

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
March 15, 2023

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:35 PM. In attendance were:

Board Members: Hankin, Verick, Swisher, Cline & Llanos

Absent: None

Staff: Rosenblatt, Levang, Martin & Whitlow-Hewett

Guests: Elaine Weinreb & Lucy Kostrezwa

2. PUBLIC COMMENT

Kostrezwa and Weinreb thanked WCSD staff, particularly Rosenblatt, for all their hard work locating and repairing the big leak earlier this year. Rosenblatt said that board members and Jamie Vincent, past WCSD Operator, pitched in and helped.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Verick moved to approve the order of agenda items. Seconded by Cline: all approved.

4. AMEND / APPROVE MINUTES**4.1 February 15, 2023 - Regular meeting minutes**

Minutes amended as follows:

- Page 2, last sentence in first paragraph, change ~~include~~ to “*excluding*”.
- Page 2, item 5.3, 2nd to the last sentence, change “most of the expenses reimbursed” to read “most of the *'leak-related'* expenses reimbursed”
- Page 2, Item 6.1 1st sentence add “*GPM*” after 22.0, and on the 3rd line change leak/s to leak(s).
- Page 3, 1st line change, ~~reported that a leak specialist came from Redding to,~~ “*reported that American Leak Detection, a leak specialist franchise from Redding, came and located the large leak.*”
- Page 3, 5th line from top change, and ~~how expertise,~~ to read and “*on how much expertise*”
- Page 3, Item 8, last sentence, change They ~~(environmental planners)~~ to read, “*The environmental planners from EN Plan*”
- Page 3, Item 9, last sentence change ~~lake and stream bed permits~~ to read “*Lake and Streambed alteration agreement*”.

Verick moved to approve February 15, 2023 minutes as amended. Seconded by Llanos all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS**5.1 Director's Report-monthly billing and collections**

Board packets contained Directors report. Total February, 2023 water sales were \$21,942.35, total receivables were \$30,133.82. Brief discussion, confirmed that the 40.18% water loss includes the large earthquake induced leaks. The large leak was repaired February 4th. There are still some small leaks.

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report.

February, 2023 gallons billed 453,540; average gallon per day per meter readings 71; per person

32, average monthly charge per accounts \$35.42; total monthly charges \$7,120; monthly deviation from budget -\$1,441. It was noted that less water was sold than is typical for this time of year.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for February, 2023. Total income \$18,036, total expense \$22,100, with a net operating income of -\$4,065. No discussion.

5.4 Finance Officer's Recommendations-None

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the February, 2023 treasurer's report. Account balances were as follows: Capital Reserves \$201,731.58; Operating Reserves \$37,844.03; DWR Reserve CD \$28,918.59; DWR Loan Savings \$11,027.81; Checking Account as of 3/8//2023 \$478,098.34

5.6 January/February Warrants

It was made clear that debit charges 1 through 5 were for 100% gasoline for the generator.

Verick moved to approve warrants #'s 7327 through 7357, one Federal payroll tax deposit and one State payroll tax deposits, and seven debit card charges, totaling \$47,604.66. Seconded by Swisher; all approved.

6. MANAGER'S REPORT

6.1 Water loss decreased from 22.0 gpm in January to 9.7 in February for a 49.6% of total production of 899,320 gallons. There were four known system leaks; three were repaired. 141,200 gallons of emergency water were delivered to the District. The board packets contained a summary table of 13 months water loss history. February, 2023 water loss is at 49.6%, average water loss in the last 13 months is 38.4%.

Rosenblatt noted that in the warrants check #7345 was the final DWR loan payment. Hankin provided cake to celebrate.

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant. Discussion/Approval

Rosenblatt said a Notice of Exemption has been prepared and staff are now finalizing the Coastal Development Permit (CDF) and the Emergency CDP. Bid packets for the emergency waterline repair component of the DWR Drought Grant will be prepared soon.

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

Rosenblatt said he is finishing up the loose ends on the well facility design and the new well control buildings. Rosenblatt reported that an application had been made to PG&E for undergrounding of the power line from the closest power pole to the new facility.

7.3 Emergency Intertie with City of Trinidad. Discussion/Approval

Rosenblatt said he has a signed agreement with LACO for the Bio and Wetland reports. He has met with the planners who are working on the project description needed to obtain the Coastal Development permit. He is getting the PACE staff lined up to do the surveying.

7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines. Staff has not had time to develop reimbursement payment timelines, and won't until after the 2023-24 budget has been approved.

7.5 Emergency funding request for slow sand filter repairs. Discussion/Approval

PACE Engineering, the State Division of Drinking Water and the State Division of Financial Assistance, have been developing a plan and scope of work for rebuilding and repairing the slow

sand filter. Rosenblatt has sent the request to Llanos and Swisher for review. Rosenblatt said that he and Martin have been conducting some experiments and doing a number of analysis so that he can report the findings with the request. Rosenblatt will request State funding to repair the sand filter. It will be over \$100,000.

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 has a meeting tomorrow with the environmental planners. The engineering report has been submitted to the State and hopefully by the next meeting we will have the mitigated negative declaration needed to file a Notice of Exemption for the water plant project for the board to review. The only outstanding thing yet to be completed is the wet weather testing for the septic system.

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

9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creek Watershed.

Discussion/Approval. Rosenblatt said that there are just a couple things left to complete and then staff can send the draft CAPP out to the potential stake holders and the WCSD board for review, comment and approval.

Rosenblatt said the District has submitted a pre-proposal for a Coastal Conservancy for a grant that would fund the acquisition of four parcels from three willing sellers in the north fork of Two Creek. The parcels are adjacent to the District's property.

9.2 Progress on submission of new grant proposals to replace the 3 Humboldt crossings under WCSD pipeline. Discussion. Rosenblatt and the District's consultant, Mark Andre, repackaged and submitted a pre proposal to the Coastal Conservancy to replace two Humboldt crossings on the District's property along the railroad grade. After these two crossing are replaced they can show the property owners along Transit Avenue, near the third Humboldt crossing, what a similar replacement there would look like and what the potential impact will be on their properties.

10. APPROVAL OF THE WATERLINE REPLACEMENT PROJECT AND NOE

10.1 Discussion/Approval.

The NOE includes:

- 10.1 a Appendix E Notice of Exemption and
- 10.1 b-Project Description and Required Findings

The board identified some typos to be corrected before submitting. Rosenblatt took down the edits.

Verick made a motion to accept the Notice of Exemption and the Project Description and Required Findings as edited. Seconded by Llanos; all approved.

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

11.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation –No discussion

12. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

Discussions regarding

- New roof for shop
- The \$2200 per month that was going towards DWR loan payment
- Report on the \$28,924 CD (a 1 year loan payment set aside as required by the terms of the loan). Report current interest rate, length of CD, and penalty for an early withdrawal.

13. ADJOURN

Verick adjourned the meeting at 8:15 PM.

Respectfully Submitted,
Roxanne Levang
WCSD Secretary