

WESTHAVEN COMMUNITY SERVICES DISTRICT

Regular Meeting Minutes

December 18, 2019

1. CALL TO ORDER

Board President Hankin called the meeting to order at 6:38 PM. In attendance were:

Board Members: Hankin, Verick, Cline & Phipps

Absent: Moon

Staff: Rosenblatt and Levang

Guests: None

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Verick moved to approve the order of agenda items with one addition between items 13 & 14. Add "report on 11/20/19 & 12/3/19 closed meetings". Seconded by Cline; all approved.

4. AMEND / APPROVE MINUTES

November 20, 2019 Regular meeting minutes.

Suggested revisions:

- Page 3, 1st sentence add; February board *meeting*
- Page 3, Item 6.5, 4th line change precedence to *precedents*
- Page 3, Item 10, 2nd line, change "accessory living units with convenient kitchens" to "*junior accessory dwelling units with convenience kitchens.*"
- Page 3, 2nd line, 2nd sentence, add; however *for separate* new construction.

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

5. ANNUAL ELECTION OF BOARD OFFICERS

5.1 President, David Hankin

5.2 Vice President, William Verick

5.3 Finance Officer, Barbara Cline

5.4 Safety Committee Member, Michael Moon

Verick moved to keep the same slate of officers. Seconded by Cline; all approved

6. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

6.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total November water sales were \$19,406.35 and total receivables were \$19,730.78. No leaks, no further discussion.

6.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. November gallons billed 871,310; average gallon per day per meter readings 104, per person 47; average monthly charge per account \$36.99; total monthly charges \$7,510; monthly deviation from budget -\$834; cumulative deviation \$12,221.

There was a brief discussion on why the difference in the "monthly deviation from budget" this November from last November. The board would need to know how the budget is being formulated to address the question.

6.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for November. Total income \$15,680 total expense \$13,675, with a net operating income of \$2,004.

Hankin suggested itemizing what the \$46,402 amount is stated in the footnote at the bottom of the report. This led to discussion regarding the budgeted capital reserve annual contribution and the DWR loan payment and how it should be reflected in the monthly income & expense report.

Task: Levang to work on a couple examples and send to Hankin for review. It was suggested staff ask the auditor how to report these amounts.

6.4 Finance Officer's Recommendations – Cline did not have any recommendations but said she would like to meet with Levang in January to go over the financial reports.

5.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the November 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 \$4,435.04; Checking Account as of 12/12/2019 \$171,020.73 Hankin asked Levang to add the word minimum in the last line of foot notes to read that 25% of budget is the *minimum* operation reserve. Verick suggested reviewing our reserve accounts to identify what amounts we want to contribute into those accounts.

5.6 September Warrants – discussion / approval

There was brief discussion getting clarification on a few purchases.

Verick moved to approve warrants #6123 through #6157 and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$16,679.02. Seconded by Cline; all approved

5.7 Update on summary of Prop 84 Grant Balances - No changes

7. MANAGER'S REPORT

7.1 Water Loss – update

Board packets contained a summary table of 13 month water loss history. November's water loss is at 12%, average water loss in the last 13 months is 17.5%.

Rosenblatt gave an overview of 2 customer leaks and 1 district leak, which will show on next month's water loss update.

7.2 Districts provision of service during the 11/26-11/28 power shutdown.

Rosenblatt gave a brief overview of operations during the November power outage.

Rosenblatt also reported that FEMA is not making a declaration for Special Districts to receive Hazard Mitigation Funding.

7.3 California Special District Association Humboldt Chapter meeting and officer elections update.

Rosenblatt reported on the CSDA Humboldt Chapter meeting, the values of the association and the local chapter. Elections were held at the last meeting and Mathew Marshall, WVFD was voted as President and Rosenblatt as Vice President.

7.4 Managers Performance objections (information only)

Rosenblatt gave a brief overview of the revised performance objections.

8. BOARD SEAT VACANCY

Rosenblatt announced that Michael Moon has resigned from the board effective January 15, 2020. There was discussion and review of the Board Policies and Procedures.

Task: For January 15, 2020 board meeting:

- Draft Notice of Vacancy for review by Board
- Set time, date, and place to file applications and the date of the special Board meeting applicants need to be present for interviews
- Include list of applicant questions from the last board vacancy in the January meeting packet
- Include description of the appointment process in the January meeting packet

9. Policy Discussion on Donations to road fund committees

Rosenblatt gave an overview of Resolution 2019-6 Authorizing WCSD contributions to local road committees for maintenance of roads that WCSD staff use for access to WCSD facilities along with accompanying map. Phipps, suggested under THEREFORE, to be resolved: change **shall** make annual contributions to **may** make annual contributions. Discussion ensued.

Verick moved to approve Resolution 2019-6 with the revision changing shall to may. Seconded by Hankin. Approved 3 Ayes (Verick, Hankin, Cline) 1 Noe (Phipps)

10. ONGOING DISCUSSION OF SHN PROPOSAL

10.1 Application has been submitted

Rosenblatt distributed an email from Stein Coriell, SHN which gives an outline of the next SHN contract. These are steps, Rosenblatt explained, for the District to take while the State is still reviewing the proposal. This will enable the District to start drilling wells this summer. Hankin asked Rosenblatt to develop the contract and have ready for approval at the next meeting. Hankin clarified that the expenses are refundable expenses and will be reimbursed if/when we are awarded the funding. Rosenblatt doesn't want a delay in activities so he wants to approve the contract as soon as possible. The Board agreed to hold a Special Meeting, if necessary, to review and approve the contract. Phipps wants to make sure to have the opportunity to review the contract prior to approving. Cline requested a timeline be included in the contract and Rosenblatt said that we will also own the written work product. Hankin proposed adding an additional \$2000 to be used at WCSD's discretion to pay for additional consultation if necessary.

10.2 Request for extension of compliance order.

Rosenblatt distributed a letter that he emailed to Barry Sutter, State Water Resources Control board. Sutter is reviewing, he may suggest revisions or submit if none are necessary. The extension request due date is 12/31/2019.

10.3 Update on ongoing conversation with Pace Engineering and Waterworks Engineering.

Rosenblatt gave an overview of his conversation with Pace Engineering and Waterworks Engineering. Tom Warnock with Pace Engineering will be here on 12/24/19 to meet with Rosenblatt and any other board members that are available. Rosenblatt stressed the importance of having a contractor knowledgeable with water systems.

11. DISTRICT WEB PAGE UPDATE

Website information was compiled and delivered to Access Humboldt. Juan Cervantes has the thumb drive and will be working on the website this weekend. Phipps wants to see the website prior to making any decisions on how to proceed. Rosenblatt mentioned that to be in compliance we either needed to approve a Resolution opting out of the website, or have a website up and running by January 1, 2020. Hankin felt the District could wait until the January board meeting to make the decision.

Tasks: Next meeting

Review website and discuss and decide how to proceed. Staff to have the anticipated cost of website for board discussion

12 ADU Update

12.1 Update on inquiries into the ADU issue

Rosenblatt suggested the board read section 87.1.4.1.5, districts under moratoria or compliance orders, found on page 4 of the county draft ordinance. There was a brief discussion.

13. WATERPLANT NAMING

91 Water Plant naming and signage: Verick update. Discussion / Approval
Verick will have the full design for review at the January Board meeting

14. NEW ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

January meeting

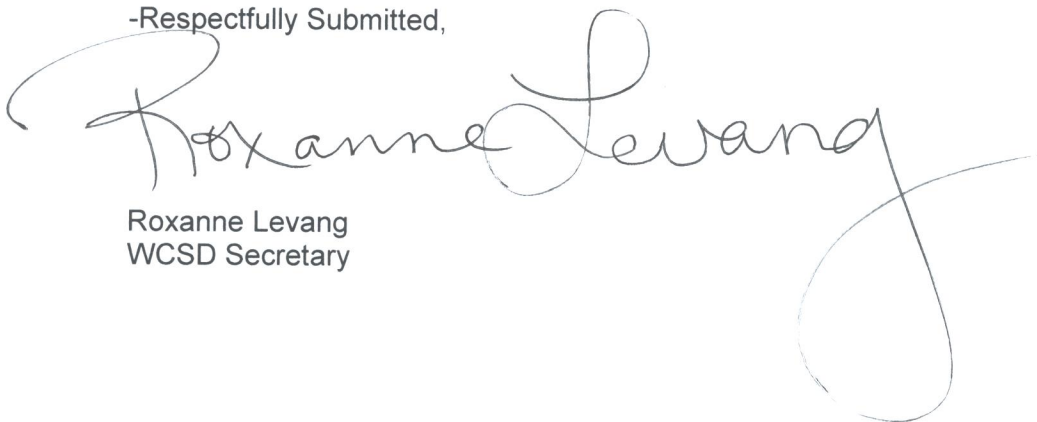
- Board vacancy
 - Draft Notice of Vacancy for review
 - Set time, date, and place to file applications and the date of the Board meeting where applicants will be interviewed and the appointment will be made
 - List of applicant questions from last vacancy
 - Description of the interview and appointment process
- Website
 - Review completed website and discuss how to proceed
 - Have the anticipated cost for board discussion

15. ADJOURN

Hankin adjourned the meeting at 8:35 PM.

16. CLOSED SESSION: Managers input on staff performance meeting

-Respectfully Submitted,



Roxanne Levang
WCSD Secretary