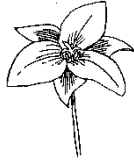


WESTHAVEN COMMUNITY SERVICES DISTRICT

P.O. Box 2015 (446 B 6th Ave. Westhaven) Trinidad CA 95570 (707) 677-0798 wcsd@suddenlinkmail.com



REGULAR MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of the Westhaven Community Services District will be held

Wednesday April 20th 2022 at 6:30 p.m. Due to the coronavirus pandemic, until further notice, this and upcoming WCSD Board meetings will be held virtually using ZOOM.

How to Submit Public Comment:

Members of the public may provide public comment before and during the meeting by sending email comments to the WCSD Manager at prosenblatt.wcsd@suddenlinkmail.com Such email comments must identify the agenda item number in the subject line of the email. The comments will be read into the record, with a maximum allowance of three minutes (approximately 500 words) per individual comment, subject to the Board President's discretion. If a comment is received after an agenda item is heard, but before the close of the meeting, the comment will be included as a part of the written record of the meeting but will not be read into the record during the meeting.

Topic: Regular April Meeting of the WCSD

Time: Apr 20, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/88062051926>

Meeting ID: 880 6205 1926

Passcode: 123456

Audio Only:

1 669 900 6833 US (San Jose)

Enter Passcode

One tap mobile

+16699006833,,81784526122# US (San Jose)

+12532158782,,81784526122# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

1. CALL TO ORDER

2. PUBLIC COMMENT

Materials related to an item on this Agenda, including materials submitted to the Board after distribution of the Board Packets, are available for public inspection in the WCSD Office at 446 B Sixth Avenue.

Members of the public are invited to comment on any matter within the authority of the WCSD.

Comments may also be offered during the discussion of any item on the agenda.

Board discussion of matters not appearing on the published agenda is prohibited by law.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

4. RESOLUTION 2022.5 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2022.5 Regarding AB 361 Remote Meeting Via Zoom

5. AMEND / APPROVE MINUTES

5.1 March 16th, 2022 - Regular meeting minutes **Discussion/Approval**

6. **FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS**
 - 6.1 Directors' Report – monthly billing and collections — **Discussion**
 - 6.2 Water consumption and Sales – **Discussion**
 - 6.3 Income / Expense Report. **Discussion**
 - 6.4 Finance Officer's Recommendations – **Discussion**
 - 6.5 Treasurer's Report and Recommendations – **Discussion**
 - 6.6 March warrants – **Discussion/Approval**

7. **MANAGER'S REPORT**
 - 7.1 Water loss: no known leaks. **Discussion**

8. **UPDATE ON GRANT FUNDING AND RELATED ACTIVITES**
 - 8.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**
 - 8.2 Update on activities related to well drilling. **Discussion**
 - 8.3 DWR Multi Benefit grant application. Proposed grant project to replace railroad grade culvert/s/Humboldt crossing/s and Transit avenue culvert/Humboldt crossing. **Discussion/Approval**
 - 8.4 City of Trinidad Multi-benefit grant emergency intertie funded **Discussion**

9. **TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**
 - 9.1 Update on progress of technical assistance grant for Water Plant from DFA. **Discussion**

10. **REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY**
 - 10.1 Report from committee to negotiate an easement agreement for Well 3 on Verick's property. **Discussion/Approval**

11. **NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANT TWO CREEKS CAPP**
 - 11.1 Technical assistance grant for writing the Conceptual Area Protection Plan (CAPP) for the Two Creeks watershed. Work to be done with Mark Andre and BBW. **Discussion/Approval**
 - 11.2 Willing sellers and adjacent parcels that are part of the CAPP plan. Grant funding is potentially available now or in the near future. **Discussion/Approval**

12. **HIRING GRANT ADMINISTRATION ASSISTANCE**
 - 12.1 General Manager proposes hiring Don Allen (local grant administration expert) to assist with keeping DWR grant on track. Cost would be paid through grant. Hire as contractor or temporary intermittent employee. **Discussion/Approval**

13. **DRAFT 2022-2023 BUDGET**
 - 13.1 Draft 2022-2023 budget. **Discussion/Approval**

14. **LEASE RENEWAL FOR WCSD OFFICE**
 - 14.1 Review of terms of existing lease concerning lease renewal for WCSD office. **Discussion/Approval**

15. **RETURN TO IN PERSON MEETINGS**
 - 15.1 Return to in person meetings **Discussion/Approval**

16. **DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION**
 - 16.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation. **Discussion**

17. **ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

18. **ADJOURN**

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm. The next Regular Meeting will be **May 18th, 2022** and will be held via zoom
This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.

