

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
March 17, 2021

**1. CALL TO ORDER**

Board President Verick called the meeting to order at 6:30 PM. In attendance were:

Board Members: Hankin, Verick, Cline, & Swisher

Absent: Phipps

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb & Lucy Kostrzewa

**2. PUBLIC COMMENT**

None at this time

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

Verick said Steven Phipps contacted him and since he is unable to attend tonight's meeting he requested we postpone item 4, Public Hearing Ordinance 2021.1 Horses and Motorcycles on District Property, until he is able to be in attendance. Lucy Kostrzewa is at this meeting specifically for the item 12 discussion, Verick requested we move item 12 to be discussed next.

Cline moved to approve the order of agenda items with the following two revisions; postpone item 4 and move item 12 between item 3 and 4. Seconded by Verick; all approved.

**12. REVIEW OF WCSD REGULATIONS AND POLICIES GOVERNING PRIORITIES FOR NEW WATER SERVICE ALLOTMENTS – SWISHER**

12.1. Report by Swisher on review of Westhaven Services District's regulations and policies governing priorities for new water service allotments – discussion

Swisher reported that the District doesn't have an administrative mechanism to provide water allotments to parcels not currently on the District's priorities list. We can't grant water allotments to any new parcels until we have the State's permission to do so. There isn't anything we can do at this point. Verick added that the District's priority list was developed a long time ago, situations have changed since our original analysis. Verick suggested we reassess the needs and develop a new priority list based on current situations. Discussion ensued regarding Kostrzewa's request for a service allotment. Swisher suggested it would help the process if she wrote a letter giving detail on what her circumstances are that are compelling her to come to the Board and request a water share. Kostrzewa asked for names and addresses of appropriate State regulators to whom she can copy the letter. She said if her case is being discussed at the State she wants the State entities to know that she has communicated to them. Kostrzewa again asked for consideration for a water share and expressed her appreciation to the board and for their service to Westhaven.

**4. PUBLIC HEARING ORDINANCE 2021.1 HORSES AND MOTORCYLES ON DISTRICT PROPERTY- Postponed****5. AMEND / APPROVE MINUTES**

5.1 February 10, 2021 Regular meeting minutes

Amend minutes as follows:

- Page 3, item 9.1, 9<sup>th</sup> line, correct spelling from ~~haloacetic~~ to *haloacetic*
- Page 4, item 14, 3<sup>rd</sup> line, rewrite sentence "~~Questioned, what we owe the community, just water, or other aspects?~~ To read: *"Another potential issue for future discussion was, what does the District owe the community; just water, or other aspects?"*

Verick moved to approve February 10, 2021 regular meeting minutes as amended. Seconded by Hankin; all approved.

5.2 March 3, 2021 Special meeting minutes

Item 3, correct ~~Water treatment~~ to *Water Treatment* and ~~transmission~~ to *Transmission*.

Verick moved to approve March 3, 2021 special meeting minutes as corrected. Seconded by Cline; all approved.

5.3 March 10, 2021 Special meeting minutes – Minutes not yet available.

## 6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

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

Board packets contained Directors report. Total February, 2021 water sales were \$20,298.71, and total receivables were \$22,877.35. No discussion

6.2 Water Consumption and Sales - discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. February, 2021 gallons billed 513,560; average gallon per day per meter readings 83; per person 38, average monthly charge per accounts \$37.59; total monthly charges \$7,782; monthly deviation from budget -\$562.

Brief discussion regarding low water usage in February.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for February, 2021. Total income \$16,837, total expense \$21,768, with a net operating income of -\$4931.

Board commented how helpful the report footnotes are.

6.4 Finance Officer's Recommendations – No recommendations

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the February, 2021 Treasurer's report. Account balances were as follows: Capital Reserves \$257,377.79; Operating Reserves \$52,090.73; DWR Reserve CD \$28,742.12; DWR Loan Savings \$11,032.92; Checking Account as of 3/11/2021 \$37,959.96. A notation explaining the \$14,000 deposit into the Capital reserves account needs to be added to the Treasurer's report.

6.6 February's warrants – discussion/approval

Cline asked for an explanation of the \$4,520.37 expense, check #6618 to An Electrician.

