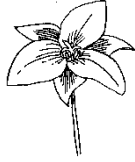


# WESTHAVEN COMMUNITY SERVICES DISTRICT

P.O. Box 2015 (446 B 6th Ave. Westhaven) Trinidad CA 95570 (707) 677-0798 wcsd@suddenlinkmail.com



## REGULAR MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of the Westhaven Community Services District will be held **Wednesday January 20th, at 6:30 p.m. Due to the coronavirus pandemic, until further notice, this and upcoming WCSD Board meetings will be held virtually using ZOOM.**

### How to Attend via ZOOM:

#### 1. By computer or cellphone:

Topic: WCSD Regular Meeting January 2021

Time: Jan 20, 2021 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/82225478058>

To join by audio only, dial the usual number on the WCSD Zoom agendas

Then Enter Meeting ID: 822 2547 8058

### How to Submit Public Comment:

Members of the public may provide public comment before and during the meeting by sending email comments to the WCSD Manager at [prosenblatt.wcsd@suddenlinkmail.com](mailto:prosenblatt.wcsd@suddenlinkmail.com) Such email comments must identify the agenda item number in the subject line of the email. The comments will be read into the record, with a maximum allowance of three minutes (approximately 500 words) per individual comment, subject to the Board President's discretion. If a comment is received after an agenda item is heard, but before the close of the meeting, the comment will be included as a part of the written record of the meeting but will not be read into the record during the meeting.

#### 1. CALL TO ORDER

#### 2. PUBLIC COMMENT

Materials related to an item on this Agenda, including materials submitted to the Board after distribution of the Board Packets, are available for public inspection in the WCSD Office at 446 B Sixth Avenue.

Members of the public are invited to comment on any matter within the authority of the WCSD.

Comments may also be offered during the discussion of any item on the agenda.

Board discussion of matters not appearing on the published agenda is prohibited by law.

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

#### 4. AMEND / APPROVE MINUTES

4.1 December 16<sup>th</sup> 2020 - Regular meeting minutes **Discussion/Approval**

4.2 December 2<sup>nd</sup> 2020 Special meeting minutes **Discussion/Approval**

#### 5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

5.1 Directors' Report – monthly billing and collections — **Discussion**

5.2 Water consumption and Sales – **Discussion**

5.3 Income / Expense Report. **Discussion**

5.3.1 Updated Well Report. **Discussion**

5.4 Finance Officer's Recommendations – **Discussion**

5.5 Treasurer's Report and Recommendations – **Discussion**

5.6 December's warrants – **Discussion/Approval**

**6. MANAGER'S REPORT**

- 6.1 Water loss: 1 significant system leak,1 customer leak **Discussion**
- 6.2 District's COVID 19 response: credit card payments. **Discussion**
- 6.3 Flushing site repair and installation **Discussion**

**7. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**

- 7.1 Update on SHN activities required to secure permits for well drilling. **Discussion**
- 7.2 Update on progress for Well site 3 with LACO for CDP#2. **Discussion**
- 7.3 Subcommittee (Rosenblatt, Swisher, Hankin) report on feasibility of drilling this fall. **Discussion.**

**8. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**

- 8.1 Update on progress of technical assistance grant from DFA.-**Discussion**

**9. TRINIDAD RANCHERIA REQUEST FOR WATER FROM HUMBOLDT-BAY MUNICIPAL WATER DISTRICT. Rosenblatt, Hankin lead**

- 9.1 Letter from the Board of Directors of the Humboldt Bay Municipal Water District regarding the participation of the Westhaven CSD in a feasibility analysis **Discussion/Approval**

**10. REPORT ON TRINIDAD CITY COUNCIL MEETING. Hankin to lead**

- 10.1 Report on the January Trinidad City Council meeting **Discussion**

**11. LUCY KOSTRZEWA WATERSERVICE ALLOTMENT/ 401 LIST PRIORITY**

- 11.1 Lucy Kostrzewa wishes to speak to board regarding her placement on the 401 list as a result of an agreement with the WCSD in the early 1990's **Discussion/Approval**

**12. ACQUISITION OF DONATED LAND BY DISTRICT: UNBUILDABLE PARCELS AND OTHER LOTS Rosenblatt to lead**

- 12.1 Discussion of feasibility and practicality of receipt of donated parcels by the WCSD for Well Sites and future and current infrastructure , CEQA Mitigation, "Two Creek" creeks CAPP/ Riparian corridor preservation Open Space, Recreation, Maintenance of existing right of way and drainage. **Discussion/Approval**

**13. ORDINANCE 2020-HORSES AND MOTORCYCLES ON DISTRICT PROPERTY SECOND READING**

- 13.1 Second reading of ORDINANCE 2020 HORSES AND MOTORCYCLES ON DISTRICT PROPERTY **Discussion/Approval**

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

**15. ADJOURN**

Regular Meetings of the Board occur on the 2nd Wednesday of the month at 6:30 Pm. The next Regular Meeting will be **February 10th, 2021**. and will be held via zoom  
This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.

Posting locations are: 1) WCSD Office; 2) Westhaven Fire Hall.and online at the Westhaven CSD website @ [westhavencsd.org](http://westhavencsd.org)

The Westhaven CSD will make reasonable effort to accommodate the participation of persons with disabilities.  
If you require such accommodation, contact the WCSD office at 677-0798 at least 48 hours prior to the meeting.

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
 Regular Meeting Minutes  
 December 16, 2020

**1. CALL TO ORDER**

Board President Hankin called the (Zoom) meeting to order at 6:35 PM. In attendance were:  
 Board Members: Hankin, Verick, Cline, Swisher & Phipps  
 Absent: None  
 Staff: Rosenblatt, Butterworth & Levang  
 Guests: Elaine Weinreb & Supervisor Madrone

**2. PUBLIC COMMENT**

None at this time

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

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

**4. AMEND / APPROVE MINUTES**

November 16, 2020 regular meeting minutes  
 Amend minutes as follows:

- Page 4, Item 13, 8<sup>th</sup> line, delete “of” at end of line
- Page 4, Item 13, 14<sup>th</sup> line, change to read” WCSD wants to have a seat” from *want to have seat*”
- Page 5, top of page, 2<sup>nd</sup> sentence, change ~~residences~~ to *residents*

Verick moved to approve the minutes as amended. Seconded by Phipps; all approved.

**5. ANNUAL ELECTION OF BOARD OFFICERS**

Rosenblatt took over the meeting for the annual election of board officers, and asked for nominations. Verick was nominated for Board President. After a brief discussion Verick accepted the nomination.

Phipps nominated Verick as Board President. Seconded by Swisher; all approved.

Verick took over the meeting as the newly elected Board President. The following board officers were nominated.

Phipps nominated Cline as Vice President. Seconded by Verick; all approved.

Verick nominated Hankin as Finance Officer. Seconded by Phipps; all approved.

Phipps nominated Swisher as Safety Committee Member. Seconded by Verick; all approved.

The 2021 WCSD Officers are as follows:

- President, Bill Verick
- Vice President, Barbara Cline
- Finance Officer, David Hankin
- Safety Committee Member, Richard Swisher

**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 \$20,496.15 and total receivables were \$24,532.71. No comment

### 6.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report. November gallons billed 727,510; average gallon per day per meter readings 124, per person 56; average monthly charge per account \$37.00; total monthly charges \$7,769; monthly deviation from budget -\$574; cumulative deviation \$14,688. No Comment

### 6.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for November. Total income \$18,130, total expense \$18,857 with a net operating income of -\$727.

The formulas in the Capital/Other Expense need to be corrected/updated. No other comments.

#### 6.3.1 New Well Report

Board packets contained a new well report for expenses as of November 30, 2020. Total cumulative expenses to date \$62,812.57. The expenses for the portable toilets need to be moved from the New Well project to the T.A. Grant project. No other comments.

### 6.4 Finance Officer's Recommendations – None

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

Board packets contained a copy of the November Treasurer's report. Account balances were as follows: Capital Reserves \$242,425.45; Operating Reserves \$52,008.50; DWR Reserve CD \$28,706.34; DWR Loan Savings \$6,632.07; Checking Account as of 12/10/2020 \$59,747.87. No comment

### 6.6 November Warrants – discussion / approval

Verick moved to approve warrants #6496 through #6512 and 6521 through 6524, two EFTPS payments for Federal payroll tax deposits and two EDD payments for State payroll tax deposits. Seconded by Cline; all approved

### 6.7 Update on summary of Prop 84 grant balances-Discussion

Rosenblatt reported that we received the final payment of \$14,952.35 for the new roof. All the Prop 84 grants are complete and paid in full. Cline questioned if these funds were for reimbursed expenses paid from the Capital Reserves, and, if yes, are they being deposited back into the reserve account. Staff affirmed she was correct and the funds will be deposited into the Capital Reserve account.

