

WESTHAVEN COMMUNITY SERVICES DISTRICT
 Regular Meeting Minutes
 March 18, 2020

1. CALL TO ORDER

Board President Hankin called the meeting to order at 6:32 PM. In attendance were:
 Board Members: Hankin, Verick, Cline & Phipps
 Absent: None
 Staff: Rosenblatt & Levang
 Guests: Swisher (Waiting for board appointment from Board of Supervisors)

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Due to the Coronavirus and social distancing, Hankin proposed dropping item 4, Recognizing Director Moon for his service, and item 11, District Web Page update, from the agenda. Hankin announced that the Governor had declared a state of emergency and the district should consider not shutting off water due to non-payment at this time. To add this item to the agenda the board needs to agree that this is an emergency situation and 4 out of 5 board members need to approve. Hankin proposed adding to Managers report item 7.3 - Discuss suspending shutting off customer water for non-payment of water bill - and item 7.4 - Discuss holding meetings remotely during this emergency. Board consensus was to add these items to agenda.

Hankin moved to approve the order of agenda items as amended. Seconded by Cline; all approved.

4. RESOLUTION 2020.1 RECOGNIZING DIRECTOR MOON FOR HIS SERVICE

4.1 Presentation Resolution 2020.1 recognizing Director Moon for his 12 years of dedicated service. Postponed

5. AMEND / APPROVE MINUTES

5.1 January 22, 2020 Special meeting minutes
 Item 3, 4th paragraph correct ~~sight~~ visit to *site* visit

5.2 February 12, 2020 Regular meeting minutes
 Page 1 item 4 in motion change the word ~~second~~ to *revised leak adjustment as proposed by Rosenblatt*.
 Page 2 item 8 in motion change ~~appoint~~ to *select and forward to County for appointment*.

Hankin moved to approve the minutes as amended. Seconded by Cline; 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 \$18,384.56 and total receivables were \$17,126.06
 Rosenblatt said that due to the fire on Kingdom Avenue water numbers are high. He thinks approximately 30,000 gallons were used.

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

February gallons billed 560,430; average gallon per day per meter readings 98, per person 44; average monthly charge per account \$32.89; total monthly charges \$6,742; monthly deviation from budget -\$1,601; cumulative deviation \$10,092.

No discussion

6.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for February. Total income \$14,996 total expense \$14,283, with a net operating income of -\$3,154 or \$713

The board was presented with a revised Income/Expense report and a revised alternative report. There was consensus to use the alternative Income/Expense report.

6.4 Finance Officer's Recommendations – discussion

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the January Treasurer's report. Account balances were as follows: Capital Reserves \$76,999.83; Operating Reserves \$51,450.69; DWR Reserve CD \$28,598.47; DWR Loan Savings \$13,236.72; Checking Account as of 3/11/2020 \$205,311.24 The board discussed moving funds from the checking account to a reserve account. Swisher said to withdraw funds from the Capital reserve required a letter request and that the Operating reserve, LAIF, could be done as an electronic transfer with bank charges. Rosenblatt requested depositing funds into the operating reserve because the funds would be easier to withdraw if necessary. Staff instructed to read reserve policy to ensure there are no limitations to balances in the operating reserve account.

Hankin moved to deposit \$75,000 into the LAIF operating reserve. Seconded by Verick; all approved.

6.6 January/February Warrants – discussion / approval

Verick moved to approve warrants #6219 through #6246, total \$32,429.68. Seconded by Cline; all approved

6.7 Update on summary of Prop 84 Grant Balances

Levang reported that project #10, Mains, and project #11, New Tank, are completed and paid in full. The final report has been submitted on project 25, New Roof, and we are waiting for payment of retention amount.

6.8 Railroad Road Fund contribution Discussion/Approval

Rosenblatt reported that the District has paid to the Railroad Road Fund for years but due to a recent policy change he wanted to make sure the board was aware of the expense. He also noted that the District has property and a parcel on Railroad. There was discussion of getting the road paved in the future.