Rosenblatt explained the cost was for a variable frequency drive at the treatment plant for the pressure zone.

Verick moved to approve warrants #'s 6601 through 6642, two electronic Federal payroll tax deposits and two electronic State payroll tax deposits. Total warrants \$50,439.22. Seconded by Cline; all approved.

## 7. MANAGER'S REPORT

7.1 Water Loss – 1 system leak, 1 customer service line leak – discussion

Board packets contained a summary table of 13 months water loss history. February 2021 water loss is at 26.1%, average water loss in the last 13 months is 26.7%.

Rosenblatt gave a brief report regarding a couple leaks last month. Overall, he said, water loss went down slightly. Rosenblatt said that the leaks have been in the two inch polyethylene pipes He said the two inch polyethylene pipes down 6<sup>th</sup> Avenue to Kahlstrom to Seventh and

back out to Spring Lane have had approximately 80% of all the leaks (a couple dozen). He has identified those pipes as the highest priority for replacement.

#### 7.2 Flushing location and installation

Rosenblatt said he doesn't have anything to report because the job was pushed back until the end of the month.

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

8.1 Update on SHN activities related to well drilling. Nothing to report.

8.2 Update on progress for well site 3 with LACO for CDP #2. LACO did the bio wetland report and helped with the CDP application. The CDP hearing was put off because of a communication from Moonstone Heights Mutual Water Company and is on hold until we hear back from the Moonstone Heights Mutual Water Company and come to an agreement with them.

8.3 Subcommittee, Rosenblatt, Swisher & Hankin, report on feasibility of drilling ASAP. Rosenblatt reported that staff is working on doing the hand work of site preparation for sites 1 & 2. It is on Rosenblatt's to do list to continue to retain a driller. Rosenblatt has spoken to some colleagues about being intermediates in helping to retain a driller. Giovanni Vadurro may be willing to help us line up drillers, but Rosenblatt hasn't heard back from him yet. Tom Warnock, PACE Engineer said he might help. It turns out one of our friends in Redding is friends with a Redding driller. We are trying to get some encouragement to get the Redding driller to work with us. Rosenblatt said we would drill a well as soon as possible and do pump testing when it is weather appropriate. Discussion ensued, Hankin will contact Tom Warnock for further clarity on the subject.

8.4 Report on meeting with Moonstone Heights Mutual Water Association ("MHMWA") Board President and Vice President on February 22, 2021 regarding the well drilling project on First Avenue (site 3). Rosenblatt reported that one of the Moonstone Heights residents who lives close to the proposed well site received a letter from the County, and then wrote to the Planning Department expressing concern that WCSD's proposed well might affect MHMWA's well. In response, Rosenblatt set up a Zoom meeting the very next day with the MHMWA Board President and Vice President to explain and discuss the project. The MHMWA officers said they did not necessarily oppose WCSD's proposed well but they did have concerns about what the effect might be on the MHMWA well. WCSD and MHMWA discussed investigation to determine whether the WCSD well would affect the MHMWA well and what mitigations might ensue if an investigation did indeed show likely adverse effect on MHMWA's well. WCSD offered to purchase a transducer for the MHMWA well, which would cost, about \$700. A transducer collects data and can be very useful for determining whether and how much drawing water from the WCSD well would affect the MHMWA well. We will probably end up buying a number of transducers to put in our wells and neighboring wells. We will be able to collect real data to assist in making sound decisions. Another mitigation we could employ, if we do in fact affect the MHMWA well negatively, is for WCSD to pump water from well site No. 3 only in the winter, which is when we would most need water from that well. An additional mitigation the parties discussed was to install an intertie between the two systems, so that MHMWA could draw water from the WCSD if flow from their well was insufficient for the MHMWA's needs. The MHMWA seemed receptive to investigating and then mitigating any potential adverse effects to MHMWA water supply. The Moonstone Heights Mutual Water Company Board had a community meeting last Sunday, March 14<sup>th</sup>. It appears they will write a letter to the Planning Department outlining their concerns and the investigation and potential mitigations discussed at the meeting. The intent was to deliver their letter to the Planning Department in time for the May 5th Planning Commission Meeting. That will give us time to work something out with MHMWA prior to submission to the County Planning Department

8.5 Report of General Manager’s ongoing communication with Board and share-holders of the Moonstone Mutual Heights Mutual Water Company. See above, 8.4.

**9. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANANCIAL ASSITANCE**

9.1 Update on progress of technical assistance grant from DFA. Rosenblatt reported that Tom Warnock, PACE Engineer, submitted the draft report to the State on Monday, March 15th. Rosenblatt asked if the board would like the revised copy of the draft, they said yes, he will email to the board.

**10. TRINIDAD RANCHERIA REQUEST FOR WATER FROM HUMBOLDT BAY MUNICIAL WATER DISTRICT**

10.1 Letter dated March 4, 2021 from the HBMWD Board of Directors regarding the non-participation of the WCSD in a feasibility analysis. The board discussed its members’ discomfort with the tone of the HBMWD letter. There was consensus that the WCSD will not respond to it.

**11. LAFCO MUNICIPAL SERVICE REVIEW**

11.1 LAFCO Municipal service review – The board discussed the report and the edits and the difficulty reading the edited portion. Hankin will send the board a cleaner copy of the report for their review and edit.

**12. REVIEW OF WCSD REGULATIONS AND POLICIES GOVERNING PRIORITIES FOR NEW WATER SERVICE ALLOTMENTS – SWISHER**

12.1 Report by Swisher on review of Westhaven Services District’s regulations and policies governing priorities for new water service allotments – Item discussed between items 3 and 4 above.

**13. RESOLUTION 2021-1 AUTHORIZING RESOLUTION FOR STATE WATER RESOURCES CONTROL BOARD DISINFECTION BYPRODUCT REDUCTION PROJECT**

13.1 Resolution 2021-1 Authorizing Resolution For State Water Resources Control Board (SWRCB) Disinfection Byproduct Reduction (DBP) Project authorizing the General Manager as the WCSD representative and signatory for a financial assistance application and for a financing agreement from SWRCB for the planning, design and construction of the WCSD DBP reduction project – discussion and approval  
Clarify what exactly the board is authorizing. Rosenblatt explained that this is just to authorize him to sign for the construction application, keeping the timeline on track for the TA Grant, and not authorizing him to sign a grant agreement.

Verick moved to approve Resolution 2021-1. Seconded by Cline; approved.

**14. RESOLUTION 2021-2 AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) (OPERATING RESERVES)**

14.1 Resolution 2021-2 Authorizing Investment of Monies in The LAIF (Amending Resolution 06-08) and authorizing current signatories.

Hankin corrected the resolution to add a comma in the first sentence to read: “1976, section 164”

Verick moved to approve Resolution 2021-2 as corrected. Seconded by Swisher; approved.

**15. RESOLUTION 2021-3 IDENTIFYING WCSD PERSONNEL AUTHORIZED TO SIGN CLAIM FORMS FOR THE ISSUANCE OF CHECKS UPON WCSD’S ACCOUNTS IN THE HUMBOLDT COUNTY TREASURY (CAPITAL RESERVES)**

15.1 Resolution 2021.3 – Reformat the name and signature portion at bottom of resolution and correct typo “Westhaven” in title.

March 17, 2021 Minutes, approved April 21, 2021

Verick moved to approve Resolution 2021-3 as corrected. Seconded by Cline; approved.

**16. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTANCE AND OPERATION**

16.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation – Verick gave a brief overview of the DBP issue and the conversation regarding adding water allotments when that option is available to us. Hankin said that when the Mutual Water Company petitioned to become a district a selling point was that the District would offer water shares when available. Cline questioned whether we should or could cap the amount of water shares we offered and discussion ensued. Verick suggest that we wait and have this discussion when the full board is present.

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

Under agenda item: Discussion of Philosophical, Political and Meta Issue Aspects of the District's Existence and Operation, discussion of the allotment of water allotments when the option becomes available.

**18. ADJOURN**

Verick adjourned the meeting at 8:20 PM.

Respectfully Submitted,

Roxanne Levang  
WCSD Secretary