

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
November 17, 2021

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:35 PM. In attendance were:

Board Members: Verick, Cline, Swisher & Llanos

Absent: Hankin

Staff: Rosenblatt & Levang

Guests: None

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Verick suggested amending the agenda for the closed sessions, items 12 & 14, to be at the end of the meeting, and to move item 14 in front of item 12.

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

4. RESOLUTION 2021-9 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2021-9 Regarding AB361 Remote Meeting Via Zoom

Verick moved to approve Resolution 2021.9 Remote Meeting. Seconded by Cline; all approved.

5. AMEND / APPROVE MINUTES

5.1 October 20, 2021 Regular meeting minutes

Revisions/corrections as follows:

On pages 2 & 3, correct ~~water shed~~ and ~~eco system~~ to *watershed* and *ecosystem*.

Page 3, midway through the 3rd paragraph, change "Paul noted that any ~~conversation~~ work" to "*conservation work*".

Page 3, last sentence in 3rd paragraph, change the ~~land trust~~ to *Trinidad Coast Land Trust*.

Page 4, Item 8.3, 1st sentence, proposed grant project to replace ~~railroad grade culvert/s~~, to *Railroad Grade culvert/s*.

Item 8.3, Fish and Wildlife should read CA Department of Fish and Wildlife.

Item 8.3, second to the last sentence, change, "looked at the area ~~and there is a potential for funding to fix old...~~" to, "*looked at the area to review the technical aspects of the project. There is a potential for funding to fix old...*"

Verick moved to approve October 20, 2021 minutes as corrected and amended. Seconded by Swisher; 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, 2021 water sales were \$21,747.72, and total receivables were \$25,514.98. No discussion

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report.

October, 2021 gallons billed 519,020; average gallon per day per meter readings 97; per person

44, average monthly charge per accounts \$37.90; total monthly charges \$7,846; monthly deviation from budget -\$497. No Discussion.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for October, 2021. Total income \$17,925, total expense \$15,099, with a net operating income of \$2,826. No discussion.

6.4 Finance Officer's Recommendations – No recommendations

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the October, 2021 Treasurer's report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,222.; DWR Reserve CD \$28,850.14; DWR Loan Savings \$4,428.33; Checking Account as of 11/10/2021 \$41,018.17. It was noted that the report needs to be corrected by removing the amounts under the column head "F/Y Budgeted Contribution".

6.6 February's warrants – discussion/approval

Verick moved to approve warrants #'s 6849 through 6878, plus one electronic payment to EDD and 9 debit card purchases, totaling \$14,512.78. Seconded by cline; all approved.

7. **MANAGER'S REPORT**

7.1 Water Loss – discussion

Board packets contained a summary table of 13 months water loss history. October, 2021 water loss is at 7.2%, average water loss in the last 13 months is 18%. No discussion.

7.2 Current Auditor Retired. Ralph Marcello, CPA, recommends the Pun Group for future audits. Rosenblatt reported to the board that Marcello came by the office to personally meet with him and announce his retirement. Marcello will be working with the Pun Group to help transition his clients to the new auditor. There was consensus by the board for Rosenblatt to reach out to the Pun Group to discuss them doing our next financial audit.

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

8.1 DWR Small Community Drought Grant Submitted on 9/27/2021. On 11/4/2021 Rosenblatt received a Letter of Approval of funding. Funding is to replace 5650 feet of polyethylene pipe installed in 1968, and to drill and build out 3 proposed groundwater wells the district has been trying to drill since 2018. Rosenblatt said he has 3 bids to clear the property and remove trees at the 1st Avenue well site. Once an agreement is reached with Verick on his well site, Rosenblatt will move forward with that site preparation. He is trying to get ahead of the ball on the well sites. Rosenblatt is requesting an extension on the permits for 4th Avenue well site. He is working on getting commitments from the drillers with the hope of the wells being drilled next summer. Verick congratulated and thanked Rosenblatt for all his work in getting this funding.

8.2 Update on Activities related to well drilling. Rosenblatt is getting the sites ready to be drilled as soon as the weather is good and he gets a commitment from drillers. Rosenblatt said we are on the drillers "dance card". Once the drillers get started he thinks a well can be drilled, depending on what they find, in a day. The pump test will take 72 hours.

- DWR Multi Benefit grant application. Proposed grant project to replace Railroad Grade Culvert/s/Humboldt crossing/s and Transit Avenue culvert/Humboldt crossing. Rosenblatt reported that there are 8 total sites. Llanos and Rosenblatt have been reviewing multiple of these sites. Rosenblatt is proposing, among many things, replacing all the asbestos concrete

pipe, which is very vulnerable, and replacing 10 or 11 hydrants, and culverts that have failed, and armoring the side of the stream bank to protect waterline.

8.3 . Rosenblatt and Llanos displayed and reviewed the map Llanos created of the area.

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

9.1 Update on progress of technical assistance grant from DFA

Rosenblatt had a meeting today to discuss DFA increasing funds by \$30,000 to \$40,000. It looks like the request will be granted.

10. ORDINANCE 2014-2 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY. REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES.

10.1 Ordinance 2014.2 Adopting a water conservation program and water supply emergency.

Hankin was not at the meeting but he had provided a copy of the Ordinance with his proposed changes. There was a discussion regarding the steps to take to turn off someone's water.

Swisher said he thinks the procedure is governed by State codes. In the unlikelyhood the district would ever need to follow through on something like this the board could call a special meeting to expedite the matter. The group had a couple additional revisions to the Ordinance as follows:

Under the 11th WHEREAS change ~~per household~~ to *per capita*

Page 2, #4, second line, change total ~~source~~ to total *production*

Page 3, #5, change, Fire Hall and ~~on opening page the~~ WCSD website to on *the homepage of the* WCSD website.

Verick moved to approve the changes/revision to Ordinance 2014-2. Seconded by Llanos; all approved

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

11.1 Cline took over the meeting. The committee has not talked to an attorney yet to draw up the easement agreement. Hopefully they will have an agreement before the end of the year.

12. MANAGERS PERFORMANCE REVIEW

12.1 Annual performance review for WCSD Manager- closed session moved to after the end of the regular meeting.

12.3 Managers performance objectives - postponed

13. 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

14. CLOSED SESSION FOR DISCUSSION OF PERSONNEL MATTERS–Moved to end of meeting.

15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS - None

15. REGULAR MEETING ADJOURN (Closed session Items 14 & 12 to follow)

Verick adjourned the meeting at 7:40 PM.

Respectfully Submitted,
Roxanne Levang, WCSD Secretary

Minutes 11/17/2021

Approved 12/15/2021

