

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
December 20, 2023

1. CALL TO ORDER

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

Board Members: Verick, Cline, Llanos, Swisher, Hankin

Absent:

Staff: Rosenblatt, Levang, Chandler, Martin, Whitlow-Hewett

Guests: Jean Wells, Elaine Weinreb

2. PUBLIC COMMENT

Guest Jean Wells spoke about her concerns regarding the existing concrete asbestos water pipes connecting to her residence on Fourth Avenue and the test results for her water sample provided to North Coast Laboratories, which indicated that there were no fibers detected larger than the EPA standard of 10um (micron or millionth of a meter). She provided a letter to WCSD Board members and Staff stating her concerns about asbestos fiber contamination when the old asbestos pipe is cut and tied into the new plastic pipe. She is requesting a new plastic bypass pipe. Her request will be an agenda item for the January 17, 2024 Board meeting.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Hankin motioned to move Item 10 "Review of Draft Mitigated Negative Declaration for New Water Plant" to after Item 12 "Amendment of the Language in the Public Comment Section of the Agenda".

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

4. AMEND / APPROVE MINUTES**4.1 November 15, 2023 - Regular meeting minutes Discussion/Approval**

Corrections: Item 10.1 Proposal to limit Public Comment to 5 Minutes: add word "Hankin noted that the...agenda was designed for Zoom meetings and that *it* is no longer appropriate."

Correct "Verick moved to approve ~~and~~ *an* initial verbal Public Comment time..."

Item 9.1: change ~~October~~ to November

Verick moved to approve November 15, 2023 minutes as amended. Seconded by Swisher; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS**5.1 Director's Report-monthly billing and collections**

Board packets contained Director's report. Total November, 2023 water sales were \$23,075.71, and total receivables were \$41,885.72.

No discussion.

5.2 Water Consumption and Sales

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

November, 2023 gallons billed 433,020; average gallon per day per meter readings 75; per person 34, average monthly charge per accounts \$41.97; total monthly charges \$8,394; monthly deviation from budget -\$167.

No discussion.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for November, 2023. Total income \$23,303, total expense \$20,580, with a net operating income of \$2,723.

No discussion.

5.4 Finance Officer's Recommendations

Hankin made two recommendations – 1) that there be a \$10,000 contribution now toward the Operating Reserve and more at the end of the year if feasible, and 2) that the existing CD with low interest rate which matures at the end of 2024 be moved (with a penalty fee) now to a higher yielding interest rate (ideally ~5.5%).

Verick moved to take the penalty and cash out the existing CD at the end of December 2023 and buy a new CD at the current more favorable interest rate in consultation with the Finance Officer. Seconded by Cline; all approved.

Hankin motioned to move \$10,000 from the Checking Account to the Operating Reserves account; Seconded by Verick; all approved.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the November, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$147,554.26, and CD #2368 \$28,947.71; Operating Reserves \$38,806.07; Umpqua Savings #0648 \$591.01; Checking Account as of 12/15/2023 \$423,446.52. No discussion.

5.6 November/December Warrants

Verick moved to approve warrants #'s 7591 through 7626, one Federal payroll tax deposit and one State payroll tax deposit totaling \$3,176.95, three debit purchases totaling \$435.42 totaling \$27,618.59.

Seconded by Cline; all approved.

6. MANAGER'S REPORT

6.1 Water loss decreased from 3.5 gpm in October to 2.3 gpm in November for 22.3% of total production of 530,330 gallons. No known system leaks.

Board packets contained a summary table of 13 months water loss history. Over the last 13 months, water loss averaged 32.7%.

Discussion Rosenblatt said there were no discernible leaks in November, however there are signs of a leak in December. He noted that we typically see the recovery of water levels at the well in February, and that we are right on track with the last drought years for well flow for this time of year .

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding.

7.1a Update on schedule A timeline for Waterline replacement

Discussion Rosenblatt said 50-60% of water mains have been installed (~4,000 feet out of 6,600 feet) and they are starting to connect services on Kahlstrom and Spring Lane. He hopes to have the remaining connections completed after the new year and up and running mid-January, weather permitting, and the final Kay Avenue component completed this spring. The Transit Avenue/Humboldt Crossing project is on hold until the Railroad Grade crossing replacements are completed and the neighbors at Transit can see what will be done. In the meantime a new water line will be placed over the crossing at Transit Ave.

7.2 Update on Activities Related to Well Drilling.

7.2a Update on schedule B timeline for well facility

Discussion Rosenblatt said Hooven is having trouble getting their rebar plans, and need a special noncorrosive concrete mix. The contractor did not clarify this need with the concrete provider, and the engineering firm now has confirmation that the concrete mix will meet specifications.

7.3 Emergency Intertie with City of Trinidad.

Discussion Rosenblatt said PACE Engineering has submitted 100% plans to the City and GHD, who has promised to comment by January 12, 2024. The current schedule is to go to bid in early Spring of 2024. Rosenblatt is finalizing the Coastal Development Permit application and emergency request.

