

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
 Regular Meeting Minutes  
 June 16, 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, Llanos  
 Absent: None  
 Staff: Rosenblatt & Levang  
 Guests: Elaine Weinreb & Lucy Kostrzewa

**2. PUBLIC COMMENT**

None at this time

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

Verick moved to approve the agenda with the following change; move item 11, L. Kostrzewa Water Service Allotment/Committee Report between items 4 and 5. Seconded by Hankin; all approved.

**4. 2021-2022 BUDGET**

4.1 2021-2022 Budget, no discussion

4.2 Adopt Resolution 2021-6 Operating Budget for Fiscal Year 2021-2022 / Approval

Verick moved to approve Resolution 2021-6 Operating Budget for FY 21-22. Seconded by Swisher, all approved.

4.3 Adopt Resolution 2021-7 Rates for Water Service / Approval

Verick moved to approve Resolution 2021-7 Rates for Water Service. Seconded by Llanos; all approved

**11. LUCY KOSTRZEWA WATER SERVICE ALLOTMENT/401 LIST PRIORITY/COMMITTEE REPORT – Discussion/Approval**

Swisher gave the committee report stating that after reviewing all the documents Kostrzewa provided and the District documents, they were able to get down to the subject at hand. Swisher explained that since the original dwelling on the Kostrzewa parcel was removed the parcel is no longer qualified to be on the Section 401 list. There for the recommendation of the committee is to take no action at this time. Kostrzewa restated that her request was simply to update the 401 Priority List to the correct and current APN # for that parcel. There was discussion explaining the ordinance, Kostrzewa’s concern’s, and potential alternatives that could be taken by the District and/or Kostrzewa. Kostrzewa said her intention had always been to replace the old dwelling, which had been a mobile home which became uninhabitable, with a new dwelling. She asked the board if she showed them building permits from the County of Humboldt Building Department to build on the parcel would that make a difference. Verick said yes, if she replaced the old dwelling on the original parcel and if she could demonstrate a need for a water share she would remain on the 401 priority list. After a lot of discussion Verick made a motion.

Verick moved for the District to write a letter to Kostrzewa stating that if she built a dwelling on the original parcel, APN 514-041-014, and in the event the State of CA allows the District to add water shares the dwelling would qualify her for a water share if she is able to demonstrate need and also

to update the 401 listing with the current and correct APN # for that parcel. Seconded by Llanos; approved, four ayes, one abstain (Hankin).

**5. ORDINANCE 2021.1 HORSES AND MOTORCYLES ON DISTRICT PROPERTY**

5.1 Citizen input on Ordinance 2020.1 / Discussion

There was no public at the meeting to discuss this ordinance. Verick stated that concerned community members can contact the District office if they want this to be put back on the agenda for discussion in the future.

5.2 Discussion of District property being used by the community to recreate and problems caused by unleashed dogs that are not under voice command. Discussion/Approval  
 Rosenblatt reported there have been several dogs off leash and not under owner voice command. These dogs have intimidated other community members walking on District property. The owners of the dogs have disregarded the request to leash their dogs. Rosenblatt questioned the Districts liability if there was an incident with loose dogs on District property. Discussion ensued.

Verick moved for him, and Rosenblatt, to draft an Ordinance to be approved at the July regular meeting, and to empower staff to ask anyone demonstrating unsafe behavior to stop the behavior or leave the property. Seconded by Hankin; all approved.

**6. AMEND / APPROVE MINUTES**

6.1 May 19, 2021 Regular meeting minutes

There were the following revisions/corrections to the minutes:

Page 1, Item 6, third row down change ~~ballet~~ to *ballot*.

Page 3, Item 12, last paragraph, in two places change ~~Lucy~~, to *Kostrzewa*

Page 4, Item 10, last sentence change from, ~~They stated how the division of drinking water is collaborating with a local district in resolving their problems, holding us up optimistically as a success story to The regulators in Redding used our collaboration and project as a success story.~~

Page 4 Item 13 title change from ~~WESTHAVEN VOLUNTEER FIRE DEPARTMENT APPRATUS NEW PARKING BUILDING PROJECT REFERRAL~~ to *WESTHAVEN VOLUNTEER FIRE DEPARTMENT APPARATUS BUILDING PROJECT NEW PARKING REFERRAL*

Page 5, Item 15 in title change the spelling of ~~existance~~ to *existence*.

Cline moved to approve May 19, 2021 minutes as amended. Seconded by Verick; all approved.

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

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

Board packets contained Directors report. Total May, 2021 water sales were \$22,582.41, and total receivables were \$23,929.31. There was discussion of whether to keep this report in the meeting packet. It was decided to keep the report but for staff to add an asterisk to identify leak adjustment information. Hankin questioned the 65,660 gallon water usage. Rosenblatt explained it was a customer leak and that it was in the Districts best interest for staff to make the quick repair for the customer who is a single mother and did not have the ability to repair the leak herself. There will be a leak adjustment later this month.

7.2 Water Consumption and Sales - discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. May, 2021 gallons billed 788,600; average gallon per day per meter readings 110; per person 50, average monthly charge per accounts \$46.74; total monthly charges \$9,815; monthly deviation from budget \$1,471. Verick stated that we are out of the blue and into the black. No other comments or discussion.



7.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for May, 2021. Total income \$19,125, total expense \$13,782 with a net operating income of \$5,343.  
No discussion.

7.3.1 Updated Well Report - no discussion

7.3.2 A Hydrant/Capital Expense Report – The board asked for clarification on a couple of the expenses. Levang said that most of the expenses were already paid but that there was not enough funds in the checking account to pay the \$17,000 owed to GR Sundberg, Inc. She requested withdrawing the funds from the capital reserve.

Verick moved to authorize the appropriate board members and staff to request withdrawing funds from the capital reserve account. Seconded by Swisher; all approved.

7.3.2 B Non-operating Budget Expenses / Operating Reserves

No comment. Brief discussion of whether Rosenblatt found any well drillers. Rosenblatt said we have two possible drillers, and he is working on revising the RFP.

7.3.2 C Capital/Operating Reserve account contribution history – no discussion

7.3.3. GOVCard credit card processing Discussion/Approval

Levang gave an overview of the credit card processing by GOVCard. She said it would be less cost to the customers as well as the District. There is a one-time fee of \$199 to set it up. GOVCard will add a pay button to our website, customers can still call in their payment if they prefer. LlanoS and Swisher commented that they liked that they are endorsed by CA Rural Water Association.

Verick moved to authorize staff to use the GOV Card services. Seconded by Cline; all approved.

7.4 Finance Officer’s Recommendations – No recommendations

6.5 Treasurer’s Report and Recommendations – discussion

Board packets contained a copy of the May, 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 \$6,630.40; Checking Account as of 6/16/2021 \$18,659.73

6.6 February’s warrants – discussion/approval

Hankin moved to approve warrants #'s 6701 through 6727, one electronic Federal payroll tax deposit, and one electronic State payroll tax deposit, totaling \$14,169.13. Seconded by Verick; all approved.

**8. MANAGER’S REPORT**

8.1 Water Loss – Two system leaks – discussion

Board packets contained a summary table of 13 months water loss history. May 2021 water loss is at 15.2%, average water loss in the last 13 months is 21%. Water loss is down but not as good as Rosenblatt would like it to be. Rosenblatt gave an overview of the report. There was discussion of having a drought contingency plan. Rosenblatt said he has been talking to high use customers to request they conserve water. Hankin said that the board already has an ordinance addressing drought conditions. Hankin emailed Ordinance 2014-2 Adopting a Water Conservation Program and Water Supply Emergency Ordinance to the board during the meeting. Board members were asked to review the ordinance prior to the next meeting where there will be a discussion regarding drought conditions and a possible contingency plan.

8.2 Hydrant and flushing hydrant installations complete. No discussion.

**9. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**

9.1 Update on SHN Geologist activities related to well drilling. Rosenblatt reported that he and the Geologist are working on revising the drillers request for proposal (RFP)

9.2 Update on progress for well site 3 CDP #2. Rosenblatt reported we have the Coastal Development Permit for site 3. Verick and Rosenblatt discussed getting together to discuss an easement for site 3. Verick requested the easement discussion be added to the agenda for next month's meeting. Rosenblatt mentioned locating a local attorney that can draft an easement agreement.

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

10.1 Update on progress of technical assistance grant from DFA-Rosenblatt reported that they are working on the nuts and bolts of the design. He is working with PG&E about three phase power.

**11. LUCY KOSTRZEWA WATER SERVICE ALLOTMENT/401 LIST PRIORITY/COMMITTEE REPORT – Discussion/Approval See above between items 4 and 5**

**12. WESTHAVEN DRIVE WIDENING PROJECT**

12.1 Report on the "Friends of Westhaven" Westhaven Drive widening project action committee Discussion/Approval. Cline reported that she and Verick were supposed to have gotten together. Cline was out of town most of the month and requested this be postponed until the July meeting.

**13. RESOLUTION 2021-5 Commending Steven Phipps for OUTSTANDING SERVICE RENDERED**

13.1 Discussion/Approval. Verick drafted Resolution 2021-5 commending Steven Phipps for his service. The board agreed that it was a well written Resolution. Cline found an error on the sentence starting with the third WHEREAS reading "Phipps has ~~with~~ served with". Delete the first with.

Verick moved to approve Resolution 2021-5 as corrected. Seconded by Swisher; all approved.

**14. 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

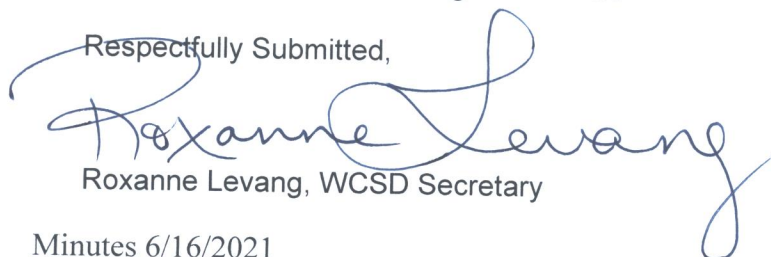
**15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

- Steven Phipps Recognition
- Discuss water shortages after review of Ordinance 2014-2 Adopting a Water Conservation Program and Water Supply Emergency Ordinance
- Revision of Board Policy and Procedure Manual – discussion / approval
- Well site 3 on Verick property-easement agreement preliminary discussion

**16. ADJOURN**

Verick adjourned the meeting at 9:03 PM.

Respectfully Submitted,



Roxanne Levang, WCSD Secretary