

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
July 20, 2022

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:33 PM. In attendance were:

Board Members: Verick, Cline, Swisher & Llanos

Absent: Hankin

Staff: Rosenblatt, Whitlow-Hewett & Levang

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 Swisher; all approved.

4. RESOLUTION 2022-10 REGARDING AB361 REMOTE MEETING**4.1 Resolution 2022-10 Regarding AB 361 Remote Meeting Via Zoom**

Verick moved to approve Resolution 2022-10 Remote Meeting. Seconded by Cline; all approved.

5. AMEND / APPROVE MINUTES**5.1 June 15, 2022 regular meeting minutes**

Amend June 15th meeting as follows:

Page 1, item 2, Public Comment, 3rd sentence change "~~surveying East Westhaven Drive down to 6th & 5th Avenues and Kalstrom~~" to read "*surveying from the east side of Westhaven Drive down 6th Avenue to Kahlstrom and 7th Avenues.*"

Page 2, item 8.2, 5th line from the bottom of the page, change "~~are good at letting you change the scope of the project so can cover the well drilling~~", to read "*may allow a change of scope to complete the project.*"

Page 3, item 14.1, 2nd line from the bottom of the page, change ~~the place~~ to *occupancy*. Last line at bottom of page change, ~~tries to evict us to~~ *begin eviction proceedings*.

Page 4, item 17.1, last sentence change "~~changes on~~" to read "*changes, to be added to*".

Verick moved to approve June 15, 2022 regular meeting minutes as amended. Seconded by Llanos; all approved.

5.2 June 29, 2022 special meeting minutes.

Cline had a couple changes in the amounts listed. Levang said she already made the changes on the original document.

Verick moved to approve June 29, 2022 special meeting minutes with identified corrections. Seconded by Cline; all approved.

6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS**6.1 Director's Report-monthly billings and collections - discussion**

Board packets contained Directors report. Total June, 2022 water sales were \$24,619.30, and total receivables were \$25,808.78. No discussion

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. June, 2022 gallons billed 627,530; average gallon per day per meter readings 94; per person 43, average monthly charge per accounts \$49.63 total

monthly charges \$10,026; monthly deviation from budget \$1,465. Llanos simplified the monthly report making it more user friendly. Llanos gave an overview of the changes, the group liked the changes. Rosenblatt thanked Llanos for his work.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for June, 2022. Total income \$20,919, total expense \$25,665, with a net operating income of -\$4,746. Levang suggested changes to the Income & Expense report making it less confusing. Levang explained that she is removing the bottom portion, Capital/Other Expenses, because those amounts are automatically deducted from the monthly total income and adding that portion on the bottom is confusing.

6.4 Finance Officer's Recommendations – No recommendations

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the June, 2022. Treasurer's report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,293.24; DWR Reserve CD \$28,902.56; DWR Loan Savings \$8,826.68; Checking Account as of 7/15/2022 \$6,630.84. The board questioned the low balance in the checking account. Levang explained that the annual payment for the 2022-2023 Property/Liability insurance was paid and a large check to GR Sundberg, most of which is reimbursable from grants. Levang has not sent in the \$60,000 transfer request from the capital reserve into the checking account to cover capital grant expenses.

6.6 June/July Warrants

Verick moved to approve warrants #'s7077 through 7115, one Federal payroll tax deposit and one State payroll tax deposit, totaling \$45,615.52. Seconded by Cline; all approved.

7. MANAGER'S REPORT

7.1 Water Loss increased from 7.5 GPM in May to 8.3 GPM in June for 38.7% of total production of 1,023,540 gallons. There were two known system leaks.

Board packets contained a summary table of 13 months water loss history. June 2022 water loss is at 38.7%, average water loss in the last 13 months is 25.3%. Rosenblatt reported that the leaks are in the old poly pipe. He is collecting statistics, making a case for a grant proposal to replace those waterlines.

8. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

8.1 DWR Small Community Drought Grant

8.2 Update on activities related to well drilling.

Rosenblatt reported that he is waiting to receive a proposal from the second well driller. He has been working on the permit renewal, or emergency permit, for the waterline project. The surveyors will be here August 1 surveying Westhaven Drive and 6th Avenue. The well drilling permits are active and we can start drilling at any time. We still need permits for the pump house. The waterlines will be a separate permit. The biologist is doing wetland study for the waterline on 6th Avenue. The board reviewed a map showing the existing waterlines and the waterlines that Rosenblatt is proposing to be replaced. Rosenblatt gave a big thank you to Llanos for his time and skill developing the map. Rosenblatt said the State is aware of the problem of inflation making the projected expenses too low to finish projects and they are looking for solutions. There is good potential for more grant funds being offered. The strategy is to get as much of the project done that we have current funds for and applying for a new grant to finish the project.

9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE

- 9.1** Update on progress of technical assistance grant for the Water Plant from DFA. Rosenblatt said that they are wrapping up loose ends and PACE is almost to the point that he can submit an application for a construction grant. 90% of the design for the new treatment plant has been completed. He has been waiting 7 months for the additional funding. There has been discussion of skipping the additional funds and going straight to the grant application for the construction funding.

10. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANT TWO CREEKS, CAPP

- 10.1** Update on technical assistance grant for writing the Conceptual Area Protection Plan (CAPP) for the Two Creek watershed, working with Mark Andre and BBW.
- Rosenblatt reported the draft is almost ready for his review, and then he will bring to the board for their review. They are figuring out how the public engagement piece will be implemented. They have been reviewing maps of the watersheds. A \$5,000 grant has been submitted for two days of California Conservation Corps crew time and travel to remove ivy.

11. INTERIM EMERGENCY INTERTIE AGREEMENT

- 11.1** Interim emergency intertie agreement between the City of Trinidad and Westhaven CSD - An overview was discussed on the billing process and timeline of the grant. The City of Trinidad will be administering the grant. WCSD will invoice, per the grant requirements, and send to Trinidad to include with their reporting/invoicing and submission. A check from DWR will go to Trinidad and they will cut a check to WCSD. There was a discussion of time lines for payment and cash flow. WCSD has requested an advance payment. We can receive 25% of the funding amount in an advance payment to assist with cash flow issues. The board reviewed the Intertie Agreement and discussed areas where they would like to have further discussion with the City of Trinidad and revisions to the agreement. Issues discussed were the definition of "emergency", how to activate the intertie for non-emergencies, potability of the water, and confirmation that the entity supplying the water treats the water. The discussion "moved on to concern that, with inflation, there may not be enough funding to complete the project and how the District will address those issues. There were too many questions for the board to approve anything at this meeting. Verick proposed giving authority to the committee to meet with the City of Trinidad and negotiate an agreement on behalf of the district. Negotiate revisions to the agreement and bring back to the board at the August meeting.

12. ORDINANCE 2022-1 ESTABLISHING REGULATIONS FOR CROSS CONNECTION CONTROL

- 12.1** Ordinance 2022.1 Establishing Regulations for Cross Connection Control. The board did the first reading of the Ordinance. Rosenblatt recorded the edits from the board.

Verick moved to approve Ordinance 2022-1 as amended. Seconded by Swisher; all approved.

13. CALIFORNIA'S NEW SHUT OFF PROTOCOLS

- 13.1** Review WCSD Ordinance 2021-3 Adopting a Water Conservation Program and Water Supply Emergency Ordinance
- 13.2** Resolution 2015-5 Implementing Water Conservation Measures as mandated by the State Water Resources Control Board
- Table until next meeting

14. GOVERNORS DROUGHT ORDER N-7-22 AND SB 552

- 14.1** Governor's drought order N-7-22
- 14.2** DWR SB 552 Notification

Rosenblatt said he wanted the board to be aware of the Governors Drought Order and DWR SB 552 Notification. Rosenblatt read from the SB 522 Table 1 bench marks. There was brief discussion. Verick said it was good to hear how on top of things the District is.

15. RETURN TO IN-PERSON MEETINGS

15.1 return to in-person meetings – discussion

Verick moved to continue meeting via Zoom. Seconded by Cline; all approved.

16. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION.

16.1 Discussion of philosophical, political and meta issue aspects of the district's existence and operation.

Verick stated that we basically had discussion in the context of the Intertie conversation.

17. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

Discussion of potential financial risk WCSD is facing with multiple grant funded projects

18. ADJOURN

Verick adjourned the meeting at 8:53 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary