

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
May 18, 2022

**1. CALL TO ORDER**

Board President Verick called the meeting to order at 6:30 PM. In attendance were:  
Board Members: Verick, Cline, Swisher & Llanos  
Absent: Hankin  
Staff: Rosenblatt, Levang, Martin & Whitlow-Hewett  
Guests: None

**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 Llanos; all approved.

**4. RESOLUTION 2022-6 REGARDING AB361 REMOTE MEETING**

4.1 Resolution 2022-6 Regarding Ab361 Remote Meeting Via Zoom

Verick moved to approve Resolution 2022-5 Remote Meeting. Seconded by Cline; all approved.

**5. AMEND / APPROVE MINUTES**

5.1 April 20, 2022 regular meeting minutes

Verick moved to approve April 20, 2022 regular meeting minutes as written. Seconded by Cline; all approved.

5.2 May 4, 2022 Special Meeting

Correct title to read *Special* Meeting Minutes.

Changes under Item 3, Adoption of Draft 2022-2023 budget are as follows:

- Third line change ~~then~~ to *than*.
- 4<sup>th</sup> line add international in front of sanctions to read *international sanctions*.
- 7<sup>th</sup> line change Llanos ~~questioned~~ to Llanos *asked for clarification as to*.
- 8<sup>th</sup> line change *had not changed* to *was the same as the previous year*.
- 8<sup>th</sup> line change the sentence that starts with ~~Rosenblatt calculated~~ to *It was agreed that method for projecting gallons sold was to calculate over a five year period, less the COVID year*.
- 2<sup>nd</sup> to last sentence change rate charge ~~per gallons~~ to rate charge *per 1,000 gallons*.

Verick moved to approve May 4, 2022 special meeting minutes as amended. 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 April, 2022 water sales were \$20,705.03, and total receivables were \$22,286.23. No discussion

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. April, 2022 gallons billed 454,630; average gallon per day per meter readings 84; per person 38, average monthly charge per accounts \$34.59 total monthly charges \$6,917; monthly deviation from budget -\$1,426. Rosenblatt reported a leak adjustment of \$642.53 over 2 months and totaling 52,048 gallons. Rosenblatt thanked Llanos for reviewing and correcting formulas in the Water Consumption and Sales spreadsheet. The corrected spreadsheet more accurately reflects water consumption and sales.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for April, 2022. Total income \$17,787, total expense \$17,108, with a net operating income of \$680. There was a question clarifying a foot note, otherwise no discussion.

6.4 Finance Officer's Recommendations – No recommendations

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the April, 2022. Treasurer's report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,293.24; DWR Reserve CD \$28,897.25; DWR Loan Savings \$4,426.13; Levang corrected the checking account balance amount. The corrected amount is \$30,073.94 as of 5/13/2022.

There was discussion of expenses in the operating budget that are actually capital expenses. This led to discussion of withdrawing funds from the capital reserve to the checking account. Rosenblatt proposed transferring \$25,000 to \$50,000 from Capital reserve to checking. There was consensus that this was what should be done, Verick requested staff add to next month's agenda for approval.

6.6 April/May Warrants – discussion/approval

Verick asked about check #7037 to the Humboldt County Planning Department. Levang explained that the original payment was lost. A stop payment was issued to check #7010.

Verick moved to approve warrants #'s 7030 through 7053, one Federal payroll tax deposits and one State payroll tax deposits, and two debit card charges, totaling \$16,663.24. Seconded by Cline; all approved.

**7. MANAGER'S REPORT**

7.1 Water Loss increased from 2.2 GPM in February to 2.7 GPM in April for 24.83% of total production of 604,800 gallons. There were no known system leaks.