Posting locations are: 1) WCSD Office; 2) Westhaven Fire Hall and online at the Westhaven CSD website @ westhavencsd.org

The Westhaven CSD will make reasonable effort to accommodate the participation of persons with disabilities.
If you require such accommodation, contact the WCSD office at 677-0798 at least 48 hours prior to the meeting.

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
March 16, 2022

1. CALL TO ORDER

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

Board Members: Verick, Hankin, Cline, Swisher & Llanos

Absent: None

Staff: Rosenblatt, Levang, & Whitlow-Hewett

Guests: Elaine Weinreb

2. PUBLIC COMMENT

Weinreb brought to the attention of the Board that property on 6th Avenue has been sold and she expressed concern that the property will be logged. Discussion ensued.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

4. RESOLUTION 2022-4 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2022-4 Regarding AB361 Remote Meeting Via Zoom

Verick moved to approve Resolution 2022-4 Remote Meeting. Seconded by Hankin; all approved.

5. AMEND / APPROVE MINUTES

5.1 February 16, 2022 regular meeting minutes

Amend/correct minutes as follows:

- Item 4, correct the spelling of Madison Whitlow-Hewett's name.
- Item 8, 3rd from the last sentence change the sentence starting with "~~Verick expressed concerns with~~" to *Verick expressed concerns that the water level at Hall Creeks is so low that the Coho Salmon cannot make it from Mad River to spawn and this is happening in the winter.*
- Item 9.2, change Supervisor Madrone is working to expedite the renewal of the permits to *Supervisor Madrone pledged, at the appropriate time, to help expedite the renewal of the permits.*
- Item 11.1 correct ~~spoked~~ to *spoken*.

Verick moved to approve February 16, 2022 regular meeting minutes as amended. Seconded by Llanos; all approved.

6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

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

Board packets contained the Directors report. Total February, 2022 water sales were \$21,545.33, and total receivables were \$24,183.25. Brief discussion of a customer leak. Rosenblatt said the customer has not applied for a leak adjustment yet. He pointed out that we have almost a 46% water loss.

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. February, 2022 gallons billed 519,060; average gallon per day per meter readings 149; per person 68, average monthly charge per accounts \$39.14; total monthly charges \$7,866; monthly deviation from budget -\$477.

There was discussion of the sold to date amount of water and whether or not the amounts in the document are correct. Hankin identified some mistakes on the report. Rosenblatt will send to Swisher and Llanos for assistance in reviewing and correcting the formulas.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for February, 2022. Total income \$17,809, total expense \$16,517, with a net operating income of \$1,292.

Verick questioned the \$10,000 operating reserve contribution that is in the operating budget. Levang explained that historically it has been in the operating budget and that there has not been any funds transferred into the operating reserve this year. She explained that at the close of the fiscal year the board discusses whether or not to make a contribution into the operating reserve.

6.4 Finance Officer's Recommendations – No recommendations

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the February, 2022 Treasurer's report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,252.06; DWR Reserve CD \$28,891.93; DWR Loan Savings \$13,229.52; Checking Account as of 3/10/2022 \$16,925.56. There wasn't any discussion.

6.6 February/March Warrants – discussion/approval

Hankin questioned the purpose for SHN Consultants check #6989. Rosenblatt explained that because we are in an area of high ground water Environmental Health requests we put in monitoring wells to identify where the ground water is during the wet weather testing period. Rosenblatt explained they do this by putting a 1 ½ inch pipe into the ground and bore down approximately 8 feet. That gives a snap shot of where the water level is in those spots and determines what type of septic system to put in. Hankin requested changing the wording on the warrants to read monitoring wells for the new septic system.

Verick moved to approve warrants #'s 6967 through 6993, two federal payroll tax deposits and two State payroll tax deposits, and 1 debit card charge, totaling \$20,264.94 as amended. Seconded by Swisher; all approved.

