

WESTHAVEN COMMUNITY SERVICES DISTRICT
 Regular Meeting Minutes
 April 21, 2021

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:30 PM. In attendance were:
 Board Members: Verick, Cline, & Swisher
 Absent: Hankin
 Staff: Rosenblatt, Butterworth & Levang
 Guests: Elaine Weinreb & Lucy Kostrzewa

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Move Item 11, Lucy Kostrzewa Water Service Allotment, between items 4 & 5.

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

4. PUBLIC HEARING ORDINANCE 2021.1 HORSES AND MOTORCYCLES ON DISTRICT PROPERTY

4.1 Citizen input on Ordinance 2021.1

The Citizens requesting the public hearing on Ordinance 2021.1 withdrew their request.

5. AMEND / APPROVE MINUTES

5.1 March 17, 2021 Regular meeting minutes

The following revisions were made to the minutes:

- Item 12, Second to the last sentence, change from, ~~She said if her case is being discussed she wants them to know that she has communicated to them,~~ to *“She said if her case is being discussed at the State she wants the State entities to know that she has communicated to them”*.
- Item 8.3, add Giovanni’s last name, Vadurro.
- Item 8.4 change Moonstone Heights Mutual Water ~~Company~~ to *Water Association* and correct the acronym from MHMWG TO MHMWA. Make those changes throughout the document.
- Item 8.4, 2/3rds down correct “WCSD ~~to~~ pump water from well site” to “WCSD *to* pump water from well site”.
- Item 8.5 change “See ~~about~~, 8.4” to “See *above*, 8.4”
- Item 12, change in title ~~GOVERING~~ TO *GOVERNING*
- Items 16 & 17, change water ~~shares~~ to *water allotments*

Verick moved to approve March 17, 2021 minutes as amended. Seconded by Cline; all approved.

5.2 March 10, 2021 Special meeting minutes

Correct Item 3 title from ~~PROJET~~ to *PROJECT*

Verick moved to approve March 10, 2021 minutes as corrected. Seconded by Swisher; all approved.

11. LUCY KOSTRZEWA WATER SERVICE ALLOTMENT/401 LIST PRIORITY

11.1 Lucy Kostrzewa spoke to the board regarding her placement on the 401 list as a result of an agreement with the WCSD in the early 1990's – Discussion/Approval
A memo from Kostrzewa was emailed to the Board to be included with the board meeting materials. Along with the memo Kostrzewa included copies of, 12/2/1991 legal agreement, excerpt from Ordinance 2013-1 defining 401A listing criteria, Joan Berman letter dated 10/20/1995 and graphic depiction of APN changes over time. Kostrzewa explained to the board that the District already agreed for her property to be on the 401/top priority list. She explained how the parcel in question had a line adjustment done, which changed the APN number that is listed on the 401 list. Kostrzewa is requesting that the APN number be correctly updated so that the property can be confirmed as being on the 401 list. Swisher said that when the District passed the governing ordinance it did not address this specific circumstance. Verick questioned how this can be resolved and Swisher suggested directing the original committee to study this matter to either create a resolution to address this circumstance or amend the original ordinance. It was noted that there are other properties in the district with similar circumstances. Board discussion ensued.

Verick moved to charge a committee with communicating with Kostrzewa to pass a resolution or amend the ordinance, whatever the committee decides, to make sure parcels like Kostrzewa's, are given the priority that the District originally agreed to. Seconded by Cline; all approved.

6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS**6.1 Director's Report-monthly billings and collections - discussion**

Board packets contained Directors report. Total March, 2021 water sales were \$21,855.95, and total receivables were \$20,931.54.

Verick noted two large water users, he asked if they received leak adjustments. Rosenblatt responded that one of them will be getting a leak adjustment. He explained that the high water use was from a leaking toilet.

6.2 Water Consumption and Sales - discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. March, 2021 gallons billed 681,830; average gallon per day per meter readings 100; per person 46, average monthly charge per accounts \$44.32; total monthly charges \$9,129; monthly deviation from budget -\$786. No discussion.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for March, 2021. Total income \$18,018, total expense \$14,445, with a net operating income of -\$3,573. No discussion.

6.3.1 Updated Well Report. Swisher questioned why this report isn't listed under projects. Rosenblatt said because it is regarding expenditures.

6.4 Finance Officer's Recommendations – No recommendations**6.5 Treasurer's Report and Recommendations – discussion**

Board packets contained a copy of the March, 2021 Treasurer's report. Account balances were as follows: Capital Reserves \$257,377.79; Operating Reserves \$52,090.73; DWR Reserve CD \$28,777.56; DWR Loan Savings \$2,229.77; Checking Account as of 4/16/2021 \$19,792.34. No discussion.

6.6 February's warrants – discussion/approval

Verick moved to approve warrants #'s 6643 through 6669, totaling \$15,815.36. Seconded by Swisher; all approved.

Minutes 4/21/2021

Approved 5/19/2021

7. MANAGER'S REPORT**7.1 Water Loss – No system leaks – discussion**

Board packets contained a summary table of 13 months water loss history. March 2021 water loss is at 13.6%, average water loss in the last 13 months is 20.7%, Verick commented that the well production is very low. It is the lowest it has been since the District has been putting out the data. It is half what it was this week in 2017. Verick questioned if this is something to be alarmed about. Rosenblatt said he has been questioning the condition of the well, it could be low ground water flow or it could be some issues with the casing in the well. Verick asked if there is a way we can check the condition of the well? Rosenblatt said he could put a fiber optic camera in the well. Swisher added that he did that six or seven years ago. It was acknowledged that we have had several dry years. Verick said that on his hikes he has noted that Two Creeks is lower than it has ever been for this time of year.