## 7. MANAGER'S REPORT

### 6.1 Water Loss – small system leak. Discussion

Board packets contained a summary table of 13 month water loss history. November water loss was 26.9%, average water loss in the last 13 months has been 17.50%.

Rosenblatt reported a large leak on 6<sup>th</sup> Avenue, under the freeway overpass. The leak was where an old water line was connected to a new water line. There was discussion of the new stream flow report that was added to the Managers report. Rosenblatt does not think the data is that helpful as presented. Hankin believes the data is useful and ask to have the report included every month. Rosenblatt will work with Swisher to develop a more useful reporting of data.

### 6.2 WCSD COVID 19 response: credit card payments

Levang reported that the credit/debit card usage is remaining about the same every month. In November eight customers used the service making a total of \$1,116.98 in payments and \$44.67 in customer fees.

**8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**

8.1 Update on SHN activities required to secure permits for well drilling. No discussion

8.2 Update on progress for Well site 3 with LACO for CDP#2. Discussion

Rosenblatt reported that he has a meeting with County Planning and Building Department staff and County Environmental Health tomorrow at well site 3. He has called drillers in Redding requesting bids, he has not heard back from any of them. Rosenblatt and Hankin are working to revise the work plan. Hankin and Rosenblatt are meeting with the State people tomorrow and will discuss the environmental side of drilling, the treatment plant and the transition line from the wells to the plant. They will be discussing whether to do them as one project or two separate projects. Rosenblatt said the State preferred inclusion of all aspects of the District's attempt to find new ground water supplies in a single project. He will know more after tomorrow's meeting.

8.3 Subcommittee (Rosenblatt, Swisher, Hankin) report on feasibility of drilling this fall.

Rosenblatt is still trying to find contractors to submit on bids to drill the wells. Meanwhile he is trying to locate the equipment needed for staff to do the on-site prep work. Rosenblatt said the District will likely obtain further extensions on the CBP compliance order.

**9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**

9.1 Update on progress of technical assistance grant from DFA

Rosenblatt said the engineers are collecting data and preparing paperwork. They are waiting for weather that would be suitable for wet weather testing. They are moving forward with installing a flushing point water from the slow sand filters and springs where it is entering the tanks to get a measurement of how much flow there is from the springs. Data concerning treatable stream flow would be significant in assessing the extent to which the project would provide benefit to the District.

**10. TRINIDAD RANCHERIA REQUEST FOR WATER FROM HUMBOLDT BAY MUNICIPAL WATER DISTRICT (HBMWD)**

10.1 Letter from the Board of Directors of the HBMWD regarding the participation of the Westhaven CSD in a feasibility analysis Discussion/Approval

Rosenblatt said we mailed our memo to HBMWD the same day we received the letter from their board. Verick wanted to make sure we were monitoring their website so that we would be alerted to updates or anything thing else that may be going on. He suggested developing a tickler file to remind us to check the website. There was discussion on the HBMWD feasibility study and what the cost would be. HBMWD requested to hear back from WCSD by February 4, 2021. Elaine Weinreb attended the HBMWD board meeting and said HBMWD wanted to assess how many communities would be interested in the HBMWD project and planned on sharing the cost of the study with the interested communities. Hankin pointed out that the memo we sent to HBMWD already addressed that we are not interested in HBMWD water, but may be interested in an intertie for emergencies. Weinreb and Hankin have been keeping on top of this and will continue to provide updates to the WCSD Board. Humboldt Alliance for Responsible Planning (HARP) is also following the HBMWD's & Rancheria project and possible they, too, could help inform the District. Hankin stated that the rest of the board should be personally following this as well. Supervisor Madrone and Weinreb said the Rancheria is required to post a \$10,000 deposit that would be used to pay for the requested feasibility study. The District was informed that the Rancheria is having difficulty obtaining the needed \$10,000. Madrone added that HBMWD needs to find new water customers since the pulp mills (which were using more than a million gallons a day) shut down. HBMWD would like potential new customers who might be served by the proposed Rancheria line extension to share in the cost of the requested feasibility study. Madrone was concerned that local residents, and, new Trinidad City Council members may not understanding the significance of

the larger issue of growth inducement and the sewage issues such growth would cause. Madrone added that the Coastal Commission's Executive Director said the Rancheria does not have everything needed to acquire permits for the hotel and that the current Rancheria wells have inadequate water supply to support the hotel. There was discussion of water for the fire department, the District's responsibility and how to address the HBMWD letter. Hankin proposed we take our time and carefully ponder both the HBMWD letter and the memo we sent to them, then come back to the January meeting with ideas for our response. There was board consensus to add this topic to the January WCSD Board agenda.

#### **11. TRINIDAD-WESTHAVEN CSD INTERTIE**

11.1 Communication with the City of Trinidad regarding a potential intertie between the Westhaven CSD and the Trinidad water system for emergency purposes such as fire, treatment plant failure or distribution system failures. Discussion/Approval  
Rosenblatt and Hankin had a meeting with the City of Trinidad to discuss a water resiliency plan and potential intertie. Rosenblatt gave a synopsis of the meeting, sharing that Hankin gave a Power Point presentation. The meeting went well, they had a good turnout and it generated a lot of interest. Supervisor Madrone said they did a fantastic job laying out the benefits. Madrone added that it is difficult getting the City of Trinidad to take action, it will take some pushing and cajoling. He suggested someone from the board attend City Council meetings. Rosenblatt volunteered to work with Pace Engineering to develop a one page document on the logistics and benefits of an intertie, which would include a letter of comment from the California Environmental Quality Act (CEQA) to distribute to the City of Trinidad Council and staff. There was discussion of the steps that will need to be taken to gain approval for and to implement the potential inter-district intertie. There was consensus from the board for Rosenblatt and Hankin to continue exploring this issue.

#### **12. 2021 BOARD MEETING CALENDAR**

12.1 2021 Westhaven CSD regular board meeting calendar. Discussion/Approval

Verick moved to approve the 2021 Board Meeting Calendar as presented. Seconded by Phipps; all approved.

#### **13. CORRECTION TO RESOLUTION 2020.2: ADOPTION OF LOCAL HAZARD MITIGATION PLAN**

13.1 Local Hazard Mitigation Plan Adoption, Correction to Resolution 2020.2 passed February 12, 2020, adding to item: adopts in its entirety "Chapter 14 the Westhaven Community Services District jurisdictional annex: adopting the specific CHAPTER inclusive of the Westhaven CSDS plan within the LHMP - Discussion/Approval

Phipps moved to approve revised Resolution 2020.2. Seconded by Verick; all approved

Note: WCSD RESOLUTION 2020.9 (Amending WCSD Resolution 2020-2)

Authorizing the Adoption of the Humboldt County Operational Area Hazard Mitigation Plan 2020 Update

#### **14. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

##### **January Board Meeting**

- Amend/Approve December 2, 2020 Special Meeting
- Letter from Humboldt Bay Municipal Water District regarding feasibility study-discuss WCSD response
- Report on Trinidad City Council Meeting (Hankin)
- Add the Trinidad Rancheria as a running item on the board agenda

**15. ADJOURN**

Verick adjourned the meeting 8:30 PM.

Respectfully Submitted,

Roxanne Levang  
WCSD Secretary

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
 Special Meeting Minutes  
 December 2, 2020

**1. CALL TO ORDER**

Board President Hankin called the meeting to order at 5:30 PM. In attendance were:  
 Board Members: Hankin, Verick, Cline, Swisher & Phipps  
 Absent: None  
 Staff: Rosenblatt & Levang  
 Guests: Elaine Weinreb

**2. PUBLIC COMMENT**

None at this time

**3. REVIEW DRAFT LETTER TO THE HUMBOLDT BAY MUNICIPAL WATER DISTRICT REGARDING THE PLANNING FOR AN EXTENSION OF WATERLINE PROPOSED TO SERVE THE TRINIDAD RANCHERIA, CASINO AND HOTEL. Discussion/approval.**

Hankin started the meeting giving a brief background of the issue and its potential future impacts on the community. Hankin said that he was not comfortable sending the letter without input from the Board. The Board felt the letter was well written. There was discussion on whether it should be from Dave Hankin, Board President or Paul Rosenblatt, General Manager. It was decided that it should be from Rosenblatt of behalf of the WCSD Board of Directors. The Board made revisions to the letter as Hankin edited the letter on the Zoom screen. (The original draft, edits and final letter are attached). Hankin said if any Board member wishes to further consider this letter before Rosenblatt mails it out please let him know and we can schedule another brief special meeting. The next HBMWD meeting is scheduled for December 10, it is important that the letter arrive before the next HBMWD meeting.

Hankin will send staff a clean copy to be sent to HBMWD, Humboldt LAFCO, Humboldt Board of Supervisors and California Coastal Commission

Hankin thanked everyone for a good and thoughtful discussion.

**4. ADJOURN**

Respectfully Submitted,

Roxanne Levang  
 WCSD Secretary



# Directors Report

Westhaven CSD

<b>Water Pumped This Month</b>	<b>920,330 Gallons</b>
<b>Water Sold This Month</b>	<b>613,330 Gallons</b>
<b>Water Loss</b>	<b>307,000 Gallons</b>
<b>Water Loss (%)</b>	<b>33.36 %</b>

	Amount (\$)	# Of Accounts
Total Water	21,726.89	232
Total Late Charge	95.70	51
Total Adjustments	399.33	21
<b>Total Current Charges</b>	<b>22,221.92</b>	<b>232</b>
<hr/>		
Amount Past Due 1-30 Days	4,698.44	54
Amount Past Due 31-60 Days	1,722.59	16
Amount Past Due Over 60 Days	2,968.67	7
Amount Of Overpayments/Prepayments	-4,515.00	58
<b>Total Receivables</b>	<b>27,096.62</b>	<b>233</b>

Total Receipts On Account	19,658.01	175
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	1.77	13
Collection Accounts (Amount Owed)	1.77	13
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	2,610	235
Average Water Charge For Active Meters	93.65	232

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		0	0	0.00	0.00
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		0	0	0.00	0.00
10,001-20,000		0	0	0.00	0.00
8,001-10,000		5	44,570	7.27	4.27
6,001-8,000		8	54,600	8.90	5.74
4,001-6,000		38	193,310	31.52	22.91
2,001-4,000		86	244,350	39.84	37.90
1-2,000		73	76,500	12.47	23.16
Zero Usage		25	0	0.00	6.02
<hr/>					
<b>Total Meters</b>		<b>235</b>	<b>613,330</b>	<b>100.00</b>	<b>100.00</b>

**WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY**

**ITEM 5.2**

Annual adjustments to the commodity rates involve estimation of anticipated water use. This report tracks billings as compared to budgeted averages based on all meters showing any use. It is not weighted to anticipate seasonal variations in water use. Adjustments for reported customer leaks have **not** been included in the monthly totals.

To compare this year's to last year's trend go to the column on the far right.



	DAYS BILLED	GALLONS BILLED	TOTAL NON-ZERO METERS	AVG. GAL/DAY PER METER	AVG. GAL/DAY PER PERSON AT 2.20	AVG. MONTHLY CHARGE PER ACCT.	TOTAL MONTHLY CHARGES	MONTHLY DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION	
<b>2020-2021</b>										
JUN	33	801,120	211	115	52	\$56.53	\$11,928	\$3,584	\$3,584	
JULY	29	785,150	211	128	58	\$54.68	\$11,538	\$3,194	\$6,779	
AUG	28	782,340	213	131	60	\$53.95	\$11,492	\$3,149	\$9,927	
SEP	35	850,140	212	115	52	\$58.75	\$12,455	\$4,111	\$14,038	
OCT	28	747,280	210	127	58	\$45.56	\$9,567	\$1,224	\$15,262	
NOV	28	727,510	210	124	56	\$37.00	\$7,769	-\$574	\$14,688	
DEC	35	914,350	207	126	57	\$45.70	\$9,459	\$1,116	\$15,804	
<b>AVG.</b>	<b>30</b>	<b>801,127</b>	<b>211</b>				<b>\$10,601</b>	<b>\$2,258</b>		
<b>TOTAL</b>		<b>5,607,890</b>					<b>\$74,208</b>		<b>\$14,688</b>	
LEAK ADJ.		117,682					\$831			
<b>NET</b>		<b>5,490,208</b>	<b>AFTER LEAK ADJUSTMENTS</b>					<b>\$73,376</b>		<b>\$13,857</b>

BUDGETED COMMODITY PER MONTH \$40.63 \$8,288  
 BUDGETED ANNUAL COMMODITY INCOME \$99,452

<b>SOLD TO DATE</b>				<b>TOTAL BILLINGS TO DATE</b>			
2020-2021	5,607,890	=	126%	2020-2021	\$74,208	=	119%
2019-2020	4,463,000		OF 19-20	2019-2020	\$62,282		OF 19-20

<b>2019-2020</b>										
JUN	27	643,430	201	119	54	\$47.76	\$9,599	\$1,256	\$1,256	
JUL	35	1,001,940	205	140	63	\$72.43	\$14,848	\$6,505	\$7,760	
AUG	28	806,010	208	138	63	\$57.12	\$11,881	\$3,537	\$11,298	
SEP	28	736,340	204	129	59	\$44.51	\$9,081	\$737	\$12,035	
OCT	35	703,970	205	98	45	\$45.68	\$9,364	\$1,020	\$13,055	
NOV	27	571,310	203	104	47	\$36.99	\$7,510	-\$834	\$12,221	
DEC	35	628,120	207	87	39	\$45.12	\$9,341	\$997	\$13,219	
JAN	28	541,940	205	94	43	\$33.11	\$6,788	-\$1,555	\$11,663	
FEB	28	560,430	205	98	44	\$32.89	\$6,742	-\$1,601	\$10,062	
MAR	29	516,990	205	87	40	\$37.23	\$7,632	-\$711	\$9,351	
APR	34	664,680	205	95	43	\$48.38	\$9,919	\$1,575	\$10,926	
MAY	28	575,050	208	99	45	\$41.28	\$8,586	\$243	\$11,169	
<b>AVG.</b>	<b>30</b>	<b>662,518</b>	<b>205</b>				<b>\$9,274</b>	<b>\$931</b>		
<b>TOTAL</b>		<b>7,950,210</b>					<b>\$111,290</b>		<b>\$11,169</b>	
LEAK ADJ.		266,487					\$3,871			
<b>NET</b>		<b>7,683,723</b>	<b>AFTER LEAK ADJUSTMENTS</b>					<b>\$107,419</b>		<b>\$7,298</b>

BUDGETED COMMODITY PER MONTH \$40.90 \$8,343  
 BUDGETED ANNUAL COMMODITY INCOME \$100,121

<b>SOLD TO DATE</b>				<b>TOTAL BILLINGS TO DATE</b>			
2019-2020	7,950,210	=	104%	2019-2020	\$111,290	=	103%
2018-2019	7,629,250		OF 18-19	2018-2019	\$108,269		OF 18-19

**Westhaven Community Services District  
FY 2020-2021 Income / Expense Report  
as of December 31, 2020**

**ITEM 5.3**

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Dec 2020</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2020 thru Dec 2020</u>	<u>Jul '20 thru Dec 2020 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
249,534	Water Sales	17,806	20,795	-2,989	115,288 <sup>1</sup>	103,973	11,316	110.9%
3,275	Water Services/Other	509 <sup>5</sup>	273	236	4,512 <sup>4</sup>	1,365	3,147	330.7%
<b>252,809</b>	<b>Total Income</b>	<b>18,315</b>	<b>21,067</b>	<b>-2,752</b>	<b>119,800</b>	<b>105,337</b>	<b>14,463</b>	<b>113.7%</b>
	<b>Expense</b>							
2,648	Source of Supply	62	221	-159	199	1,324	-1,125	15.0%
9,587	Pumping	981	799	182	5,884	4,794	1,091	122.7%
35,166	Water Treatment	3,088	2,931	158	19,047	17,583	1,464	108.3%
8,621	Transmission & Distribution	7,165 <sup>3</sup>	718	6,447	13,181	4,311	8,871	305.8%
9,403	Customer Accounts	738	784	-46	3,498	4,702	-1,204	74.4%
130,979	Administrative & General	9,361 <sup>2</sup>	10,915	-1,554	60,706	65,490	-4,784	92.7%
10,000	Operating Reserves Contrib.	0	833	-833	0	5,000	-5,000	0.0%
<b>206,404</b>	<b>Total Expense</b>	<b>21,395</b>	<b>17,200</b>	<b>4,195</b>	<b>102,515</b>	<b>103,202</b>	<b>-687</b>	<b>99.3%</b>
	<b>Net Operating Income</b>	<b>-3,080</b>	<b>3,867</b>		<b>17,285</b>			
	<b>Capital/Other Expense</b>							
26,402	DWR Loan	2,200	2,200	0	13,201	13,201	0	100.0%
20,000	Capital Reserve	1,667	1,667	0	10,000	10,000	0	100.0%
<b>46,402</b>	<b>Total Other Expense</b>	<b>3,867</b>	<b>3,867</b>	<b>0</b>	<b>23,201</b>	<b>23,201</b>	<b>0</b>	<b>100.0%</b>

**Income & Expense Report Notes:**

**as of November 30, 2020**

**Page 2**

<sup>1</sup> Changed formula subtracting Capital/Other expenses (\$46,402) from budget total so that the percentage of budget amounts would more accurately reflect actual budget percentages.

<sup>2</sup> Admin & General is over because Property & Liability Ins., \$4169 was paid and Workers comp, \$3204. November is high because of membership fees, double up of health insurance payments and Suddenlink.

<sup>3</sup> Transmission & Distribution over budget. Totals are mostly payroll expense and approximately \$2149 for leak repairs. December, 2020 \$5617.52 for leak repair

<sup>4</sup> Water services over budget: Annual backflow testing charges of \$1120 and \$409 for emergency water deliveries. Also did not include expense and revenue for credit card payments. \$263.63 of water services/other is the 4% fee charged to customers for paying by credit card. There has been \$288 in bank charges (expense) as of 10/31/20

<sup>5</sup> Water service and other includes backflow payments, customer credit/debit card 4% processing fees & State of CA \$1004 refund on Drinking Water Program 2016, 2017 & 2009

Westhaven Community Services District  
Transaction Detail By Account  
January 2018 through December 2020

							Item 5.3.1
New Well Transactions as of 12/31/2020							
	Type	Date	Num	Name	Memo	Class	Amount
<b>ADMINISTRATIVE &amp; GENERAL</b>							
569.00 · Other Admin. & Gen. Expense							
569.03 · GOVERNMENTAL FEES							
	Bill	05/05/2020		Humboldt County Recorder	CEQA dexemption for the DBP lanning project & proposed merger	New Well	-50.00
	Check	07/30/2020	6380	Humboldt County Recorder	CEQA Resolution 2020.5 well drilling and water line installation exemption	New Well	-50.00
	Check	07/30/2020	6381	Humboldt County Recorder	CEQA Resolution 2020.6 well drilling and water line installation exemption	New Well:Site 3	-50.00
Total 569.03 · GOVERNMENTAL FEES							-150.00
569.00 · Other Admin. & Gen. Expense - Other							
	Bill	05/19/2020	FFHO-F	Fidelity National Title Company	Preliminary Report	New Well	-500.00
	Bill	05/19/2020	FFHO-F	Fidelity National Title Company	Additional Parcel Fees	New Well	-500.00
Total 569.00 · Other Admin. & Gen. Expense - Other							-1,000.00
Total 569.00 · Other Admin. & Gen. Expense							-1,150.00
Total ADMINISTRATIVE & GENERAL							-1,150.00
<b>OTHER NON OPERATING EXPENSES</b>							
111.41 New Well Expense							
	Bill	11/13/2018	98481	SHN Consulting Engineers	New Well for period ending 10/31/18	New Well	-2,182.75
	Bill	12/13/2018	98882	SHN Consulting Engineers	New Well for period ending 11/30/18	New Well	-2,247.70
	Bill	01/11/2019	99244	SHN Consulting Engineers	New Well for period ending 12/31/2018	New Well	-709.00
	Bill	02/21/2019	99797	SHN Consulting Engineers	New Well for period ending 1/31/2019	New Well	-2,424.15
	Bill	03/15/2019	99986	SHN Consulting Engineers	New Well for period ending 2/28/2019	New Well	-380.00
	Bill	04/11/2019	100286	SHN Consulting Engineers	New Well for period ending 3/31/2019	New Well	-1,324.55
	Bill	05/15/2019	100692	SHN Consulting Engineers	for April 2019	New Well	-12,322.10
	Bill	07/01/2019	101035	SHN Consulting Engineers	for May 2019	New Well	-2,532.50
	Bill	07/01/2019	101728	SHN Consulting Engineers	Wetland BIO study	New Well	-2,872.40
	Bill	07/31/2019	101951	SHN Consulting Engineers	Wetland BIO study	New Well	-3,748.75
	Bill	08/31/2019	102228	SHN Consulting Engineers	Professional services	New Well	-782.20
	Check	12/18/2019	6157	SHN Consulting Engineers	Additional scope of work	New Well	-1,500.00
	Bill	12/20/2019	PLI19-24	Humboldt County Planning Division	Application Assistance-Exploratory test wells for possible future use by WCSD	New Well	-291.00
	Bill	01/09/2020		SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/2019	New Well	-1,500.00
	Bill	02/28/2020	104263	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/2019	New Well	-883.95
	Bill	02/29/2020	104499	SHN Consulting Engineers	For professional services for period ending February 29, 2020	New Well	-1,372.05
	Bill	03/16/2020	Well	HC Planning Division	Coastal Development Permit for new well sites on district properties	New Well	-5,759.00
	Bill	03/31/2020	104725	SHN Consulting Engineers	For professional services for period ending March 31, 2020	New Well	-2,409.49
	Bill	05/19/2020	105288	SHN Consulting Engineers	For professional services for period ending April 30, 2020	New Well	-2,458.75
	Bill	06/08/2020	105386	SHN Consulting Engineers	For professional services for period ending May 31, 2020	New Well	-2,251.25
	Bill	06/18/2020	46645	LACO Associates	Coastal Permit Assistance & wetland study	New Well:Site 3	-3,245.00
	Bill	07/13/2020	105790	SHN Consulting Engineers	For professional services for period ending June 30, 2020	New Well	-531.25
	Bill	07/28/2020	46871	LACO Associates	Coastal Permit Assistance & wetland study June 4- to July 4, 2020	New Well:Site 3	-827.50
	Bill	08/10/2020	106095	SHN Consulting Engineers	For professional services for period ending July 31, 2020	New Well	-343.75
	Bill	08/17/2020	46955	LACO Associates	Coastal permit assistance & wetland study July 5- to August 1, 2020	New Well:Site 3	-1,760.00

**Westhaven Community Services District**  
**Transaction Detail By Account**  
January 2018 through December 2020

			<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Class</b>	<b>Amount</b>	
			Bill	09/10/2020	268	Robin Jordan	Deed Packets 4th Ave wells	New Well	-412.00	
			Bill	09/10/2020	47134	LACO Associates	Professional services from August 2 to August 29, 2020 Coastal permit assistance	New Well:Site 3	-780.00	
			Bill	09/15/2020	514-112	HC Planning Division	Coastal Development Permit for new well sites on district properties	New Well:Site 3	-5,771.00	
			Bill	09/16/2020	106555	SHN Consulting Engineers	For professional services for period ending August 31, 2020	New Well	-1,062.50	
			Bill	09/19/2020	278	Robin Jordan	Deed Packets-Verick property	New Well:Site 3	-156.75	
			Bill	10/14/2020	106841	SHN Consulting Engineers	For professional services for period ending September 30, 2020	New Well	-531.25	
			Check	10/22/2020	6471	City of Trinidad	1 gallon PA 50	New Well	-17.00	
			Bill	11/20/2020	107408	SHN Consulting Engineers	For professional services for period ending October 31, 2020	New Well	-375.00	
			Bill	12/11/2020	107507	SHN Consulting Engineers	For professional services for period ending November 30, 2020	New Well	-375.00	
			Bill	12/22/2020	47697	LACO Associates	Professional services from August 2 to November 8, 2020 to December 5, 2020	New Well:Site 3	-472.00	
			Total 111.41 New Well Expense							-66,611.59
			Total OTHER NON OPERATING EXPENSES							-66,611.59
<b>TOTAL</b>										<b>-67,761.59</b>

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
**Treasurer's Report**  
**December 2020**