7. MANAGER'S REPORT

7.1 Water Loss – No system leaks. Discussion

Board packets contained a summary table of 13 month water loss history. February water loss is at 14%, average water loss in the last 13 months is 19.5%.

Rosenblatt reported a 2.0 to 2.1 increased water loss. He said there may be an uptake in "apparent loss" (unmetered losses or uses) next month due to the fire on Kingdom Avenue. The well is producing 5.7 gallons per minute, a little higher than normal. Discussion of alternatives to having the well pumping year round.

7.2 Update on Prop 84 grant status:

Last final report has been submitted to county and is in final review. No further discussion.

7.3 Discussed suspending shutting off customer water for non-payment of water bill. Rosenblatt suggested doing the 48 hour notices addressing that the customer is past due but let them know that during the state of emergency the District will suspend shut off of water but will request customers contact the office to make payment arrangements.

Verick proposed we do as Rosenblatt suggested and report back next month so the board can revisit the issue because we do not know how this will affect future economics.

Rosenblatt suggested we initiate the credit card payment plan. Board consensus that it is up to the discretion of the General Manager. It was also noted the Manager will be responsible to see that it fits within the budget.

Verick moved to distribute 48 hour notices but suspend shutting off water, and request customers make payment arrangements. Seconded by Cline; all approved

7.4 Remote meetings

Discussion of remote meetings using conference call format/services. Hankin and Verick will look into these services and contact Rosenblatt in the next two weeks.

8. REVIEW OF LEAK ADJUSTMENT POLICY

8.1 Review of leak adjustment policy. Board consensus to postpone review but that the board be mindful of leak adjustments and monitor the next few years. Review the policy if it becomes a problem.

9. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT

9.1 Update on SHN activities required to secure permits for well drilling.

Board requested staff include an updated timeline at every meeting. Rosenblatt reported the Planning grant application has been submitted but can't be approved until CEQA and the coastal permit is submitted and approved and all the parties, including Fish and Wildlife and Yurok Tribe have weighed in.

Stein Corriel from SHN reached out to the Yurok tribe, they have not yet responded and we are waiting to hear back from them. Responses may be delayed due to the Coronavirus isolations. Rosenblatt met with Fish and Wildlife at the well sites and the plant and the meeting went well. The District's original stream bed alteration agreement was located. Fish and Wildlife preliminarily does not think we will need to submit a new stream bed alteration agreement for the new wells and for the plant they will modify and reissue the existing agreement. They were impressed with our water system. The coastal development permit has been submitted to the planning department. We will merge all three 4th Avenue parcels into one parcel.

9.2 Update information on Proposal from LACO for bio and wetland study Rosenblatt reported reviewing LACO and Watershed Associates quotes. LACO was highly recommended as very competent by other agencies and cost less than Pacific Watershed Assoc. The people at LACO that Paul will be working with are excellent. Rosenblatt chose to go with LACO.

10. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE (DFA)

10.1 Update on status and scope of technical assistance grant from DFA.

Rosenblatt included a copy of the agreement in the board packet. Rosenblatt said that we will get to choose our engineer from a couple of engineer. The Grant is administered by the Office of Water Programs through Sacramento State University and they will pay the engineers directly. Malley Vue at DFA is hoping to include hydrogeologist reports and wants to revisit alternative ways of treating our water to keep WCSD in compliance with regulations as well as

a study of blending our existing ground water with our surface water. The engineers will look at our water from source down through the treatment processes. Rosenblatt is optimistic.

11. DISTRICT WEB PAGE UPDATE

11.1 Draft WCSD webpage design and content.
Postponed

12. NEW ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Revisit how to proceed with late payments and whether to extend the suspension of water shut offs for delinquent payment.

13. ADJOURN

Hankin adjourned the meeting at 8:08 PM.

Respectfully Submitted,

A handwritten signature in black ink, reading "Roxanne Levang". The signature is written in a cursive style with a large, sweeping initial "R" and a long, trailing flourish at the end.

Roxanne Levang
WCSD Secretary