

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
February 12, 2020

1. CALL TO ORDER

Board President Hankin called the meeting to order at 6:34 PM. In attendance were:
Board Members: Hankin, Cline & Phipps
Absent: Verick
Staff: Rosenblatt & Butterworth & Swisher
Guests: Molly Berry & Eric Anthony

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Hankin suggested moving Item 8 to follow Item 5.

Hankin moved to approve the order of agenda items with the suggested change. Seconded by Phipps. All approved.

4. REVIEW OF LEAK ADJUSTMENT POLICY AND BERRY LEAK ADJUSTMENT REQUEST

Discussion / Approval

Holly Berry and Eric Anthony, who have experienced two leaks in the past six months, were in attendance to request an exception to the normal leak adjustment policy which allows only one adjustment in a twelve month period.

Hankin summarized the applicants' situation and discussion ensued.

Hankin moved to approve the second leak adjustment. Cline seconded. All approved

5. AMEND / APPROVE MINUTES

January 15, 2020 Regular meeting minutes

Hankin requested changing the last two words in Item 5.4 (finance policy) to Financial Procedures Manual. He also requested, in the third paragraph of 8.1, changing "sooner" to "this summer / fall". Finally, in Item 11, he suggested changing "January 22" to "January 22 or 29".

Hankin moved to approve the minutes with the above changes. Seconded by Cline; all approved.

6. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

6.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total January water sales were \$18,492.11 and total receivables were \$17,710.08.

6.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. January gallons billed 541,940; average gallon per day per meter readings 94, per person 43; average monthly charge per account \$33.11; total monthly charges \$6,788; monthly deviation from budget -\$1,555; cumulative deviation \$11,663.

Hankin pointed out a cell formatting error in the June 2019 row of the spreadsheet.

6.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for January. Total income \$14,897 total expense \$13,226, with a net operating income of \$1,672.

The Board discussed new footnotes at the bottom of the report.

6.4 Finance Officer's Recommendations – discussion

Finance Officer Cline suggested that she and Hankin meet with WCSD Bookkeeper Levang for further discussion of the report's format and content.

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the January Treasurer's report. Account balances were as follows: Capital Reserves \$76,999.83; Operating Reserves \$51,450.69; DWR Reserve CD \$28,526.91; DWR Loan Savings \$8,835.78; Checking Account as of 2/6/2020 \$204,137.43
The Board discussed the fund balances and current interest rates with an eye to possibly moving funds to take advantage of higher interest rates in the Local Agency Investment Fund.

6.6 January/February Warrants – discussion / approval

Hankin moved to approve warrants #6182 through #6218 and two online federal payroll tax deposit and three online state payroll tax deposit, grand total \$16,222.90. Seconded by Cline; all approved

6.7 Update on summary of Prop 84 Grant Balances

Two deposits:

January 3, \$7,458.57, Tank Grant-New Roof, Project 25 balance less 10% retention

February 5, \$27,319.64, Tank Grant-New Tank, Project 11 10% retention paid in full

7. MANAGER'S REPORT**7.1 Water Loss – No system leaks. Discussion**

Board packets contained a summary table of 13 month water loss history. January water loss is at 15.3%, average water loss in the last 13 months is 15.8%.

8. BOARD SEAT VACANCY

8.1 Review applications for appointment of a replacement board member. Discussion/Approval
Only one application to fill the vacancy had been received by the WCSD to date – that of former WCSD General Manager, Richard Swisher

Hankin moved to appoint Swisher. Seconded by Phipps; all approved.

9. RESOLUTION 2020.1 RECOGNIZING DIRECTOR MOON FOR HIS SERVICE

9.1 Resolution 2020-1 recognizing Director Moon for his 12 years of dedicated service.
Discussion/Approval

The Board discussed the resolution and agreed on several very minor changes in the wording.

Hankin moved to approve Resolution 2020-1. Seconded by Phipps; all approved.

10. ONGOING DISCUSSION OF SHN PROPOSAL

10.1 Update on SHN activities required to secure permits for well drilling.

Discussion/Approval

Rosenblatt reported that the Project Description has been finalized, that Stein at SHN is on track, and that he will follow up with Malley Vue at the Department of Financial Assistance about the next steps.

10.2 Information on proposal from Pacific Watershed Associates for bio and wetland study for well site 3. Discussion

10.3 Information on proposal from LACO for bio and wetland study. Discussion
 The expected information from LACO had not been received.
 Hankin suggested that the Board authorize Rosenblatt to select a firm to conduct the biological studies for well site #3, the cost not to exceed \$12,000, and to report back to the Board at the next Board meeting.
 Hankin moved to approve his suggestion. Cline seconded; all approved.

10.4 Information on proposal from LACO for hydrogeologist report on well sites 1, 2, & 3 with electrical resistivity profiling by geo-physicist. Discussion
 Hankin offered to investigate electrical resistivity profiling and report back to the Board.

11. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE - UPDATE
 Rosenblatt provided an update on the technical assistance grant.

12. LOCAL HAZARD MITIGATION PLAN ADOPTION

12.1 Local Hazard Mitigation Plan Adoption, Resolution 2020.2. Discussion/Approval
 Rosenblatt provided a brief overview of the Hazard Mitigation Plan

Hankin moved to approve Resolution 2020-2. Seconded by Cline; all approved.

13. DISTRICT WEB PAGE UPDATE

13.1 Draft WCSD web page design and content
 The Board discussed starting with a website plan costing \$20.00 per year.
 Hankin suggested that Rosenblatt purchase a data projector.

14. COMPLIANCE ORDER EXTENSION

14.1 February 3, 2020 compliance order extension letter from Department of Drinking Water. Discussion
 A copy of the letter was provided in the Board packets. The order stipulates that the District shall provide a corrective action plan by June 30, 2021 resulting in a return to compliance no later than December 31, 2022.

15. WATERPLANT NAMING

15.1 Water Plant naming and signage: Verick update. Discussion / Approval
 Discussion was postponed due to Verick's absence.

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

- Cline: Review of leak adjustment policy – next meeting
- Hankin: Review of District account balances and placement of funds – next meeting
- Hankin: Rosenblatt provide a proposal for a Hydrogeological Report

17. ADJOURN

Hankin adjourned the meeting at 8:58 PM.

Respectfully Submitted,

Richard Swisher
 WCSD Consultant