ITEM # 5.5

<u>BALANCE</u>	<u>CURRENT RATE</u>	<u>TYPE LOCATION</u>	<u>F/Y BUDGETED CONTRIBUTION</u>	<u>F/Y CONTRIBUTIONS YET TO BE MADE</u>	<u>F/Y DEPOSITS TO DATE</u>	<u>F/Y WITHDRAWALS TO DATE</u>
\$242,425.45	1.69800	<b>Capital Reserves</b> Hum Co Fund 2600	\$20,000	\$ 20,000	*	
\$52,008.50	1.41000	<b>Operating Reserve</b> LAIF # 16-12-005	\$10,000	\$ 10,000	**	\$188.67 July 2020 Quarterly Interest \$110.20 10/15/20 Interest
\$28,742.12	0.50000	<b>DWR CD Reserve</b> CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$	36.14 September 2020 Interest 35.78 December 2020 Interest
\$8,832.47	0.03000	<b>DWR Loan Savings</b> Saving Umpqua 0648	Accumulates for Semi-Annual payments of \$13,200.95 to Dept of Water Resources	Automatic Monthly deposit from checking of \$2200.23 (annual total \$26,402.76)	\$	13,200.95 Sept. 2020 semi-annual pymt
<b>\$51,969.52</b>		<b>Checking Account (after warrants) Umpqua 5013</b>				<b>Checking Balance as of 1/13/2021</b>

\*Capital Reserves Contributions Shall be \$20,000 and should be made unless unforeseen District expenses or unexpected revenue shortfalls prevent making a full contribution (from Financial Procedures Manual) **Reserve contributions historically made at end of fiscal year.**

\*\* Operating Reserves Contribution: Sufficient to maintain a minimum reserve of 25% of the total annual budget; surplus may be contributed to the Capital Reserve Funds (From Financial Procedures Manual)

2020/2021 Operating Budget \$206,407 X 25% = \$51,601.75

## WESTHAVEN COMMUNITY SERVICES DISTRICT

## Warrants December 17, 2020 - January 20, 2021 (preliminary)

Number	Date	Amount	To Whom	Purpose
6513	12/13/2020	\$ 290.00	US Postal Service	Stamps for billing and quarterly flier
6525	12/17/2020	\$ 88.05	AT&T	11/20-12/19 Plant telephone
6526	12/17/2020	\$ 83.10	B&B Portable Toilet	Rent and cleaning service (TA Grant)
6527	12/17/2020	\$ 3.22	C. Butterworth	Reimburse for 10 pound ice purchase
6528	12/17/2020	\$ 1,705.17	CCCU	2019 SEP IRA contribution
6529	12/17/2020	\$ 545.00	CA Rural Water Assoc	Annual CRWA Membership 2021
6530	12/17/2020	\$ 380.05	Humboldt Co. DHHS	Hazardous Materials Facility Fee
6531	12/17/2020	\$ 754.56	Humb. Co. Tx Collector	CSA4 Assesment Fee (7 properties total)
6532	12/17/2020	\$ 21.73	Ace Home & Garden	Keep out/Trespassing signs & 4 grease tubes
6533	12/17/2020	\$ 312.88	Mendes Supply	Chemicals
6534	12/17/2020	\$ 8.06	Millers Farms	Spark plug for weed wacker
6535	12/17/2020	\$ 310.00	North Coast Labs	Outside lab testing
6536	12/17/2020	\$ 290.07	P. Rosenblatt	Reimburse: Costco safe \$227.83; Mendes office supplies \$62.24
6537	12/17/2020	\$ 605.34	PG&E	Utilities: Plant \$378.43; Office \$67.68; Well \$159.23
6538	12/17/2020	\$ 19.04	R. Levang	Reimburse: Postage to mail audit pkt. \$15.05; office supplies \$3.99
6539	12/17/2020	\$ 57.23	RVS Software	Past due notices
6540	12/17/2020	\$ 375.00	SHN Consulting	Consulting wells October, 2020
6541	12/17/2020	\$ 370.26	USA BlueBook	Repair Clamp \$299.90, Kimwipes \$70.36
6542	12/17/2020	\$ -	Void	
6543	12/17/2020	\$ 69.28	Valley Pacific Petroleum	November fuel
EDD	1/4/2021	\$ 169.36	EDD	December 2020 St payroll deposit
EFTPS	1/4/2021	\$ 1,756.14	EFTPS	December 2020 Fed payroll deposit
6544	1/4/2021	\$ 970.59	C. Butterworth	Payroll 12/16-12/31/2021
6545	1/4/2021	\$ 406.23	K. Martin	Payroll 12/16-12/31/2021
6546	1/4/2021	\$ 1,569.24	P. Rosenblatt	Payroll 12/16-12/31/2021
6547	1/4/2021	\$ 778.04	R. Levang	Payroll 12/16-12/31/2021
6548	1/4/2021	\$ 308.00	Standard Life	Dental Premium Dec 2020 & Jan 2021 WCSD \$241.82/Emp \$66.18
6549	1/4/2021	\$ 1,836.19	Blue Shield Of CA	Medical Premium Jan 2021 WCSD \$1565.47/Emp \$270.72
6550	1/4/2021	\$ 102.36	AT&T	Plant phone 12/20/20-1/19/2021
6551	1/4/2021	\$ 1,000.00	GR Sundberg	Provide Vac truck at tank site 12/15/2020
6552	1/4/2021	\$ 472.00	LACO Assoc	Professional services well site #3 11/8-12/5/2020
6553	1/4/2021	\$ 55.11	McK Ace Home & Garden	Rammer rental 12/28 \$49.10 & link chain \$6.01
6554	1/4/2021	\$ 49.99	Pacific Paper	Office supplies
6555	1/4/2021	\$ 677.11	PG&E	Utilities \$409.03 Plant, \$162.70 Well, \$105.38 Office
6556	1/4/2021	\$ 247.56	RVS Software	Water bills
6557	1/4/2021	\$ 375.00	SHN Consulting	Professional services November 2020
6558	1/4/2021	\$ 867.40	Thrifty Supply Co	Flushing hydrant at plant
6559	1/4/2021	\$ 88.85	Valley Pacific Petroleum	December fuel
6560	1/4/2021	\$ 5,617.52	Wahlund Const	Emergency repair @ 6th Ave overpass
6561	1/4/2021	\$ 400.00	WVFD	January office rent
6562	1/4/2021	\$ 14,952.35	Hum. Co. Treasurer	Tank Grant funds deposit to Capital Reserves
6563	1/7/2021	\$ 540.00	North Coast Labs	December outside lab
6564	1/7/2021	\$ 118.96	Suddenlink	January office phone & Internet
6565				
6566				
6567				
6568				
Total		\$39,646.04		Checking Account Balance as of 1/13/2021



**WESTHAVEN CSD • MANAGER’S REPORT  
DECEMBER 2020**

**6.1 Water Loss**

Water loss increased from 4.9 gallons per minute in November to 6.0 gpm in December equaling 32.9% of total production of 914,350gallons. The table below is a summary of water loss since July 2003.

<u>FROM JULY 2003</u>	<u>PRODUCED GPM</u>	<u>SOLD GPM</u>	<u>LOST GPM</u>	<u>LOSS %</u>	<u>LOSS AS % OF SOLD</u>	<u>MONTHLY PRODUCTION GALLONS</u>	<u>MONTHLY LOSS GALLONS</u>
<b><u>DEC'2020</u></b>	<b>18.1</b>	<b>12.2</b>	<b>6.0</b>	<b>32.9</b>	<b>49.2</b>	<b>914,350</b>	<b>301,020</b>
<b>AVG. ALL</b>	21.6	15.1	6.5	28.9	43.1	945,076	285,661
<b>24 MO AVG.</b>	17.4	14.1	3.2	18.0	22.5	764,100	140,279
<b>13 MO AVG.</b>	17.9	14.4	3.5	19.1	24.0	786,471	154,920
<b>MINIMUM MONTH EVER</b>	11.2	10.0	1.2	9.8		488,090	55,490
	JAN 2018	FEB 2013	DEC 2018	MAR 2007		APR 2017	DEC 2018
<b>MAXIMUM MONTH EVER</b>	34.8	27.0	19.9	61.8		1,523,405	916,340
	JUL 2004	JUL 2003	NOV 2016	NOV 2016		JUL 2004	NOV 2016

**Well Annual Data 1/12/17 7.2 gpm 1/12/18 5.3 gpm 1/4/19 gpm 1/12/20 5.0 gpm 1/12/21 4.4 gpm**

Stream flow monthly avg 1/17 60.1gpm 1/18 52.7 gpm 1/19 39.3 gpm 1/20 49.5 gpm 1/21 (Day) :

6.1 Manager’s Report there was one system leak. **Discussion**

6.2 District’s COVID 19 response: credit card payments. **Discussion**

6.3 Flushing site repair and installation **Discussion**

Q.1

**HUMBOLDT BAY MUNICIPAL WATER DISTRICT**

To: Board of Directors  
From: John Friedenbach  
Date: January 7, 2021  
Subject: Water Resource Planning (WRP) – Status Report

.....  
The purpose of this memo is to summarize recent activities and introduce next steps for discussion.

**1) Top-Tier Water Use Options**

**a) Local Sales**

Nordic Aquafarms – staff met with Nordic representatives on Dec. 18<sup>th</sup>. They are moving forward with permitting. May have public CEQA process during first quarter of 2021. Scheduling a water quality/supply staff level meeting for January 2021. Need to schedule HBMWD Local Sales committee meeting during first quarter 2021 to begin discussions regarding water rates.

- i) Trinidad Rancheria – draft MOU (**pages 2-4**). The Rancheria has requested that language be inserted into the MOU to enable them to apply for grant funding for the project. They are exploring opportunities under the FEMA Pre-disaster mitigation grant program. They have proposed language. District Counsel has reviewed and edited proposed language. The Rancheria concurs with Counsel’s edits. Staff recommends that our Board for consider and approve the attached MOU.

Staff sent inquiry letters to McKinleyville CSD, City of Trinidad, and Westhaven CSD regarding participation in the feasibility study analysis of a possible waterline extension to the Trinidad Rancheria. See copies of letters attached. (**pages 5-9**)

President Woo, Director Rupp and I attended the McKinleyville CSD board meeting on January 6<sup>th</sup> where they considered our inquiry letter. They approved participation in the feasibility study of connecting a possible line extension to the Trinidad Rancheria from the northern most area of the MCSD distribution grid.

- ii) The next steps with MCSD will be to negotiate an MOU for their participation in the feasibility study. One issue to address is the fact that HBMWD and MCSD share the same law firm (The Mitchell Law Firm) as our District counsel. Therefore, our board will need to authorize a waiver of conflict for use of the Mitchell Law Firm to prepare an MOU between HBMWD and MCSD.

The City of Trinidad will consider our inquiry letter to participate in the feasibility study at their January 26<sup>th</sup> City Council meeting which begins at 6:00 p.m.

Independently, Westhaven CSD discussed the issue and sent HBMWD the attached letter stating that they were not interested in participating in a waterline extension. (**page 10-11**)

**b) Transport**

Sites Reservoir Article (page 12).

**c) Instream Flow Dedication**

Team is moving forward with edits to District’s Habitat Conservation Plan (HCP).

**McKinleyville Community Services District****BOARD OF DIRECTORS**

January 6, 2020

TYPE OF ITEM: **ACTION**

**ITEM: E.3**                      **Consider Participation in Feasibility Analysis to Extend HBMWD Water Service to Trinidad Rancheria**

**PRESENTED BY:**              **Patrick Kaspari, General Manager**

**TYPE OF ACTION:**          **Roll Call Vote**

**Recommendation:**

Staff recommends that the Board review information provided, discuss, take Public Comment and approve working with HBMWD and Trinidad Rancheria to assess the feasibility of extending water service to the Rancheria via wheeling HBMWD water through the MCSD water distribution system. Staff further recommends that any feasibility studies remain cost neutral for MCSD and direct costs be borne by those interested in being served.

**Discussion:**

Humboldt Bay Municipal Water District (HBMWD) General Manager, John Friedenbach, submitted a letter to MCSD inquiring whether we would be willing to participate in investigating the feasibility of connecting a line extension to Trinidad Rancheria from the MCSD water distribution system (See **Attachment 1**). HBMWD would like to know whether MCSD is willing to even consider the concept of a line extension from the north end of MCSD's distribution grid. If MCSD is unwilling to allow the possibility of a connection, then the feasibility analysis would not bother to explore this alternative and would have to pursue other options.

Trinidad Rancheria has approached HBMWD to determine their willingness to provide water to the Rancheria to supplement the water from the City of Trinidad. HBMWD is the regional water wholesaler and their District Boundaries coincides generally with the MCSD boundary to the north, but since they are a water wholesaler, it would be possible for them to obtain a change in point of use from the State Water Resources Control Board to serve the Rancheria. MCSD's Service Area Boundaries end at Dows Prairie to the north, so we could not sell water directly to the Rancheria without approval from LAFCo to revise our Service Area Boundaries. However, HBMWD could likely utilize MCSD's system for "wheeling" water to the Rancheria. The MCSD system would then basically serve as an extension of the HBMWD distribution system. A waterline would still have to be constructed from the north end of the MCSD system to the Rancheria, but the use of the MCSD system would eliminate the need to construct a line from the HBWMD system in Arcata to the Rancheria. If this alternative is deemed feasible, the retail water contract would be between HBMWD and the

Rancheria; however, there would also need to be a contract between HBMWD and MCSD to recoup our costs for the use of our system.

There are numerous other questions and concerns associated with this alternative and the overall discussion of a waterline extension to the Trinidad Rancheria. The feasibility study would begin to address these questions, and again, HBMWD is interested at this juncture only in whether MCSD is willing to consider this alternative.

There are also various other community concerns, opinions, and background materials on this option for providing water to Trinidad Rancheria. Staff has included as **Attachment 2**, several letters, news articles and other background materials that have been included in the HBMWD Board packets at their June, July, August, October, November, and December Board meetings.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

The short-term fiscal analysis is expected to be minimal, assuming the Board does agree with Staff's recommendation that the costs associated with the preparation of the feasibility study be borne by others. A long-term fiscal analysis has not been completed, but it is expected it would be part of the feasibility study in order to develop a cost of the water to the Rancheria. Costs for the water would have to cover HBMWD's wholesale costs as well as the energy, system wear, and administration costs that MCSD would be paid for wheeling the water through our system.

**Environmental Requirements:**

Not applicable at this juncture. Any construction/connection would require CEQA analysis and permitting as well as other Local, State and Federal permits.

**Exhibits/Attachments:**

- Attachment 1 – HBMWD Letter to MCSD
- Attachment 2 – HBMWD Board Packet information including letters and articles



# HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 SEVENTH STREET, PO Box 95 • EUREKA, CALIFORNIA 95502-0095

OFFICE 707-443-5018 ESSEX 707-822-2918

FAX 707-443-5731 707-822-8245

EMAIL [OFFICE@HBMWD.COM](mailto:OFFICE@HBMWD.COM)

Website: [www.hbmwd.com](http://www.hbmwd.com)

## BOARD OF DIRECTORS

SHERI WOO, PRESIDENT

NEAL LATT, VICE-PRESIDENT

J. BRUCE RUPP, SECRETARY-TREASURER

MICHELLE FULLER, DIRECTOR

DAVID LINDBERG, DIRECTOR

## GENERAL MANAGER

JOHN FRIEDENBACH

December 4, 2020

Board of Directors  
Westhaven Community Services District  
PO Box 2015  
Trinidad CA 95570-2015

### Re: Participation in Feasibility Analysis to Extend HBMWD service to WCSD

Dear Board Members,

As you may be aware, our District has been approached by the Trinidad Rancheria to explore the feasibility of extending municipal water service to their tribal lands near the City of Trinidad. Our District is in the initial stages of its investigation and analysis of this possibility. Would the WCSD be interested in participating in this analysis? At our July Board meeting, your General Manager mentioned that he would be interested in exploring the feasibility of an intertie for supplemental water supply options to the WCSD if a waterline extension were to be sited near the WCSD boundary. Please note that the feasibility analysis does not obligate or otherwise determine whether a waterline extension will be constructed.

If WCSD has been conducting long range water planning, one possible source of water resilience is potential supply from our Humboldt Bay Municipal Water District. If WCSD desires to have this as a viable alternative, now is the opportunity to investigate that possibility. As you know, sizing a waterline extension is dependent upon the water consumption demands by the end users. If a potential waterline to the Rancheria is sized only for their consumption needs, the possibility of any future extension to or connection with WCSD will be very unlikely and will cost considerably more.

The HBMWD Board directed that a feasibility analysis for the Rancheria move forward, so we respectfully request that you indicate whether you would like to participate no later than by February 4, 2021. If we do not hear from you by then, we will assume that you are not interested and we will proceed with the feasibility analysis without the WCSD.

HBMWD staff or Directors are available to attend a WCSD board or committee meeting to answer any questions that you or your constituents may have regarding this feasibility analysis.

Respectfully,

A handwritten signature in blue ink that reads "John Friedenbach".