7. MANAGER'S REPORT

7.1 Water Loss: One large service connection leak on Third Avenue.

Board packets contained a summary table of 13 months water loss history. February, 2022 water loss is at 44.9%. The average water loss in the last 13 months is 22%,

Rosenblatt reported that we have an ongoing leak on a service line connection. They patched it, but because it is in a high pressure area it is still weeping. To repair they will have to turn customer water off for about 15 minutes from Third Avenue down to Moonstone.

Discussion ensued about pipes, hydrants and which areas are next in line –for replacement of water lines.

8. UPDATE ON DWR SMALL COMMUNITY DROUGHT FUNDING GRANT APPLICATION AND RELATED ACTIVITIES

8.1 The DWR Small Community Drought Grant funding agreement has been signed by DWR and the work is proceeding. Rosenblatt said that the surveyors are coming on Monday and will be marking out the USA, so that we can have the other utility companies come in and let us know whether or not there's anything in the ground that conflicts with our project. They will survey for easements, alignments and everything on Sixth Avenue and Highland. Rosenblatt said he has verbal agreements with the property owners, where we will be replacing existing water lines that go through what is now private property, and where

easements were vacated. He gave an overview of the project, waterlines, pipes and modernizations to the district, such as new meters that will be able to communicate with the district via radio. Rosenblatt said all of the above have been written into the grant.

8.2 Update on activities related to well drilling. Rosenblatt reported that the WCSD has been having difficulty getting timely and correct responses from the County regarding coastal development permits for the project, so he has engaged LACO to help get the planning department to respond to the District's queries in time for the permits to be renewed to allow drilling during the dry season. He will be meeting with LACO soon. They think there is potential of us to get an emergency permit in light of our water loss situation and the straightforwardness of our projects.

8.3 DWR Multi Benefit grant application. Proposed grant project to replace railroad grade culvert (s)/Humboldt crossing/s and Transit Avenue culvert/Humboldt crossing(s). Rosenblatt said that he is not sure if there will be a third round of funding. Rosenblatt spoke with Director Llanos about cutting some of the items from the project to allow focus on those that a North Coast Resource Partnership (NCRP) Prop 1 grant could fund and apply for a grant to cover the remaining items if or when DWR announces another round of funding.

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

9.1 Update on progress of technical assistance grant from DFA - Rosenblatt is meeting on March 17 with UEI, (University Enterprises Inc/ SAC State). Department of Financial Assistance and PACE Engineering to discuss a new work plan and the District's request for additional funding, which Rosenblatt thinks has been approved. We are resuming work in anticipation that the additional funding has been approved. The surveyors will survey the area covering the proposed new septic system and the footprint for the proposed new water plant. They also will survey for the drought waterline project and the wells. We are hoping to apply for construction funding sometime next year.

10. REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY

10.1 Report from committee to negotiate an easement agreement for Well 3 on Verick's property. Rosenblatt reported that we have an attorney working on the easement agreement. The surveyors that are coming next week will survey the area and put the information onto a map, with legal descriptions, which will be submitted to the attorney. The attorney will then write up the easement for the property owner to review and sign.

11. RETURN TO IN-PERSON MEETINGS

11.1 Discussion regarding returning to in-person meetings. The board discussed returning to in-person meetings or offering the public some form of hybrid meetings. It was decided to meet next month via Zoom and to continue the discussion at the next meeting.

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

12.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation – discussion

13. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Ongoing discussion of returning to in-person meetings
- Verick to give report generated on day of the meeting of the daily average of COVID in the community over the last 14 days.

- Rosenblatt to provide an ongoing report on the drilling of the wells which includes timelines. It is understood that there are a lot of factors that are out the general manager's control. The board still request an ongoing report because of the importance of the wells.

14. ADJOURN

Verick adjourned the meeting at 7:48 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

WESTHAVEN COMMUNITY SERVICES DISTRICT
RESOLUTION 2022-5

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTHAVEN COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY AB 361 PASSED 9-20-2021 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE WESTHAVEN COMMUNITY SERVICES DISTRICT FOR THE PERIOD APRIL 17, 2022 – MAY 18, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Westhaven Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Westhaven Community Services District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect, and

WHEREAS as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance; and

WHEREAS, the Board of Directors does hereby find that the Covid 19 pandemic, and, social distancing orders has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Westhaven Community Services District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS Meeting agendas are posted at the district office and Fire Hall bulletin boards and online via the districts website www.westhavencsd.org and are open to all via Zoom. .

NOW, THEREFORE, THE BOARD OF DIRECTORS OF WESTHAVEN COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and meeting in person pose a high potential of health risk.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of 9-17-2021

Section 4. Remote Teleconference Meetings. The staff and General Manager and legislative bodies of the Westhaven Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the 16th of April, 2022 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Westhaven Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Westhaven Community Services District, this **20th day of April, 2022**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

William Verick, President
Westhaven Community Services District

ATTEST:

Roxanne Levang, Secretary
Westhaven Community Services District

Directors Report

Westhaven CSD

Water Pumped This Month

634,220 Gallons

Water Sold This Month

533,550 Gallons

Water Loss

100,670 Gallons

Water Loss (%)

15.87 %

	Amount (\$)	# Of Accounts
Total Water	21,719.32	232
Total Late Charge	118.21	44
Total Adjustments	-751.02	5
Total Current Charges	21,086.51	232
<hr/>		
Amount Past Due 1-30 Days	4,917.01	46
Amount Past Due 31-60 Days	1,931.97	15
Amount Past Due Over 60 Days	5,559.87	8
Amount Of Overpayments/Prepayments	-6,535.67	63
Total Receivables	26,959.69	232

Total Receipts On Account	18,310.07	173
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	0.00	13
Collection Accounts (Amount Owed)	0.00	13
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	2,270	235
Average Water Charge For Active Meters	93.62	232

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		1	40.620		7.61	3.11
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		1	17.460		3.27	1.53
8,001-10,000		0		0	0.00	0.00
6,001-8,000		3	20.560		3.85	2.28
4,001-6,000		30	139.250		26.10	17.96
2,001-4,000		78	221.840		41.58	36.54
1-2,000		91	93.820		17.58	30.77
Zero Usage		31		0	0.00	7.81
<hr/>						
Total Meters		235		533.550	100.00	100.00

WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY

ITEM 6.2

Annual adjustments to the commodity rates involve estimation of anticipated water use. This report tracks billings as compared to budgeted averages based on all meters showing any use. It is not weighted to anticipate seasonal variations in water use. Adjustments for reported customer leaks have **not** been included in the monthly totals.

To compare this year's to last year's trend go to the column on the far right. ↓

DAYS BILLED	GALLONS BILLED	TOTAL NON-ZERO METERS	AVG. GAL/DAY PER METER	AVG. GAL/DAY PER PERSON AT 2.20	AVG. MONTHLY CHARGE PER ACCT.	TOTAL MONTHLY CHARGES	MONTHLY DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION	
2021-2022									
JUNE 28	793,200	205	138	63	\$58.87	\$12,069	\$3,508	\$3,508	
JULY 28	612,060	206	106	48	\$45.22	\$9,314	\$754	\$4,262	
AUG 34	773,350	209	109	49	\$55.99	\$11,702	\$3,142	\$7,404	
SEPT 28	586,540	205	102	46	\$43.29	\$8,874	\$313	\$7,717	
OCT 29	519,020	207	86	39	\$37.90	\$7,846	-\$714	\$7,003	
NOV 33	536,010	207	78	36	\$39.43	\$8,161	-\$399	\$6,603	
DEC 29	446,110	199	77	35	\$33.76	\$6,719	-\$1,842	\$4,761	
JAN 30	529,770	203	87	40	\$39.73	\$8,065	-\$496	\$4,266	
FEB 32	519,060	201	81	37	\$39.14	\$7,866	-\$694	\$3,571	
MAR 30	533,550	201	88	40	\$40.39	\$8,118	-\$225	\$3,346	
AVG. 30	584,867	204	95	43	\$43.43	\$8,874	\$530		
TOTAL	5,848,670					\$88,736		\$3,346	
LEAK ADJ.	181,633					\$1,722			
NET	5,667,037	AFTER LEAK ADJUSTMENTS					\$87,015		\$1,625

BUDGETED COMMODITY PER MONTH \$41.96 **\$8,561**
 BUDGETED ANNUAL COMMODITY INCOME **\$102,729**

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2021-2022	5,848,670	=	78%	2021-2022	\$88,736	=	90%
2020-2021	7,481,210		OF 20-21	2020-2021	\$98,480		OF 20-21

