

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
April 19, 2023

**1. CALL TO ORDER**

Board President Verick called the meeting to order at 6:33 PM. In attendance were:

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

Absent: None

Staff: Rosenblatt, Levang, Martin & Whitlow-Hewett

Guests: Elaine Weinreb , Lucy Kostrezwa, and Jean Wells

**2. PUBLIC COMMENT**

None at this time

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

Hankin proposed to reverse the order of Items 12 and 11.

Verick moved to approve the amended order of agenda items, reversing the position of items 11 & 12. Seconded by Cline; all approved.

**4. AMEND / APPROVE MINUTES**

**4.1** March 15, 2023 - Regular meeting minutes

Minutes amended as follows:

- Item 5.1, change confirmed the 40.18% water loss includes the leaks, to read "includes the *large earthquake induced leaks*"
- Item 10, delete the paragraph following Discussion/Approval and replace with "*The NOE includes.*"
- Change all the Two Creeks to read Two Creek.

Verick moved to approve March 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 March, 2023 water sales were \$21,922.53, and total receivables were \$31,164.03. No discussion.

**5.2** Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report. March, 2023 gallons billed 438,270; average gallon per day per meter readings 75; per person 34, average monthly charge per accounts \$34.66; total monthly charges \$6,967; monthly deviation from budget -\$1,593. No discussion

**5.3** Income & Expense Report

Board packets contained an Income & Expense report for March, 2023. Total income \$17,930 total expense \$20,132, with a net operating income of -\$2,202.

The board requested more transaction details for the \$49,762 spent in Transmission & Distribution.

**5.4** Finance Officer's Recommendations-None

**5.5 Treasurer's Report and Recommendations**

Board packets contained a copy of the March, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$201,731.58; Operating Reserves \$37,900.94; DWR Reserve CD \$28,926.43; DWR Loan Savings \$2,224.44; Checking Account as of 4/14/2023 \$478,349.20  
No Discussion.

**5.5.1 DWR CD Reserve "Certificate of Deposit" – Discussion/Approval**

The Certificate of Deposit was restricted funds as part of the DWR loan that recently was paid in full. The District can now utilize these funds. Discussion ensued

Verick moved to keep the Certificate of Deposit until it matures on 12/24/2024, and to report the funds as Capital reserve on the monthly Treasurers reports. Seconded by Cline; all approved.

**5.5.2 \$2200 month/y withdrawal previously used to make DWR loan payments –** There was brief discussion. Currently \$2200 a month is automatically withdrawn from the checking account and being deposited into the Umpqua Savings account. The 2023/2024 proposed budget would use those funds to pay additional staff.

**5.6 March/April Warrants**

The board congratulated Whitlow-Hewett for receiving her T-2 Certification.

Verick moved to approve warrants #'s 7358 through 7393, one Federal payroll tax deposit and one State payroll tax deposits, and one ACH payment, totaling \$32,185.26. Seconded by Hankin; all approved.

**6. MANAGER'S REPORT**

**6.1 Water loss decreased from 9.7 gpm in February to 3.3 in March for 23.7% of total production of 574,510 gallons.** There was one small system leak, which was fixed after the meter reading period.

Board packets contained a summary table of 13 months water loss history. March, 2023 water loss is at 23.7%; average water loss in the last 13 months is 36.8%, Rosenblatt said that there are still undiscovered leaks. A number of customers had leaks that have been repaired, but the District is still showing water loss. The well is producing over 8 gallons a minute. There was discussion to review the formulas in the managers' report for possible errors.

**7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES**

**7.1 DWR Small Community Drought Grant work proceeding.** Discussion/Approval

Rosenblatt reported that the plan for the waterlines is in review and he should get the report in a couple weeks. A special committee will review the plans and then it will go out to bidders. The emergency permit and the coastal development permits for the waterline replacement project have been submitted. The Notice of Exemption was filed with CEQA.net and the County.

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

The plans for the well project are approximately 90% completed and the bid packet is under review. The packet will go out for bid in the next few weeks.

**7.3 Emergency Intertie with City of Trinidad.** Discussion/Approval

Rosenblatt said that he just received the bio wetland report. The planners are working on the coastal development permit findings. Rosenblatt met with City of Trinidad staff and GHD Engineers to discuss sites for the tie-in and where to put the pump station.

**7.4 Updates: Financial grant & project reports,** which include task and reimbursement payment timelines. Not available at this time.

**7.5 Emergency funding request for slow sand filter – Discussion/Approval**

Rosenblatt has made an urgent drinking water need request to rehabilitate the slow sand filter. He is waiting to hear back from the State Division of Financial Assistance on whether or not we will receive the funding.

**8. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANCIAL ASSISTANCE (DFA)****10.1 Update on Progress of DFA Technical Assistance Grant for Water Plant. Discussion**

Rosenblatt said that it is in the new water plant project to completely rehabilitate the slow sand filter. WCSD has been selected for what DFA is referring to as a new expedited funding program where we should have a funding agreement within 3 months of applying. The general package for the plant is complete. The technical portion is 90% complete. Rosenblatt is working on the financial package and working with the planners and environmental engineers to identify any stumbling blocks in the environmental packet. Rosenblatt is optimistic that we will receive the funding.

**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 and related conservation work. Discussion.** The draft CAPP is waiting for the renewal of our surface water diversion lake and streambed alteration permit. As soon as we receive the approved permit Rosenblatt will circulate the draft CAPP to the board for review and comment prior to adoption. He will also circulate to stakeholders and submit to CDFW for approval.

**9.2 Progress on submission of new grant proposals to replace 2 Humboldt crossings under WCSD pipeline. Coastal Conservancy grant pre proposal. Discussion**

Rosenblatt submitted a coastal conservancy pre proposal for replacement of the Railroad Grade Humboldt Crossing, and is waiting to hear back from them. Rosenblatt will continue to repackage the grant for other appropriate funders.

**9.3 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork two creek basin from willing sellers. Discussion**

Rosenblatt said we received the NCRP micro grant to fund appraisals and title reports on two parcels of land. This will help enable us to streamline the acquisition of these properties if the sellers are willing to sell at the appraised amounts.

**9.4 Progress report on submission of pre proposal grant application to Coastal Conservancy for acquisition of real property from 3 willing sellers in the north fork basin of Two Creeks. Discussed in Item 9.3.**

**10. PREMIUM ONLY PLAN “POP’ ANNUAL RENEWAL**

**10.1 Resolution 2023-2 Certificate of Resolution, Section 123 Premium Only Plan Year Ending May 31, 2024. Discussion/Approval**

This is an annual renewal resolution for the premium only plan so that Rosenblatt can pay income taxes on his income after deducting his monthly medical/dental premiums.

Verick Moved to approve Resolution 2023-2 Certificate of Resolution, Section 123 Premium Only Plan Year Ending May 31, 2024. Seconded by Swisher; 4 approved, 1 abstained (Hankin abstained because the wording of the resolution is confusing).

**11. ADDITIONAL ADMINISTRATIVE/OFFICE STAFF**

**11.1 Proposal for additional part time office staff to assist GM and enhance general office hours for customer service. Discussion/ Approval.** Rosenblatt gave an overview of the need for additional

staff. Mainly due to the multiple projects and grants Rosenblatt needs additional assistance in the office and the bookkeeper needs additional time to manage the financial aspects of the grants. Rosenblatt has a specific person in mind for the position. She would work 2 five hour days a week, and Levang would continue working 3 five hour days. This would provide regular hours 5 days a week for customer service. Rosenblatt proposed that the \$2200 a month that previously was used to pay the DWR loan (and which is now paid in full) be used to fund this position. There was brief discussion with the board telling Rosenblatt that he did not need board approval to hire and/or manage staff.

**12. 2023-2024 BUDGET**

12.1 2023-2024 BUDGET, 1<sup>ST</sup> Draft. Discussion/Approval

The board reviewed the proposed budget, identifying some errors in the formulas. There was discussion of the projected annual gallons sold and how staff came up with that amount. The Board and staff will review the gallon sold projections and Levang will correct the errors and bring to the May meeting for review and approval.

**13. REVIEW OF DRAFT MITIGATED NEGATIVE DECLARATION FOR THE NEW WATER TREATMENT PLANT.**

13.1 Review of draft Mitigated Negative Declaration for the new water treatment plant.

Discussion/Approval. Rosenblatt said the declaration is not ready for board review. He is waiting for final input from the planners. Discussion ensued regarding the CEQA process that follows board adoption of the Mitigated Negative Declaration..

**14. RESOLUTION 2023-3 THANKING THOSE WHO WORKED TO FIND AND REPAIR RECENT BIG LEAK DUE TO DECEMBER 20, 2022 EARTHQUAKE**

14.1 Resolution 2023-3 thanking those who worked to find and repair the recent big leak due to the December 20, 2022 earthquake. Discussion/Approval

There was brief discussion and some minor revisions to the Resolution.

Verick moved to approve Resolution 2023-3 as revised. Seconded by Cline; all approved.

**15. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT’S EXISTENCE AND OPERATION**

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

**16. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

None

**17. ADJOURN**

Verick adjourned the meeting at 8:45 PM.

Respectfully Submitted,  
 Roxanne Levang  
 WCSD Secretary