8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**8.1 Update on SHN activities related to well drilling. Discussion**

Rosenblatt said he has a commitment from Giovanni Vadurro to develop a description of well drilling activities so Rosenblatt can prepare and send out a request for proposal (RFP). Vadurro will prepare a time line and budget for the work going forward. It will include his assisting and observing the well drilling and the data logs and testing associated with the data loggers. Rosenblatt will be working with Tom Warnock on how they will use the RFP and Vadurro's budget to revise the planning grant budget.

8.2 Update on progress for well site 3 with LACO for Coastal Development Permit (CDP), #2.
The CDP goes to public hearing the first week in May. Moonstone Heights Mutual Water Association submitted a letter, which is friendly to our project.

8.3 Subcommittee, Rosenblatt, Swisher & Hankin, report on feasibility of drilling ASAP. Discussion
Subcommittee has not met.

8.4 Report on communication with Moonstone Heights Mutual Water Association Board President and letter regarding the well drilling project on First Avenue at "site 3". Discussion/Approval

8.4.1 Letter from MHMWA Board President. Rosenblatt said that he assumes everyone has read the letter. MHMWA have agreed to our data logging and support our project with the understanding we will work with them on mitigation if our well negatively affects their wells. Rosenblatt said that he appreciates Hankin and Verick's support with this. Verick asked about the MHMWA customer that had expressed concern. Rosenblatt said she is supportive of our project and would be supportive of consolidation if it becomes necessary. She thinks Rosenblatt and the District will do the right thing. Verick congratulated Rosenblatt for his good work on this.

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

9.1 Update on progress of technical assistance grant from DFA. Rosenblatt reported that the preliminary engineer report is being reviewed by the State Division of Drinking Water and they are going to recommend approval. Rosenblatt is planning to apply for funds by June. Rosenblatt met with PG&E about bringing three phase power to the water plant as part of the project. This will be paid for by the grant and rebates from PG&E. Ultimately it will allow us longer electrical pump life with less cost because three phase power is more efficient. There was discussion of how much grant funding is available and how the eligibility works.

10. LAFCO MUNICIPAL SERVICE REVIEW

11.1 LAFCO Municipal service review – Rosenblatt acknowledged Hankin and Swisher for their review and edit of the LAFCO document. This document will help the District with grant funding in the future. Verick thanked Hankin, Swisher and Rosenblatt for their great work.

Minutes 4/21/2021

Approved 5/19/2021

11. LUCY KOSTRZEWA WATER SERVICE ALLOTMENT/401 LIST PRIORITY

See discussion above between items 5 & 6.

12. BOARD VACANCY LEFT BY THE RESIGNATION OF DIRECTOR PHIPPS

12.1 Policy for Appointment of Directors attached.

Board Vacancy left by the resignation of Director Steven Phipps. Plan for outreach to community for candidates and the timeframe for selection of a new board member – Discussion/Approval
 Rosenblatt said he has been in contact with the County Elections Office and forwarded them Phipps resignation email. There was discussion of the questions for the applicants and when and where to post the Notice of Board Vacancy. The posting needs to be posted for at least 15 days. The notice will be posted at the Fire Hall and District bulletin boards, the Trinidad Post office and the WCSD website. Levang will send postcards of the notice to WCSD customers. Verick asked the board to send suggested questions for applicants to Hankin, Levang or himself. Applications need to be received by May 12th and applicants will be interviewed and a new board member selected and appointed at the May 19th board meeting.

13. DRAFT 2021-2022 BUDGET

13.1 Discussion of the draft 2021-2022 budget – Discussion/Approval

There was brief discussion of the draft 2021-2022 budget. Cline asked about the wage worksheet used in developing the operating budget. Levang said she would email the worksheet to the board tomorrow morning.

Verick moved to approve the draft 2021-2022 budget. Seconded by Cline; all approved.

14. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXITANCE AND OPERATION

14.1 Discussion of adding water allotments to households when and if the option becomes available
 - Verick asked the board members if they were in agreement that when the District is capable of producing more water that we should add houses to the 401 list. Swisher said he had no problem with that, in fact it has always been a goal of the District. Cline added that we would not be able to provide more water until the new treatment plant is built. At that point we will need to have more allotments to spread the higher cost of running the new plant over more households. Verick acknowledged that Cline made a good point, and that the board members are in agreement of adding water allotments when the option becomes available.

15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Cline requested adding discussion of the Westhaven Drive widening project to the agenda. The board needs to identify and discuss the effects this may have on the District and form a response sooner rather than later. Supervisor Madrone is very informed on this issue and should be invited to the meeting when this is to be discussed.
- Swisher announced that Levang is retiring July 30th and the board may want to have a discussion added to the agenda.
- Since the board is interviewing and appointing a new board member at the next regular meeting the agenda shouldn't get too big.

16. ADJOURN

Verick adjourned the meeting at 8:30 PM.

Respectfully Submitted,

Roxanne Levang, WCSD Secretary