2020-2021									
JUN 33	801,120	211	115	52	\$56.53	\$11,928	\$3,584	\$3,584	
JULY 29	785,150	211	128	58	\$54.68	\$11,538	\$3,194	\$6,779	
AUG 28	782,340	213	131	60	\$53.95	\$11,492	\$3,149	\$9,927	
SEP 35	850,140	212	115	52	\$58.75	\$12,455	\$4,111	\$14,038	
OCT 28	747,280	210	127	58	\$45.56	\$9,567	\$1,224	\$15,262	
NOV 28	727,510	210	124	56	\$37.00	\$7,769	-\$574	\$14,688	
DEC 35	914,350	207	126	57	\$45.70	\$9,459	\$1,116	\$15,804	
JAN 28	677,930	205	118	54	\$35.91	\$7,361	-\$982	\$14,822	
FEB 30	513,560	207	83	38	\$37.59	\$7,782	-\$562	\$14,260	
MAR 33	681,830	206	100	46	\$44.32	\$9,129	\$786	\$15,046	
APR 28	669,590	206	116	53	\$38.98	\$8,031	-\$313	\$14,734	
MAY 34	788,600	210	110	50	\$46.74	\$9,815	\$1,471	\$16,205	
AVG. 30	744,950	209	119	54	\$46.38	\$9,694	\$1,350		
TOTAL	8,939,400					\$116,326		\$16,205	
LEAK ADJ.	137,315					\$1,048			
NET	8,802,085	AFTER LEAK ADJUSTMENTS					\$115,278		\$15,157

BUDGETED COMMODITY PER MONTH \$40.63 **\$8,288**
 BUDGETED ANNUAL COMMODITY INCOME **\$99,452**

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2020-2021	7,481,210	=	111%	2020-2021	\$98,480	=	106%
2019-2020	6,710,480		OF 19-20	2019-2020	\$92,785		OF 19-20

Westhaven Community Services District
 FY 2020-2021 Income / Expense Report
 as of March 2022

ITEM 6.3

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Mar. 2022</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2021 thru Mar. 2022</u>	<u>Jul '21 thru Mar. 2022 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
263,647	Water Sales	13,928	21,971	-8,043	163,729 ¹	162,934	795	100.5%
3,319	Water Services	346	277	69	4,342	2,489	1,853	174.4%
266,966	Total Income	14,274	22,247	-7,973	168,071	165,423	2,648	101.6%
	Expense							
2,802	Source of Supply	130	234	-104	555	2,102	-1,547	26.4%
10,098	Pumping	1,331	842	490	8,330	7,574	757	110.0%
37,521	Water Treatment	2,981 ₄	3,127	-146	31,010	28,141	2,869	110.2%
11,740	Transmission & Distribution	642 ₃	978	-336	26,357	8,805	17,552	299.3%
9,003	Customer Accounts	1,636	750	886	6,630	6,752	-122	98.2%
138,899	Administrative & General	9,218 ₂	11,575	-2,357	101,105	104,174	-3,069	97.1%
10,000	Operating Reserves Contrib.	0	0	0	0	7,500	-7,500	0.0%
220,063	Total Expense	15,938	17,505	-1,567	173,987	165,047	8,940	105.4%
	Net Operating Income	-1,664	4,742		-5,916			
	Capital/Other Expense							
26,402	DWR Loan	2,200	2,200	0	19,800	19,802	-2	100.0%
20,000	Capital Reserve	1,667	1,667	0	15,003	15,000	3	100.0%
46,402	Total Other Expense	3,867	3,867	0	34,803	34,802	2	100.0%

Income & Expense Report Notes:

- ¹ Changed formula subtracting Capital/Other expenses (\$46,402) from budget total so that the percentage of budget amounts would more accurately reflect actual budget percentages.
- ² Admin & General was over in the month of July, 2021 because the annual Property & Liability Ins., \$3682 was paid and annual Workers comp, \$2936. December 2021 paid varied annual membership fees and assessment taxes. Paid Dec & Jan PGE & Emp medical premiums
- * FYI: Under TA Grant, (does not show on Operating Budget Inc/Exp) \$8,000 to PG&E for Engineering advance for the plant project.
- ³ Transmission & Distribution is over in September because GRSundberg was paid \$3549.49 to repair main water line leak and backflow testing of \$2250; and Backflow devise replacement \$254. Dec, 2021 paid Pacific Earthscape \$ 6401.70 and GRSundberg \$2600 for water leaks at 7th Av & 6th Av. Jan. 2022 water leaks GR Sundberg \$2222.43 12/29 6th/Westhaven \$1000 leak on 1/18.
- ⁴ Jan 2022 water treatment is high due to \$620.64 calcite.

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
March 2022

ITEM # 6.5

<u>BALANCE</u>	<u>CURRENT RATE</u>	<u>TYPE LOCATION</u>	<u>F/Y BUDGETED CONTRIBUTION</u>	<u>F/Y CONTRIBUTIONS YET TO BE MADE</u>	<u>F/Y DEPOSITS TO DATE</u>	<u>F/Y WITHDRAWALS TO DATE</u>
\$231,123.74	1.69800	Capital Reserves Hum Co Fund 2600		\$ 20,000 *	\$14,952.35 7/16/21 for hydrant	1/1/2021 \$26,143.05
Note: The last qrtly report we have received from the County was for quarter ended 9/30/2020						
\$52,252.06	0.24000	Operating Reserve LAIF # 16-12-005		\$ 10,000 **	\$42.58 \$31.78 \$30.06	7/15/21 Interest 10/15/21 Interest 1/15/2022 Interest
\$28,891.93	0.50000	DWR CD Reserve CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$144.68 \$ 5.13	2021 Interest 2022 Interest to date
\$2,225.88	0.03000	DWR Loan Savings Saving Umpqua 0648	Accumulates for Semi-Annual payments of \$13,200.95 to Dept of Water Resources	Automatic Monthly deposit from checking of \$2200.23 (annual total \$26,402.76)	\$ 13,200.95 \$ 13,200.95	9/2/2021 Semi-Annual pymt 3/1/2022 Semi-Annual pymt
\$18,655.04		Checking Account Umpqua 5013				Checking Balance as of 4/13/2022

*Capital Reserves Contributions Shall be \$20,000 and should be made unless unforeseen District expenses or unexpected revenue shortfalls prevent making a full contribution (from Financial Procedures Manual) **Reserve contributions historically made at end of fiscal year.**

** Operating Reserves Contribution: Sufficient to maintain a minimum reserve of 25% of the total operating budget; surplus may be contributed to the Capital Reserve Funds (From Financial Procedures Manual)