Board packets contained a summary table of 13 months water loss history. April 2022 water loss is at 24.8%, average water loss in the last 13 months is 22%. Rosenblatt reported that there is a leak but they have not yet identified where. Verick mentioned the low well production. Rosenblatt said current production is up but down per long term trends. It was noted that the second to the last column was changed to read Monthly Sold Gallons, per Hankins request. Llanos also helped Rosenblatt update this spreadsheet

**8. UPDATE ON GRANT APPLICATION FUNDING AND RELATED ACTIVITIES**

8.1 The DWR Small Community Drought Grant work is proceeding.

Rosenblatt reported that he is working on various details to get everything ready to start the work. He is working on getting an easement from a third neighbor.

**8.2** Update on activities related to well drilling. Site prep is starting tomorrow. Rosenblatt said the white spray paint Verick asked about is marking drainage pipe. All the balls are aligned to get permits renewed and drilling to start in the summer at all well locations.

**8.3** City of Trinidad Multi-benefit grant emergency intertie. Rosenblatt has been in discussions with the City of Trinidad regarding who is responsible for what. He has requested a special meeting with the City of Trinidad. Rosenblatt proposed and the board agreed to form a special committee comprised of Rosenblatt, Hankin and Llanos for the purpose of proceeding with the City of Trinidad on negotiations for an MOU. Verick suggested including the approval funding agreement in next month's agenda. Rosenblatt said we may need to call a special meeting to review and improve an MOU before approving the funding agreement.

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

**9.1** Update on progress of technical assistance grant for water plant from DFA  
Rosenblatt reported that he is working with Tom Warnock, PACE Engineer, and the State Division of Financial Assistance to finish up the last details of the plant design and moving forward on attaining funding to build the plant. He is working with the county Planning Department on the septic system design.

**10. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANT TWO CREEKS CAPP**

**10.1** Update on technical assistance grant for writing the Conceptual Area Protection Plan (CAPP) for the Two Creeks watershed. The work on this grant will be done with by Mark Andre and Baldwin, Blomstrom, Wikinson & Associates (BBW).  
Rosenblatt said he provided Andre with the CAPP MAP that Llanos developed. He reported having a good meeting with Fish and Wildlife. Rosenblatt discussed with Don Allan about hiring him as a consultant. Rosenblatt is putting together a job description and contract.

**12. 2022-2023 BUDGET**

**12.1** Discussion of 2022-2023 budget  
No public comment

**13. DISCUSSION OF THE PROCESS FOR DETERMINING NEXT FY BUDGET**

**13.1** Discussion of the process for determining the next FY Budget. Discussion/Approval  
Verick initiated a discussion regarding the board having such a short period of time to review and approve the annual budget. He requested in the future for the board to be able to review the budget earlier. The staff has committed to start developing the budget the beginning of February and present to the board at the March board meeting.

**14. LEASE RENEWAL FOR WCSD OFFICE**

**14.1** Lease renewal for WCSD office. Discussion/Approval  
The lease has not been agreed to yet. The agreement needs a couple of edits. Rosenblatt needs to update the additionally insured and mark #11 in the lease agreement. Hankin asked to put the actual dollar amount in on line #11 in the lease agreement. Verick asked about the point of contention discussed at the last meeting. Rosenblatt said that the WVFD board voted to continue the 5 year renewal in the lease agreement.

**15. RETURN TO IN-PERSON MEETINGS**

**15.1** Return to in-person meetings – discussion

Verick reported that the McKinleyville branch of the Five Counties Bank is temporarily closed because most of the staff is down with Covid. According to New York Times nationally over the last 14 days cases are up roughly 60%. Locally, daily average Covid cases are up to 1 per 100 thousand. The board agreed to continue meeting via Zoom.

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

No discussion

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

- Transfer funds from the capital reserve to the checking account to cover capital expenditures. Discussion/Approval
- City of Trinidad Multi-benefit grant emergency intertie copy of funding agreement

**20. ADJOURN**

Verick adjourned the meeting at 7:30 PM.

Respectfully Submitted,

Roxanne Levang  
WCSD Secretary