

WESTHAVEN COMMUNITY SERVICES DISTRICT
 Regular Meeting Minutes
 August 21, 2019

1. CALL TO ORDER

Board President Hankin called the meeting to order at 6:30 PM. In attendance were:
 Board Members: Hankin, Verick, Cline & Phipps
 Absent: Moon
 Staff: Rosenblatt, Butterworth and Levang
 Guests: None

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. AMEND / APPROVE MINUTES

July 17, 2019. Regular meeting minutes.
 August 7, 2019 Special meeting minutes
 In the Special meeting minutes correct item 4.1.3, first paragraph, last sentence change president to precedence and advise to advice.

Hankin moved to approve the July 17, 2019 regular meeting minutes as written and the August 7, 2019 special meeting minutes as corrected. Seconded by Verick; all approved.

5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

5.1 Directors' Report – monthly billing and collections – discussion
 The Board packet contained Directors report. Total July water sales were \$26,697.16 and total receivables were \$24,523.98.
 The board questioned the large leak on the Directors report. Rosenblatt reported the house is vacant and the owners live in Oregon so the leak went unnoticed. Rosenblatt located the leak, spoke with the neighbor, and contacted the owner. The neighbor is getting the leak fixed. We mailed a leak adjustment application to the owner in Oregon. Rosenblatt said they found another 80,000 gallon leak yesterday.

5.2 Water Consumption and Sales – discussion
 Board packets contained Water Consumption and Billings-Commodity Charges Only report. July gallons billed 1,001,940; average gallon per day per meter readings 140, per person 63; average monthly charge per account \$72.43; total monthly charges \$14,848; monthly deviation from budget \$6,505; cumulative deviation \$7,760.
 The board discussed the large amount of gallons billed per day. The total included a 10,000 gallon leak. The month of July is historically a high usage month.

5.3 Income/Expense Report – discussion
 Board packets contained an Income/Expense Report for July. Total income \$23,655, total expense \$12,288, with a net operating income of \$11,367.
 A corrected Income/Expense report was distributed at the meeting. No discussion.

5.4 Finance Officer’s Recommendations – None

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 \$76,999.83; Operating Reserves \$50,843.63; DWR Reserve CD \$28,526.91; DWR Loan Savings \$8,837.41; Checking Account as of 8/16/19 \$147,298.64.

It was discussed that the loan will be paid off in 2024. The loan from 1992 or 1993 was to add 25 to 30 new connections. It was noted that there is still a high balance in the checking account.

5.6 April Warrants – discussion / approval

Verick moved to approve warrants #6608-6033 and 6047-6051 and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$13,754.68. Seconded by Cline; all approved

5.7 Update on summary of Prop 84 Grant Balances
No changes – no discussion

6. MANAGER’S REPORT

6.1 Water Loss – update

Board packets contained a summary table of 13 month water loss history. July water loss is at 10.3%, average water loss in the last 13 months is 26.4%.

Brief discussion regarding water leaks. Hankin gave a brief update regarding meetings he has attended regarding the Rancheria and City of Trinidad Water Department.

6.2 Projects Updates

6.2.1 DBP Project

6.2.1.1 Well project update

Include project updates with Item #7 discussion below.

6.3 Letter from Don Allen regarding mail delivery and shut off.

Rosenblatt distributed a letter of response to Don Allen’s letter for board input. Staff explained to the board members the procedures for past due notices and 48 hour notices. Cline suggested some edits to Rosenblatt’s letter. The board agreed the letter was fine as edited.

7. ONGOING DISCUSSION OF SHN PROPOSAL

7.1 Discussion of SHN proposal for planning grant contract proposed scope of work and estimated cost and path forward.

Rosenblatt met with the SHN project manager and he has made the requested change to the budget adding a third well. The project manager expressed his concern that the budget adjustment made it so the District doesn’t have a contingency fee in the event that the wells do not produce. Rosenblatt spoke with Malley Vue with the State, she says SHN still needs to break out the engineer amounts in the budget by an hourly/usage basis. We have in the budget funds to get permits and drill three wells, one on the Crowley parcel, one where the WCSD existing well is located and one on Verick’s property. Scott Gilbreath suggested that after drilling the wells and performing the 72 hour testing to put the wells into production, that’s the best way to assess if they will produce for us. There was further discussion regarding the ongoing frustration with communications with the SHN project manager. Rosenblatt will talk to him tomorrow and set a date for when the proposal will be 90% complete. The board requested checking with Stein Coriell

on whether or not it is feasible to drill the wells prior to the rainy season. Regardless of the status of the proposal Hankin wants to start drilling the wells ASAP.

Hankin pointed out on page 3 of the first contract with SHN, item J states that SHN shall retain ownership of reports, the board wants that item stricken from future contracts.

Verick moved to authorize Hankin and Rosenblatt to meet with the CEO at SHN to discuss timeline for the application to be completed, to discuss a service agreement as part of the application process, execute a project timeline and the possibility of having a different project manager that we can have better communication with. Seconded by Phipps; all approved.

7.2 Report on meeting with Oscar Larsen and Associates Engineering firm in Eureka about our project.

Rosenblatt reported meeting with Ken Davlin with Oscar Larsen and Associates. He said they are willing to work with us. Malley Vue and Scott Gilbreath recommended we talk to Pace Engineers in Redding and other firms. The board gave Rosenblatt the go ahead to call Pace Engineers.

8. DISTRICT WEB PAGE UPDATE

8.1 Update on progress of district website collaboration with Humboldt Access. Levang sent an email with data to Juan Cervantes on Monday 8/19. Levang’s plan of action is to email a section of requested data each week until completed. Hankin said that he thinks the district needs to have a web presence.

9. WATER ALLOTMENTS ON UNBUILDABLE PARCELS UPDATE

9.1 Discussion of Districts position on what role the District might take in connecting owners with water allotments on unbuildable parcels with property owners who would like to have a water allotment.

Rosenblatt reported on his research and conversations with people regarding this issue. He said the selling of water allotments would have little impact on the district and he recommends the District not change the current resolution. Board agreed.

10. COMMUNITY MEETING

10.1 Further discussion of proposal for a community outreach meeting to discuss District activities and operations with the customers and community. Discussed the community meeting and how we could use it to inform the public and recruit volunteers. Verick studied the workers compensation law and said it is complicated but we do not have to cover volunteers with workers comp. Consensus to wait until the grant application is completed before scheduling the community meeting.

11. WATERPLANT NAMING

11.1 Water Plant naming and signage: Verick update. Verick was on vacation and didn’t work on this project.

12. RESOLUTION 2019.3 UPDATE

12.1 Update on presentation of Resolution thanking Tim Crowley for gift of property adjacent to well parcel. Rosenblatt and Hankin went to Tim Crowley’s office and presented him with the framed resolution. Crowley appreciated the recognition. The extra framed resolution is hung in the WCSD office.

13. ADU UPDATE

13.1 Update on inquiries into the ADU issue

Rosenblatt emailed Greg Nickless, Housing Policy Analyst, with questions regarding the ADU issue. The questions were not answered adequately. Verick said that because this is a new law it hasn't been completely fleshed out yet, particularly in the coastal zones.

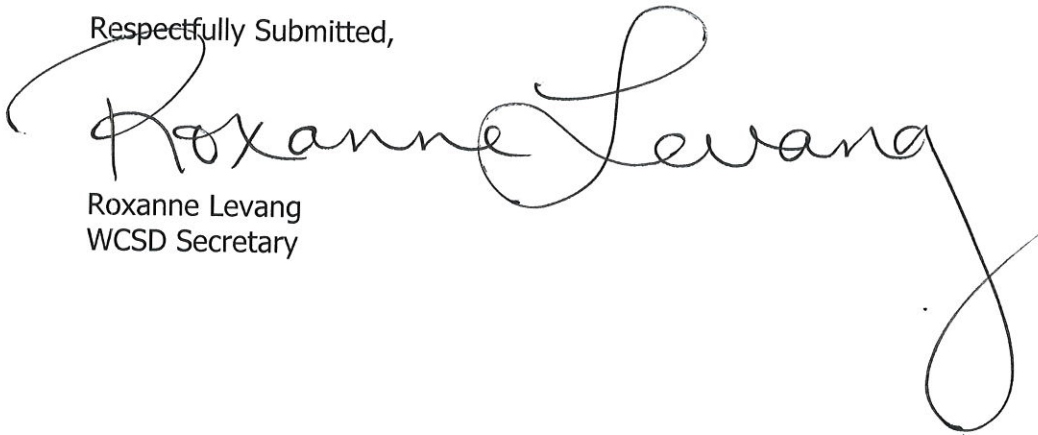
14. NEW ITEMS FROM MEMBERS OF THE BOARD TO BE ON A FUTURE AGENDA

Closed session to discuss Rosenblatt's 12 month evaluation.

15. ADJOURN

Hankin adjourned the meeting at 8:20 PM.

Respectfully Submitted,

A large, elegant handwritten signature in black ink that reads "Roxanne Levang". The signature is written in a cursive style with a long, sweeping tail that loops back under the name.

Roxanne Levang
WCSD Secretary