

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
June 21, 2023

1. CALL TO ORDER

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

Board Members: Verick, Swisher & Cline

Absent: Llanos & Hankin

Staff: Rosenblatt, 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 May 17, 2023 - Regular meeting minutes

Amend as follows:

Page 1, Item 5.1, last line: change "~~...we have not received a leak adjustment applications from any customers at this time~~" to read "*...we have not received any leak adjustment applications from any customers recently.*"

Page 1, Item 5.2, 2nd to last sentence: change "26 day cycle" to "30.4 day cycle".

Page 3, Item 13, correct spelling error of "Exitance" to "*Existence*".

Verick moved to approve May 17, 2023 minutes as amended. Seconded by Swisher; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

5.1 Director's Report-monthly billing and collections

Board packets contained Directors report. Total May, 2023 water sales were \$24,014.34 and total receivables were \$33,755.97.

Rosenblatt said a few properties are in transition of ownership, which means the District should be getting paid \$3,000-\$4000 of what is owed in arrears from accounts that are past due over 60 days.

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report.

May, 2023 gallons billed 583,430; average gallon per day per meter readings 84; per person 38, average monthly charge per accounts \$46.83; total monthly charges \$9320; monthly deviation from budget +\$759. Verick and Rosenblatt noted the GPD (gallons per day) per meter is less compared to last year.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for May, 2023. Total income \$24,172 total expense \$19,256 with a net operating income of \$4916.

Verick noted the net operating income being -\$33,000 and it's relation to the amount of water the District had to purchase due to the leak. He inquired that with a negative balance that large in the net operating income, what is in the operating reserve that is available to be used. Rosenblatt said all of the money in the operating reserve is available.

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Verick noted the operating reserve would ideally have \$60,000 and as of now we still have \$37,900. Rosenblatt added that we still have \$200,000 in capital reserves, and we can put money from the capital reserve CD into the operating reserve. He is working on reimbursement after 25% cost share from Cal OES for the leak caused by the earthquake and suggested that money (over \$10,000) can be put into operating reserves.

5.3.1 Operating Reserve Discussion – Tracking and Relationship to Budgeting Process. Cline approved the report detailing the breakdown of expenditures for special projects. Rosenblatt noted that we still have money for the Moonstone Beach meter installation for fire suppression water use. He is working on coordinating time with a contractor to work at the site. Martin noted a green spot on the hill above the existing fire hydrant in the Moonstone parking lot and will look into a possible leak. Cline inquired about the \$9,000 budget for this project, and Rosenblatt explained that it covers the contractor estimates, staff time, and cost of meter and installation of meter boxes, and should pay for itself overall.

5.4 Finance Officer's Recommendations

Hankin absent, no discussion.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the May, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$201,731.58, and CD #2368 \$28,931.75; Operating Reserves \$37,900.94; Umpqua Savings #0648 \$4,424.71; Checking Account as of 6/16/2023 \$510,593.11
No recommendations.

5.6 May/June Warrants

Verick inquired about #7422 missing information on the report.

Verick moved to approve warrants #'s 7407 through 7448, one Federal payroll tax deposit and one State payroll tax deposits, and two debit card charges, totaling \$2804.44
Seconded by Cline; all approved.

6. MANAGER'S REPORT

6.1 Water loss increased from 4.9 gpm in April to 7.6 gpm in May for 39.7% of total production of 967,740 gallons. One or more unknown system leaks.

Board packets contained a summary table of 13 months water loss history. May, 2023 water loss is at 39.7%, average water loss in the last 13 months is 39%.

Discussion regarding leaks – Rosenblatt noted an increase in leaks that since have been fixed in this meter reading period. Unsure if a leak has been found at Moonstone, as there is a septic system there. There was a leak in the sprinkler system on the roof of Moonstone Grill, which justifies the need for a meter to be installed on the property. The new meter has a high-flow alert system to notify us of future leak issues.

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**

7.1a Approval of Notice of Award Schedule A for Waterline Replacement.

GR Sundberg, Inc. was the low bidder with ~\$1.4 million on the waterline replacement project out of three bids. Wahlund Construction, Inc. bid \$1.8 million and Hooven Construction bid \$2.3 million. The Notice of Award contract price for GR Sundberg is \$1,391,974.00.

