

WESTHAVEN COMMUNITY SERVICES DISTRICT
 Regular Meeting Minutes
 September 18, 2019

1. CALL TO ORDER

Board President Hankin called the meeting to order at 8:35 PM. In attendance were:
 Board Members: Hankin, Verick, Moon, Cline & Phipps
 Absent: None
 Staff: Rosenblatt and Levang
 Guests: None

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Consensus that the order of agenda items are fine as presented

4. AMEND / APPROVE MINUTES

August 21, 2019 Regular meeting minutes.

Corrections/amendments as follows:

Page 1, item 4, 1st sentence correct "sentace" to "sentence"; page 3, 2nd paragraph, change to read "ownership of ~~properties~~ **reports**, the board wants that taken **item** stricken from"; page 3, 3rd paragraph, 1st sentence change authorized to **authorize** and remove 90%, page 3, item 7.2, second from the last sentence add at end of sentence "Pace Engineers in Redding '**and other firms**'"; page 3 item 12.1, 2nd sentence correct Time to **Tim**; page 4, item 13.1, 2nd sentence change addressed to **answered**; and page 4, item 14, Amend ~~New Items From Members Of The Board~~ to read **New Items From Members Of The Board To Be On A Future Agenda**, and in future minutes clarify whether or not the items are recommended for the next meeting.

Verick moved to approve the minutes as amended. Seconded by Phipps; all approved.

5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

5.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total August water sales were \$23,830.09 and the total receivables were \$25,086.28.

There were 3 leaks, two qualify for leak adjustments. The leak adjustments will show on next months report.

5.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. August gallons billed 806,010; average gallon per day per meter readings 157, per person 71; average monthly charge per account \$57.12; total monthly charges \$11,881; monthly deviation from budget \$3537; cumulative deviation \$10,042.

The board reviewed the report, no further discussion.

5.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for August. Total income \$20,372, total expense \$14,348, with a net operating income of \$6,024.

The board asked that the fiscal year date at top of the report and the note at the bottom of the report be corrected.

5.4 Finance Officer's Recommendations – None

5.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the August Treasurer's report. Account balances were as follows: Capital Reserves \$76,999.83; Operating Reserves \$50,843.63; DWR Reserve CD \$28,529.91; DWR Loan Savings \$11,037.87; Checking Account as of 9/12/19 \$141,186.83
Correct fiscal year date at bottom of report.

5.6 April Warrants – discussion / approval

Correct dates on check #'s 5055, 6061, 6066.

Rosenblatt explained to the board the purchase of game cameras for installation at the plant to identify vandals.

Verick moved to approve warrants #6034 through #6066 as corrected, and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$35,131.79. Seconded by Cline; all approved

5.7 Update on summary of Prop 84 Grant Balances

No changes. As soon as we receive approval of budget amendment on the new roof project we will submit final reimbursement request.

6. MANAGER'S REPORT

6.1 Water Loss – update

Board packets contained a summary table of 13 month water loss history. August water loss is at 13.2%, average water loss in the last 13 months is 18.7%.

Brief discussion of leak on Kahlstrom Avenue. Discussion of speed bump or speed signs at that location.

6.2 Projects Updates

7.2.1 DBP Project

7.2.1.1 Well project update

Move this discussion to item 7

7. ONGOING DISCUSSION OF SHN PROPOSAL

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

Discussed the proposal and a meeting with SHN CEO, Hankin, Verick, Rosenblatt, Jared O'Barr and Malley at the State. Hankin gave Rosenblatt a list of editorial changes he wants made in the proposal. Hankin gave a summary of the meeting he and Rosenblatt had with the SHN CEO. Hankin suggested paying an additional \$1,500 to SHN for the additional time Jared O'Barr put in to complete the proposal.

Verick moved to approve the general concept and authorize modifying the proposal with the caveats of the break out of time being modified and Hankins editorial changes to clarify and justify the presentation and augment the original contract amount of \$15,000 to help pay for finalizing the proposal. Seconded by Cline; all approved.

Stein Coriell will be our project manager if we continue with SHN and he will start the permit process. However Stein Coriell is an Environmental Designer and not an Engineer. The State requires an Engineer to write the required reports. Rosenblatt called the LACO Planner and they would be willing to do the Coastal permits/development permits as consultants for approximately \$12,000. Rosenblatt is waiting to see how things go forward with SHN before moving forward with Beth at LACO.

7.2 Report on phone meetings with Tom Warack, PACE Engineering firm in Redding. Tom Wanach is familiar with the State Revolving Fund process. He is familiar with Scott Gilbreath and Malley. He knows the players and he is familiar with our area and our problems. He thinks of solutions and he is willing to work with us. He has the kind of experience that Rosenblatt would like to work with. He has references and he is more expensive.

Board asked about the December deadline. Rosenblatt said he wants to submit the proposal before requesting an extension on the deadline.

8. DISTRICT WEB PAGE UPDATE

Requested items are being forwarded to Juan Cervantes at Humboldt Access. Levang will contact Cervantes about a timeline.

9. COMMUNITY MEETING

8.1 Further discussion of proposal for a community outreach meeting to discuss district activities and operations with the customers and community.
Postponed until we can report about the grant.

10. WATERPLANT NAMING

10.1 Water Plant naming and signage: Verick update. Discussion / Approval
Verick reported that he received pictures of Swisher from J. Vincent of which he will choose a photograph to put onto a 8 X 10 ceramic tile, cost \$27. He suggested the monument reads "Founding General Manager – Thirty Years Service – plus the dates served." Verick will order the tile as soon as possible and will have a mockup of the monument at the next meeting.

11. ADU UPDATE

11.1 Update on inquiries into the ADU issue
Rosenblatt distributed an email correspondence with Greg Nickless, Housing Policy Analyst. His answer does not apply to our situation.

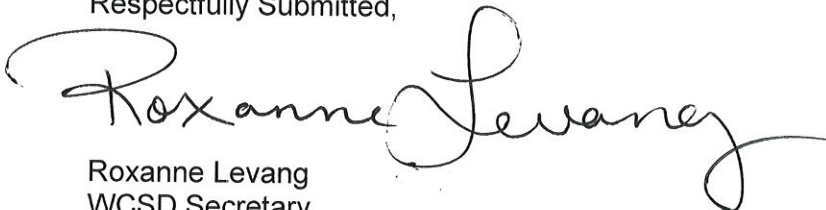
**12. NEW ITEMS FROM MEMBERS OF THE BOARD TO BE ON A FUTURE AGENDA
NEXT MEETING:**

- Closed session at end of meeting to discuss Rosenblatt's 12 month evaluation.

13. ADJOURN

Hankin adjourned the meeting at 8:25 PM.

Respectfully Submitted,



Roxanne Levang
WCSD Secretary

Approved 10/16/19