

WESTHAVEN COMMUNITY SERVICES DISTRICT
 Regular Meeting Minutes
 May 15, 2019

1. CALL TO ORDER

Board Vice President Verick called the meeting to order at 6:32 PM. In attendance were:
 Board Members: Verick, Moon, Cline & Phipps
 Absent: Hankin
 Staff: Rosenblatt, Butterworth and Levang
 Guests: Elaine Weinreb

2. PUBLIC COMMENT

None at this time

2. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

3. AMEND / APPROVE MINUTES

April 17, 2019. Regular meeting minutes.

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

5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

5.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total April water sales were \$19,424.09 and total receivables were \$17,236.34
 No discussion

5.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. April gallons billed 683,770; average gallon per day per meter readings 84, per person 38; average monthly charge per account \$37.57; total monthly charges \$7,612; monthly deviation from budget -\$187; cumulative deviation \$4,892.
 No discussion

5.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for April. Total income \$15,901, total expense \$12,522, with a net operating income of \$3,378.
 No discussion. The board expressed appreciation for the income & expense report notes now included with the monthly report.

5.4 Finance Officer's Recommendations – none

5.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the April Treasurer's report. Account balances were as follows: Capital Reserves \$66,172.25; Operating Reserves \$50,205.87; DWR Reserve CD \$28,491.00; DWR Loan Savings \$2,236.39; Checking Account as of 5/9/2019 \$113,510.32
 Verick requested a discussion regarding FY 2018-19 reserve contributions be added to next month's agenda. Verick requested any communication from customers regarding the rate increase be included in the board packets.

5.6 April Warrants – discussion / approval

Cline moved to approve warrants #5430 through #5447 and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$8594.35. Seconded by Verick; all approved

5.6 Update on summary of Prop 84 grant balances- discussion

Verick asked about LACO and the Mains project. Rosenblatt explained a change of project administrators at the County has been helpful in contacting the right people and moving the project along. Rosenblatt confirmed that after the outstanding invoices have been paid the District will have a total reimbursement balance of \$66,441.53. Project 10, the water mains grant should be wrapped up by August or September.

6. MANAGER'S REPORT

6.1 Water Loss – update

Board packets contained a summary table of 13 month water loss history. April water loss is at 21.3%, average water loss in the last 13 months is 20.6%.

Rosenblatt reported a slow leak, the location has not been identified. The well is producing 8.3 gallons per minute.

6.2 Projects Updates

6.2.1 DBP Project/ Well project update

There was discussion of when Hankin, Verick and Rosenblatt can meet prior to meeting with SHN on May 31st. Verick briefly explained to the guest, Weinreb, that SHN was preparing a grant application for the District. They are meeting with SHN to discuss the application and direct them to limit the scope of the application.

6.3 Proposal for relief operator position

6.3.1 Proposal of relief operator position and breakdown of projected cost to district – discussion/ approval

Rosenblatt explained to the board that he is requesting a relief operator to assist the District when Rosenblatt or Butterworth were on vacation, sick, or the district has a leak. He gave an overview of Option 1 and Option 2 explaining how the District could pay for the relief operator without revising the budget or increasing cost to the customers. With vacations coming up Rosenblatt would like to hire and train as soon as possible.

Rosenblatt proposed having the relief operator work one 3 hour weekend day and either 2 or 3 additional floater hours per week. Rosenblatt proposed using the additional \$2,000 that had been added to next year's budget for reserve contributions to be used instead for the relief operator's floater hours. In order to hire and train the relief operator as soon as possible Rosenblatt informed the board of current savings on cell phones and fuel cost. Butterworth and Rosenblatt prefer to use their personal cell phones and Rosenblatt his personal truck. Cline informed the board that Rosenblatt already had a qualified local operator willing and able to work as the relief operator.

Cline moved to approve hiring a relief operator, Option #2, 5 hours/week (3 hours weekend relief and 2 floating hours to be used as needed). The position will be re-examined in 6 months. Seconded by Verick; all approved

7. UPDATE OF MEETING WITH SHN

7.1 Discussion of meeting with SHN about planning grant contract proposed scope of work and estimated costs and path forward. Discussion-The meeting with SHN is scheduled for May 31st. See discussion Item 6.2.1.1. The SHN surveys have been in process, the District has not received any of the results.

8. COMMUNITY MEETING

8.1 Discussion of proposal for a community outreach meeting to discuss district activities and operations with the customers and community. Verick led a discussion of having a community meeting to share with the community what the District is doing and to ask for feedback and suggestions. This would have the dual purpose of engaging people who may be future board members and to collect names and contact information. There was mention of community volunteers serving on committees. Verick requested this topic remain on the agenda.

9. WATERPLANT NAMING

10.1 Water Plant naming and signage: Verick update. Verick reported talking with Arcata Monument Settings. He reported that a 16x24 Portland cement 2" thick monument with mounting brackets and engraving would cost \$700. For an additional \$25 a 5x7 tile could be glazed with a photograph. Verick said if the District would pay \$200 he would commit to a \$100 donation and raising funds to cover the balance. All board members present said they would like to donate as well. Cline asked about the engraving process and Verick said he would discuss that in further detail with Arcata Monument now that the board confirms wanting to move forward with the project.

Verick moved to approve the District tentatively spending \$200 with the caveat that the board would raise the balance of approximately \$500. Seconded by Cline all approved

10. RESOLUTION 2019-3

10.1 Resolution thanking Tim Crowley for gift of property adjacent to well parcel. Cline reported that after reading the Resolution in the board she felt it needed to focus more on gratitude. Cline's husband revised the Resolution distributed at the meeting. There were two edits: 4th paragraph change real properties "near: the community to real properties "in" the community; and last sentence change two "valuable" properties to two "important" properties.

Verick moved to approve the revised Resolution 2019-3 with the two edits. Seconded by Cline all approved

11. NEW ITEMS FROM MEMBERS OF THE BOARD

- Discussion of FY 2018-19 reserve contributions

12. ADJOURN

Verick adjourned the meeting at 7:35 PM.

Respectfully Submitted

Roxanne Levang
WCSD Secretary