

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
September 20, 2023

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:33 PM. In attendance were:
Board Members: Verick, Swisher, Cline & Llanos
Absent: Hankin, Martin
Staff: Rosenblatt, Levang, Chandler, Whitlow-Hewett
Guests: Weinreb

2. PUBLIC COMMENT

None at this time.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Correct agenda to remove items 5.3.1 Operating Budget and 5.3.2 Grant & Special Projects;
correct item 5.6 June/July Warrants to read August/September Warrants

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

4. AMEND / APPROVE MINUTES

4.1 August 16, 2023 - Regular meeting minutes

Page 2, change item 7.2a ~~“Rosenblatt will schedule a meeting with Warnock to explain the provisions from DFA and ask any questions...”~~ to “Rosenblatt will schedule a meeting with Tom Warnock of PACE Engineering to explain the provisions from DFA and *allow the Board to ask questions*”.

Page 3, change item 8.1a ~~“The waterline is 6% under budget for the bid”~~ to “*The waterline bid is 6% under the engineer’s estimate*”.

Page 3, change item 8.2a ~~“Jack Durham”~~ to “*the Mad River Union*”.

Page 3, clarify item 8.3 ~~“50% plans”~~ to “*50% submittal (draft) plans*”. Change ~~“A portion of the tie-in may be at Luffenholtz Creek, at the bottom of Westhaven Drive in a county easement but not near the roadway”~~ to “*The tie-in will be at the Trinidad water plant near Luffenholtz Creek, in the county right of way but not near the roadway*”.

Correction of typos in items 8.3, 9.1, 10.1

Page 4, change item 10.1, second to last sentence ~~“The forester was out with PG&E’s arborist today and is sounding positive to”~~ to “The District’s forester was out with PG&E’s arborist on September 20th and only four alders need to be removed along the alignment.”

Verick moved to approve August 16, 2023 minutes as amended. Seconded by Llanos; all approved.

4.2 August 29, 2023 – Special meeting minutes

Page 1, item 4.1, last sentence: change ~~“...increased storage should at least keep us where we are with regard to being as to maintain fire and homeowner’s insurance”~~ to “...increased storage should at least keep us where we are with regard to the community’s ISO rating for property owners to maintain homeowner’s insurance.”

Verick moved to approve August 29, 2023 special meeting minutes as amended. Seconded by Llanos; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

5.1 Director's Report-monthly billing and collections

Board packets contained Director's report. Total August, 2023 water sales were \$29,221.29, and total receivables were \$42,763.80.

No discussion.

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report August, 2023 gallons billed 800,920; average gallon per day per meter readings 122; per person 55, average monthly charge per accounts \$67.77; total monthly charges \$13,893; monthly deviation from budget +\$5332.

Rosenblatt noted the high water usage in August, which puts us solidly in the black.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for August, 2023. Total income \$29,414, total expense \$32,635, with a net operating income of -\$3,221.

Levang noted that this month we had a higher number of checks written compared to last month.

5.4 Finance Officer's Recommendations

No discussion; Hankin absent.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the August, 2023. Treasurer's report. Account balances were as follows: Capital Reserves \$207,737.28, and CD #2368 \$38,459.26; Operating Reserves \$28,937.77; Umpqua Savings #0648 \$100.00; Checking Account as of 9/14/2023 \$467,415.03 The DWR loan payment of \$13,000 has been paid in full.

5.6 August/September Warrants

Verick moved to approve warrants #'s 7499 through 7538, two Federal payroll tax deposits and one State payroll tax deposits totaling \$5,458.52, and one debit by phone for \$639.42.

Seconded by Cline; all approved.

6. MANAGER'S REPORT

6.1 Water loss decreased from 4.1 gpm in July to 2.4 gpm in August for 12.3% of total production of 800,290 gallons. No known system leaks, three repaired.

Board packets contained a summary table of 13 months water loss history. Over the last 13 months, water loss averaged 37.6%.

Rosenblatt is hoping to have the bulk of the waterlines installed before the cold season is here and subsequent leaks occur. He noted some odd trends in consumption and will have a clearer understanding of the causes of these trends after meter reading is completed at the end of September. Compared to drought years, the well has been relatively productive this summer.

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding.

7.1a Update on schedule A timeline for Waterline replacement

Discussion Rosenblatt said GRS and their subcontractor Rock Solid Construction should be in place October 2 and will begin directional drilling on Driver Road and will bore the whole section from Haven Way to Westhaven Drive. The HDPE (high density polyethylene) pipe will be seamless, in 500-foot sections, and welded together off-site to avoid hitting any leach fields and septic systems and to avoid infiltration of wastewater into drinking water. Following

completion of the Driver Road segment, the work will move to Kahlstrom. The waterline replacement work should begin 5-10 business days (mid-October) after the well facility project begins. The Sixth Avenue segment should be completed before work begins on the Sixth Avenue speed hump. Water shut-offs will be for only hours at a time in successive order.

7.2 Update on Activities Related to Well Drilling. Discussion/Approval

7.2a Update on schedule B timeline for well facility

Discussion Surveyors were out in the week of September 20th staking the well facility. Verick inquired about the timeline of completion for the Fourth Avenue well project. Rosenblatt said he asked DWR for an extension and was told by the grant manager that they were executing the documents to grant a two-year extension. Rosenblatt also asked to modify the scope to include an emergency intertie with Moonstone Heights Mutual Water Company using the unspent funds from the uncompleted well drilling on First Avenue. He is waiting for approval on that in writing. He said both the waterline replacement and well facility projects are on track.

7.3 Emergency Intertie with City of Trinidad.

Discussion Rosenblatt said the county has reviewed and commented on the 50% submittal (draft) plans and it was determined after walking the road with the county foreman that the three known culvert crossings are much deeper than expected, which means the waterline can be placed above instead of one foot below the culverts. Rosenblatt is waiting to hear back from GHD (city of Trinidad's engineers) regarding any comments they may have. GHD's biologists have commented on our bio-wetland report. Rosenblatt is reviewing the draft project description for the Coastal Development Permit for the emergency intertie and says we are keeping to the grant agreement's timeline. We are hoping to go to bid in March or April of 2024 and will have our CDP (Coastal Development Permit) by May or June 2024 when we hope to break ground. Regarding the encroachment permit, the county said it will add an addendum to the existing encroachment permit for this project when the CDP is approved. Rosenblatt said we should have 90% submittal (final draft) plans ready sometime in the next 3-5 months.

7.4 Updates: Financial grant & project reports

Discussion Levang provided a financial report (item 7.4) showing expenditures for the waterline and well projects. The water plant reports and contractor invoicing will be generated by PACE Engineering and provided to WCSD. When we have complete information, Levang will also provide a quarterly (rather than monthly) report for the Trinidad Intertie, which will be similar to the DWR waterline/well facility report. Levang said that this report is the same as that which is submitted to the state for quarterly reports. Levang and Rosenblatt explained that requests from DWR for payment/reimbursement sometimes take a month or more depending on Agency requests for backup documentation. Verick requested a note on the report showing unpaid invoices from the contractor and how long payment is overdue. Levang noted there is a 10% retention held on each invoice. We are paying 100% to the contractors, but the 10% retention will be reimbursed when the project is completed. Rosenblatt will ask for further clarification from DWR regarding the retention amounts.

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

8.1 Update on Progress of DFA Technical Assistance Grant for Water Plant.

Discussion Rosenblatt said the Technical Assistance Grant is almost finished and should be closed out by October.

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

Discussion Rosenblatt said we are cleared to move ahead to finalize the full funding agreement. We are beginning the rest of the work (PG&E alignment, archaeological and biological work) needed to complete the Plant plans and will begin working on the Coastal Development Permit for the PG&E alignment. Rosenblatt said the draft Negative Declaration cannot be completed until the PG&E component is completed. The rough draft will be submitted to DFA for the purpose of closing out the Technical Assistance Grant.

There is a willing seller of an adjacent property that is a few hundred feet north and adjacent to the project. The District may acquire two-plus acres in the Two Creek/Luffenholtz watershed which will serve as mitigation for the ground disturbing activities caused by installation of the new water tank at the plant.

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

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

Discussion Rosenblatt said we are in the process of getting the appraisal for the willing seller property that is part of the CAPP. The CAPP is almost complete. Mark Andre has sent a final draft to the District.

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 Rosenblatt is submitting a micro grant request for an appraisal and title report on two parcels on the willing seller list in the Two Creeks watershed. We are in the appraisal process for two and have asked for funding an additional two parcels. All of these parcels are contiguous to District lands and total five to six acres. This will enhance our preserved open space with an eye on watershed restoration in the long term and preservation of existing trails.

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
No discussion.

11. CREATION OF DISTRICT FACEBOOK PAGE

11.1 Update on status of district Facebook page

Discussion The Facebook page is created and will be updated to inform neighbors of pending construction projects.

12. HOTSPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY

12.1 Investigation of hotspot or Access Humboldt for connectivity

No discussion

13. RESOLUTION 2023-7 AUTHORIZING GENERAL MANAGER TO ENGAGE PRO BONO LEGAL SERVICES

13.1 Resolution 2023-7 Authorizing the General Manager to engage pro bono legal services on behalf of the District.

Discussion/Approval The resolution will authorize the General Manager to ask for a letter of opinion or legal advice.

Verick moved to approve Resolution 2023-7; Cline seconded, all approved.

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

Llanos would like to have a future discussion or to add an item on the agenda regarding the next steps for the Railroad grade crossing.

16. ADJOURN

Verick adjourned the meeting at 7:50 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary