

WESTHAVEN COMMUNITY SERVICES DISTRICT
 Regular Meeting Minutes
 May 19, 2021

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:32 PM. In attendance were:

Board Members: Hankin, Verick, Cline, & Swisher

Absent: None

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb, Lucy Kostrzewa, Antonio Llanos, Kristen Orth-Gordinier, and Deniece Kuwahara

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

4. AMEND / APPROVE MINUTES

4.1 April 21, 2021 - Regular meeting minutes

There were the following revisions/corrections to the minutes:

- Item 5.1, second bullet 8.3, add Giovanni's last name, Vadurro.
- Item 9 correct spelling in title from ~~FINANANCIAL ASSITANCE~~ TO *FINANCIAL ASSISTANCE*.
- Item 11.1 Third sentence from the bottom change, ~~Swisher suggested forming a committee~~ to "*Swisher suggested directing the original committee to study this matter*"

Verick moved to approve April 21, 2021 minutes as amended. Seconded by Cline; all approved.

5. 2021-2022 BUDGET

5.1 2021-2022 Budget – no public comment.

6. BOARD CANDIDATES AND APPOINTMENT

6.1 Board Candidates interview process – Discussion/Approval

Hankin led a brief discussion of the mechanics of how the interviews would proceed. Usually the voting of a new board appointment is done by ballot with board members voting their 1st and 2nd choices. Because of the Zoom meeting format, board members were instructed to forward their ranked-vote to Levang either by text or email.

6.2 Selection and Appointment of new board member – Discussion/Approval

The following board candidates were interviewed.

- Lucy Kostrzewa
- Antonio Llanos
- Kristen Orth-Gordinier
- Deniece Kuwahara

Following the interviews Rosenblatt thanked everyone for participating and for their willingness to be involved with the WCSD. He invited them to be involved as volunteers whether or not they are the appointed board member.

Antonio Llanos was unanimously appointed to the WCSD Board of Directors. Llanos told the board he appreciated their votes and looked forward to what comes next. The other candidates congratulated Llanos. Verick thanked everyone and invited them to become involved in the District.

Hankin proposed we move Items 11 and 12 up in the agenda to accommodate Kostrzewa who is staying in the meeting specifically for those items.

Verick moved to move Items 11, 401 List Priority Committee Report, and Item 12, Westhaven Drive Widening Project, up in the agenda to follow Item 7, Financial Reports. Seconded by Cline; all approved.

7. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

7.1 Director's Report-monthly billings and collections - discussion

Board packets contained Directors report. Total April, 2021 water sales were \$20,814.20, and total receivables were \$20,902.96. Brief discussion of the 14,640 gallon water usage.

Rosenblatt said he was not sure why the high amount, he has been in touch with the customer to identify why the change in water usage.

7.2 Water Consumption and Sales - discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. April, 2021 gallons billed 669,590; average gallon per day per meter readings 116; per person 53, average monthly charge per accounts \$38.98; total monthly charges \$8,031; monthly deviation from budget -\$313. No comment.

7.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for April, 2021. Total income \$17,192, total expense \$14,346, with a net operating income of \$2,846. No comment.

7.3.1 Updated Well Report-no comment

7.4 Finance Officer's Recommendations – No recommendations

7.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the April, 2021 Treasurer's report. Account balances were as follows: Capital Reserves \$257,377.79; Operating Reserves \$52,147.64; DWR Reserve CD \$28,777.56; DWR Loan Savings \$4,430.06; Checking Account as of 5/13/2021 \$21,247.68. No comment.

7.6 April's warrants – discussion/approval

Hankin moved to approve warrants #'s 6670 through 6700, one electronic Federal payroll tax deposit, one electronic State payroll tax deposit, and one online payment for bank checks, totaling \$14,722.65. Seconded by Swisher; all approved.

11. 401 LIST PRIORITY COMMITTEE REPORT

11.1 401 list priority committee report – Swisher said the report has not been produced yet. He is hopeful that it will be ready by the next board meeting.

12. WESTHAVEN DRIVE WIDENING PROJECT

12.1 Report on the “Friends of Westhaven” Westhaven Drive widening project action committee.

Cline read a synopsis she wrote of WCSD concerns relative to the potential widening of Westhaven Drive:

“The Trinidad Rancheria and CalTrans are working in partnership to develop a Transportation Plan to ultimately serve the proposed Rancheria Hotel project.

It’s my understanding that the Rancheria has two main goals relative to this transportation plan:

1. Unite the portions of the Rancheria that are separated by HWY 101 and
2. Develop an interchange from the Casino directly onto the 101.

They are currently looking at a dozen different options that have been proposed in an official Project Study Report published by CalTrans, which is titled “US 101 / Trinidad Area Access Improvements”.

Among the “preferred” options being considered, there are some that include not just an off-ramp from 101 directly to the casino, but also a cutoff road from that off-ramp to Westhaven Drive, with a potential widening of Westhaven Drive all the way from Trinidad to Scenic Dr.

In a recent meeting, an official from Humboldt County Public works, Tom Mattson, has indicated that the widening of Westhaven Drive is not a requirement to accomplish the goals of the Rancheria – it seems to have just been tacked onto the project.

The Friends of Westhaven community group has requested that the Westhaven Community Services District consider what impacts the proposed traffic plan for the casino hotel and the potential widening of Westhaven Drive would have on WCSD operations. If appropriate, they would like the District to write a letter to the various state agencies involved, such as CalTrans, stating concerns that would affect the operations of the WCSD.

Although the overall project may take many years, some aspects may develop momentum much earlier, and then become unstoppable. It is not clear how soon we should do this, but it may take several Board meetings to come to final terms with a position and a letter, so it’s probably a good idea to start thinking about this now.”

Weinreb added her concerns to Cline’s synopsis. Weinreb expressed that the community needs to be organized and put pressure on CalTrans and the County. Discussion ensued, Kostrzewa encouraged the District to write letters even though it is just in the planning stage. Kostrzewa is in the process of drafting sample letters for community members to use to write to the Rancheria and forward to the County and Caltrans. She said that we have time but are encouraged to make a persistent effort over time. Cline said that the WCSD Board needs to identify what will affect the operations of the District. Verick suggested adding this to next month’s agenda when we have time for a fuller discussion. Hankin suggested forming a subcommittee to report to the full board on what issues would be relevant to the District. Cline and Verick volunteered to be on the committee.

Hankin moved for the board to form a subcommittee. Seconded by Verick; all approved.

8. MANAGER’S REPORT

8.1 Water Loss – No system leaks – discussion

Board packets contained a summary table of 13 months water loss history. April 2021 water loss is at 18.6%, average water loss in the last 13 months is 21%.

No “known” system leaks. Rosenblatt reported that they knew something was going on and just hadn’t found it, until yesterday and today. System leaks have been identified. It was commented that it is concerning how low the stream flow is.

8.2 Hydrant and flushing hydrant installations are complete. Rosenblatt reported he finally was able to get with GRS to install the hydrant where the flushing point had been leaking. We briefly saw a drop in consumption for a few days until the current leaks. Rosenblatt said we are now able to flush all the lines in the system.

9. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT

9.1 Update on SHN Geologist activities related to well drilling. Discussion

Rosenblatt reported that he received the request for proposal (RFP) from the geologist and he will use that to get quotes from drillers. Rosenblatt is hoping to find time to do site prep at the well locations.

9.1 Update on progress for well site 3 CDP #2. Discussion

Rosenblatt said we are now in the appeal period, we passed the hearings and he is optimistic we will receive the Coastal Commission Permits for all 3 wells.

10. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANANCIAL ASSITANCE (DFA)

10.1 Update on progress of technical assistance grant from DFA

Rosenblatt is working with the State, the engineer and an environmental planner to work on the bio wetlands. They want to include the 4th Avenue right of way in the project where we have proposed to put a transmission line from the wells to make sure they are covered biologically. They also are looking at the staging area at the Westhaven Bible Church in case we run out of staging room at the plant. The church has preliminarily agreed to have a staging area there. Rosenblatt wanted to include that in the project so that we don’t have any surprises. He is working with the division of drinking water with how a septic system may work at the surface water treatment facility. They are getting into the nitty gritty of the design stage. The project was mentioned today in a statewide meeting with drinking water districts as a positive moving forward project. The regulators in Redding used our collaboration and project as a success story.

11. 401 LIST PRIORITY COMMITTEE REPORT

11.1 401 list priority committee report

See above following Item 7.

12. WESTHAVEN DRIVE WIDENING PROJECT

12.1 Report on the “Friends of Westhaven” Westhaven Drive widening project action committee. See above following Items 7 and 11.

13. WESTHAVEN VOLUNTEER FIRE DEPARTMENT APPRATUS NEW PARKING BUILDING PROJECT REFERALL

13.1 WCSD has received a referral from the Humboldt County Planning Department on a proposed metal building to house fire apparatus in the middle of the WVFD property. Should the district request removal of the old post office to provide adequate parking for WCSD customer and employees as this has been a problem since the office was built.

Rosenblatt discussed the issues the District has had with parking for customers and also a brief explanation of relations with the Volunteer Fire Department around this issue. Rosenblatt and the board of Directors presented, a couple of years ago, an offer to remove the old post office building at no cost to the Fire Department, which would provide parking for staff and customers. The Fire Department declined stating they needed the old building for storage. The new metal building they are proposing to build would eliminate their need for additional storage and would create a larger parking problem for customers and staff. Discussion ensued, Hankin expressed concern for parking at the Fire Hall when the board goes back to holding meetings in that facility. Swisher stated that consistent with normal handling Rosenblatt responds to the County Planning Department saying that the board has discussed and supports the response. Rosenblatt received confirmation of full support from the board for Rosenblatt to address the parking issue and the removal of the old post office building

Verick moved to authorize Rosenblatt to respond with concerns about the parking on the District's behalf and for removal of the old post office building to add WCSD parking and to address reduction of parking at the Fire Hall as well. Seconded by Hankin; all approved.

14. RESOLUTION 2021-4 CERTIFICATE OF RESOLUTION FOR WCSD SECTION 125 POP, PLAN YEAR ENDING MAY 31, 2022

14.1 Resolution 2021-4 Certificate of Resolution for WCSD Section 125 Pop, Plan Year Ending May 31, 2022 – It was explained that this will be an annual resolution which enables the District to withhold payroll taxes from Rosenblatt's income after his portion of healthcare premiums have been deducted from his paycheck. Hankin opposed this resolution last year and will again this year, not because he is opposed to Rosenblatt paying payroll taxes after his deductions but because he doesn't understand the wording of the resolution.

Verick moved to approve Resolution 2021-4. Seconded by Cline; 3 approved, 1 opposed.

15. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTANCE AND OPERATION

15.1 discussion of philosophical, political and meta issue aspects of the district's existence and operation – Verick proposes a discussion, but not tonight, regarding issues on District property with walkers and problems that have been caused by people with threatening dogs.

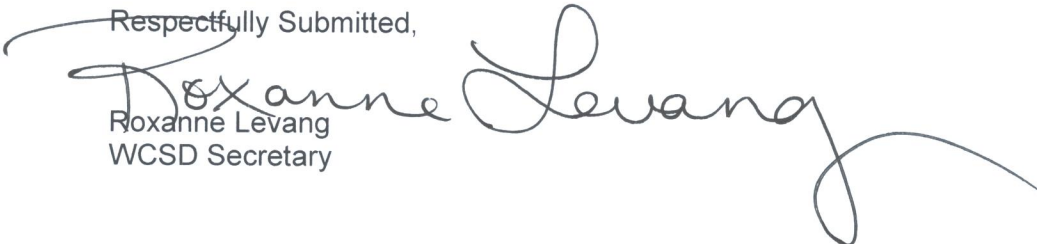
16. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Discussion of District property being used by the community to walk and the problem caused by some of the people and dogs using the trails.
- Steve Phipps acknowledgment for his service to WCSD (Verick volunteered to write a resolution)

17. ADJOURN

Verick adjourned the meeting at 8:56 PM.

Respectfully Submitted,


 Roxanne Levang
 WCSD Secretary