John Friedenbach  
General Manager

Cc: Paul Rosenblatt, General Manager WCSD  
Steve Madrone, 5<sup>th</sup> District Supervisor

# WESTHAVEN COMMUNITY SERVICES DISTRICT

P.O. Box 2015 (446 B 6<sup>th</sup> Ave. Westhaven) Trinidad CA 95570 (707) 677-0798 [wcsd@suddenlinkmail.com](mailto:wcsd@suddenlinkmail.com)



## MEMORANDUM

To: Humboldt Bay Municipal Water District  
From: Paul Rosenblatt, General Manager, Westhaven Community Services District  
Subject: WCSD involvement in Trinidad Rancheria's request for water from HBMWD  
Date: 01 December 2020

---

At the 12 November 2020 meeting of the Humboldt Bay Municipal Water District (HBMWD), during discussion of the Trinidad Rancheria's (TR) request for an out of service-area water line extension to the TR's lands near Trinidad, HBMWD Board members repeatedly referred to an apparent interest of the Westhaven Community Services District (WCSD) to connect to the requested water line extension. This topic was discussed at the 18 November 2020 meeting of the Board of Directors of the WCSD. This memorandum is written at the request of the WCSD Board.

WCSD provides water to approximately 250 residential households within its Westhaven District. WCSD is currently engaged in a planning grant designed to secure additional groundwater supply (test wells to be drilled at three favorable locations) and a Technical Assistance Grant designed to determine a cost-effective treatment system for the WCSD's combined groundwater (wells) /surface water (Two Creek) supplies. Together, we hope that these efforts will expand our supply of water, while ensuring that state and federal disinfection byproduct standards are met, and will allow us to add additional high priority District resident's to our system who are not currently served (e.g., those existing homes with contaminated wells or those with insufficient supply).

When the WCSD was first formed in 1989, we explored the feasibility of hooking up to HBMWD. Our consulting engineer estimated the probable cost of bringing a line north from Dow's Prairie to Westhaven. The cost was so high that the Board dismissed the idea long ago and has not seriously reconsidered this option since. WCSD receives revenue solely from its water sales, our customers are from an economically disadvantaged community, and our current water charges to customers are high. We are not in a financial position to fund a mainline extension.

Although the WCSD has therefore not requested connection to the new line sought by the Trinidad Rancheria, I correctly expressed WCSD's interest in being fully consulted and briefed on the Rancheria's request as the HBMWD moves forward with its consideration. If, for example, HBMWD were to request that its mainline extension rely, in part, on the existing infrastructure of WCSD, or that the physical location of the proposed line extension were to pass through our District boundaries and impact our existing infrastructure, then we would very obviously be an "interested party" that must be consulted. If it were possible for additional fire suppression water to become available from a mainline extension, without charge to WCSD for construction of the extension itself, then WCSD would certainly be interested in that possibility.

To summarize, the WCSD expresses a desire to be kept abreast of HBMWD's response to the request of the Trinidad Rancheria for a mainline extension from HBMWD (via the McKinleyville Community Services District). But

the WCSD has no desire to augment or replace its water supply via a connection to the mainline extension requested by the Trinidad Rancheria. The WCSD takes no position on whether or not it is appropriate for the HBMWD to develop an out of service-area mainline extension to provide water to the TR's lands near Trinidad.

 Paul Rosenblatt

General Manager

Westhaven Community Services District

cc: Humboldt LAFCo; Humboldt County Board of Supervisors; CA Coastal Commission

COPY

**AGREEMENT FOR DISCONTINUATION  
OF UNAUTHORIZED SERVICE CONNECTION**

This Agreement is entered into by and among the Westhaven Community Service District, (WCSD), a legally formed Community Services District, and Rob and Lucy Diggins herein referred to as "property owner", and concerns unauthorized service connections on parcel # 514-041-05.

**WHEREAS**, the District has identified a number of unauthorized water service connections; and

**WHEREAS**, the water for many properties located in the District is provided by wells that have experienced diminished water production and/or contamination; and

**WHEREAS**, the District has an obligation to provide water service to all properties in the District but the existing water supply of the WCSD is inadequate to meet this obligation; and

**WHEREAS**, it is the District's policy that properties which have dwellings which were constructed prior to December 31, 1987, and for which well water is inadequate or contaminated have the highest priority for new water service connections; and

**WHEREAS**, the WCSD has arranged for delivery of water under emergency circumstances, during periods of acute water shortage during the late summer and early fall, through the Westhaven Volunteer Fire Department at a fee, to District property owners who have inadequate or contaminated wells, and who possess adequate storage units; and

**WHEREAS**, the policy of the Westhaven Mutual Water Company was that one share entitled a property owner to a single service connection, and this same interpretation has been adopted by the WCSD; and

**WHEREAS**, unauthorized service connections diminish the WCSD's ability to meet its obligations as prioritized by the District; and

**WHEREAS**, the property owned by property owner has been identified as having one or more unauthorized service connections; and

**WHEREAS**, it is in the best interests of the District of offer to compromise and settle the matter of unauthorized service connections as expeditiously as possible, and to offer as an inducement to such settlement the highest priority for new service connections to those properties which immediately discontinue unauthorized service connections.



NOW THEREFORE, it is agreed by and among the parties as follows:

1. Limitations on Use of Unauthorized Service Connections:

The property owner hereby warrants and represents that each unauthorized service connection on the property owner's parcel will be discontinued as of March 1, 1992. During the term of this agreement the property owner will not reconnect or otherwise use such unauthorized service connection. The property owner shall permit the District Manager to verify by on site inspection that each unauthorized service connection has been disconnected and to verify, periodically, by such inspection, that no unauthorized service connections have been reconnected or otherwise used. Verification by inspection shall occur only upon advance notice to property owner of the time and date of the proposed inspection to verify and shall take place only in the presence of the property owner. The property owners shall not be responsible for the cost to the District for such verification. Nothing herein shall preclude or limit the right of the District from seeking an administrative search warrant and conducting inspections pursuant to such warrant for the purpose of verifying compliance with this agreement.

2. Priority For New Water Connection: The District hereby agrees that the property owner's parcel shall be placed within the category of parcels receiving highest priority for a new service connection (Section 401, WCSSD Ordinance 90-1, Priority for New Services, Contaminated or Insufficient Wells), provided no violation of this Agreement has occurred during the term of this Agreement. The new service connection provided for herein shall be in addition to the service connection which has already been received by the property owner in exchange for their Westhaven Mutual Water company share. Upon payment of the fees prescribed in paragraph 3(c), the property owner shall be entitled to the new service connection. In the event the property owner, after paying such fee, does not use the new service connection at the time of its availability (for any reason), the right to use the new service connection on the property shall continue so long as the property owner continues to pay the stand-by fee for an inactive hook-up. (The fee for such hook-ups at the present time is \$10.00 per month, but may be more, or less, in the future.) In the event the property owner is unable to pay the new service connection fee described in 3(c) below, at the time the new service connection is available, for any reason including financial hardship related to the cost of complying with this agreement, the property owner shall have the right to petition the then elected Board of Directors of the District for other arrangements including deferred payment, without prejudice on account of this agreement or the facts which gave rise to the dispute compromised and settled herein.

3. Establishing New Service Connection: When the District has sufficient water supply to add new service connections to those parcels within the highest priority for new service connections, the property owner, if requesting a new service connection, shall:

A. Provide the District with evidence that the parcel has a sanitation system sufficient to meet Humboldt County Public Health Department standards for the number and character of dwelling units to be serviced by all service connections on the parcel.

B. Pay retroactive fees for previous unauthorized diversion of WCSD water, as established by WCSD Resolution 90-5, which fees are agreed between the parties to be \$280.00.

C. Pay all standard fees for each new service connection requested on the parcel. The amount of such fees will be established at such time as the District's cost to expand the WCSD water supply and distribution system has been established and will be the same as the amount of such fees required from any other parcel owner within the District who requests a new service connection.

4. Termination of Restrictions: At such time as a new service connection has been provided owner pursuant to this Agreement by the District, the provisions of this Agreement pertaining to limitations on use shall be of no further force and affect.

5. No Admissions: A dispute exists between the parties regarding the subject matter of this agreement. This agreement is not intended to be an admission by any party as to the validity of any other party's claim in regard to that dispute. Rather, this agreement represents an attempt to compromise and settle the dispute on the terms stated in this agreement.

6. Attorney's Fees: In the event any action is brought to interpret or enforce any of the terms or provisions of this Agreement, the prevailing party in any such action shall, in addition to costs, be entitled to such reasonable attorney's fees which the Court shall establish in that action or in a separate action brought for the purpose of establishing attorney's fees.

(SIGNATURES FOLLOW ON PAGE FOUR)

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed.

DIGGINS:

Date: 17.I.92

Robert Diggins  
Rob Diggins

SIGNATURES CONTINGENT  
UPON ONE AMENDMENT  
OF MEM W2:

SEE 17 JAN 92

Date: Jan 17, 19

Lucy Diggins  
Lucy Diggins

LETTER FROM  
DIGGINS TO TRAVERSE  
(ATTACHED)

WESTHAVEN COMMUNITY SERVICES DISTRICT:

Date: \_\_\_\_\_

\_\_\_\_\_  
Duly Authorized Representative

ATTEST:

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary, Westhaven Community  
Services District

READ AND APPROVED AS TO FORM AND CONTENT:

Date: 12-11-91

Ed Traverse  
Ed Traverse, Attorney for Diggins

Date: 12-9-91

Bryan Gaynor  
Bryan Gaynor, Attorney for Westhaven  
Community Services District

17 JAN 92

DEAR ED -

THE ATTACHED 'AGREEMENT' IS SIGNED ONLY PROVIDED ITEM #2: PRIORITY FOR NEW WATER CONNECTION IS AMENDED TO PROVIDE A REASONABLE GUARANTEE THAT WATER WILL BE GRANTED US WHEN SUCH CONNECTIONS BECOME AVAILABLE IN THE DISTRICT.

THE CURRENT 'AGREEMENT', ALTHOUGH PLACING US IN THE HIGHEST PRIORITY CATEGORY, SAYS NOTHING ABOUT THE DETERMINATION OF PRIORITIES WITHIN THAT CATEGORY, IN THE EVENT NEW CONNECTIONS AVAILABLE ARE NOT SUFFICIENT TO COMPLETELY FILL THE CATEGORY.

AT THE VERY LEAST, WE WANT TO BE <sup>GUARANTEED</sup>  ~~GIVEN~~ EQUAL PRIORITY WITHIN THE CATEGORY AS ANY OF THE OTHER COMMUNITY MEMBERS WHO HAVE HAD TO SIGN SUCH AN AGREEMENT AS THIS ONE. I BELIEVE THIS WILL BE THE SETH SUCH 'AGREEMENT' THE DISTRICT HAS REQUIRED.

~~FOR~~

YOURS TRULY

Lucy KOSTRZEWA

Lucy Diggins Jan 17, '92  
Lucy Kostrewa Jan 17, '92  
Robert Diggins 17. I. 92

217-071-03  
Fed before 7-10-97

# WESTHAVEN COMMUNITY SERVICES DISTRICT

P.O. Box 2015 Trinidad, CA 95570 (707) 677-0798

July 1, 1997

To: Section 401 Property Owners  
From: Westhaven Community Services District (WCSD)  
Board of Directors  
Subject: Prioritization of parcels in Section 401 of WCSD Ordinance 95-4

The WCSD Board of Directors is discussing further prioritization of the 38 parcels within section 401 of Ordinance 95-4: An Ordinance Establishing Priority for Providing Water Service to District Residents. In order to do this, the Board wishes to identify those households which are in most extreme need for connection to the WCSD water system. Proof of extreme need will be required before any parcel in section 401 can be placed in a higher priority for connection than other parcels in section 401. Proof of extreme need will require one of the following:

1. Proof that your water source fails completely during dry season as evidenced by the existence of a storage tank and documentation of water deliveries.
2. Volumetric testing conducted during the dry season, in conformance with the procedures outlined on the reverse, which shows a maximum yield of less than 75 gallons per day.

While the District's ultimate goal is to connect all households in the 401 category to the community water system, the District's water supply remains limited at this time. Should a small number of water connections be made available, the fee for connection will range between \$4,000 and \$8,000 (this fee is in line with connection fees currently being charged in Trinidad); however, no final decision regarding connection fees has been made by the District's Board of Directors.

Please indicate below which category best describes your situation. For consideration, this letter must be returned to the WCSD office by August 1, 1997.

\_\_\_\_\_ YES, my parcel # \_\_\_\_\_ is in extreme need for a connection to the Westhaven Community Services District water system; I can provide proof of need, and I am willing to pay a connection fee of between \$4,000 and \$8,000.

X \_\_\_\_\_ NO, my parcel # 514-041-05 is not in extreme need for a connection to the Westhaven Community Services District water system.

Other: \_\_\_\_\_

\_\_\_\_\_  
Parcel Owner's Signature

\_\_\_\_\_  
Date 7/5/97

Thank you for your help. If you have any questions, please do not hesitate to call the District office at 677-0798.

# WESTHAVEN COMMUNITY SERVICES DISTRICT

P.O. Box 2015 Trinidad, CA 95570 (707) 677-0798

March 17, 1992

To: Robert Diggins and Lucy Kostrzewa  
Breulelense Stratt #38  
2574 R C Den Haag  
Nederlands

From: Richard Swisher, Manager Westhaven CSD  
P.O. Box 2015  
Trinidad, CA 95570

Subject: Disconnection of water service AP #514-041-05

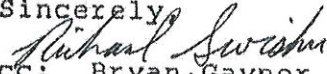
Dear Lucy and Rob,

This letter is to confirm my verification of disconnection of WCD water service to the mobile home on your parcel AP #514-041-05 at 884 9th Avenue.

On March 13, 1992 I did inspect the disconnection of the mobile home and observe that water is now supplied to the dwelling by means of a storage tank and hydropneumatic pressure system.

During the same visit I provided the tenant of the mobile home with a water use/need and income survey form as sent to all owners of parcels in Sections 401 and 402 of Ordinance 90-3. Since you did not return the survey form sent to you, I am assuming that you do not wish your incomes to be considered. Please let me know if that is not the case.

Thank you.

Sincerely,  
  
cc: Bryan Gaynor

3-23-92

Hi Richard -

Is it spring yet? I did not supply income info because it seemed to me the household needing water is not Rob's + mine, but Francine's. I did not think our - mine + Rob's - information is relevant - there's a good chance I do not understand correctly what you need the info for.

If you want our income info if it is relevant I will send it, otherwise I thought you'd be asking Francine those questions.

As things stand I will probably be home sooner rather than later with current turning of events. See you soon -

Peace -

Lucy

# **HORSES AND MOTORCYCLES ON DISTRICT PROPERTY ORDINANCE 2020-1 WESTHAVEN COMMUNITY SERVICES DISTRICT (“WCSD”)**

AN ORDINANCE CONCERNING ANIMALS AND VEHICLES PROHIBITED FROM THE WCSD PROPERTY

Be it ordained by the Board of Directors of the Westhaven Community Services District, Humboldt County, California, as follows:

## **ARTICLE 1 GENERAL PROVISIONS**

Section 101 Short Title: This Ordinance shall be known and may be cited as “Prohibitions Concerning Horses and Motorcycles.”

Section 102 Words and Phrases: For the purpose of this Ordinance, all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural.

Section 103 Effect of Definition: The definition of a word applies to any of its variants.

Section 104 Severability: If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

## **ARTICLE 2 DEFINITIONS**

Section 201 Motorcycles means motorcycles, motor scooters and motorized dirt bikes or ATV’s (all terrain vehicle) that are not being used on official WCSD business by District staff or by contractors working for the District.

Section 202 Horses means horses, mules and donkeys that are not being used on official WCSD business by District staff or by contractors working for the District.

Section 203 District Property means the WCSD’s water treatment plant and all appurtenant real property.

WCSD Ordinance 2020-1  
Prohibitions Concerning Horses and  
Motorcycles



**ARTICLE 3 POLICY**

Section 301 Prohibitions Concerning Horses and Motorcycles: Horses and Motorcycles are prohibited from District Property unless authorized in writing in advance by the WCSD General Manager.

Approved: November 18, 2020

---

President  
Westhaven Community Services District

ATTEST:

---

Secretary  
Westhaven Community Services District

**SECRETARY’S CERTIFICATE**

I hereby certify that the foregoing is a true and correct copy of Ordinance 20-1 “Prohibitions Concerning Horses and Motorcycles,” passed and adopted at a regular meeting of the Board of Directors of the Westhaven Community Services District, Westhaven, California, held on the 18<sup>th</sup> day of November, 2020 by the following roll call vote:

AYES:

NOES:

ABSENT: