

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
July 15, 2020

1. CALL TO ORDER

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

Board Members: Verick, Cline, Swisher & Phipps

Absent: Hankin

Staff: Rosenblatt, Levang and Butterworth

Guests: Elaine Weinreb & unidentified caller

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 Phipps; all approved.

4. 2020-2021 BUDGET

4.1 2021-2021 Budget for public comment.

No comment

5. AMEND / APPROVE MINUTES

June 17, 2020 Regular meeting minutes

Correct minutes at Item 11, second sentence, change Humboldt Water District to the full name of Humboldt Bay Municipal Water District.

Swisher moved to approve the minutes as corrected. Seconded by Verick; all approved.

6. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

6.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained the Directors report. Total June water sales were \$23,963.52 and total receivables were \$21,141.46.

The board commented that 10 customers had 10,000 gallons of water usage in one month.

Rosenblatt reported there were a couple of leaks but otherwise it is a heavier usage period with customers irrigating their gardens.

6.2 Water Consumption and Sales – discussion

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

June gallons billed 801,120; average gallon per day per meter readings 103, per person 47; average monthly charge per account \$56.53; total monthly charges \$11,928; monthly deviation from budget \$3,584; cumulative deviation \$14,753.

No discussion

6.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for June. Total income \$20,331 total expense \$20,522, with a net operating income of -\$191.

Verick asked about the higher than usual expenses in transmission and distribution. Roxanne reported that \$5,220 was for emergency water delivery, a carry-over from the large leak in June. Verick commented that expenses like this is why we have the operating reserve.

6.3.1 New Well Report

Board packets contained a report showing expenses for the New Wells as of June 30, 2020. \$3,245 was spent for coastal permit assistance and wetland studies on the Verick well site; \$46,291.59 accumulative expense November 2018 through June 2020 on the new wells on WCSD property. Total expenses to date \$49,536.59. Cline requested the report show the actual check amounts rather than just the total amount.

6.4 Finance Officer's Report – discussion

See item 6.5.1 below.

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the June Treasurer's report. Account balances were as follows: Capital Reserves \$242,425.45; Operating Reserves \$51,709.63; DWR Reserve CD \$28,598.47; DWR Loan Savings \$6,633.79; Checking Account as of 7/10/2020 \$30,595.65. Due to the ongoing capital expenses for the new wells and the additional operating expenses due to the large leak the board declined making the 2019-2020 contributions into the reserve accounts.

6.5.1 Capital Reserves/Mains Project Report

Board packets contained a report showing withdrawals that had been made from the Capital reserve account between October 2014 and July 2016 totaling \$213,932.70, which covered reimbursable capital expenses for the new water mains project. The balance of the grant funds for the new water mains project was not paid in full until February 2020. In May of 2020, the Board deposited \$165,000 into the Capital Reserve Account leaving a balance of \$48,932.70. Cline gave an overview and noted that the \$48,932.70 balance was almost the same as what the District has paid for the New Wells project.

6.6 January/February Warrants – discussion / approval

Verick moved to approve warrants #6335 through #6362, one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$18,460.98. Seconded by Cline; all approved

7. MANAGER'S REPORT

7.1 Water Loss – One small system leak.

Board packets contained a summary table of 13 month water loss history. June water loss is at 19.4%, average water loss in the last 13 months is 17.8%.

Rosenblatt reported fixing a leak at the service connection on 3rd Avenue. He also reported a leak that was the District's responsibility because the District had previously moved the customer's meter, which was where the leak was. The District issued the customer a 100% leak adjustment

7.2 Update on Prop 84 grant status: The final report was accepted by the state, and we are waiting for the final payment to be issued.

7.3 District's COVID 19 response: credit card payments

Levang reported that June payments totaled \$1,459.66, and charges were \$48.13, which represents 3.30%. Combined charges to date average 3% of all payments. The board said that staff could adjust the fee amount at their own discretion.

7.4 Replacement of flushing point at 62 Seadrift Lane.

The material expense to date, which will be refunded by the customer, is \$4,576.17. Rosenblatt reported that the job went great, is complete, and the customer has already paid in full. He also said he hit a milestone with his working relationship with GR Sundberg, Inc. He said he was able to pay for materials directly and just be charged for time and equipment by GR Sundberg, Inc.

The project cost \$3,000 less than the original quote and he felt we can have the same arrangement with them on future projects.

8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT

8.1 Update on SHN Activities required to secure permits for well drilling.

Rosenblatt announced that a Notice of Exemption was filed with the County and the State Clearing House. Verick reported on his research into CEQA compliance. He said the timeline is to first approve the project by the Board. It needs to be on the agenda so the public is aware of it and can comment prior to board approval. We then have five working days to post with the County Clerk and the State Clearing House. Once that is done correctly there is a thirty-five day statute of limitations starting with the file date. Rosenblatt will check that these steps had been properly taken on the New Wells site 1 & 2.

8.2 Update Information on progress for Well Site 3 with LACO for Bio and Wetland study.

Rosenblatt said that Site 3 needs to be approved at the next meeting. The board agreed to add the approval of site 3 to the July 29th special meeting agenda. Rosenblatt said it is likely to have similar delays with site 3 as we have had with sites 1 & 2. He is hopeful we can get the permits in time to drill before the winter rains.

9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE

9.1 Update on status and scope of technical assistance grant from DFA.

Rosenblatt reported a meeting on July 8th where the scope of work was revised to produce the best product for the District and the community. The revised scope of work was distributed and submitted today. The grant is for \$457,467 in technical assistance. By June we should have a preliminary report to use with the compliance order. He is excited to be working with this engineer.

10. TWO CREEKS WATERSHED CONCEPTUAL AREA PROTECTION PLAN

10.1 Two Creeks watershed conceptual area protection plan and the Westhaven Community Services District's potential role in holding land for open space, habitat and trails in the watershed and riparian corridor of the Two Creeks watershed. This plan includes WCSD facilitating with stakeholders in creating conservation easements. Rosenblatt gave an overview of the area protection plan which would maintain the health of the watershed, provide trails and open spaces stating that the District, being a major stakeholder of water, should have a role in this effort. The people Rosenblatt talked to about the project have been receptive. There is potential funding through Fish and Wildlife to preserve habitat, wild spaces and to acquire easements. Rosenblatt does not want to move forward on this project without the board's approval. Elaine said she is excited about this idea and also pointed out the importance of removing invasive plants. The board members agreed that it is a good idea and encouraged Rosenblatt to go forward with the plan.

11. NEW ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Add Approval of Site 3 Well Project to the July 29th special meeting agenda.

12. ADJOURN

Verick adjourned the meeting at 7:45 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary