

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
August 18, 2021

1. CALL TO ORDER

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

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

Absent: None

Staff: Rosenblatt, Levang & Martin

Guests: Elaine Weinreb, Casey Harmen, Steven Phipps & Lucy Kostrzewa

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Amend agenda by moving item 6, Request from Sixth Avenue Speed Hump Committee to follow item 4, commending Steven Phipps. Move item 5, Kostrezwa Letter to follow the Speed Hump Committee and have item 13, Westhaven Drive Widening Project to follow the Kostrezwa Letter.

Verick moved to approve the order of agenda items as amended. Seconded by Cline; all approved.

4. RESOLUTION 2021-5 COMMENDING STEVEN PHIPPS FOR OUTSTANDING SERVICE RENDERED

4.1 Resolution 2021-5 commending Steven Phipps for his service on the WCSD Board.

Verick commended Phipps for his 12 years of service to the District as a board member, stating that it is good to have a contrarian on the board to slow things down and change minds. Verick read the resolution. Rosenblatt will deliver a framed resolution to Phipps. Phipps said he enjoyed being on the board and thanked everyone.

5. REQUEST FROM SIXTH AVENUE SPEED HUMP COMMITTEE FOR LETTER OF SUPPORT FROM WESTHAVEN CSD BOARD OF DIRECTORS (On agenda as item 6)

5.1 Request from the Sixth Avenue Speed Hump committee for letter of support from the Westhaven CSD Board. Discussion/Approval

- Casey Harmon presented to the Board a follow up since her first discussion with the board regarding traffic on Sixth Avenue. Harmon said she has support from the residents who believe, and the County agrees, that speed humps are the best solution for the speeding problem on Sixth Avenue. Harmon has been in communication with Supervisor Madrone who suggested she get a letter of support from the Westhaven CSD. It was suggested that the District state its support and to note that the speed humps will not hinder District operations. The committee has also requested a letter of support from the Westhaven Volunteer Fire Department. Llanos offered to draft a letter. A conversation ensued regarding other options to slow traffic on Sixth Avenue. Llanos said that during discussions with the County many speakers expressed support for additional stop signs at some of the intersections, which would require traffic studies and evaluation by the County, separate from the speed hump proposal.

Verick moved that Llanos and Rosenblatt write a letter of support for the Sixth Avenue speed humps. Seconded by Hankin; all approved.

6. KOSTREZWA LETTER REGARDING 401 LIST AND CURRENT ASSESSOR'S PARCEL NUMBERS (On agenda as item 5)

6.1 Letter to Kostrezwa regarding 401 list and current assessor's parcel numbers for committee and presidents revisions.

In the board packet are two documents, Version 1, Committee edits and Version 2 a letter drafted by Verick. Kostrezwa said she had not downloaded the board packet and had not seen either document. The board went into closed session.

6.2 Closed session for review and revision of edits. Discussion/Approval

Verick moved to forward the Committee edits to Kostrezwa with proposed edits on #2 and #5 as a Statement of the Board/District. Verick will write a cover letter to accompany the Board statement of its position. Seconded by Cline; all approved.

6.3 Presentation of findings and revision of potential letter to Ms. Kostrezwa. Discussion/Approval
Verick gave a brief overview of the Board Statement confirming that Kostrezwa property will remain on the 401 list. Kostrezwa thanked the board. She said that at a later date she would like a discussion on the part of the agreement she has with the District stating that she will be treated the same as any other customer on the 401 list. Verick requested that Kostrezwa talk directly to Rosenblatt with any further questions or concerns.