8. TECHNICAL ASSISTANCE GRANT FROM DEPARTMENT OF FINANCIAL ASSISTANCE (DFA)

8.1 Update on progress of Technical Assistance Grant for Water Plant from DFA

Discussion Rosenblatt said the Technical Assistance Grant has expired and all funds have been spent.

8.2 Update on the Expedited Drinking Water Grant (EDWG) grant funding for the water plant project.

Discussion Rosenblatt said there is still work being done on the electrical design components for the microgrid/islanding electrical system comprised of 32kW of solar and 30kW of battery backup and a microgrid controller. There are only a few manufacturers that produce commercial versions. They are working on final details to move from 90% plans to 100%. The Draft Mitigated Negative Declaration now needs to be finalized and sent to Fish & Wildlife and other local stakeholders for review. He hopes that the project will be ready to go out to bid in the spring of 2024 after finalizing easements for guy poles with PG&E.

In 2020 we received a Technical Assistance Grant for ~\$500,000 administered by University Enterprises, Inc (a part of Sacramento State and Office of Water Programs); PACE is a Technical Assistance Provider and was hired by the State to do the pilot study and develop the 90% plans for the treatment plant so we can utilize the EDWG funding from DFA for PACE to complete the plans. The management of funds and reporting to DFA will be done by PACE.

9. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS FOR TWO CREEKS CAPP

9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creeks Watershed and related conservation work.

Discussion Rosenblatt provided a draft CAPP document to the Board for review and discussed that the goal of the document is for Fish & Wildlife to adopt it, and to help with funding from the Wildlife Conservation Board and other State agencies. Through partnerships with other local entities and landowners this plan will help with watershed restoration, riparian corridor protection and public access.

9.2 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork Two Creeks basin from willing sellers

Discussion An adjacent property of ~2.25 acres has been appraised and accepted by the parcel owners and can be acquired as a two to one mitigation for the approximately one acre of disturbance for construction of the new water plant facility and water tank. There will be a deed restriction to permanently conserve the parcel, other than trail work and hazardous tree removal.

9.3 County Road Vacation of specific unimproved roads for public thoroughfares long term use

Discussion Rosenblatt has been in conversation with Steve Madrone, County District Supervisor, to arrange the transferring of rights of way designated in the past as roads, and not currently or in the future useable as roads, to the District for the purpose of public thoroughfares. Hankin suggested a future discussion regarding if the District should formally request authorization to engage in activities other than water delivery, such as providing and maintaining trail networks etc. Rosenblatt said extended activities such as park powers from LAFCo are a long-term goal. Verick proposed a future community meeting to inform and gauge community opinion.

Verick moved to approve Rosenblatt to move forward with plans to work with the County and County Supervisor to transfer unimproved roads to the District. Llanos seconded; all approved.

12. AMENDMENT OF THE LANGUAGE IN THE “PUBLIC COMMENT” SECTION OF THE AGENDA

12.1 Public Comment: revised verbiage for time limits on public comments –

Discussion/Approval

Hankin provided revised verbiage and policy for the “Public Comment” section of the agenda.

Verick moved to approve the revised language and policy for monthly Board meeting agendas; Swisher seconded; all approved.

10. REVIEW OF DRAFT MITIGATED NEGATIVE DECLARATION FOR NEW WATER TREATMENT PLANT

10.1 Update on draft Mitigated Negative Declaration (MND) for the new water treatment plant

Discussion/Approval The Board was given a copy of the Draft MND for review and comment and further discussion before approval. Verick noted that once it is approved, it is open for public comment and a 30 day period to address comments and make any changes. Rosenblatt is hoping to go out to bid in the Spring of 2024. Hankin proposed an agenda item for the next Board meeting listing a specific overview of the main issues and how the MND will address those issues. Verick noted section 7 lists specific mitigations for different issues. Verick inquired if we will need a timber harvest plan. Rosenblatt said we will get a utility easement exemption, where we can cut an acre or less to build our utility facilities. He proposed a site meeting with interested parties and Mark Andre, forester, to talk about the reasoning behind each tree removal.

11. ANNUAL BOARD OFFICER POSITION NOMINATIONS AND CONFIRMATION

11.1 Nomination and Confirmation of Board Officer positions

Discussion/Approval

Current Board:

President: Bill Verick

Vice-President: Barbara Cline

Finance Officer: David Hankin

Safety Officer: Richard Swisher

Board Member: Antonio Llanos

Nominees:

President nominee: Antonio Llanos

Vice-President nominee: David Hankin

Finance Officer nominee: Barbara Cline

Safety Officer nominee: Richard Swisher

Board Member nominee: Bill Verick

New Board Officer confirmations will take place at the January 17th Board Meeting.

13. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION

No discussion.

14. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

1. Nominations for Board Officer positions
2. Conceptual Area Protection Plan (CAPP) discussion
3. Resident Jean Wells request for new water line to bypass existing asbestos water pipe
4. Discussion of impacts and mitigations presented in the MND for the proposed Water Treatment Plant

15. ADJOURN

Verick adjourned the meeting at 9:20 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary