

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
February 15, 2023

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:32 PM. In attendance were:

Board Members: Hankin, Verick, Swisher & Llanos

Absent: Cline

Staff: Rosenblatt, Levang, and Martin

Guests: None

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 Swisher; all approved.

4. AMEND / APPROVE MINUTES

4.1 January 18, 2023 - Regular meeting minutes

Amend minutes as follows:

- Page 3, top line correct ~~Store~~ Lane to read *Stone Lane*
- Page 3, 3rd line from the top of the page add the word “were” between which exacerbated so that it reads “which were exacerbated”
- Page 3, Item 8.2, last line in the first paragraph delete ~~help relieve some of the pressure.~~ Change it to read “*provide assistance*”.
- Page 4, item 11.2 3rd line, delete ~~they~~ and ~~re~~ in front of resubmitting so that it reads, “*said he will be submitting the grant application*”

Verick moved to approve January 18, 2023 minutes as amended. Seconded by Llanos; all approved.

4.2 January 26, 2023 – Special meeting minutes

Amend minutes as follows:

- Page 1, item 3.1 change ~~\$20 to \$30,000~~ and ~~\$10 to 15,000~~ to read *\$20,000 to \$30,000 and \$10,000 to \$15,000.*
- Page 1, item 3.3, 3rd line down add the word “like” between look and HAF so that it reads, “doesn't look *like* HAF relief funds”
- Page 1, Item 4 second paragraph, 1st sentence change ~~are~~ to *have been* and ~~Board~~ *Water* so that it reads, “the District leaks *have been* getting more dire and harder to find, so Rosenblatt met with Scott Gilbreath and Barry Sutter of the State Division of Drinking *Water*”
- *Page 2, second line in last paragraph, change ~~Swisher helping and Llanos is going to be helping,~~ to read “Swisher and Llanos have been helping”*
- Page 2, second bullet under For February regular meeting agenda change the word ~~assumption~~ to *language*.

Verick moved to approve January 26, 2023 minutes as amended. Seconded by Hankin; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

5.1 Director’s Report-monthly billing and collections

Board packets contained Directors report. Total January, 2023 water sales were \$21,753.90, and total receivables were \$28,672.44.

Rosenblatt pointed out that the figures in the Directors report are heavily modified due to the leak. Actual total water pumped through our tanks, and not accounting for water deliveries, was 1,394,380. Total water deliveries during that period were 420,110 making the actual loss 68.1%. The gallons lost totaled 949,270, which excluding deliveries.

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report. January, 2023 gallons billed 445,110; average gallon per day per meter readings 74; per person 34, average monthly charge per accounts \$35.36; total monthly charges \$7,108; monthly deviation from budget -\$1,453.

Verick commented that it is interesting how much less water was used this year from last year. He asked Rosenblatt about the current status. Rosenblatt said this is reflecting the big leak, which has since been located and repaired. We got water loss down to 11.1 gallons per minute for three to four days and now we are around 14.5. We have a known leak on Third Avenue. The Vactor truck is coming Friday morning to help with the repair.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for January, 2023. Total income \$18,010, total expense \$37,726, with a net operating income of -\$19,716.

Verick stated that the footnotes explain the high cost in transmission and Distribution. Rosenblatt said he spoke with the Office of Emergency Services (OES) and the district received a State of CA disaster declaration so there will be funding to cover the expenses that OES did not cover. We should get most of the leak-related expenses reimbursed. There was a brief discussion of how to account for the additional expenses and refund.

5.4 Finance Officer's Recommendations – further down in the agenda to be discussed.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the January, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$231,731.58; Operating Reserves \$52,844.03; DWR Reserve CD \$28,918.59; DWR Loan Savings \$11,027.81; Checking Account as of 2/10/2023 \$456,478.86. Levang pointed out that there is an increase in the Capital Reserve, due to the addition of accumulated interest over the last three years. She said she received some preliminary reports from the County Auditor's office, the first in three years.

5.6 January/February Warrants

Brief discussion of the payment to SHN.

Verick moved to approve warrants #'s 7297 through 7326, one Federal payroll tax deposit and one State payroll tax deposits, and one debit card charge, totaling \$33,228.57

Seconded by Hankin; all approved.

6. MANAGER'S REPORT

6.1 Water loss increased from 10.3 gpm in December to 22.0 gpm in January for 68.1% of total production of 1,394,380 gallons. There is one known system leak and huge ongoing un-located leak(s). 420,100 gallons of trucked water were delivered.

Board packets contained a summary table of 13 months water loss history. January, 2023 water loss is at 68.1%; average water loss in the last 13 months is 37.6%.

Rosenblatt reported that since locating and repairing the leak the tanks are full. There is a solenoid operated valve on the new tank that is stuck so we are operating it manually until staff can figure out what is wrong and how to fix it.

