

WESTHAVEN COMMUNITY SERVICES DISTRICT
 Regular Meeting Minutes
 February 16, 2022

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:30 PM. In attendance were:
 Board Members: Verick, Hankin, Cline & Llanos
 Absent: Swisher
 Staff: Rosenblatt, Levang, Martin & Whitlow-Hewett
 Guests: Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEM

Move Item 10, introduction of new employee to the top of the agenda. Correct on the agenda the time of the meeting and the dial in phone number.

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

4. INTRODUCTION OF NEW EMPLOYEE

The new WCSD Operator, Madison Whitman-Hewitt introduced herself to the board. There was a brief discussion of her credentials and background. She said she was happy to be here, the board welcomed her.

5. RESOLUTION 2022-3 REGARDING AB361 REMOTE MEETING

5.1 Resolution 2022-3 Regarding AB361 Remote Meeting Via Zoom

The heading on the Resolution in the board packet was incorrect. Staff will make sure the signed official resolution is correct.

Verick moved to approve Resolution 2022-3 Remote Meeting with corrected heading. Seconded by Cline; all approved.

6. AMEND / APPROVE MINUTES

6.1 January 27, 2022 special meeting minutes

Verick moved to approve January 27, 2022 special meeting minutes. Seconded by Cline; all approved.

6.2 January 19, 2022 regular meeting minutes

Amend the 1/19/22 regular meeting minutes as follows:

- Page 1, item 6.2 correct gallons billed from ~~699,40~~ to 699,110.
- Page 2, item 8.2 change the last sentence from “Supervisor Madrone is working to expedite the renewal of the permits” to read “Supervisor Madrone said he would reach out to the Director of the planning department to help expedite the renewal of the coastal development permit.”
- Page 3, correct numbering of agenda items.
- Page 3, Item DRAFT LETTER TO LAFCO ABOUT RANCHERIA PIPELINE, remove 3rd to the last sentence, which reads “If they went on the east side of the freeway the pipes would go up Westhaven Drive and could negatively impact WCSD.”

- Under closed session remove ~~“Managers performance objectives.”~~
- Under Closed Session add “The board members approved the very positive review of general manager Rosenblatt’s performance. The performance review was delivered to Rosenblatt and filed at the district office.

Verick moved to approve January 19, 2022 regular meeting minutes as amended. Seconded by Hankin; all approved.

7. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

6.1 Director’s Report-monthly billings and collections - discussion

Board packets contained Directors report. Total January, 2022 water sales were \$21,926.11, and total receivables were \$25,619.32.

Rosenblatt reported there was one customer leak. It has been repaired and the customer turned in a leak adjustment application earlier this week.

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. January, 2022, gallons billed 878,740; average gallon per day per meter readings (corrected) 87; per person 66, average monthly charge per accounts \$39.73; total monthly charges \$8,065; monthly deviation from budget -\$278.

Rosenblatt corrected the report, changing 144 average gallons per meter readings to 87. Clarified that on the report it is gallons pumped not gallons sold and customer leaks figure into the averages.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for January, 2022. Total income \$18,225, total expense \$22,921, with a net operating income of -\$4,696. No discussion

6.4 Finance Officer’s Recommendations – No recommendations

6.5 Treasurer’s Report and Recommendations –

Board packets contained a copy of the January, 2022 Treasurer’s report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,252; DWR Reserve CD \$28,889.50; DWR Loan Savings \$11,029.21; Checking Account as of 2/11/2022 \$26,016.96. No discussion.

6.6 November/December Warrants – discussion/approval

There was brief discussion and clarification of expenses.

Verick moved to approve warrants #'s 6943 through 6966, and one debit card charge, totaling \$15,076.49. Seconded by Llanos; all approved.

8. MANAGER’S REPORT

Board packets contained a summary table of 13 months water loss history. January, 2022 water loss is at 39.7%, average water loss in the last 13 months is 21.2%. Total production of 878,740 gallons. Rosenblatt reported there was a large system leak on Seventh Avenue and that there were a number of other things happening simultaneously. A leak repaired in December failed and needs to have a portion of the pipe replaced. He reported that we are starting to recover from all the leaks and currently have 4.9 gallons per minute and the stream flow is holding. Verick expressed concerns with the water levels and said that the Mad River stream flow is low. A brief discussion ensued. Cline mentioned that the report needs to have the month and year at the top of the page corrected from December 2021 to January 2022.

9. UPDATE ON DWR SMALL COMMUNITY DROUGHT FUNDING GRANT APPLICATION AND RELATED ACTIVITIES

9.1 The DWR Small Community Drought Grant was submitted on 9/27/2021. On 12/8/2021 a grant manager was assigned and the funding agreement is forthcoming. The funding is to replace 5,650 feet of polyethylene pipe installed in 1968, and to drill and build out 3 proposed groundwater wells the district has been trying to drill since 2018.

Rosenblatt reported that he received a draft funding agreement from DWR to review. Once the agreement is reviewed and approved they will send it back to Rosenblatt to sign via DocuSign.

9.2 Update on activities related to well drilling.

Rosenblatt reported that the well is on hold. He is going back and forth with the Planning Department. Supervisor Madrone is working to expedite the renewal of the permits.

Rosenblatt is working on the easement for the Verick property. This project is at the top of his list.

9.3 DWR Multi Benefit grant application. Proposed grant project to replace railroad grade culvert/s/Humboldt crossing/s and Transit Avenue culvert/Humboldt crossing.

This project is at the bottom of Rosenblatt's list. Director Llanos and a colleague of his, are working on this so that we will be ready to submit an application during the second round of funding.

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

Update on progress of technical assistance grant from DFA. Rosenblatt reported receiving the new work plan but said it is incorrect. He will be meeting with the team to discuss. Rosenblatt said that it appears we will be receiving the additional funding. The additional funding will pay for the surveying, the leach lines and septic design, the monitoring of the wells, work by PG& E, and the environmental documentation that we need to move forward with the construction funding application. We are waiting for that new work plan to be in effect and sent out to everybody so the engineer, and the State can sign the contract and get everybody back to work.

11. REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY

11.1 Rosenblatt said he has spoken to the recommended attorney and he needs to email her some information. She said that she is happy to work with us.

12. DISCUSSION ON THE LIFTING OF THE UTILITY SHUT OFF MORATORIUM BY THE STATE OF CALIFORNIA

12.1 Discussion of the State lifting of the moratorium on utility shut offs during COVID and how the District will handle shut offs going forward. There was discussion of Westhaven CSD lifting the moratorium on district customers and what to do with the customers that have not paid their bill for multiple months. Rosenblatt explained that he received funding to pay the balances as of June 30, 2021 on five customer accounts. He said there are a couple customers who have not paid a water bill in over a year. The board discussed offering past due customer's payment arrangements rather than shutting off their water. There was discussion of attaching a lien to customer's property taxes if they do not make and/or keep payment arrangements. After a lot of discussion a motion was made.

Verick moved for the Westhaven CSD to follow the State and lift the moratorium on water shut offs and leave it to Rosenblatt's discretion to take appropriate action with customers in arrears as he sees fit. Seconded by Cline; all approved.

13. APPLICATION FOR TECHNICAL ASSISTANCE FOR DEVELOPMENT OF WATERSHED MANAGEMENT AND FOREST HEALTH PLAN

13.1 Application for technical assistance through the North Coast Resource Partnership/IRWM for developing a watershed management, restoration and forest health plan to be used to leverage future grant funding and garner agency support.

Rosenblatt explained a grant opportunity to have a qualified consultant produce a plan for watershed management, restoration and forest health. There is a \$15,000 cap on the technical assistance. The North Coast Resource Partnership (NCRP) would provide the consultant and they would be paid directly from the grant. The plan would help the district because we can adopt the plan and use it to help receive future funding. Discussion ensued.

Verick moved to approve Rosenblatt continuing the work on this project and to submit an application for the technical assistance funding. Seconded by Hankin; all approved.

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

14.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation. No Discussion.

15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Discuss going back to in-person meetings.

16. ADJOURN

Verick adjourned the regular meeting at 8:15 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary