

**WESTHAVEN COMMUNITY SERVICES DISTRICT**

Regular Meeting Minutes

September 15, 2021

**1. CALL TO ORDER**

Board Vice President Cline called the meeting to order at 6:34 PM. In attendance were:

Board Members: Hankin, Cline, Swisher & Llanos

Absent: Verick

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb

**2. PUBLIC COMMENT**

None at this time

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

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

**4. AMEND / APPROVE MINUTES**

**4.1 August 11, 2021 Regular meeting minutes**

The minutes were amended as follows:

- Item 5.1 second to the last sentence, delete ~~“Llanos said there is a lot of momentum for adding stop signs at some of the intersections but speed humps were decided, for now, as a solution”~~. Change to read, *“Llanos said that during discussions with the County many speakers expressed support for additional stop signs at some of the intersections, which would require traffic studies and evaluation by the County, separate from the speed hump proposal”*.
- Item 7.1 Discussion/Approval is written in twice, delete one of them. Also change “The committee, consisting of Verick and Cline. (change period to a comma) Delete ~~The presented 8 items”~~”.
- Item 11 change Phish Drilling to Fisch Drilling
- Item 13 reads item 12 correct to 13. Change the name Martin, to Katrina Martin and identify her as WCSD Relief Operator.
- Item 16, third paragraph, correct ~~committed~~ to *committee*.
- Item 18 under Manager’s Performance review, at the end of the last sentence delete ~~“to be reviewed at the September meeting,~~ and change to read “to the board subcommittee, consisting of the Board President and Vice President, for their information and review.

Cline moved to approve August 11, 2021 minutes as amended. Seconded by Swisher; all approved.

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

**5.1 Director’s Report-monthly billings and collections - discussion**

Board packets contained Directors report. Total August, 2021 water sales were \$25,374.95, and total receivables were \$26,940.17. No discussion

**5.2 Water Consumption and Sales - discussion**

Board packets contained Water Consumption and Billings-Commodity Charges Only report.

August, 2021 gallons billed 773,350; average gallon per day per meter readings 109; per person 49, average monthly charge per accounts \$55.99; total monthly charges \$11,702; monthly deviation

from budget \$3,359. Although the formulas had been corrected from last month's report, some of the columns in the report were identified as having issues. Rosenblatt apologized saying he would make the corrections and email the revised report to the board.

### 5.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for August, 2021. Total income \$21,910, total expense \$14,940, with a net operating income of \$6,970.

No discussion regarding the report with the exception to correct the report notes at the bottom of the page, last sentence; PG&E for ~~and~~ Engineering, delete the word and.

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

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

Board packets contained a copy of the August, 2021 Treasurer's report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,190.22; DWR Reserve CD \$28,813.82; DWR Loan Savings \$11031.25; Checking Account as of 9/9/2021 \$21,769.15.

Hankin proposed moving \$4000 to the Operating Reserve from the checking account to bring the reserve up to 25% of the 2021/22 operating budget. Rosenblatt expressed his concern that if we made the transfer before some upcoming expenditures we may be put in a position of needing to withdraw funds. After those expenditures Rosenblatt is supportive of making the transfer. Cline asked about the expenditures and whether or not they will be refundable. Rosenblatt said the septic permit will be refundable but not the Coastal permit extension. Rosenblatt reported on another potential funding source, Drought Emergency Funds, which the District could qualify for and the funds would help the District be shovel ready for the new plant project. Rosenblatt said we have two projects that fit the parameter of the funding. One proposal is to drill and bring into production three additional wells, which the District has been working on since 2018. Another component is to replace the poly pipes that were installed in the late 1960's. There have been multiple leaks in the poly pipes.

### 5.6 August warrants – discussion/approval

Cline moved to approve warrants #'s 6787 through 6811, one Federal employee tax deposit, one State employee tax deposit, and four debit charges totaling \$31,808.08. Seconded by Swisher; all approved.

## 6. MANAGER'S REPORT

### 6.1 Water Loss – No system leaks – discussion

Board packets contained a summary table of 13 months water loss history. August 2021 water loss is at 11.4%, average water loss in the last 13 months is 19.3%.

Rosenblatt reported a leak on Driver Road that was under a grove of redwoods. He had GRS come out to help with the repair. There was discussion of Moonstone Heights Mutual Water Association and where the boundaries were. Rosenblatt gave an overview of the Well data on the bottom of the Manager's report.

## 7. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT

### 7.1 Update on SHN activities related to well drilling. Discussion

The request for proposal was revised and distributed to the drillers. Rosenblatt has not heard back from any drillers, stating that they are very busy. Rosenblatt makes time every week to try

and make headway on this project. Cline asked if the wells will get drilled this year. Rosenblatt said he was not optimistic. Llanos asked if there were other drillers. Rosenblatt said he did reach out to drillers in Redding. Between Cannabis growers and Cal Trans all the drillers are extremely busy.

**7.2** Update on progress for well site 3. Rosenblatt and Verick walked the site of well 3. Verick was pleased with the minimal disturbance to the property. Only one tree, an old Alder, will be removed. Llanos and Rosenblatt are trying to get together with Verick regarding the easement agreement. Rosenblatt has been in contact with the Moonstone Heights Mutual Water Association regarding putting a data logger in their well.

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

**8.1** Update on progress of technical assistance grant from DFA

Rosenblatt updated the group saying they are refining a couple of things. He is waiting for PG&E to receive the engineering check from us and then they will figure out the cost for the three phase electrical lines and the update of power poles. Onsite chlorine generation from salt has been added to the project making us less susceptible to national chlorine supply fluctuations. Some good components have been added to the project and Rosenblatt is now crossing the T's with PG&E and the septic system, figuring out the best design. There was discussion regarding the onsite chlorine generation system. Cline questioned the cost of solar. Rosenblatt explained it is completely fundable and meets a goal of the State to fund green ventures.

**9. WESTHAVEN DRIVE WIDENING PROJECT**

**9.1** Report on the "Friends of Westhaven" Westhaven Drive Widening project action committee  
Cline reported to the group that she and Verick drafted the letter that is in the board packet to be sent to the Tribal Council. She asked for input. There was discussion of how to improve the letter. Swisher read a statement supporting the letter but stating why he thinks the third paragraph regarding concerns should be removed. The consensus was to remove that portion from the letter. Cline took notes and will make the proposed revisions. It was discussed to use full names and titles of the people and organizations being cc'ed. The letter should be addressed and sent to both the Tribal Counsel of Cher-ae Heights Community of the Trinidad Rancheria and Cal Trans, District 1.

Cline asked if the board wanted to see the letter again after the revisions or if they were okay with it being sent out with the suggested revisions.

Swisher moved to approve the letter, with the discussed revisions, to be sent to the Trinidad Rancheria Tribal Council and to CalTrans, District 1. Seconded by Llanos; all approved.

**10. ORDINANCE 2014-2 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES.**

Hankin reported that because he was not prepared with proposed revisions that we postpone this item until next month. Rosenblatt said he kept this on the agenda in case anyone wanted to make comments. Llanos referenced #4 in the ordinance, which discusses the board calling for a water shortage emergency. Llanos questioned the threshold the Board would use to declare an emergency and how they would come to that decision. There was discussion with the Board requesting that Rosenblatt and Swisher get together to come up with clarifying language covering that point and bring to the next meeting.

**11. REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY – Was discussed under item 7.2.**

**12. MANAGERS PERFORMANCE REVIEW**

The committee did not get to the managers review due to Verick being injured and unavailable. Cline will get together with Verick and find out his availability for this next month.

The Board requested a review of the Managers performance objectives be added to next month's meeting.

**13. KOSTRZEWA LETTERS REGARDING LEGAL AGREEMENT AND ALLOTMENT APPLICATION**

13.1 Correspondence from Ms. Kostrzewa regarding legal agreement and allotment application.

13.2 Closed Session for review of submitted material.

Hankin moved to reconvene the subcommittee to draft a definitive and gracious letter to be considered for approval at the next meeting. Seconded by Llanos; all approved.

**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 MEETING**

- Managers Performance Objectives for review and discussion
- Ordinance 2014-2 Adopting a Water Conservation Program and Water Supply Emergency.
  - Swisher and Rosenblatt to report on a definition of the threshold to use to declare an emergency and how to come to that decision.
  - Hankin to propose revisions.
- Closed Session to review and approve draft of Kostrzewa letter

**16. ADJOURN**

Cline adjourned the meeting at 8:42 PM.

Respectfully Submitted,

Roxanne Levang  
WCSD Secretary