

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
February 20, 2019

**1. CALL TO ORDER**

Board President Hankin called the meeting to order at 6:30 PM. In attendance were:  
Board Members: Hankin, Verick, Moon, Cline & Phipps  
Absent: None  
Staff: Rosenblatt and Levang  
Guests: Vincent and Swisher

**2. PUBLIC COMMENT**

None at this time

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

Hankin moved to approve the order of agenda with the following changes: move the Election of Board Officers to Item 5 following Recognition of Jamie Vincent and change item 11 Resolution 2019-3 to read Resolution 2019-1. Seconded by Cline; all approved.

**4. RECOGNITION OF JAMIE VINCENT FOR SERVICE TO DISTRICT**

Presentation and discussion by board of recognition of service by Jamie Vincent to the Westhaven Community Services District. Hankin presented Vincent with a gift from the board and a letter of recognition for 18 years of service to the WCSD. Hankin told Vincent that the letter was written specific to WCSD and they would be happy to compose a letter more specific to employment or educational endeavors. Swisher, Phipps and Rosenblatt each thanked Vincent for her service.

**5. ELECTION OF BOARD OFFICERS**

Rosenblatt took over the meeting for the election of officers. Phipps asked Cline if she would be willing to take over the position of Finance Officer, she agreed. Verick suggested leaving the other three positions the same.

The slate of officers are as follows:

President, Hankin  
Vice President, Verick  
Finance Officer, Cline  
Safety Committee Member, Moon

Verick moved to elect the slate of officers as listed. Seconded by Hankin; all approved. President Hankin resumed leadership of the meeting.

**6. AMEND / APPROVE MINUTES**

January 16, 2019 regular meeting minutes. There was a typo on page 3, item 6 the last sentence. Change the word Hank to Hankin. Cline moved to approve the minutes as amended. Seconded by Verick; all approved.

**7. LEAK ADJUSTMENT POLICY REVIEW**

7.1 Leak Adjustment Policy review: Leaks over 2 billing cycles currently only eligible for adjustment for greater loss month, other revisions - discussion /approval  
An amended resolution for Establishing A Policy For Billing Adjustment Credits Due To Water Leaks was distributed. Hankin requested postponing until the next meeting to give time to rewrite the policy and add numerical examples of how we arrive at the formula for the leak adjustment. There was discussion and consensus that you cannot retroactively request a leak

adjustment and you only can have one leak adjustment credit per year. Verick said if something catastrophic happened the customer could come to the board meeting and request some type of restitution.

## 8. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

### 8.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total January water sales were \$19,610.58 and total receivables were \$15,379.77. Brief discussion.

### 8.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. January gallons billed 538,070; average gallon per day per meter readings 75, per person 34; average monthly charge per account \$37.71; total monthly charges \$7579; monthly deviation from budget -\$220; cumulative deviation \$7119.

There was a brief discussion, it was stated that usage is low this month. Hankin has expressed that some of the numbers don't look right, he doesn't think all the data is correct.

### 8.3 Income/Expense Report – discussion

A revised Income/Expense Report was distributed at the meeting for January, 2019. Total income \$15,959, total expense \$15,938, with a net operating income of \$21.

8.3.1 Budget analysis (Levang) Levang distributed a revised Income/Expense report that removed items from the operating income/expense giving a more accurate accounting. She added a section to account for the retired annuitant wage and new well expenses. Levang distributed analysis notes and spreadsheets showing the differences from the approved budget and the actual amounts spent after changes in staff. Also distributed was a spread sheet showing the difference in the current bookkeeper wage and the wage with 3 additional hours per week. Levang explained that the two new service installations were not accounted for in the budget, therefore it overstates income and expense. Per the CPA we could, if we choose, move the new installations from operations. The board asked Levang to make that adjustment. The board said they liked the notes attached to the Income/Expense report and would like ongoing notes when an explanation is necessary. The board requested another analysis of the bookkeeper's hours when preparing the 2019-2020 budget to determine if the District could afford to increase the bookkeeper hours through the next fiscal year.

Hankin moved to temporarily authorize the bookkeeper to work an additional 3 hours per week from now until 6/30/19. Verick seconded; all approved.

### 8.4 Finance Officer's Recommendations – discussion/approval

None

### 8.5 Treasurer's Report and Recommendations – discussion/approval

Board packets contained a copy of the January, 2018 Treasurer's report. Account balances were as follows: Capital Reserves \$66,372.85; Operating Reserves \$49,904.31; DWR Reserve CD \$28,420.49; DWR Loan Savings \$8,839.05; Checking Account as of February 14, 2019 \$90,937.24

### 8.6 January Warrants – discussion / approval

Verick moved to approve warrants #5358 through #5387. Grand total \$19,081.91 Seconded by Cline; all approved



## 9. MANAGER'S REPORT

### 9.1 Water Loss – update

Board packets contained a summary table of 24 month water loss history. January water loss is at 11.9%, average water loss in the last 13 months is 20.4%. Rosenblatt reported that this is the 2<sup>nd</sup> month in a row with no system leaks.

### 9.2 Projects Updates

#### 9.2.1 DBP Project

9.2.1.1 Well project update- Rosenblatt gave an overview of the process for the drilling of the wells. SHN has the maps completed and nearing submittal of the application.

9.3 NCRP: Prop 1 funded project for 2<sup>nd</sup> Avenue and possibly Railroad Avenue culvert and water line replacement. Joint application with City of Trinidad - discussion / approval

Rosenblatt distributed a list of the water lines that need to eventually be replaced, including the type and length of lines. The submission of the Prop 1 grant with the City of Trinidad is due March 15<sup>th</sup>. Rosenblatt said that the District could use the new mains already replaced as a match for this grant. He said there would be a 2<sup>nd</sup> round of funding in 2020. Phipps wanted to know what exactly we were committing too and how much it would cost the District. It was explained that the board is only committing to authorize Rosenblatt to submit a grant application with the City of Trinidad.

Verick moved to approve Rosenblatt to pursue the NCRP Prop 1 grant. Seconded by Hankin; 4 ayes, 1 Noe

9.4 Proposed Resolution 2019-1 Resolution thanking Tim Crowley and North Coast Fabricators for the gift of the 2 parcels 514-132-007 & 514-132-008 for the Well / Disinfection By Product reduction project. **On hold**

9.5 Template for District website; Update; Access Humboldt **On hold**

9.6 Timber Cruise: Verick suggestions for contractors - discussion /approval

Verick recommended Rosenblatt Contact Pat Clark. Clark is an independent contractor who works for the Log Scaling Bureau and as a Timber Cruiser.

9.7 NO COST Defensible Space and Road Clearance at the Water Plant update - discussion

Rosenblatt updated the board that CalFire did an environmental review in preparation of doing the clearance of brush.

## 10. COUNTY ZONING UPDATE AND FUTURE COMMUNITY PLANNING MEETINGS

10.1 Report on 2/7/2019 County Zoning meeting at Westhaven Firehall: Hankin, Verick and Rosenblatt – Hankin reported attending the County Zoning meeting.

10.1.2 District's potential role in facilitating future "Community Plan" planning meetings in cooperation with Humboldt County Planning Department - discussion / approval

Hankin said after attending the County Zoning meeting that he thinks in the future WCSD should take on more community service duties other than water. Hankin suggested the board authorize Rosenblatt to research a community development plan. Rosenblatt was asked to contact Rick Hanger, Fieldbrook CSD, who has been working with County Planning, to find out more information. Hankin talked about the potential of the District coordinating meetings and getting the public involved. The last time Westhaven had a plan update was in the 1960's.

Verick moved for Rosenblatt to talk with Rick Hanger, Fieldbrook CSD and report back to the Board. Seconded by Cline; all approved.

**11. RESOLUTION 2019-1 NOTIFICATION OF REGULAR MEETING**

11.1 Notification of Regular meeting Replacing Resolution 2000-2, time change from 7:30 p.m. 6:30 p.m. - discussion / approval

Verick moved to approve Resolution 2019-1. Seconded by Phipps; all approved.

**12. WATER PLANT NAMING**

12.1 Water Plant naming and signage - discussion / approval

Verick reported about signage for the water plant. He talked about a slab of cement with fired tiles with a picture fired onto the tiles. He suggested putting Swishers name, founding General Manager and the years he worked for the District. Verick will bring a couple proposals to the next meeting. It was suggested talking to Vincent to get the photograph she had of Swisher on the retirement card she made.

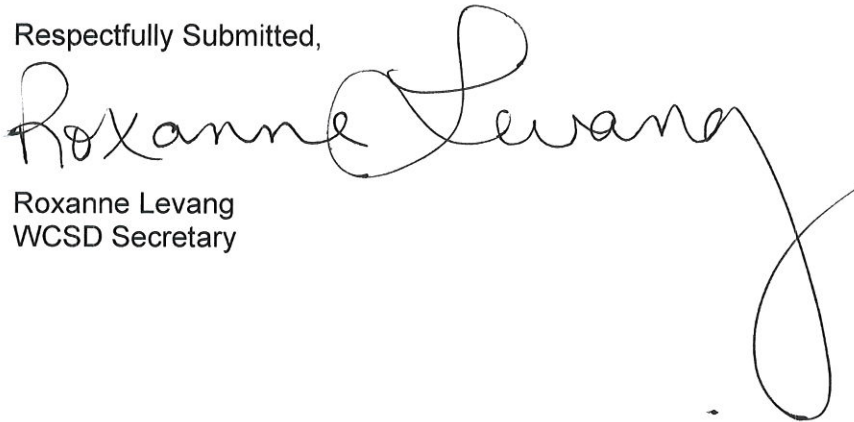
**13. NEW ITEMS FROM MEMBERS OF THE BOARD**

None

**14. ADJOURN**

Hankin adjourned the meeting at 8:43 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Roxanne Levang". The signature is written in black ink and is positioned to the right of the typed name.

Roxanne Levang  
WCSD Secretary