

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
July 19, 2023

1. CALL TO ORDER

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

Board Members: Verick, Swisher, Llanos, Hankin & Cline

Absent: Martin

Staff: Rosenblatt, Chandler, Levang & Whitlow-Hewett

Guests: Elaine Weinreb, Lucy Kostrzewa, Jennifer Knight

2. PUBLIC COMMENT

Guest Lucy Kostrzewa inquired if WCSD tests for PFAS (man-made chemicals) in the water supply. Rosenblatt stated we have not been testing, as it is not mandated, and he does not know of any time in the past few decades that fire retardant containing PFAS has been within 1000 feet of a water source. Verick noted that an old USGS survey and analysis of our water showed dioxins present but noted that testing for PFAS is very expensive and not very reliable. Rosenblatt said he will look into the past USGS testing results. Hankin suggested we might look into the cost of testing for PFAS.

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 June 21st, 2023 - Regular meeting minutes

Amend as follows:

Page 1, Item 5.3, last sentence of second paragraph: change "Rosenblatt said there is no money parked in the operating reserve that is unavailable" to "*Rosenblatt said all of the money in the operating reserve is available*".

Page 2, Item 5.3, last sentence: add "...reimbursement after 25% cost share from Cal OES for *the leak caused by the earthquake...*"

Page 3, Item 7.2 & 7.2a: change "~~well facility~~" to "*well facilities*".

Page 3, Item 9.2: correct "~~CBW~~" to "*BBW*" and clarify the role of BBW. Amended to read: "*We have a contract with the appraiser Tidwell through BBW & Associates (who provide technical assistance for the grant)*".

Verick moved to approve June 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 June, 2023 water sales were \$23,159.94 and total receivables were \$37,108.91.

Discussion

Hankin asked for clarification regarding what the "Total Receipts on Account" and "Amount of Overpayments/Prepayments" on Report 5.1 indicate. It was clarified by Verick that the "Total Receipts on Account" are payments actually received during that billing period, and Rosenblatt clarified that the "Amount of Overpayments/Prepayments" is a positive dollar amount from customers paying ahead of time. It was further clarified that "Total Receivables" is the sum of past due and current charges.

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report. June, 2023 gallons billed 546,960; average gallon per day per meter readings 98; per person 45, average monthly charge per accounts \$43.92; total monthly charges \$8739; monthly deviation from budget -\$520.

Discussion

Verick noted this was a very short month of days billed compared to the same month last year. He noted there are three fewer active meters compared to last year; possible explanations are property changing ownership, summer homeowners who do not reside here year-round, or that those meters were previously over counted as being in use.

5.3 Income & Expense Report Discussion/Approval New Format

Board packets contained an Income & Expense report for June, 2023. Total income \$23,600 total expense \$20,442 with a net operating income of \$3158.

5.3.1 Operating Budget

No discussion.

5.3.2 Grant & Special Projects Discussion/Approval

Verick asked what defines "special projects". Levang explained the Moonstone meter installation is in this category, and that these special projects are not operating expenses or grant-funded expenses. The cost of the Moonstone meter installation is accounted for by money withheld from escrow to pay for it as a condition of the sale of the property. Next month's report will include the two grants we have. Verick asked if these special project expenses are included on a separate line in the budget. Rosenblatt responded no, the expenses are covered by the operating reserves or capital reserves. The PACE expense on the report was incurred before grant money was acquired. Hankin requested this report be renamed "Non-reimbursable Expenses Associated with Special Projects". Levang will create this report in Excel for better clarity.

5.4 Finance Officer's Recommendations Discussion/Approval

No recommendations at this time.

5.5 Treasurer's Report and Recommendations Discussion/Approval

Board packets contained a copy of the June, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$201,731.58, and CD #2368 \$28,931.75; Operating Reserves \$28,934.37; Umpqua Savings #0648 \$6,624.98; Checking Account as of 6/16/2023 \$484,600.21.

No discussion.

5.6 June/July Warrants Discussion/Approval

Verick moved to approve warrants #'s 7449 through 7484, one Federal payroll tax deposit and one State payroll tax deposit. Seconded by Cline; all approved.

6. MANAGER'S REPORT

6.1 Water loss increased from 7.6 gpm in May to 9.2 gpm in June for 40.7% of total production of 922,900 gallons. One system leak located and repaired.

Board packets contained a summary table of 13 months water loss history. June, 2023 water loss is at 40.7%, average water loss in the last 13 months is 39.2%.