Rosenblatt reported that the American Leak Detection, a leak specialist franchise from Redding, came and located the large leak. The leak specialist thinks there is another small leak at the end of K Avenue between where the new 4 inch pipe was installed and to the end of the line and another small leak on Scenic Drive. There was discussion of the work he did, what the District staff learned working with him, and oh how much expertise the detection of leaks are, and the potential of getting training for our staff. Verick thanked staff for all their hard work. There was a brief discussion of using the WCSD web page for announcements and developing a Facebook page to provide customers with information concerning leaks that could require temporary, localized, shut offs to locate.

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding. Discussion/Approval

Rosenblatt reported that we are in the final review of the waterline plans. He still needs to get legal descriptions for the easement agreements. PACE is working on a bid for the waterline project to send out to contractors.

7.2 Update on Activities Related to Well Drilling. Discussion/Approval

Rosenblatt reported that we are approximately at 80% of the well facility design and getting close to having a bid packet for the new well control buildings. The buildings will be made of metal and will include three 6x6 pump houses and a 16x20 well control building with a chlorine pump room, a well control room and a stand-by generator. Rosenblatt explained that they are making a provision to run the wells as a standalone facility. In the meantime we have a few years before the new plant will be ready and they want to take advantage of this time to assess how the wells are producing individually and together. 95% of the time we will send raw untreated water from the wells to the plant but in emergencies we want to be able to operate the wells as a standalone facility. Discussion ensued about water resilience, the Trinidad intertie and the many unknowns. Rosenblatt also reported that an application had been made with PG&E for undergrounding power from the closest power pole to the new facility

7.3 Emergency Intertie with City of Trinidad. Discussion/Approval

Rosenblatt said he is waiting to hear from the biologist. He has started the efforts to obtain the Coastal Development Permit. Rosenblatt had an informal conversation with the grant manager and it sounds like we can extend the project to the end of 2024. Rosenblatt thinks he can make the case for an emergency permit for the intertie.

7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines- Rosenblatt reported submitting a reimbursement request for the Well/Waterline Replacement grant (#14508) for the net amount of \$237,537.

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

8.1 Update on Progress of DFA Technical Assistance Grant for Water Plant. Discussion
Rosenblatt reported that the District submitted its wet weather monitoring application for the proposed septic system, which is one of the last steps left before the District can submit its application for the grant to build a new water plant. The environmental planners from En Plan are finishing their findings and writing up a Notice of Exemption or Mitigated Negative Declaration for the water plant project for the district to adopt.

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

9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creeks Watershed. Discussion/Approval

Rosenblatt reported that they are continuing to move forward with the work on CAPP. The district water leak has delayed him from getting the Lake and Streambed alteration agreement (LSA), which we need to have in place before we can formally adopt the CAPP. Rosenblatt said we have a submitted a Coastal Conservancy pre proposal for a grant for the acquisition of four parcels by three willing seller parties in the Two Creek watershed on the north fork, which adjoins district properties.

9.2 Progress on submission of new grant proposals to replace the 3 Humboldt crossings under WCSD pipeline: Rosenblatt said they are working on a grant pre proposal to the Coastal Conservancy replace two Humboldt crossings on the railroad grade properties that the district owns. After these two crossing are replaced they can demonstrate to the property owners on Transit Ave. surrounding the Humboldt crossing there what this project will look like and what the potential impacts to their properties may be.

10. APPROVAL OF THE WATERLINE REPLACEMENT PROJECT AND NOE

10.1 “The Westhaven CSD has found that the project is exempt from CEQA pursuant to section 15302 (c). (Replacement and Reconstruction), because the project is for the replacement and reconstruction of waterlines in the same location and for the same purpose as the original lines and the replacement is for existing utility system facilities and involves negligible or no expansion of capacity, and none of the exceptions to the exemptions (CEQA Guidelines Section 15300.2) apply to the project because the project is not in an environmentally sensitive habitat area, will result in a cumulative impact, or have a significant adverse environmental effect, the project is not located on a scenic highway or listed hazardous waste site, and the project will not have an effect on historical resources.” After discussion the board decided that Verick would edit the document for accuracy and then forward to Llanos, Swisher and Hankin for edits and back to Rosenblatt.

11. 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 – discussion No discussion

12. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

13. CLOSED SESSION: DISCUSSION/APPROVAL

13.1 Follow up discussion of additional staff, grant administrator and revision of PTO policies.
13.2 Cline and Hankin draft language to be discussed, modified and/or approved.
Hankin presented revisions to the personnel policies.

Verick moved to approve the revised personnel policy as presented. Seconded by Llanos; all approved.

15. ADJOURN

Verick adjourned the meeting at 9:05 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