Rosenblatt will hopefully have a Notice to Proceed at the next meeting, which will be issued after the Coastal Development Permit process is completed. Permit has been provisionally issued to us. Work can begin as soon as we get the Emergency Permit. In progress are

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encroachment permits issued by Cal-Trans, and creation deeds for the county and title reports for the attorney for the easements.

Verick moved to approve the award to GR Sundberg. Cline seconded, all approved.

7.2 Update on Activities Related to Well Facilities. Discussion/Approval

7.2a Approval of Notice of Award Schedule B for Well Facilities. Discussion/Approval

Hooven Construction was the low bidder by ~\$60-\$70,000 less than GR Sundberg bidding at \$1.4 million and Wahlund Construction bidding at \$1.7 million.

The Notice of Award contract price for Hooven Construction is \$1,359,000.000.

Verick moved to approve the award of contract to Hooven. Swisher seconded, all approved.

7.3 Emergency Intertie with City of Trinidad. Discussion/Approval

Rosenblatt said we are in the design phase with surveyors and are expecting a map that will show where the tie-in and facilities will be at the plant. He obtained the electrical specifications for the load and emergency generator from the private contractor who did the upgrade there in 2014. We are waiting to find out if we need to buy a second generator for the pump. The grant for the emergency intertie is moving along. PACE is providing the survey plans to the engineers to design the 3,000 feet of water line and placement of hydrants.

7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines.

No updates at this time.

8. FINANCIAL ASSISTANCE GRANT FROM DEPARTMENT OF FINANCIAL ASSISTANCE (DFA)

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

Rosenblatt said we are in the final stages of this grant from DFA for the design and planning of the new surface water treatment plant. We have been granted a preliminary funding agreement from the Division of Financial Assistance through the Expedited Drinking Water Grant (EDWG) for the construction of the plant.

8.2 Authorizing Resolution for the Expedited Drinking Water Grant (EDWG) Grant Funding for the Water Plant Project. Discussion/Approval

Resolution 2023-6 authorizes the General Manager or successor to sign on behalf of the District for authorizing grant agreements.

Verick moved to approve the Resolution, Cline seconded. All approved, with Hankin and Llanos absent.

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. Discussion/Approval

Rosenblatt is working on the final touches to the draft CAPP document to circulate to our stakeholders and agencies and the Board.

9.2 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork Two Creek basin from willing sellers. Discussion

Rosenblatt is waiting for the appraiser to schedule appraisals for two out of the three willing sellers. We have a contract with the appraiser Tidwell through BBW & Associates (who provide technical assistance for the grant) and are looking for additional funding sources for the acquisition of those parcels.

10. 2023-2024 BUDGET

10.1 2023-2024 Budget, 2nd Reading.

No discussion. Budget will be adopted at the special meeting on July 12, 2023.

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

11.1 Review of draft Mitigated Negative Declaration for the new water treatment plant.

Rosenblatt said there is not a draft to approve yet due to several factors: out of money from the Expedited Drinking Water grant and the Technical Assistance grant to complete the environmental work for CEQA, and pending PG&E and arborist survey work for next month.

The new funding source (Expedited Drinking Water Grant fund) will provide money for engineering plans and design and environmental review. The planners (Enplan, working with PACE) have a draft copy to which we can add a PG&E addendum. Rosenblatt is not clear on the time frame for that.

Rosenblatt explained that to close out the Technical Assistance Grant, UEI and DFA would like to have the CEQA done and given to the Board and concerned neighbors.

PG&E is still not very responsive to requests. Verick suggested Mcguire's Eureka office be contacted, or Huffman or his staff to facilitate progress with PG&E. Rosenblatt has been in contact with the archaeologist who is scheduled for an August consultation. There are pertinent existing lists and data from previous PG&E work in the area.

12. CREATION OF DISTRICT FACEBOOK PAGE

12.1 Creation of district Facebook page.

Martin offered to look into creating the page and will provide options at the next meeting for content and settings. More details to be determined in future meetings.

13. HOTSPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY

13.1 Investigation of hotspot or Access Humboldt for connectivity.

Verick proposed idea for phone service from Stewart Communications to have remote access to participation for board meetings. More information to come next meeting.

No contact yet made with Access Humboldt.

14. 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

No discussion.

15. ADJOURN

Verick adjourned the meeting at 7:30 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary

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