7. WESTHAVEN DRIVE WIDENING PROJECT (On agenda as item 13)

7.1 Report on the "Friends of Westhaven" Westhaven Drive widening project action committee. Discussion/Approval - The committee, consisting of Verick and Cline, presented 8 items that may have a negative impact on the District if Westhaven Drive is widened. The group reviewed the items for feedback as follows:

1. Road widening would promote further development because of the increased capacity to carry vehicles, which could in turn mean more homes drawing ground water from the same aquifers the WCSD uses. **Absolutely, said Rosenblatt, Swisher disagreed.**
2. Widening the road may mean that many of the WCSD meters located along Westhaven Drive would need to be relocated. **Who's paying for it?**
3. Construction work could damage WCSD water lines that run along, or that cross, Westhaven Drive. **Remove #3**
4. Widening the road may leave a much more restricted area for WCSD to do repair/replacement work on its lines, which could mean that our work would encroach on Westhaven Drive, thus requiring traffic control, encroachment permits, etc. WCSD does not have the personnel to do traffic control when fixing leaks. **In some instances, this might require flagging – we don't have the personnel for flagging.**
5. Elimination of driveway parking for the houses located along Westhaven Drive could mean WCSD would have no place to park when reading meters. **Reduces safety zone, combine 4 & 5**
6. If the road is widened so that the WCSD lines are located, or re-located under Westhaven Drive itself, then working on the lines would certainly require encroachment permits, traffic control and massively more expense. **The District already has an annual encroachment permit for leaks. To work on the waterlines you need permits regardless of the size of the road.**
7. Depending on how road work is done and the kinds and location of fill and gravel, it could make it much more difficult for the WCSD to spot leaks and to fix them. **Remove #7, lines are already under pavement**
8. Westhaven Drive is already over its capacity for safe travel, given that pedestrians must walk in the street because there are no sidewalks or trails. Installing sidewalks along with widening

the road would eat up basically all of the safe spaces to locate meters and to read them.

~~Remove #8~~

The committee will draft a letter for review and approve at the September board meeting. Hankin recommended the committee have Rosenblatt review the letter prior to the board meeting.

Weinreb expressed appreciation to the board for their civic mindedness. The Board thanked Weinreb for her work on this issue.

8. AMEND / APPROVE MINUTES

7.1 July 21, 2021 regular meeting minutes. Discussion/Approval

Amendments are as follows:

- Add Llanos as a board member that was in attendance.
- Page 1, item 5, 7th line from the bottom change Kostrzewa relinquishing her 2nd Mutual Water Company water share to Kostrezwa relinquishing her “*unauthorized connection*”
- Page 1, item 5, 5th line from bottom change ~~that the~~ to “*that the*” and last line change August 18 to “*September 15*”.
- Page 3, Item 10, 5th line change RCAA to “*RCEA*”.
- Page 3, item 12, 4th line change ~~will a letter~~ to “*will write a letter*”.

Hankin moved to approve the July 21, 2021 minutes as amended. Seconded by Cline; all approved.

9. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

8.1 Director’s Report-monthly billings and collections - discussion

Board packets contained Directors report. Total July, 2021 water sales were \$22,593.74, and total receivables were \$25,524.48. No discussion

8.2 Water Consumption and Sales - discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. July, 2021 gallons billed 612,060; average gallon per day per meter readings 106; per person 48, average monthly charge per accounts \$45.22; total monthly charges \$9,314; monthly deviation from budget, not on report.

A problem with the spreadsheet was identified. The board requested that this problem be fixed and resubmitted to the board.

8.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for July, 2021. Total income \$19,451, total expense \$23,341, with a net operating income of -\$3,890. No discussion.

8.4 Finance Officer’s Recommendations – No recommendations

8.5 Treasurer’s Report and Recommendations – discussion

Board packets contained a copy of the July, 2021 Treasurer’s report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,190.22; DWR Reserve CD \$28,813.82; DWR Loan Savings \$11,031.25; Checking Account as of 8/6/2021 \$29,554.91. No discussion.

8.6 July/August warrants – Verick moved to approve warrants #'s 6755 - 6786, one electronic Federal P/R ax deposit, one electronic State P/R tax deposit and one electronic check for GovCard, totaling \$41,480.53. Seconded by Cline; all approved.

10. MANAGER'S REPORT**10.1 Water Loss – System leaks – Discussion**

Board packets contained a summary table of 13 months water loss history. July, 2021 water loss is at 12.9%, average water loss in the last 13 months is 19.9%.

The board gave suggestions on how to revise the spreadsheet making it easier to understand. Hankin commented on how the well production is more stable than the stream, all the more reason to get the wells drilled.

11. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**11.1 Update on SHN activities related to well drilling. Discussion**

Rosenblatt reported that the RFP was sent out to the two drillers, Fisch Drilling and Rich Well Drilling. Both are very busy. Rosenblatt mentioned some concerns with the drilling and that he and Vadurro are making final edits to the RFP to reflect changes and available materials. It is a slow process but it is happening. Hankin questioned why the plans keep getting revised, Rosenblatt explained a few things specific to this particular grant process.

11.2 Update on progress for well site 3 with LACO for CDP #2. Discussion

Verick and Rosenblatt will meet tomorrow, Thursday, August 19, 2021 to walk the property to identify what type of foot print drilling a well will have on the property.

12. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANANCIAL ASSITANCE (DFA)**12.1 Update on progress of technical assistance grant from DFA-Discussion**

Rosenblatt reported that a cultural survey was done on 4th Avenue and the proposed wells. He is working on a couple items, and application with PG&E regarding the three phase upgrade, a site analysis is underway for the septic system for the bathroom at the plant. The foot print has changed somewhat. The plan is 90 % complete. The major issues have been resolved.

13. ORDINANCE 2021.2 USE OF DISTRICT PROPERTY FOR RECREATION, SECOND READING

12.1 Ordinance 2021. 2 pertaining to the use of District property for recreation. Discussion / Approval. Katrina Martin, WCSD Relief Operator, questioned the dogs under leash control in the ordinance stating that most of the dog walkers at the plant have their dogs under control without a leash. Verick explained from an attorney's perspective uncontrolled dogs on district property presents a danger and at the last meeting it was unanimous that they add that dogs had to be on a leash on District property.

Verick moved to approve the Ordinance 2021.2. Seconded by Hankin; all approved.

14. ORDINANCE 2014-2 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY REVIEW OF FORSEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES. Discussion/approval

14.1 Ordinance 2014.2 Adopting a water conservation program and water supply emergency. Discussion/Approval

Hankin said that a couple things need to be revised on Ordinance 2014.2 but due to time he suggest we postpone until the September meeting. Verick asked Hankin to make the proposed revisions and bring back to the September meeting for review and approval.

15. REVISION OF BOARD POLICY AND PROCEDURE MANUAL

15.1 Revision of Board Policy and Procedure Manual – Discussion/Approval

Verick moved to accept the revisions as presented. Seconded by Cline; all approved.

16. FORMATION OF A COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL #3 ON VERICK PROPERTY

16.1 Formation of a committee to negotiate easement agreement for well #3 on Verick property

Verick did not participate in the discussion since it is his property being discussed. Rosenblatt asked Llanos to be on the committee with him to negotiate an easement agreement for well #3.

Hankin moved that Rosenblatt and Llanos form a committee to negotiate with Verick and draft an easement agreement that is mutually acceptable to the district and Verick. Seconded by Swisher; 4 ayes, Verick abstained.

17. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTANCE AND OPERATION

14.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation – no discussion

18. MANAGER'S PERFORMANCE REVIEW

18.1 Annual performance review of WCSD Manager. Discussion/Approval

- There was discussion of the procedures used at the last review. The committee consist of the Board President, Verick and Vice President, Cline. They will set up interviews with staff and write up a draft preliminary assessment to be reviewed and presented at a closed session. Rosenblatt will send the committee his performance objectives. Hankin will send the work product from the last performance review to the board subcommittee, consisting of the Board President and Vice President, for their information and review.

19. ADD BOARD MEMBER LLANOS AS A SIGNER ON THE UMPQUA BANK ACCOUNTS

19.1 Motion to add Board Member Llano as a signer on the District bank accounts.
Discussion/Approval

Verick moved to approve adding Board Member Antonio Llanos as a signer of the District Umpqua Bank accounts. Seconded by Hankin; all approved.

20. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Ordinance 2014-2 Adopting a Water Conservation Program and Water Supply Emergency. Review and revise. Discussion/Approval
- Manager's Performance Review

21. ADJOURN

Verick adjourned the meeting at 9:15 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary