

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
March 20, 2019

1. CALL TO ORDER

Board Vice President Verick called the meeting to order at 7:28 PM. In attendance were:

Board Members: Verick, Moon, Cline & Phipps

Absent: Hankin

Staff: Rosenblatt and Levang

Guests: Jared O'Barr & Stein Coriell

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Moon moved to approve the order of agenda items. Seconded by Cline; all approved.

4. WELL DBP PROJECT UPDATE

4.1 Discussion with SHN planner about importance of fulfilling CA Environmental Quality Act (CEQA) and biological studies prior to funding award to ensure timeliness of permitting process to be as ready as possible when/if we receive the grant funds. Post application work outside of the scope of the funding application work contract would be needed for this stage. (Addendum distributed at meeting)

Jared O'Barr and Stein Coriell with SHN presented an Addendum to the agreement, dated 9/25/18. The addendum is for additional work not covered in the original agreement. In order to obtain a coastal permit the District will need to conduct a wetland delineation and prepare a biological report at the sites where the proposed groundwater test wells and geotechnical borings are likely to be installed. They explained it is important to conduct the additional studies prior to being awarded the grant because the studies are seasonal dependent and if not done this spring will delay the project another year. Since the District is already in violation with the State Water Board it is in the Districts best interest to move forward with the studies now. There was discussion of the cost, the different agencies involved and regulations. The studies need to be done mid March to mid April and mid June to mid July. These studies will increase the contract by \$23,000 for a total of \$31,000. After discussion between the board and the engineers the board approved.

Cline moved to approve Addendum No. 1 to agreement with SHN dated 9/25/18 for the Westhaven CSD Disinfection Byproduct Reduction (Reference #018193). Seconded by Phipps; all approved.

5. AMEND / APPROVE MINUTES

February 20, 2019. Regular meeting minutes.

Cline moved to approve the minutes as written. Seconded by Moon; all approved.

6. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

6.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total February water sales were \$18,936.45 and total receivables were \$16,078.07. There was a 54,280 gallon customer leak in February and a 14,350 gallon customer leak. Both have been repaired. The District had a leak on 7th Ave.

6.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. February gallons billed 491,380; average gallon per day per meter readings 85, per person 39; average monthly charge per account \$35.02; total monthly charges \$6,969; monthly deviation from budget -\$830; cumulative deviation \$5,264.

Rosenblatt said he located and corrected formulas in the report under sold to date. No further discussion.

6.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for February. Total income \$15,245, total expense \$12,998, with a net operating income of \$2,247.

Add footnote explaining large discrepancies between budget amounts and actual amounts. Keep the footnotes in future reports.

6.4 Finance Officer's Recommendations – None

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the February Treasurer's report. Account balances were as follows: Capital Reserves \$66,372.85; Operating Reserves \$50,205.87; DWR Reserve CD \$28,445.92; DWR Loan Savings \$39.03; Checking Account as of 3/15/2019 \$103,712.60 Levang mentioned that the interest rate for the LAIF Operation Reserves savings has been consistently increasing. There was discussion of the balance in the checking account and transferring it to an interest earning account. Verick explained the history saying that since the savings accounts were not earning very much interest the board decided to move extra funds into the checking account making it less complicated to pay expenses on the water mains and tank projects while waiting to be reimbursed by the grants. No decisions to make any changes were made.

6.6 January Warrants – discussion / approval

It was discussed since the Warrants in the board packets are often revised and distributed again at the meetings that the Warrants would stop being included in the packet and only distributed at the meeting. Verick said to wait until Hankin returns to make a decision.

Verick moved to approve warrants #5388 through #5409 and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$27,041.64. Seconded by Moon; all approved

7. MANAGER'S REPORT

7.1 Water Loss – update

Board packets contained a summary table of 24 month water loss history. February water loss is at 11.3%, average water loss in the last 13 months is 20%.

7.2 Projects Updates

7.2.1 DBP Project

7.2.1.1 Well project update

Already discussed under item # 4.

7.3 NCRP: Prop 1 funded project for Railroad Avenue culvert replacement and additional waterline replacement. Joint application with City of Trinidad. Update / discussion

Rosenblatt updated the group that the grant application had been submitted. He gave an overview of projects the grant would fund. He said that watershed health and multi-agency projects get higher ratings. Rosenblatt said there will be another round of funding in 2020.

7.4 Proposed Resolution 2019- 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

7.5 Template for District website. Update: Access Humboldt discussion

Access Humboldt sent a list of information they need from us to get started on the website. Levang will gather that information for them. We hope to have more to report at the next meeting.

7.6 Timber Cruise: attempting to secure contractor. Update discussion / approval

Rosenblatt spoke to Pat Clark's wife Heidi. She said he was not interested but after further discussion she said that she would speak to Mr. Clark about it.

7.7 NO COST Defensible Space and Road Clearance at the Water Plant update. Discussion

Rosenblatt reported that the work has been started.

8. COUNTY ZONING UPDATE AND FUTURE COMMUNITY PLANNING MEETINGS

8.1 District's potential role in facilitating future "Community Plan" planning meetings in cooperation with Humboldt County Planning Department. Meeting scheduled for March or early April with Fieldbrook CSD General Manager Rick Hanger. No further discussion.

9. LEAK ADJUSTMENT POLICY REVIEW

Policy review had been postponed until the next meeting. Phipps had prepared a draft policy for distribution and review. There was a brief discussion. Verick requested an electronic copy, Rosenblatt said he would scan and forward to Verick. Further discussion and approval at next meeting.

10. WATERPLANT NAMING

10.1 Water Plant naming and signage: Verick update. Discussion / Approval

Verick was unable to get estimates for this meeting but did give a description of the waterproof ceramic tiles that would have a design or picture on them. He will bring estimates of the cost to the next meeting.

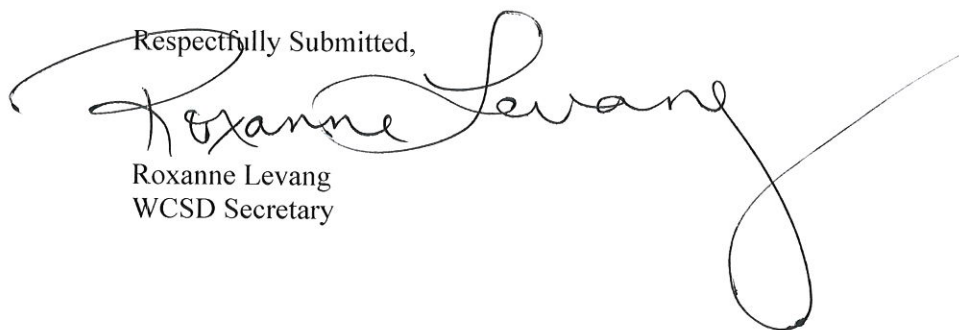
11. NEW ITEMS FROM MEMBERS OF THE BOARD

None

12. ADJOURN

Verick adjourned the meeting at 7:50 PM.

Respectfully Submitted,



Roxanne Levang
WCSD Secretary