

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
May 17, 2023

**1. CALL TO ORDER**

Board President Verick called the meeting to order at 6:30 PM. In attendance were:

Board Members: Verick, Swisher, Cline & Llanos (by phone)

Absent: Hankin

Staff: Rosenblatt, Levang, Chandler, Martin & Whitlow-Hewett

Guests: Elaine Weinreb

**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 19, 2023 - Regular meeting minutes

Amend as follows:

Page 2, Item 5.5, first line: remove the period (.) after March, 2023

Verick moved to approve April 19, 2023, minutes as amended. Seconded by Cline; all approved.

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

**5.1** Director's Report-monthly billing and collections

Board packets contained the Director's report. Total April, 2023 water sales were \$21,712.38, and total receivables were \$33,455.24.

The \$10,848.53 in past due accounts was questioned by the Board. Rosenblatt explained that State changes have prohibited the District from shutting off water until 60 days. Hankin had offered to review and revise the current policy. Rosenblatt told the board about the new Low Income Home Water Assistance Program (LIHWAP). He is contacting customers that he believes can benefit from the program – 1/2-2/3 of the past due accounts should qualify. Verick noted the possibility of getting a lien on the property if shut-offs are not an option. The District needs to review and rewrite the shut off policy based on the new regulations before liens are enacted. The high-water usage was mentioned. Rosenblatt said that we have not received any leak adjustment applications from any customers recently.

**5.2** Water Consumption and Sales

Board packets contained the Water Consumption and Billings-Commodity Charges Only report. April, 2023 gallons billed 441,010; average gallon per day per meter readings 84; per person 38, average monthly charge per accounts \$34.86; total monthly charges \$7,041; monthly deviation from budget -\$1,519.

Verick inquired if the budget is based per day or a 30 day billing cycle; Rosenblatt explained this is a 30.4 day cycle. It is based on the number of days in the fiscal year divided by 12.

**5.3** Income & Expense Report

Board packets contained an Income & Expense report for April 2023. Total income \$20,177, total expense \$16,216, with a net operating income of \$3,961. No comment

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

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Approved 6/21/2023

**5.5 Treasurer's Report and Recommendations**

Board packets contained a copy of the April 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$201,731.58, and CD #2368 \$28,926.43; Operating Reserves \$37,900.94; Umpqua Savings #0648 \$2,224.46; Checking Account as of 5/12/2023 \$473,989.89. No comment.

**5.6 April/May Warrants**

Verick moved to approve warrants #'s 7394 through 7406, one Federal payroll tax deposit and one State payroll tax deposit, and three debit card charges, totaling \$13,139.61. Seconded by Cline; all approved.

**6. MANAGER'S REPORT**

**6.1** Water loss increased from 3.3 gpm in March to 4.93 gpm in April for 29.5% of total production of 899,320 gallons. Board packets contained a summary table of 13 months water loss history. April 2023 water loss is at 29.5%, average water loss in the last 13 months is 37.9%. Cline questioned the collectors that before the drought had been turned off. Rosenblatt said he made a judgement call a few years ago to leave them on so he could get an accurate representation of how much water is available year-round. This data will be important for when we are able to add new connections. There was discussion of numerous reports of water flowing on Westhaven Drive. Rosenblatt confirmed this is not a leak as there are no water lines near the leak. It is from ground seep made worse by people driving their cars in the ditch, which causes the water not to flow properly in the ditch. Rosenblatt has requested the County to fix the issue. Martin noted the water table is higher this year due to the high rainfall.

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

**7.1** DWR Small Community Drought Grant waterline work proceeding. Discussion/Approval. Rosenblatt said that both the waterline and well project are out for bid. Friday they had a bid walk. Rosenblatt is hoping to start waterline construction soon.

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

The wells have been drilled; the rest of the project (construction of buildings associated with wells) is out to bid.

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

Rosenblatt is waiting for response back from City of Trinidad Engineers. PACE is coming soon to survey and will help with the design of the pipeline.

**7.4** Updates: Financial grant & project reports, which include task and reimbursement payment timelines-no reports

**7.5** Emergency funding request for slow sand filter.

The District was denied the request for funding to replace the slow sand filter. The sand filter was always a part of the new water plant project so when we receive funding the sand filter will be the first part of the project we do.

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

**8.1** Update on Progress of DFA Technical Assistance Grant for Water Plant.

Rosenblatt reported receiving a letter from DFA giving WCSD a preliminary grant agreement for the water plant funded through the expedited drinking water grant program.

**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. Mark Andres is working on completing the CAPP.

**9.2**

**9.2** Progress on submission of new grant proposals to replace the 2 Humboldt crossings under WCSD pipeline. Rosenblatt has reached out to the Coastal Conservancy and is waiting to hear back from them.

**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. Rosenblatt reported that they are waiting on scheduling.

**10. 2023-2024 BUDGET****10.1 2023-2024 Budget, 1<sup>st</sup> Reading. Discussion/Approval**

Rosenblatt explained that the revised projection of water sales is 6,500,000 gallons. Llanos and Rosenblatt analyzed 15-20 years of budgets to project the current gallons sold. Rosenblatt noted a downward trend in both Trinidad and Westhaven's water sales. The adjustment in gallons sold lowered the total budget projection by \$12,000 so Rosenblatt readjusted the expenses by removing the \$12,000 for the roof repair. He suggested paying for the new roof from the capital reserves. Verick inquired about the deficit of \$39,000 and if it is coming out of the operating reserve; Rosenblatt explained the deficit is because of the water we had to purchase. There was discussion about the operating reserve and how it is accounted for in the budget. Rosenblatt is hoping to get some money back from OES to help recover expenses. Verick noted the money that does not get reimbursed has to be made up somehow, and at some point the operational reserve needs to be increased.

Verick moved to approve the 2023-2024 Budget (first reading with second reading in June). Seconded by Cline, to adopt at a special meeting scheduled July 12, 2023; all approved.

**11. ADDITIONAL ADMINISTRATIVE/OFFICE STAFF**

**11.1** Update on proposal for additional part-time office staff to assist GM and enhance general office hours for customer services. Rosenblatt reported that after discussions with Hankin and Verick, he decided to move forward with the hiring of additional office staff. Rosenblatt introduced Christy Chandler, a long-term community member, as the new Office Assistant.

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

**12.1** Review of draft Mitigated Negative Declaration for the new water treatment plant. Rosenblatt said the draft Mitigated Negative Declaration for the New Water Treatment Plant is not yet available. The CEQA process for the water plant project is on hold because PG&E recently informed the district that everything to do with PG&E, CEQA and the CDP for the upgraded powerlines are the District's responsibility. The PG&E representative is not responding to questions or phone calls. It was suggested that Rosenblatt contact Supervisor Madrone to have him contact State Senator Mike McGuire regarding PG&E's lack of response. Verick asked Rosenblatt to forward him the draft mitigated negative declaration for the new water treatment plant when it is available.

**13. 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

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

1. Verick proposed the following ideas for more community involvement such as:
  - a. Creating a Facebook page for WCSD for public interaction and internal private discussions
  - b. Making Board meetings available for the public on Zoom (Rosenblatt noted the issue with internet connectivity at the Fire Hall and suggested trying out a test hotspot connection). Weinreb suggested the possibility of Access Humboldt as a resource to help with recording and/or filming meetings. Verick offered to contact Access Humboldt.
2. Financial reporting for special project expenses and amounts to be reimbursed versus paid for from the Operating Reserves.

**15. ADJOURN**

Verick adjourned the meeting at 7:40 PM.

Respectfully Submitted by,

Roxanne Levang & Christy Chandler  
WCSD Secretary