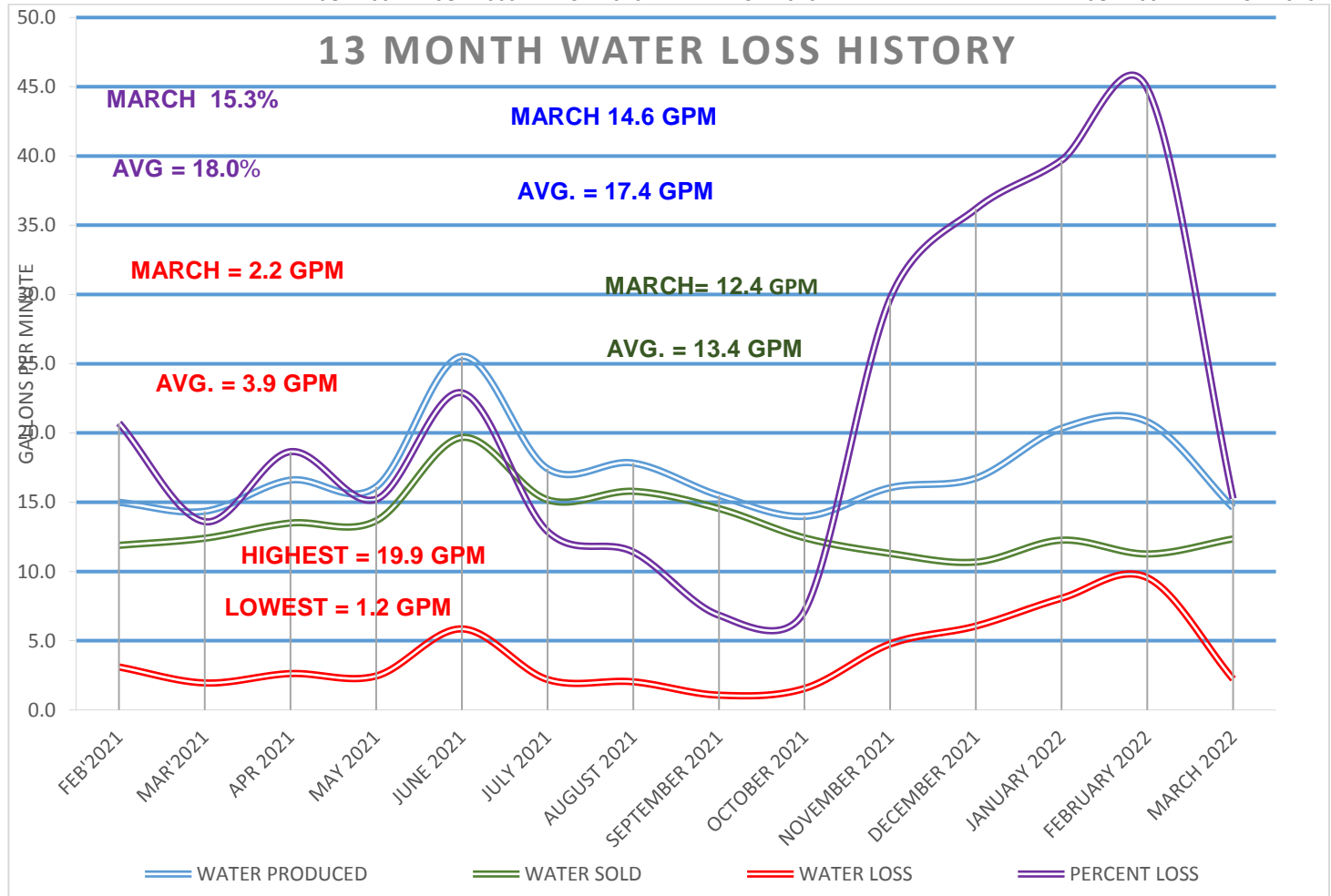
2021/2022 Operating Budget \$220,064 X 25% = \$55,016

WESTHAVEN CSD • MANAGER'S REPORT
APRIL 2022

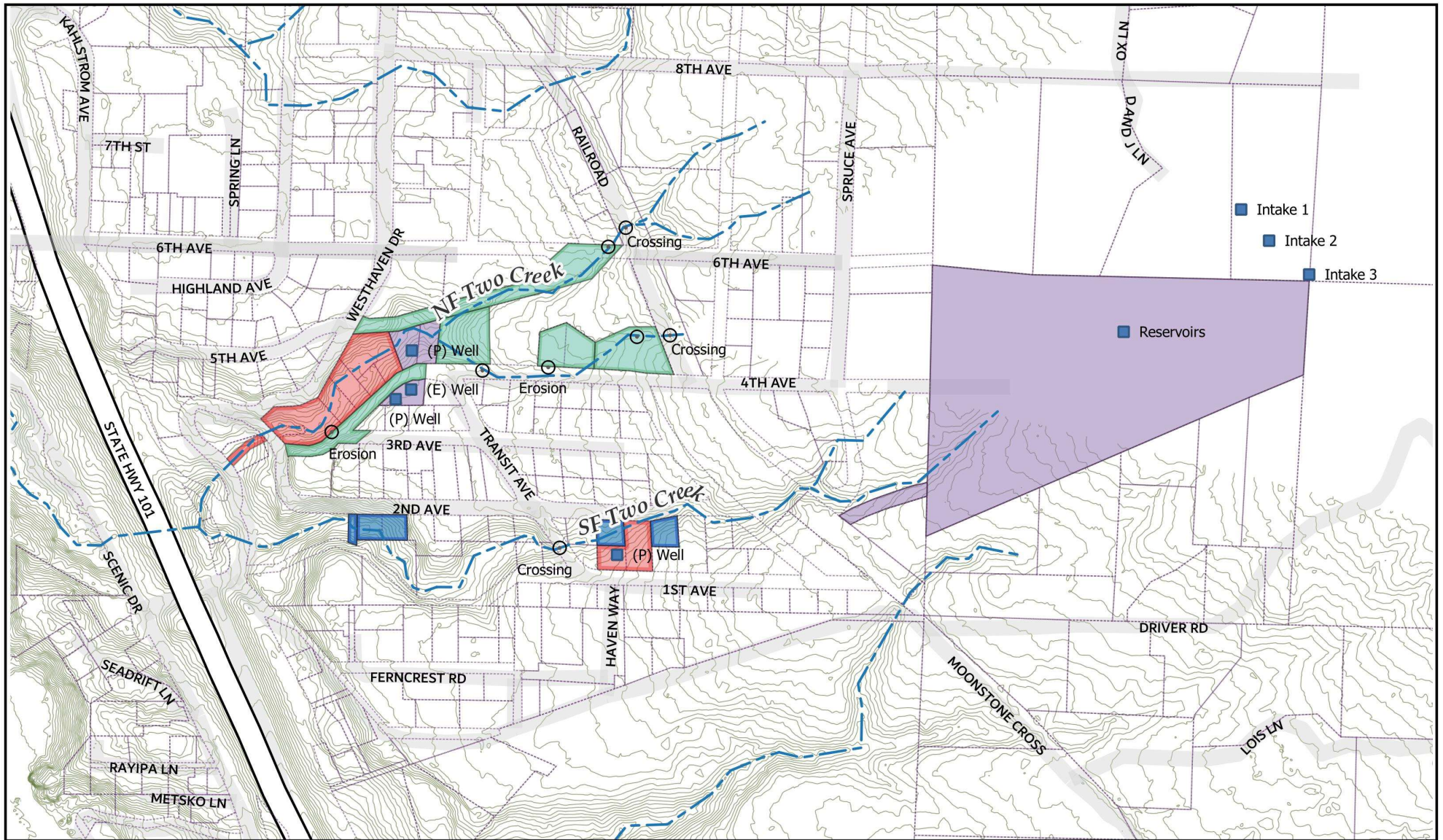
7.1 Water Loss

Water loss decreased from 9.5 gpm in February to March 2.2 gpm in for 15.3 % of total production of 629,622 gallons No known system leaks **Discussion**

<u>FROM JULY 2003</u>	<u>PRODUCED</u> <u>GPM</u>	<u>SOLD</u> <u>GPM</u>	<u>LOST</u> <u>GPM</u>	<u>LOSS</u> <u>%</u>	<u>LOSS AS</u> <u>% OF SOLD</u>	<u>MONTHLY</u> <u>PRODUCTION</u> <u>GALLONS</u>	<u>MONTHLY</u> <u>LOSS</u> <u>GALLONS</u>
MARCH 2022	14.6	12.4	2.2	15.3	17.7	629,622	533,550
AVG. ALL	21	15	6	28	42.4	931,893	280,377
24 MO AVG.	18	14	4	22	29.0	793,074	197,715
13 MO AVG.	17.4	13.4	3.9	21.5	29.4	752924.8	205691.5
MINIMUM MONTH EVER	11.2	10.0	1.1	6.8		488,090	43,080
	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021		APR 2017	SEPT 2021
MAXIMUM MONTH EVER	34.8	27.0	19.9	61.8		1,523,405	916,340
	JUL 2004	JUL 2003	NOV 2016	NOV 2016		JUL 2004	NOV 2016



Annual Data	DATE	GPM	Stream flow monthly mean gpm average	MONTH	GPM
WELL FLOW	4/15/17	11.8 gpm		4/17	NO DATA meter broken
Daily Flow	4/15/18	6.5 gpm		4/18	47 gpm South collector only
	4/15/19	7.8 gpm		4/19	38 gpm South and Tributary on
	4/15/20	6.2 gpm		4/20	31 gpm South collector only
	4/15/21	6.0 gpm		4/21	23.7 gpm South collector only
	4/15/22	5.2 gpm		4/15/22	44 gpm (Day) all collectors on (prior to rain was averaging 35 gpm)



Westhaven Community Service District Two Creeks Conservation Area

- Parcels Approx.
- 5 ft Contours
- Streams
- WCS D Property
- WCS D Infrastructure

- Road Assessment Sites (RCAA)
- Aquisition Potential Phase 1
- Phase 2
- Phase 3



0 300 600 ft

Data: Humboldt County GIS
NOAA Coastal Lidar 2011
Image: Google Satellite