

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
March 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, Swisher & Llanos

Absent: None

Staff: Rosenblatt, Levang, & Whitlow-Hewett

Guests: Elaine Weinreb

**2. PUBLIC COMMENT**

Weinreb brought to the attention of the Board that property on 6th Avenue has been sold and she expressed concern that the property will be logged. Discussion ensued.

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

Verick moved to approve the order of agenda items. Seconded by Hankin; all approved.

**4. RESOLUTION 2022-4 REGARDING AB361 REMOTE MEETING**

4.1 Resolution 2022-4 Regarding AB361 Remote Meeting Via Zoom

Verick moved to approve Resolution 2022-4 Remote Meeting. Seconded by Hankin; all approved.

**5. AMEND / APPROVE MINUTES**

**5.1** February 16, 2022 regular meeting minutes

Amend/correct minutes as follows:

- Item 4, correct the spelling of Madison Whitlow-Hewett's name.
- Item 8, 3<sup>rd</sup> from the last sentence change the sentence starting with "~~Verick expressed concerns with~~" to *Verick expressed concerns that the water level at Hall Creeks is so low that the Coho Salmon cannot make it from Mad River to spawn and this is happening in the winter.*
- Item 9.2, change Supervisor Madrone is working to expedite the renewal of the permits to *Supervisor Madrone pledged, at the appropriate time, to help expedite the renewal of the permits.*
- Item 11.1 correct ~~spoked~~ to *spoken*.

Verick moved to approve February 16, 2022 regular meeting minutes as amended. Seconded by Llanos; all approved.

**6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS**

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

Board packets contained the Directors report. Total February, 2022 water sales were \$21,545.33, and total receivables were \$24,183.25. Brief discussion of a customer leak. Rosenblatt said the customer has not applied for a leak adjustment yet. He pointed out that we have almost a 46% water loss.

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. February, 2022 gallons billed 519,060; average gallon per day per meter readings 149; per person 68, average monthly charge per accounts \$39.14; total monthly charges \$7,866; monthly deviation from budget -\$477.

There was discussion of the sold to date amount of water and whether or not the amounts in the document are correct. Hankin identified some mistakes on the report. Rosenblatt will send to Swisher and Llanos for assistance in reviewing and correcting the formulas.

#### 6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for February, 2022. Total income \$17,809, total expense \$16,517, with a net operating income of \$1,292.

Verick questioned the \$10,000 operating reserve contribution that is in the operating budget. Levang explained that historically it has been in the operating budget and that there has not been any funds transferred into the operating reserve this year. She explained that at the close of the fiscal year the board discusses whether or not to make a contribution into the operating reserve.

#### 6.4 Finance Officer's Recommendations – No recommendations

#### 6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the February, 2022 Treasurer's report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,252.06; DWR Reserve CD \$28,891.93; DWR Loan Savings \$13,229.52; Checking Account as of 3/10/2022 \$16,925.56. There wasn't any discussion.

#### 6.6 February/March Warrants – discussion/approval

Hankin asked for clarification of the purpose for SHN Consultants check #6989. Rosenblatt explained that because we are in an area of high ground water Environmental Health requests we put in monitoring wells to identify where the ground water is during the wet weather testing period. Rosenblatt explained they do this by putting a 1 ½ inch pipe into the ground and bore down approximately 8 feet. That gives a snap shot of where the water level is in those spots and determines what type of septic system to put in. Hankin requested changing the wording on the warrants to read monitoring wells for the new septic system.

Verick moved to approve warrants #'s 6967 through 6993, two federal payroll tax deposits and two State payroll tax deposits, and 1 debit card charge, totaling \$20,264.94 as amended. Seconded by Swisher; all approved.

### 7. **MANAGER'S REPORT**

#### 7.1 Water Loss: One large service connection leak on Third Avenue.

Board packets contained a summary table of 13 months water loss history. February, 2022 water loss is at 44.9%. The average water loss in the last 13 months is 22%, Rosenblatt reported that we have an ongoing leak on a service line connection. They patched it, but because it is in a high pressure area it is still weeping. To repair they will have to turn customer water off for about 15 minutes from Third Avenue down to Moonstone. Discussion ensued about pipes, hydrants and which areas are next in line –for replacement of water lines.

### 8. **UPDATE ON DWR SMALL COMMUNITY DROUGHT FUNDING GRANT APPLICATION AND RELATED ACTIVITIES**

8.1 The DWR Small Community Drought Grant funding agreement has been signed by DWR and the work is proceeding. Rosenblatt said that the surveyors are coming on Monday and will be marking out the USA, so that we can have the other utility companies come in and let us know whether or not there's anything in the ground that conflicts with our project. They will survey for easements, alignments and everything on Sixth Avenue and Highland. Rosenblatt said he has verbal agreements with the property owners, where we will be replacing existing water lines that go through what is now private property, and where

easements were vacated. He gave an overview of the project, waterlines, pipes and modernizations to the district, such as new meters that will be able to communicate with the district via radio frequency signal similar to blu tooth. Rosenblatt said all of the above have been written into the grant.

8.2 Update on activities related to well drilling. Rosenblatt reported that the WCSD has been having difficulty getting timely and correct responses from the County regarding coastal development permits for the project, so he has engaged LACO to help get the planning department to respond to the District's queries in time for the permits to be renewed to allow drilling during the dry season. He will be meeting with LACO soon. They think there is potential of us to get an emergency permit in light of our water loss situation and the straightforwardness of our projects.

8.3 DWR Multi Benefit grant application. Proposed grant project to replace railroad grade culvert (s)/Humboldt crossing/s and Transit Avenue culvert/Humboldt crossing(s). Rosenblatt said that he is not sure if there will be a third round of funding. Rosenblatt spoke with Director Llanos about cutting some of the items from the project to allow focus on those that a North Coast Resource Partnership (NCRP) Prop 1 grant could fund and apply for a grant to cover the remaining items if or when DWR announces another round of funding.

## **9. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANCIAL ASSISTANCE (DFA)**

9.1 Update on progress of technical assistance grant from DFA - Rosenblatt is meeting on March 17 with UEI: (University Enterprises Inc/ SAC State). Department of Financial Assistance and PACE Engineering to discuss a new work plan and the District's request for additional funding, which Rosenblatt thinks has been approved. We are resuming work in anticipation that the additional funding has been approved. The surveyors will survey the area covering the proposed new septic system and the footprint for the proposed new water plant. They also will survey for the drought waterline project and the wells. We are hoping to apply for construction funding sometime next year.

## **10. REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY**

10.1 Report from committee to negotiate an easement agreement for Well 3 on Verick's property. Rosenblatt reported that we have an attorney working on the easement agreement. The surveyors that are coming next week will survey the area and put the information onto a map, with legal descriptions, which will be submitted to the attorney. The attorney will then write up the easement for the property owner to review and sign.

## **11. RETURN TO IN-PERSON MEETINGS**

11.1 Discussion regarding returning to in-person meetings. The board discussed returning to in-person meetings or offering the public some form of hybrid meetings. It was decided to meet next month via Zoom and to continue the discussion at the next meeting.

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

12.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation – discussion

## **13. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

- Ongoing discussion of returning to in-person meetings

- Verick to give report generated on day of the meeting of the daily average of COVID in the community over the last 14 days.
- Rosenblatt to provide an ongoing report on the drilling of the wells which includes timelines. It is understood that there are a lot of factors that are outside of the general manager's control. The board still requests an ongoing report because of the importance of the wells.

**14. ADJOURN**

Verick adjourned the meeting at 7:48 PM.

Respectfully Submitted,

Roxanne Levang  
WCSD Secretary