

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
 Regular Meeting Minutes  
 April 15, 2020

**1. CALL TO ORDER**

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

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

Absent: None

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb

**2. PUBLIC COMMENT**

Weinreb shared that she attended a meeting with the Rancheria where they discussed getting water lines added from the Humboldt Bay Water District (HBWD). Weinreb talked with the HBWD General Manager and was told that currently there are no plans to extend waterlines to the Rancheria. She said she would keep an eye on the situation. Rosenblatt asked that she please keep him updated.

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

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

**4. AMEND / APPROVE MINUTES**

4.1 March 18, 2020 minutes of regular meeting.

The board discussed the minutes from February, item # 8 where the word appoint had been incorrectly changed to select. The board requested the February minutes be corrected to say that Swisher was **appointed** to the WCSD Board.

Verick moved to approve the minutes as written. Seconded by Hankin; all approved.

**5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS**

5.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total March water sales were \$19,582.45 and total receivables were \$21,263.12.

Rosenblatt reported that there is a slight increase in water loss, staff is working to identify any leaks. Otherwise everything is on-track.

5.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. March gallons billed 516,990; average gallon per day per meter readings 87, per person 40; average monthly charge per account \$37.23; total monthly charges \$7,632; monthly deviation from budget -\$711; cumulative deviation \$9,351.  
 No comment

5.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for March. Total income \$15,829 total expense \$12,380, with a net operating income of \$3,449.

The board requested two changes;

#1 in notes; #3 make the amounts in the notes and the amount on the report match and clarify the difference.

#2 add a column between monthly budget amount and July through current month named over/under budget for the month.

5.4 Finance Officer's Recommendations – None

5.5 Treasurer’s Report and Recommendations – discussion

Board packets contained a copy of the March Treasurer’s report. Account balances were as follows: Capital Reserves \$77,308.76; Operating Reserves \$51,450.69; DWR Reserve CD \$28,598.47; DWR Loan Savings \$35.77; Checking Account as of 4/9/2020 \$204,636.58  
 There was discussion regarding the \$75,000 the board wanted moved from the checking account to the Operating Reserve account. The board requested adding to next month’s agenda to review the current policy and possible revise. Cline will review the current policy. Staff to review the procedures to withdraw funds from both the Capital and Operating reserve accounts.

5.6 March/April Warrants – discussion / approval

Verick moved to approve warrants #6247 through #6277 and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$10,571.28. Seconded by Hankin; all approved

5.7 Retirement contributions for SEP-IRA- Levang

Levang reported a discrepancy in policy for District contributions into employee SEP-IRA. In the July, 2011 minutes the board approved 5.2% contributions into employee SEP-IRA after two years of employment. July, 2018 minutes the board expressed their intention to offer Rosenblatt the position of General Manager increasing the minimum contribution rate to 7%. Levang requested clarification of what date the increase goes into effect and requested the personnel policy be revised to include retirement contributions under employee benefits. The Board agreed to continue the discussion at next meeting.

Verick moved to revise the personnel policy using the 5.2% amount and an effective date for the 7%. Seconded by Cline; all approved.

5.8 Preliminary draft FY 2020-2021 budget

Staff reported that according to CA Labor Law exempt employees must be paid twice minimum wage. Special Districts are under Federal Law and staff is researching to determine what the law is for special districts. Since the board didn’t receive the budget until just before the meeting a special meeting is scheduled for next Wednesday, April 22, 6:30. This will give staff time to research labor laws and distribute the budget in time for board members to review.

**6. MANAGER’S REPORT**

6.1 Water Loss – No known system leaks. Discussion

Board packets contained a summary table of 13 month water loss history. March water loss is at 16.1%, average water loss in the last 13 months is 16.4%.

Rosenblatt reported an increase in water loss from 2.1 to 2.4 giving total of 16% of production. Rosenblatt said a leak hasn’t surfaced, but something is going on.

6.2 Update on Prop 84 grant status:

The final report for Project 25, New Roof, has been submitted to the County and is in final review.

6.3 District’s COVID 19 response; credit card payments and work from home.

Rosenblatt reported that in response to COVID 19 the district is accepting credit/debit card payments. Staff will determine the % charge to customers. Hankin requested staff add to next months agenda a report on amount of usage of credit cards and the cost to the district. Rosenblatt also reported that staff are using gloves and mask and the office is wiped down with alcohol daily. Rosenblatt reported that the district purchased a laptop and has it set up so Levang can work remotely from home.

**7. REVIEW OF COVID 19 WATER SHUT OFF POLICY**

7.1 Review of WCSD COVID 19 water shut off policy and State mandate to utilities.

Rosenblatt had emailed the board the statement printed onto the 48/hour notices explaining the state mandate that utilities will not be disconnected but also informing the customer they are still required to pay their water bill and to call the office to make payment arrangements.

**8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**

8.1 Update on SHN activities required to secure permits for well drilling. Rosenblatt said that we haven't heard back from the Yurok Tribe, he is unsure of what the protocol is for a non-response. Stein will try and make contact with them.

8.2 Update information on progress for well site 3 with LACO for bio and wetland study. Rosenblatt reached out to LACO. The consultant is scheduled for later this month, Rosenblatt will confirm the date.

Cline requested an updated summary from Stein Coriell of the different permits and consultations that will be required and a summary from of the CEQA process including the various alternative outcomes of their process and a written expected timeline outlying tasks and expected dates of completion, as had been requested to receive monthly at the January 2020 board meeting.

**9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**

9.1 Update of status and scope of technical assistance grant from DFA  
 Rosenblatt reported about back and forth discussion between DFA, DDW and UEI on the language to use for the scope of work. They will be reviewing multiple types of solutions including the blending of ground water and surface water. Also proposed to be included is a pilot study of additional treatment enhancements for the surface water such as a roughing filter, flocculation, and granular activated carbon. Rosenblatt said they had two bidders on the proposal, both of which Rosenblatt would be happy to work with.

**10. DISTRICT WEB PAGE UPDATE**

10.1 Draft WCSD web page design and content.  
 Hankin was unable to get access of the website from Juan Cervantes, Access Humboldt. Hankin will continue to work on this and get together with Cervantes. Hankin gave a brief overview of what the website looks like. Hankin asked the board to send him their thoughts on what they liked and disliked about the web page. Hankin will send them a link to the website.

**11. NEW ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

- Report on district cost and customer use of credit/debit card payments
- Stein Corriell, SHN, updated summary report of progress on the SRF DBP Planning Grant
- Personnel Policy revision adding retirement contribution to benefits

**12. ADJOURN**

Hankin adjourned the meeting at 8:25 PM.

Respectfully Submitted,



Roxanne Levang  
 WCSD Secretary