

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
August 19, 2020

**1. CALL TO ORDER**

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

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

Absent: None

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb & Ilza Hakenen

**2. PUBLIC COMMENT**

None at this time

**3. AMEND / APPROVE ORDER OF AGENDA ITEMS**

Hankin moved to approve the order of the agenda items with the exception of moving Item #10, Water Allotment Transfer Application, to the top of the agenda when Eric or Ilza Hakenen arrived at the meeting. Seconded by Phipps; all approved.

**4. AMEND / APPROVE MINUTES**

July 15, 2020 Regular meeting minutes

Hankin moved to approve the minutes as written. Seconded by Verick; all approved.

July 29, 2020 Special meeting minutes

Swisher suggested changing Resolution numbers in the minutes from 2020-X to 2020.X to match the actual titles of the resolutions.

Hankin moved to approve the minutes as amended. Seconded by Swisher; all approved.

**10. WATER ALLOTMENT TRANSFER APPLICATION (Moved forward as approved by board)**

10.1 The water allotment transfer application for customer Hakenen at 847 9<sup>th</sup> Avenue. Hakenen is requesting transferring the water allotment for APN 514-061-004 at 931 Kingdom Road, to the property at 847 9<sup>th</sup> Avenue. The 9<sup>th</sup> Avenue property is on the 401 list and has received emergency water deliveries. Meter and backflow prevention has been installed. Staff recommendation is for approval of the allotment transfer.

Verick moved to approve the water allotment transfer application at 847 9<sup>th</sup> Avenue. Seconded by Cline; all approved.

Phipps requested adding to next month's agenda a discussion regarding the application process for water allotment transfers and the legality of allotments.

**5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS**

5.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained the Directors report. Total July water sales were \$24,245.65 and total receivables were \$23,686.21. No comment or discussion.

5.2 Water Consumption and Sales – discussion

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

July gallons billed 785,150; average gallon per day per meter readings 115, per person 52; average monthly charge per account \$54.68; total monthly charges \$11,538; monthly deviation from budget \$3,194; cumulative deviation \$6,779. No comment or discussion.

### 5.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for July. Total income \$21,733 total expense \$21,080 with a net operating income of \$652. Cline questioned, because the budget went into effect August 1 instead of July 1 would that affect the overall budget. Staff felt the effect would be minimal.

#### 5.3.1 New Well Report

Board packets contained a new well report for expenses as of July 31, 2020. Total expenses to date \$55,174.09.

There was a brief discussion of whether the new well expenses would be reimbursed. Rosenblatt responded that Malley, with the State of Water Resources, is working to find a way for the new well expenses to be reimbursed. Rosenblatt will give a full report on the wells in Item #8.

### 5.4 Finance Officer's Recommendations – No recommendations.

### 5.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the July Treasurer's report. Account balances were as follows: Capital Reserves \$242,425.45; Operating Reserves \$51,898.30; DWR Reserve CD \$28,670.20; DWR Loan Savings \$11,034.64; Checking Account as of 8/13/2020 \$31,467.77

No comment, no discussion.

### 5.6 January/February Warrants – discussion / approval

Cline asked if the liability and workers compensation insurance were annual payments, and staff responded that they were. There was brief discussion regarding the leak repair. Phipps expressed his concern that we are accruing expenses for the new wells without a guarantee that the expenses will be reimbursed.

Hankin moved to approve warrants #6363 through #6405 and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$30,851.38. Seconded by Cline; 4 Ayes (Hankin, Verick, Cline & Swisher) & 1 Noe (Phipps)

## 6. MANAGER'S REPORT

### 6.1 Water Loss – small system leak. Discussion

Board packets contained a summary table of 13 month water loss history. July water loss is at 19.5%, average water loss in the last 13 months is 21.8%. The board asked Rosenblatt to draft a resolution thanking the customer who identified the leak to be approved at the September board meeting. There was a discussion of low production and how it compares to past years. Swisher said he did a source capacity study for the State from 2006-2016. Hankin is interested in looking up rainfall patterns as a comparison to capacity.

### 6.2 Updated on Prop 84 grant status

Final report has been accepted by the State and we are waiting for the final payment.

### 6.3 WCSD COVID 19 response: credit card payments

Board packets contained Credit/Debit Card payment report. In the month of July 9 customers made online payments totaling \$1,180.68. Total payments May through July \$3,545.66. Total 4% fees charged to customers \$141.84. Total Merchant fees charged to WCSD \$145.36. No further discussion.

6.4 8/3/2020 CSDA meeting; Work on county-wide mutual aid agreement for CSD's and cities. Rosenblatt gave a brief overview of the CSDA meeting stating that there was discussion of mutual aid for the smaller districts. Rosenblatt reported that Humboldt Municipal Water District is progressively thinking about how districts can work together and support each other. McKinleyville CSD, Humboldt CSD and the Sothern Humboldt CSD's support going forward with the concept.

6.5 8/3/2020 Trinidad Bay Watershed council meeting brief report. Rosenblatt reported that he attending the Trinidad Bay Watershed Council. He said that they had not met for a few years. He reported that the two creeks watershed project was well received.

## **7. DISTRICT WEB PAGE UPDATE**

7.1 Revised WCSD web page design and content. Time to make public? Hankin reported that he met with Juan Cervantes and the free site we were being offered is not user friendly. Hankin suggested we move the website to Square Place environment, which is user friendly. The cost is \$216 annually for the license. The first year the domain name is free and \$20 annually after the first year. Hankin will build the site and maintain it for now. He reported that there are reasons to have a website, #1, it is mandatory and #2, for transparency. Hankin asked the board for suggestions. Currently he is posting minutes and agendas but would like to also include the full board packets, Ordinances and Resolutions. Suggestions from the board are as follows:

- Accessibility for Handicaps
- On the home page in bold letters list District hours and contact numbers. List emergency numbers in case of a water emergency.
- Access to pay online and the ability for customers to update their contact information.

Elaine Weinreb liked the idea of full board packets. There was discussion of software programs. Cline commented on staff's ability to maintain the website. Levang felt that once everything was set up the maintenance should not be too time consuming.

Verick moved to have the website go public once it is up to the regulatory level, per Juan Cervantes, and to support this year's website cost. Seconded by Phipps; all approved.

## **8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**

8.1 Update on SHN activities required to secure permits for well drilling. Rosenblatt reported that the permits are crawling along at the COVID pace. Hankin expressed concern of the late dates for drilling and questioned what will happen if the rains come prior to the drilling being complete. Rosenblatt will talk to the drillers about accessibility after it rains. Cline asked about the County Encroachment permit, Rosenblatt said that was on his call list and that he has a good working relationship with them.

8.2 Update on progress for well site 3 with LACO for bio and wetland study. Rosenblatt filed the Notice of Exception for site 3 with the State Clearing House and the County. Rosenblatt said he just received paperwork from LACO with next steps we need to take, including drilling the well and putting in waterlines. We are scheduled to drill in the spring.

## **9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**

9.1 Update on status of technical assistance grant from DFA. Rosenblatt reported the work plan for the TA Grant has been approved by upper level State management and the final agreement is ready to be signed. Last week Scott Gilbreath visited the District and he went with Rosenblatt to the treatment plant where they discussed options and technicalities to bring water lines from the wells to the plant. They discussed an enhanced treatment process and the best way to treat Westhaven water. Rosenblatt said we should be able to get 100% funding for a new treatment plant because of our DAC status. Rosenblatt gave an overview of the water treatment process being discussed with the State. The funding from the TA Grant will do a study of our options and also a pilot study. Rosenblatt is looking to potentially build a new water plant as a long term

solution in the most challenging situations. There was discussion and expressed concerns of the cost to build and run a new treatment plant. Rosenblatt went over the advantages to the District and the community. The discussion ended with Hankin stating that the board will have many opportunities to discuss these plans before it is time to make an actual decision. Swisher added that this type of funding is unprecedented and guest Weinreb said if we have the opportunity to improve the health of our water with little to know cost to the district we should jump on it.

#### **10. WATER ALLOTMENT TRANSFER APPLICATION**

See Item #10 between Item #'s 4 & 5.

#### **11. TWO CREEKS WATERSHED CONCEPTUAL AREA PROTECTION PLAN**

11.1 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, including facilitating with stakeholders in creating conservative easements.

Rosenblatt reported that he has been talking with people and the project is well received and supported. He will continue discussing the project and assessing impacts, including the evasive species component, and a roadmap for potential funding.

#### **12. NEW ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

- Discuss the application process for water allotment transfers and the legality of allotments.
- Draft and approve a Resolution thanking the customer that identified the large leak.

#### **13. ADJOURN**

Hankin adjourned the meeting at 8:25 PM.

Respectfully Submitted,

Roxanne Levang  
WCSD Secretary