

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
 Regular Meeting Minutes  
 June 19, 2019

**1. CALL TO ORDER**

Board President Hankin called the meeting to order at 6:36 PM. In attendance were:  
 Board Members: Hankin, Verick, Moon, Cline & Phipps  
 Absent: None  
 Staff: Rosenblatt and Levang  
 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 Moon; all approved.

**3. RESOLUTION 2019-3**

3.1 Presentation of Resolution thanking Tim Crowley for gift of property adjacent to well parcel.  
 Postponed, Tim Crowley was unable to attend the meeting.

**4. OPEN THE PUBLIC HEARING**

**OPERATING BUDGET and WATER RATES FOR FISCAL YEAR 2019-2020**

No one from the public was present.

**5. CLOSE THE PUBLIC HEARING AND REPORT TALLY OF PROTESTS AGAINST PROPOSED WATER RATES**

Two letters were received from customers objecting the rates and water treatment procedures. There was discussion of whether or not well water was being pumped to the water tanks. Rosenblatt stated that at night when water is not being used due to reverse pressure on the pump well water is pumped up to the water tanks. Rosenblatt explained that there is no way to gauge how much well water reaches the water tanks. Discussion ensued about replacing an old waterline that would assist in well water being sent to the water tanks.

**6. RESOLUTION 2019-4 Establishing WCSD Operating Budget for FY 2019-2020**

Verick moved to approve Resolution 2019-4. Seconded by Cline; all approved

**7. RESOLUTION 2019-5 Establishing WCSD Water Service Rates for FY 2019-2020**

Verick moved to approve Resolution 2019-5. Seconded by Cline; all approved

**8. AMEND / APPROVE MINUTES**

May 15, 2019. Regular meeting minutes.

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

**10. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS**

10.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total May water sales were \$19,963.82 and total receivables were \$18,312.59

No discussion

### 10.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. May gallons billed 564,680; average gallon per day per meter readings 93, per person 42; average monthly charge per account \$39.55; total monthly charges \$7,990; monthly deviation from budget -\$191; cumulative deviation \$5,082.

Rosenblatt reported a leak on First Avenue due to someone mischievously turning the water on at a vacation rental. Locks have been put on the faucet; it does not qualify for a leak adjustment.

### 10.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for May. Total income \$16,264 total expense \$21,705, with a net operating income of -\$5,441. No discussion

### 10.4 Finance Officer's Recommendations – None

### 10.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the May Treasurer's report. Account balances were as follows: Capital Reserves \$66,695.29; Operating Reserves \$50,280.80 DWR Reserve CD \$28,491.00; DWR Loan Savings \$4,436.68; Checking Account as of 6/14/2019 \$100,709.41 No discussion

### 10.6 April Warrants – discussion / approval

Verick moved to approve warrants #5448 through #5481 and two online federal payroll tax deposits two online state payroll tax deposits, grand total \$80,170.40. Seconded by Moon; all approved

### 10.7 Update on summary of Prop 84 grant balances

There was discussion of the balance of \$66,504 retention payment we will receive on the Mains project. There was mention of it being put into the Capital Reserve. Rosenblatt suggested it offset the cost of re-sanding the slow sand filter and replacing the shop roof.

### 10.8 Discussion of 2018-2019 reserve contribution

The board discussed how much to contribute to the capital reserve fund. There was \$20,000 budgeted in the 2018-2019 budget. The board discussed depositing \$10,000 into capital reserve now and another \$10,000 when the District receives the well grant reimbursing us the incurred SHN expenses.

Hankin moved to make a deposit of \$10,000 into capital reserve. Seconded by Verick; all approved.

## 11. MANAGER'S REPORT

### 11.1 Water Loss – update

Board packets contained a summary table of 13 month water loss history. May water loss is at 18.9%, average water loss in the last 13 months is 20.1%.

Rosenblatt gave an overview of the Water Loss report stating there were system leaks at the end of Kay and on Memorial Day weekend a leak at Kahlstrom and 6th Avenue. Hankin questioned the percentages in the column "AVG. ALL". Rosenblatt will double check the formulas.

### 11.2 Projects Updates

#### 11.2.1 DBP Project

##### 11.2.1.1 Well project update

There was discussion of Verick's offer of an easement into perpetuity on a piece of his property that may be a place to drill a well if the other locations do not work out.



After review of Items 11.2.1.1, the budget estimates from SHN, the board still is not satisfied. The main issues were that in the planning and construction phases of the project the budget had duplicate charges for permits and after multiple communications with SHN they still failed to include the cost of drilling and evaluating the wells, which is what the grant is for. Hankin stated that we are not getting what we requested from SHN. Rosenblatt clarified that the red ink portion of the budget is "if" we use Verick's property. The board questioned the stream bed alteration because the property is not in a stream bed. Verick said he would call a colleague to find out more detail about regulations. The assessment of the board is that the charges in the grant were about SHN doing their work and getting paid with nothing in the budget of the actual project of getting the wells drilled and evaluated, as well as a timeline. Hankin wants SHN to focus on just doing the well and if they can't do that we may need to find other Engineers. Rosenblatt felt we needed to finish the application process with SHN. Once we get the grant we are not obligated to hire SHN to do the project. There was a brief discussion of Moonstone water and possible collaboration with them. Rosenblatt said they had no meters, unlimited water to customers and 14 connections. Rosenblatt explained how they operated. Rosenblatt wants to meet with them, evaluate where they are before bringing up a discussion of collaboration. After further discussion it was decided that Rosenblatt would schedule a meeting with SHN, Verick, Hankin and himself for next Thursday, June 27. Two weeks from tonight Hankin proposed the board have a one hour Special Meeting to discuss what SHN resubmits in an effort to move forward with the grant application process. Hankin asked Rosenblatt to email the contract they agreed on to the board.

11.3 Update on Relief Operator position

Rosenblatt hired Sean Thomas, a certified operator. Rosenblatt spent 12 hours over 6 days training him. S.Thomas worked last Saturday on his own and he is doing great.

11.4 Requests for proposal for Sand filter re-sanding and new roof for shop

11.4.1 Request for bid proposal for re-sanding of slow sand filter

Cline pointed out a typo in the third paragraph, second to last line is a repeated phrase.

Verick moved to approve the bid proposal for re-sanding the slow sand filter with correction and to approve the bid proposal for replacement of shop roof at the water plant. Seconded by Cline; all approved.

11.4.2 Request for bid proposal for replacement of shop roof at water plant  
Approved above item 11.4.1

**12. UPDATE OF MEETING WITH SHN**

12.1 Discussion of meeting with SHN about planning grant contract proposed scope of work and estimated costs and path forward - Already discussed under project updates.

**13. NEW ITEMS FROM MEMBERS OF THE BOARD**

- Plant naming
- Community Meeting
- Report on discussion with Steam Trump
- Update on Website

The board asked about the status on the website. There is a list of items Levang will be collecting for Access Humboldt. It was suggested to look at the Coastal Commission website as a good model for our website.

**14. ADJOURN**

Hankin adjourned the meeting at 8:12 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Roxanne Levang". The signature is written in black ink and is positioned above the typed name and title.

Roxanne Levang  
WCSD Secretary