Discussion Water consumption varied wildly day by day with higher weekend consumption. There was a large leak caused by a root against the old 1¼" pipe at the end of Kay Road near Tepona that was found and fixed after this meter reading period. American Leak Detection found the leak quickly and it was fixed by Wahlund Construction. Rosenblatt stated that he thinks the water loss now is approximately 1-3 gpm (10-15%).

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

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

7.1a Approval of Notice to Proceed Schedule A for Waterline Replacement.

Discussion/Approval

Rosenblatt has a pre-construction meeting on August 3rd and hopes to break ground in the next thirty days. He has obtained the Emergency Coastal Development Permit for both the waterline project and the new well facilities project. We also have the Caltrans, county and encroachment permits ready. Verick inquired if this project is the reason 4th Avenue is closed. Rosenblatt explained the road is closed due to water lines under the road, especially due to wet conditions last winter, and to address neighbor concerns to discourage heavy traffic from further damaging the road.

Hankin inquired if GR Sundberg's bid is consistent with the amount of money allocated for the project. Rosenblatt said we are ~6% under budget and the crew is very efficient. Llanos inquired if we retain a contingency for unforeseen expenses. Rosenblatt said the engineers are handling that part of the contract and he will discuss it with the project manager.

Verick moved to approve the Notice to Proceed Schedule A. Seconded by Llanos; all approved.

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

7.2a Approval of Notice to Proceed Schedule B for Well Facilities. **Discussion/Approval**

Rosenblatt has a pre-construction meeting with Hooven Construction on August 10th. This project will complete the new 125 feet deep wells already drilled and build structures to house the well operation facilities and power supply to the facilities. This project will ensure the use of the wells as a stand-alone facility in the case that the treatment plant is unavailable.

Hankin inquired about monitoring the wells; Rosenblatt stated we will put transducers in our three wells and the neighbor's well to monitor water levels for all four wells in real time. Llanos asked if we will notify the public when activities in the area will begin. Rosenblatt responded that notification will be made through the WCSD Facebook, Nextdoor, or written communication.

Verick moved to approve the Notice to Proceed Schedule B. Seconded by Cline; all approved.

7.3 Emergency Intertie with City of Trinidad. **Discussion/Approval**

Surveyors have been out, and the electrical engineer, Rosenblatt, and a city of Trinidad water operator are meeting to look at the physical controls and the electrical panel to determine the design for the tie-in.

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

Minutes 7/21/2023

Approved 8/16/2023

No discussion.

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 phases of the grant so we can move on to getting funded from the Expedited Drinking Water Grant to complete the final 10% of design. The money provided by the state for that work has been spent.

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

Rosenblatt said we should have a preliminary funding agreement in early to mid-August for the remaining 10% of design and construction of the new water plant. This includes the amendment for the PG&E powerline for the CEQA addendum. We will have a preliminary funding agreement signed by the state sometime in August, for which there needs to be an addendum to correct the math. WCSD is a very early recipient of EDWG program grant fundings. Weinreb noted another potential future funding source for the District from mitigations required for the port development project on the peninsula. As part of the mitigation process the developers will be putting money into the Community Benefit Assessment fund, run by a compendium of local organizations called CORE Hub and through the Humboldt Area Foundation.

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 said he is waiting for the LSA-Fish & Wildlife Code section 1600 (Lake and Streambed Alternation permit for surface water diversions) renewal from the scientists at CDFW (California Department of Fish & Wildlife). We need to be current with this permit before moving on to agency review with our watershed area preservation protection plan.

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

The letter from the appraiser has been received to schedule the appraisal with the landowners in the next few weeks. There is a contract with the appraiser and BBW & Associates, funded by NCRP (Northcoast Resource Partnership).

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

10.1 Review of draft Mitigated Negative Declaration for the new water treatment plant. Discussion
Rosenblatt has received the Mitigated Negative Declaration and is reviewing it. He would like to review it internally before sending it to the agencies and out for general review. Verick noted we have already met with various agencies (CalFire, CDFW, etc.), and obtained and responded to the agencies to help smooth the way for finalizing the CEQA process.

11. CREATION OF DISTRICT FACEBOOK PAGE

11.1 Creation of district Facebook page. Discussion/Approval

Martin and Rosenblatt have begun creating the page "Westhaven Community Services District".

12. HOTSPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY

12.1 Investigation of hotspot or Access Humboldt for connectivity. Discussion

Verick contacted Access Humboldt but has not received a response. It was noted that the Fire Hall has a cable internet connection and modem that might be utilized for future hybrid meetings.

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

No discussion.

14. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

No discussion.

15. ADJOURN

Verick adjourned the meeting at 7:45 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary