

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
August 16, 2023

1. CALL TO ORDER

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

Board Members: Verick, Swisher, Hankin

Absent: Cline, Llanos, Martin & Whitlow-Hewett

Staff: Rosenblatt, Levang, Chandler

Guests: Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Rosenblatt motioned to move Item 8.1 (Update on Progress of Technical Assistance Grant for Water Plant from DFA) to after Item 6.1 (Manager's Report).

Verick moved to approve the order of agenda items. Seconded by Hankin; all approved.

4. AMEND / APPROVE MINUTES

4.1 July 19, 2023 - Regular meeting minutes

Corrections: None

Verick moved to approve July 19, 2023 minutes. Seconded by Hankin; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

5.1 Director's Report-monthly billing and collections

Board packets contained Director's report. Total July, 2023 water sales were \$26,336.57, and total receivables were \$41,956.53.

No discussion.

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report. July, 2023 gallons billed 613,310; average gallon per day per meter readings 104; per person 47, average monthly charge per accounts \$56.39; total monthly charges \$11,447; monthly deviation from budget +\$2886.

Discussion Sales are higher due to warmer weather and occupied vacation homes. Verick noted a large green patch, possibly caused by a leak, across from the southbound Sixth Avenue exit. Rosenblatt will talk with the homeowners about replacing the water line.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for July, 2023. Total income \$26,324, total expense \$23,723, with a net operating income of \$2601.

Discussion Verick inquired about the report note regarding July being over budget due to the emergency leak detection and repair at the intersection of Kay and Tepona totaling \$2,601, which is the same amount as the net operating income for the month. Levang will double-check the figures.

5.4 Finance Officer's Recommendations.-.No Recommendations.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the July, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$201,731.58, and CD #2368 \$38,159.72; Operating Reserves \$28,937.07; Umpqua Savings #0648 \$6,625.03; Checking Account as of 8/8/2023 \$481,809.76.

Discussion The 7/5/2023 DWR Grant reimbursement payment of \$174,302.77 for the water line replacement and well facilities projects is noted in the report and is reflected in the checking account balance.

5.6 January/February Warrants

Verick moved to approve warrants #'s 7485 through 7498 totaling \$22,533.50. Seconded by Hankin; all approved.

6. MANAGER'S REPORT

6.1 Water loss decreased from 9.2 gpm in June to 4.1 gpm in July for 22.0% of total production of 785,820 gallons. One known system leak.

Board packets contained a summary table of 13 months water loss history. July, 2023 water loss is at 22.0%, average water loss in the last 13 months is 37.9%.

Discussion Rosenblatt noted that there were 6-7 days of the known system leak in this meter reading period, which explains the 22% water loss. High water usage in this meter reading period can be attributed to the warm weather.

7. TECHNICAL ASSISTANCE GRANT FROM DEPARTMENT OF FINANCIAL ASSISTANCE (DFA)

7.1 Update on progress of the Technical Assistance Grant for Water Plant from DFA.

Discussion - No discussion.

7.2 Update on the Expedited Drinking Water Grant (EDWG) grant funding for the water plant project.

7.2a Funding agreement for Board review

Discussion A special meeting with Tom Warnock from PACE Engineering has been requested by a member of the Board to review the plans and the budget for the grant regarding the 20% contingency built in to the Engineer's report of \$13.2 million. Exhibit B "Funding Amounts" provided by Tom Warnock from PACE Engineering totals \$13.2 million. Rosenblatt said DFA is amending the agreement to build in another couple of million dollars over our \$13.2 million to \$15 million so we are in the first round of funding. We have executed the agreement with a healthy contingency and are ready to move forward. Rosenblatt will schedule a meeting with Warnock to explain the provisions from DFA and allow the Board to ask questions about the project. Logistics and legalities for the special meeting were discussed, with plans for connectivity for a Zoom meeting with a visual presentation from Warnock. Verick inquired about the plausibility of the projected completion date of 12/31/25. Rosenblatt said the allocated money funding projects such as the water plant project expires 12/31/25 but there will be more funding allocated from CA Proposition 68 (Parks, Environment, and Water Bond) to complete the project.

Hankin inquired about the obligation in the agreement to have a water conservation program. Rosenblatt said our Ordinance 2014-1 is adequate. He will reach out to the State Water Resources Control Board for guidance regarding their mandate for water conservation and drought reporting. He is confident that our community has a high level of conservation compared to other areas. Hankin also inquired about the requirement to have a general counsel for the District to execute the agreement; Verick is qualified and will serve from time to time as a pro-bono counsel when the need arises if asked to do so by the General Manager. Verick suggested that the Board pass a resolution authorizing the General Manager to engage short-term pro-bono counsel from time to time when the need arises. Swisher inquired about Exhibit D, page 30 of the agreement, and what is the plan if we are not able to raise sufficient

funds to cover the project. Rosenblatt said we are 100% covered by grant funding, and the 7% yearly increase on water bills will cover our operating costs. We are nearing where our staffing capacity needs to be to run the new plant efficiently and will build in the operational costs such as sludge hauling to Eureka, on-site chlorine manufacturing, and the solar power system, when determined. The addition of existing homes to the District for new water service will also help with the operating budget.

8. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

8.1 DWR Small Community Drought Grant work proceeding

8.1a Update on Schedule A timeline for Waterline replacement

Discussion Verick received an approval from Humboldt County Planning Director John Ford approving the Emergency Coastal Development Permit. Rosenblatt had a preconstruction meeting for Schedule A (water line construction), and the project should start in early September. He has asked for an extension for the completion date and is waiting to hear back from DWR. The waterline bid is 6% under the engineer's estimate. We have the Emergency Coastal Development Permit, Caltrans Encroachment Permit, completed CEQA, and the County Encroachment Permit is in the works.

8.2 Update on Activities Related to Well Facilities. Discussion/Approval

8.2a Update on Schedule B timeline for well facilities

Rosenblatt had a preconstruction meeting, and submittals with the engineer and the state are being finalized. There is a tentative start date in the next few weeks. Hooven, the contractor, was concerned about getting the emergency generator in time; DWR said a time extension should be doable, and if the District needs more funding to finish the project, provided funds are available, the project should be 75-80% built before the District applies for the additional funding. Notification for both projects will be given to the community when a firm date for the beginning of construction is confirmed. Guest Elaine Weinreb suggested Rosenblatt send a press release to the Mad River Union.

8.3 Emergency Intertie with City of Trinidad. Discussion/Approval

Rosenblatt has received 50% submittal (draft) plans that he sent to the county to confirm the proper location for the tie-in of our pump station and flushing hydrant to the City of Trinidad's facility. The tie-in will be at the Trinidad water plant near Luffenholtz Creek, in the county right of way but not near the roadway. Rosenblatt is waiting for the green light from the county and can then proceed with the engineers to prepare a design for Board review within the next month or so.

8.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines

No update at this time.

9. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS FOR TWO CREEKS CAPP

9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creek Watershed and related conservation work.

Discussion Rosenblatt said we have the draft CAPP and are working on the streambed alteration agreement with Fish & Wildlife, in which we are promising to do conservation work in the creek. The document will be sent to Fish and Wildlife, tribal entities (Yurok, Trinidad Rancheria, and the Tsurai Ancestral Society), and other agencies for publication. A Yurok placename for the creek exists and an inquiry has been made for future renaming.

9.2 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork Two Creeks basin from willing sellers

Discussion Appraisals are being made for two parcels totaling five to six acres held by two willing sellers. We have applied for another micro grant to cover the appraisal for the other lots and for grant packaging to submit to various funders. The Coastal Conservancy denied our grant because it did not fit their parameters, but we have three other funding sources that may be possibilities.

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

10.1 Update on draft Mitigated Negative Declaration for the new water treatment plant

Discussion Rosenblatt said we cannot proceed on the Negative Declaration until we have money. It will not be completed until we have the PG&E component. We are working to finish the PG&E component of the draft Neg Dec. The forester was out with PG&E's arborist today and only four alders need to be removed along the alignment. The locations of two new poles have been determined, with the goal of minimal impact of existing second growth redwood trees.

11. CREATION OF DISTRICT FACEBOOK PAGE

11.1 Update on status of Facebook page

Discussion Rosenblatt said they have worked on it a bit, and will discuss more in the future.

12. HOTSPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY

12.1 Investigation of hotspot or Access Humboldt for connectivity

Discussion Verick has still received no response from Access Humboldt; Hankin will email them to follow up.

13. MOMENT OF SILENCE IN HONOR AND REMEMBRANCE OF STEVEN PHIPPS

The meeting was silent.

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

No discussion.

15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

Discussion A special meeting will be planned with PACE to discuss coming projects.

16. ADJOURN

Verick adjourned the meeting at 7:50 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary