

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
December 14, 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 & Llanos

Absent: Swisher

Staff: Rosenblatt, Martin, Whitlow-Hewett & Levang

Guests: Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Verick suggested the additional item received via email be discussed under Item #8, Updates on grant funding and related activities.

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

4. RESOLUTION 2022-14 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2022-18 Regarding AB361 Remote Meeting Via Zoom

Verick moved to approve Resolution 2022-14 Remote Meeting. Seconded by Cline; all approved.

5. AMEND / APPROVE MINUTES

5.1 November 16, 2022 regular meeting minutes

- Page 2, Item 6.2, last sentence change, ~~that the 40,000 gallon leak was a misread meter~~ to "That the suspected 40,000 gallon leak was due to a misread meter".
- Page 2, Item 6.3, first sentence delete the an in the first sentence, "Board packets contained an Income/Expense reports."
- Page 2, Item 7.1, 4th sentence change, ~~the leak under the nicest driveway,~~ to [read "under a reinforced concrete driveway."
- Page 3, Item 10.1, 3rd line correct the spelling of the name "Wilkinson."
- Page 4, Item 16, correct the time that the meeting was adjourned to 8:00 p.m.

Verick moved to approve the November 16, 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 November, 2022 water sales were \$23,040.21, and total receivables were \$27,494.86. It was noted that at the bottom of the Directors report under Usage Gallons the total gallons reads 519.450. It should be 519,450. This is a computer

generated report and it is unclear why it showed up this way on the report, potentially due to the printer.

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. November, 2022 gallons billed 519,450; average gallon per day per meter readings 74; per person 34, average monthly charge per accounts \$41.27 total monthly charges \$8,253; monthly deviation from budget -\$308.

Verick noted that even though there were 2 days more in the billing cycle this November than November 2021, less water was used this year.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for November, 2022. Total income \$19,263, total expense \$25,354, with a net operating income of -\$6,091. 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 November, 2022. Treasurer's report. Account balances were as follows: Capital Reserves \$171,123.74; Operating Reserves \$52,569.414; DWR Reserve CD \$28,915.89; DWR Loan Savings \$6,627.22; Checking Account as of 12/7/2022 \$512,550.19.

Verick asked when the DWR loan will be paid off and Rosenblatt said May 2023. The board requested that a note be added explaining the \$60,000 withdrawal from the Capital Reserves.

6.6 November/December Warrants – discussion/approval

Hankin asked for more explanation of check #7221 of \$3465.99 for a special project installing a meter at Merryman's/Moonstone property Rosenblatt said he will be installing a low flow meter on their fire suppression system and hydrants. It will alert the district if they were using water for something other than fire suppression. Rosenblatt said when the property recently sold it was a condition of escrow that the cost and installation be a part of the sale and paid for through escrow. After installation the district will receive cell phone alerts for high flow conditions. The \$3465.99 was just the cost of the meter.

Cline requested a note at the bottom of the report explaining the DWR Intertie grants advance payment of \$464,150 in the districts checking account.

Verick moved to approve warrants #'s 7220 through 7254, one Federal payroll tax deposit and one State payroll tax deposits, and three debit card charges, totaling \$45,586.86.

Seconded by Hankin; all approved.

7. **MANAGER'S REPORT**

7.1 Water Loss decreased from 17.6 GPM in October to 5.3 GPM in November for 34% of total production of 786,860 gallons. One known system leak.

Board packets contained a summary table of 13 months water loss history. November, 2022 water loss is at 5.3 GPM average water loss in the last 13 months is 33.5%,

Rosenblatt reported a big leak at 7th Avenue. We also had a leak this past weekend and Rosenblatt wants to thank our customers on 9th Avenue west of Kingdom for their patience in being without water overnight. Verick noted that the flow of the well increased 2/10th's of a gallon per minute.

8. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

8.1 The DWR Small Community Drought Grant work is proceeding. Rosenblatt said Plan west is fine tuning the fourth revision of the bio wetland report, and getting close to submitting our emergency permit application for the waterlines. The design for the waterlines is in its third draft and will be coming back to Rosenblatt to finalize. Rosenblatt will put together a bid packet for contractors with a target date of Spring/Summer for the work to begin. When the design for the new waterlines and well facility are finalized Rosenblatt and PACE will put together bid packets for both components of the project.

8.2 Update on activities related to well drilling. Rosenblatt reported on the results of the well drilling stating that all three wells have been drilled. The First Avenue location they drilled through 195 feet of bedrock and did not find water. They did find water on the property the Crowley's donated to the district. He said they have completed and constructed the well and it's pumping 5 gallons per minute, Rosenblatt went on to describe the constructs of the well saying that he hopes it will give us better infiltration and access. He said the third well has just been finished and he thinks it will be about as productive as the other wells. Rosenblatt has been in communication with the State on how to proceed in bringing the two new wells online permanently. The wells may not give us more water but will definitely give us more resilience. Discussion ensued. Hankin suggested naming the new well after the Crowley's who donated the property to the District. Rosenblatt said he thought about having a memorial bench on the property honoring the Crowley's for their generous donation.

8.3 Emergency Intertie with City of Trinidad. Discussion/Approval

Rosenblatt said he has been in a holding pattern waiting for Trinidad to address their leaks, and WCSD has had its own leaks that he's been dealing with. Rosenblatt said he's had some pre-consultations with the biologist and the planner for the project. The district received the advance payment deposit of \$464,150 from DWR.

The Board discussed the financial report received via email regarding for the DWR grant for waterlines and wells. The board members like the idea of getting grant finance reports but they also want to see regular updates on progress of grants, execution of funded projects, and when the district is likely to be reimbursed. The board wants to keep tabs on how far along we are on our projects, what remains to be done, and whether we are likely to have enough grant funding to complete the projects.

It was proposed to form a subcommittee of Levang, Rosenblatt, Hankin and Cline to work on creating these reports. The subcommittee will come up with a way of letting the board know how we are financially, the timelines, and if we are likely to cover cost to completion. Verick suggested a couple narrative sentences on how things are looking, something like the notes at the bottom of the expense and revenue report. Verick requested a new agenda item under Item #8 for the expense and revenue reporting of the grant projects.

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

9.1 Update on progress of technical assistance grant for Water Plant.

Rosenblatt said in the last few weeks he has touched base with some final design issues and they are developing a plan for wet weather testing to monitor the wells and the leach field design for the new plant, which is related to the TA Grant.

Verick asked if all the studies were done. Rosenblatt is not clear if all the studies in the leach field area and the water plant envelope are completed to their satisfaction. He will check in with them to confirm.

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

10.1 Update on progress of technical assistance grant for writing the Conceptual Area Protection Plan (CAPP) for the Two Creek watershed. Work to be done with Mark Andre and BBW. Rosenblatt reported that the final draft of CAPP is completed.

10.2 Progress on technical assistance grant for writing NCRP IRWM Prop 1 Grant was submitted to replace the 3 Humboldt crossings under WCSD pipeline November 4, 2022. Rosenblatt said they liked the grant and they liked the tribal involvement, they felt it was a good project, but we did not get the funding. Rosenblatt noted that the effort of writing the grant was not wasted, funding is available and we can resubmit this application to other funding agencies.

11. RESOLUTION 2022-19 COMMENDING WCSD STAFF MEMBERS PAUL ROSENBLATT, KARINA MARTIN AND MADISON WHITLOW-HEWETT FOR OUTSTANDING SERVICE RENDERED.

11.1 Resolution 2022-19 Commending WCSD staff for outstanding service rendered. Cline had some edits for the resolution; under the second Whereas correct as follows, “the WCSD ~~was~~ suffered a catastrophic leak that “*threatened to*” drained the WCSD water tank. The board thanked Rosenblatt, Martin and Whitlow-Hewett for all their hard work.

Verick moved to approve the resolution as edited. Seconded by Cline; all approved.

12. 2023 MEETING CALENDAR

12.1 2023 Meeting Calendar. Discussion/Approval
 Rosenblatt noted that the board meets on the third Wednesday of each month with the exception of December. Due to the Holidays he moved the December meeting to the second Wednesday in December.

Verick moved to approve the calendar as presented. Seconded by Llanos; all approved.

13. RETURN TO IN-PERSON MEETINGS

16.1 return to in-person meetings – Next month, January the board meeting will be via Zoom. In February we will return to in-person meetings.

Verick moved to start meeting in person again, starting February, 2023. The meeting room will be set up for social distancing and it will be encouraged that attendees wear a mask and requested for unvaccinated attendees to wear a mask. Seconded by Cline; all approved.

14. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT’S EXISTENCE AND OPERATION.

17.1 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

- Add an item following the DWR grant updates for Financial Grant/Project reporting which will include expenses and timelines for tasks and reimbursement payments.

16. ADJOURN

Verick adjourned the meeting at 8:05 PM.
 Respectfully Submitted,

Roxanne Levang, WCSD Secretary