroll tax deposit and two 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

Levang reported that the final reimbursement request for Project 25/New Roof has been submitted and that Swisher is almost finished preparing the final report.

### 6. MANAGER'S REPORT

#### 6.1 Water Loss – update

Board packets contained a summary table of 13 month water loss history. October water loss is at 10.1%, average water loss in the last 13 months is 18%.

Water loss has been good, showing improvement since replacing water mains. The current leaks are in the old mains and documenting them will help us with funding to replace. There was discussion of low water pressure issues at the top of Third Avenue and water shut off at 237 S. Westhaven Drive.

**TASK:** Rosenblatt to add flow in well comparison to last year to the report.

6.2 Districts provision of service during the 10/27 through 28<sup>th</sup> power shutdown. Rosenblatt reported that there are some challenges coordinating staff during power outages and that he is going to the plant in the middle of the night to attend to the pump and generator. Verick mentioned that with the outages there is political action with PG&E and funding may be available. Rosenblatt said he is following that information. So far there is funding from the state for counties and cities but not for special districts. He will continue to watch for funding opportunities. There was discussion of using propane versus solar hydrogen system at the plant. The board gave consent for Rosenblatt to move towards getting an adequate backup generator.

#### 6.3 Managers performance objectives – discussion/approval

Rosenblatt reviewed his objectives with the board. Hankin opened the meeting for board comment. Hankin suggested an additional objective of adding new customers and improving financial stability, Hankin will send Rosenblatt the verbiage. The board thanked Rosenblatt for taking the time to write out his objectives. Hankin suggested on future objectives to identify top priority/must do, as time permits, and long term projects beyond 2020. The board discussed collaborating with the fire department and potentially having the WCSD umbrella the fire department. There was discussion of unbillable parcels being made into open spaces, conservation easements, and trails. It was agreed that this would be a good thing to discuss at the community meetings. There were no further comments.

**TASK:** Hankin will send Rosenblatt the wording for the items he suggested be added to Rosenblatt's objectives.

#### 6.4 Proposed Calendar for 2020 board meetings – discussion/approval

Rosenblatt presented the draft 2020 meeting calendar. He proposed moving the February board due to it being a holiday week with the schools. The board agreed to move the February meeting from the 19<sup>th</sup> to the 12<sup>th</sup>.

**TASK:** Revise and distribute 2020 board meeting Calendar (Rosenblatt)

#### 6.5 Districts 8<sup>th</sup> Avenue road contribution – discussion/approval

Rosenblatt distributed a letter from the 8<sup>th</sup> Avenue Road Committee requesting \$825 from property owners to contribute to the replacement of the culvert. The board discussed the reasoning on why the District would contribute and if that would set a precedence for other road committees to expect contributions. The board supported the contribution because the culvert replacement would benefit the districts water mains, it cost extra money to repair the culvert because of the water mains, and the district uses that street to go to and from the plant. Phipps questioned whether the district should contribute since we are not property owners on that section of road.

Verick moved to contribute \$825 to the 8<sup>th</sup> Avenue Road Committee for this project. Also adopt, at the next meeting, a resolution clarifying why we make this type of contribution and develop policy for these type of contributions. Seconded by Cline; approved. (3 Ayes; Cline, Verick and Hankin and 1 Noes; Phipps)

**TASK:**

- \* Prepare \$825 contribution check to 8<sup>th</sup> Avenue Road Fund (Levang)
- \* Draft a resolution clarifying road work contributions and develop policy for future request/contributions. (Hankin)
- \* Map of access routes (Rosenblatt)

### 7. ONGOING DISCUSSION OF SHN DBP PLANNING GRANT PROPOSAL

7.1 Application has been submitted. Rosenblatt said that after talking with Mally Vu at the State we may need to get a 3<sup>rd</sup> year audit as part of the requirements of the grant. He is discussing this with Mally Vu but wanted to alert the board of the possibility. Rosenblatt distributed new estimates for future audits from Ralph Marcello explaining that the charge is the same whether it is a one year or a two year audit.

### 8. DISTRICT WEB PAGE UPDATE

#### 8.1 Update on progress of district website collaboration with Humboldt Access

Levang gave brief update stating that she was able to get a hold of Juan Cervantes to get more accurate information on how he wants to receive the information from the District. Once he has received all the information from WCSD he can build the website in a day or two, keeping in mind he is a full time student so he will have to schedule the two days into his schedule. Hankin wants the information sent to Cervantes ASAP and for Levang to carve out the time even if she needs to put in extra hours to complete.

**TASK:** High priority to gather and send website info to Access Humboldt ASAP (Levang)

### 9. WATERPLANT NAMING

91 Water Plant naming and signage: Verick update. Working on design with Monument, will have something to show the board next month.

### 10. ADU UPDATE

10.1 Update on inquiries into the ADU issue-Rosenblatt reported that there is nothing the District can do about accessory living units with convenient kitchens. However new construction we can require new hook-ups. Rosenblatt talked to the State Housing Authority and the ADU employee at the County and they are working on the language for the ADU Ordinance and will be more specific regarding capacity issues. There was discussion of how other counties are addressing water

usage. There was discussion of a rating schedule of water use and using water credits. For now the District will continue to request new service connections for new construction and will wait and see how things pan out.

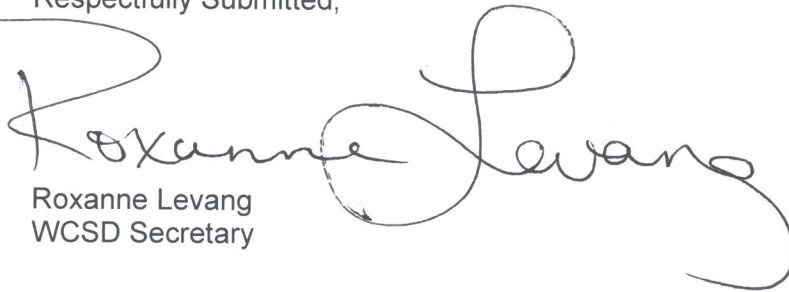
**11. NEW ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

- Resolution to clarify contributions and develop policy for future Road Fund Committees request, including map of access routes-discussion & approval
- Discuss long term contributions

**12. ADJOURN**

Hankin adjourned the regular meeting at 8:30 PM.

Respectfully Submitted,

A large, stylized handwritten signature in black ink, reading "Roxanne Levang". The signature is written in a cursive style with large loops and flourishes.

Roxanne Levang  
WCSD Secretary