

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
September 21, 2022

**1. CALL TO ORDER**

Board Vice President Cline called the meeting to order at 6:36 PM. In attendance were:  
Board Members: Hankin, Cline, Swisher & Llanos  
Absent: Verick  
Staff: Rosenblatt, Levang & Whitlow-Hewitt  
Guests: Elaine Weinreb

**2. PUBLIC COMMENT**

None at this time

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

Item #11 delete Ordinance 2022.3, which is an error. Item #4.1 correct Resolution 2022-11 to read 2022-14.

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

**4. RESOLUTION 2022-15 REGARDING AB361 REMOTE MEETING**

**4.1** Resolution 2022-15 Regarding AB361 Remote Meeting Via Zoom

Cline moved to approve Resolution 2022-15 Remote Meeting. Seconded by Llanos; all approved.

**5. AMEND / APPROVE MINUTES**

**5.1** August 17, 2022 regular meeting minutes

There is confusion regarding Resolution numbering on the AB361 monthly remote meeting resolutions. Hankin suggested the staff research and clean up the resolution numbers.

Amend minutes as follows:

Item 6.2, second sentence add the word usually. The sentence should read, the water usage is *usually* higher.

Item 8.3, last sentence, change, ~~this concern is a greater with~~, to read, *this is a greater concern with*.

Item 11.2, last sentence, change ~~suggestion~~ to *suggested* and ~~actual~~ to *final*.

Hankin moved to approve August 17, 2022 regular meeting minutes as amended. Seconded by Swisher; all approved.

**6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS**

**6.1** Director's Report-monthly billings and collections - discussion

Board packets contained Directors report. Total August, 2022 water sales were \$26,260.62, and total receivables were \$30,103.36. No Discussion.

**6.2** Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. August, 2022 gallons billed 741,200; average gallon per day per meter readings 104; per person 47, average monthly charge per accounts \$56.61 total monthly charges \$11,832; monthly deviation from budget \$3,271. It was noted that more water was used in August. There were more active meters and more days billed during that period. No further discussion.

### 6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for August, 2022. Total income \$23,288, total expense \$20,476, with a net operating income of \$2,812. No discussion.

### 6.4 Finance Officer's Recommendations – No recommendations

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

Board packets contained a copy of the August, 2022. Treasurer's report. Account balances were as follows: Capital Reserves \$171,123.74; Operating Reserves \$52,391.14; DWR Reserve CD \$28,907.56; DWR Loan Savings \$13,227.31; Checking Account as of 9/16/2022 \$68,219.72. The \$60,000 transfer from Capital Reserve has been deposited into the WCSD checking account. No further discussion.

### 6.6 November/December Warrants – discussion/approval

Discussion of check #7156 to North Coast Labs. Check #7156 to North Coast Labs was larger than usual due to additional ground water testing required to be done every 8 to 10 years. Correct #7159 to Humboldt Co Environmental Services to read, water well "*permits*" and inspections. Rosenblatt explained to the board that in negotiating with the drillers for 90 day terms on payment WCSD agreed to pay them a \$1,000 down payment and pay for the well drilling permit.

Hankin moved to approve warrants #'s 7143 through 7169, one Federal payroll tax deposit and one State payroll tax deposits, and five debit card charges, totaling \$20,897.42. Seconded by Llanos; all approved.

## 7. MANAGER'S REPORT

**7.1** Water Loss increased from 2.7 GPM in July to 25.6 GPM in August for 26.9% of total production of 1,013,980 gallons. No known system leaks.

Board packets contained a summary table of 13 months water loss history. August, 2022 water loss is at 26.9%, average water loss in the last 13 months is 25.9%. There were no known leaks during the meter reading period. Rosenblatt reported a leak on Labor Day. No further discussion.

## 8. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

**8.1** The DWR Small Community Drought Grant work is proceeding. Rosenblatt reported that the surveying is complete and he is working with the planner on the emergency coastal permit. He just received the bio wetland report. It needs a couple minor edits after being reviewed by the planners. Things are proceeding well. Cline asked for the expected time line for the waterlines. Rosenblatt is hoping for construction to start in the spring, or earlier, depending on the weather.

**8.2** Update on activities related to well drilling. Rosenblatt reported the driller is under contract and has submitted for the 3 well drilling permits. Once they receive the permits we are ready to start drilling.

**8.3** Emergency Intertie with City of Trinidad. Rosenblatt spoke with Bill at the City of Trinidad regarding the operator component of the agreement in case of a change in leadership at Trinidad or WCSD. The WCSD board will be reviewing the final agreement with Verick's edits at the October Board meeting.

The advanced payment request has been submitted to DWR. Rosenblatt said we received an email this afternoon and the State is asking for more information regarding our cash flow. Llanos reported talking to agencies about how they have negotiated with contractors on payment of grant funds. He said that it is a common practice to have "pay when paid" terms in contracts. The protocol is to talk to the contractors and include in the contract that the project is grant funded with a fixed budget. Llanos said he was told most contractors will accept.

**9. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANCIAL ASSISTANCE (DFA)**

9.1 Update on progress of technical assistance grant for Water Plant. Rosenblatt said the request for additional funding has been approved, but for a smaller amount than was requested. Rosenblatt has eliminated everything but the environmental studies, which is mandatory. WCSD will have to cover the PG& E and Septic design work expenses. He is having the environmental studies done as soon as possible so that we can submit the request for construction funding. We are nearing the end of the TA grant.

**10. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANT TWO CREEK CAPP**

10.1 Update on progress of the technical assistance grant for writing the Conceptual Area Protection Plan (CAPP) for the Two Creek watershed. The CAPP is in draft form. Rosenblatt said he sent the invasive species management plan to the Yurok Tribe for review. Rosenblatt has reached out to the Land Trust Board and the Surfriders, requesting letters of support. He is applying for a second micro grant to fund CEQA compliance and to replace Humboldt crossing under the Railroad Grade and, hopefully, Transit Avenue. Rosenblatt explained that originally redwood logs were used by the railroad. The logs have collapsed and the culvert was put on top of the redwood logs and the waterlines on top of the culvert. Rosenblatt described it is a ticking time bomb, which could be disastrous to the community. Rosenblatt thinks it likely that we will get the funding to replace the Humboldt crossings, which will tie-in with the Two Creek restoration and preservation plan.

**11. CALIFORNIA NEW SHUT OFF PROTOCOLS**

11.1 Review WCSD Resolution 2022-12 Billing and Collection Procedures (Replaces 2013-6) New item flow restrictor. Discussion of flow restrictor to be used as an alternative to shutting off a customer's water when their bill is in arrears. Also discussion of using flow restrictors for water conservation. It was decided that when a decision is made about flow restrictors rather than revising Resolution 2022-12 a new separate resolution specific to flow restrictors will be written.

The group discussed the revisions to Resolution 2022-12. There was discussion of the wording on the revised #6, under collection of past due amounts and disconnection of service. Change # 6 from (Maximum of \$50 if reconnected from ~~on a weekday~~ to reconnected *"during normal operating hours"*: maximum of \$150 if reconnected from ~~on a holiday or weekend~~ to *"during non-operating hours."* Add at the end of that sentence, *"not to exceed actual cost."* Rosenblatt will review what the staff time is to turn on or off a customer's water.

Cline moved to approve Resolution 2022-12 as amended. Seconded by Swisher; all approved.

Cline moved to form a subcommittee of, Hankin, Swisher and Rosenblatt, to research the uses of flow restrictor's. Seconded by Llanos; all approved.  
Llanos volunteered to do some research and forward on to the committee.

11.2 Senate Bill #998 Chapter 891 regarding shutoff protocols for water utilities. No discussion.

**12. ORDINANCE 2021-3 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY ORDINANCE. REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES. DISCUSSION/APPROVAL**

12.1 Ordinance 2021-3 Adopting A Water Conservation Program And Water Supply Emergency. New item flow restrictors. Rosenblatt encouraged the board to consider adding flow restrictors to people who won't conserve water when conservation measures are activated.

It was suggested to add this to the new flow restrictor's subcommittee and for the committee to bring recommendations back to the board.

### **13. RETURN TO IN-PERSON MEETINGS**

13.1 Return to in-person meetings – The board agreed to continue to meet via Zoom but also expressed concerns that the public might prefer to come to an in person meeting. The board will continue to address this at the monthly board meetings.

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

14.1 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**

- Review the final Emergency Intertie agreement between WCSD and City of Trinidad
- Sub Committee report on the use of Flow Restrictors in regards to shutoff protocols and as part of a water conservation program and water supply emergency.

Swisher brought up that his term in office, and that of Llanos terms, will expire December 31, 2022. The usual procedure would have been for them to go into the elections office to be put on the November ballot. There is a new person working at the elections office and she sent out some information but it was incomplete, which meant that we missed the deadline to sign up for elections. No other individuals signed up to be put on the ballot for the WCSD board so the Humboldt Board of Supervisors will appoint two board members. Levang forwarded to the elections office the Districts recommendations for Humboldt County Board of Supervisors appointment to fill available seats. The board discussed whether or not because of this it is considered that the district has two open seats on the WCSD board of directors and if because of that WCSD needs to advertise that there are two open seats and invite members of the public to apply for them. The board requested that Levang contact Office of Elections to get the Elections Office's take on this issue.

Levang told the board that she will be on vacation the first two weeks of October and will not be able to prepare the September financial reports for the October board meeting. She said that she will provide both the September and the October financial reports at the November board meeting. The board said that would be okay.

### **16. ADJOURN**

Cline adjourned the meeting at 8:29 PM.

Respectfully Submitted,

Roxanne Levang  
WCSD Secretary