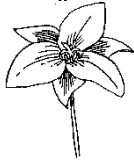


# WESTHAVEN COMMUNITY SERVICES DISTRICT

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



## REGULAR MONTHLY BOARD MEETING AGENDA

**April, 2023**

The regular meeting of the Board of Directors of the Westhaven Community Services District  
**Wednesday, April 19, at 6:30 p.m.** at the Westhaven Fire Hall, 446 Sixth Avenue.

### 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](mailto: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.

### 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. AMEND / APPROVE MINUTES

4.1 March 15, 2023 - Regular meeting minutes. **Discussion/Approval**

### 5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

5.1 Directors' Report – monthly billing and collections — **Discussion**

5.2 Water consumption and Sales – **Discussion**

5.3 Income / Expense Reports - **Discussion of report format**

5.4 Finance Officer's Recommendations – **Discussion**

5.5 Treasurer's Reports and Recommendations – **Discussion**

5.5.1 DWR CD Reserve "Certificate of Deposit" attached. – Discussion/Approval

5.5.2 \$2200 monthly charge previously used to make DWR loan payments – Discussion/Approval

5.6 March/April Warrants – **Discussion/Approval**

### 6. MANAGER'S REPORT

6.1. 1 known small system leak. **Discussion**

### 7. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**

7.2 Update on activities related to well drilling. **Discussion/Approval**

7.3 Emergency Intertie with City of Trinidad. **Discussion/Approval**

7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines.  
**Discussion/Approval**

7.5 Emergency funding request for slow sand filter **Discussion/Approval**

8. **TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**
  - 8.1 Update on progress of technical assistance grant for Water Plant from DFA. **Discussion**
  
9. **NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS TWO CREEKS CAPP**
  - 9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creek watershed and related conservation work **Discussion/Approval**
  - 9.2 Progress on submission of new grant proposals to replace 2 Humboldt crossings under WCSD pipeline. Coastal conservancy grant pre proposal **Discussion**
  - 9.3 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork two creeks basin from willing sellers **Discussion**
  - 9.4 Progress report on submission of pre proposal grant application to Coastal conservancy for acquisition of real property from 3 willing sellers in the north fork basin of two creeks. **Discussion/Approval**
  
10. **PREMIUM ONLY PLAN “POP” ANNUAL RENEWAL**
  - 10.1 RESOLUTION 2023-2 Certificate of Resolution, Section 125 Premium Only Plan Year Ending May 31, 2024 **Discussion/Approval**
  
11. **2023-2024 BUDGET**
  - 11.1 2023-2024 BUDGET, 1<sup>st</sup> Draft. **Discussion/Approval**
  
12. **ADDITIONAL ADMINISTRATIVE/ OFFICE STAFF**
  - 12.1 Proposal for additional part time office staff to assist GM and enhance general office hours for customer service. **Discussion/Approval**
  
13. **REVIEW OF DRAFT MITIGATED NEGATIVE DECLARATION FOR NEW WATER TREATMENT PLANT.**
  - 13.1 Review of draft Mitigated Negative Declaration for the new water treatment plant **Discussion/Approval**
  
14. **RESOLUTION 2023-3 THANKING THOSE WHO WORKED TO FIND AND REPAIR RECENT BIG LEAK DUE TO DECEMBER 20<sup>TH</sup> 2022 EARTHQUAKE**
  - 14.1 Resolution 2023-3 Thanking those who worked to find and repair the recent big leak due to the December 20<sup>th</sup> 2022 earthquake. **Discussion/Approval**
  
15. **DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT’S EXISTENCE AND OPERATION**
  - 15.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation **Discussion**
  
16. **ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**
  
17. **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 17, 2023** and will be held at the Westhaven Fire Hall, 446 Sixth Avenue  
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 15, 2023

**1. CALL TO ORDER**

Board President Verick called the meeting to order at 6:35 PM. In attendance were:

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

Absent: None

Staff: Rosenblatt, Levang, Martin & Whitlow-Hewett

Guests: Elaine Weinreb & Lucy Kostrezwa

**2. PUBLIC COMMENT**

Kostrezwa and Weinreb thanked WCSD staff, particularly Rosenblatt, for all their hard work locating and repairing the big leak earlier this year. Rosenblatt said that board members and Jamie Vincent, past WCSD Operator, pitched in and helped.

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

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

**4. AMEND / APPROVE MINUTES****4.1 February 15, 2023 - Regular meeting minutes**

Minutes amended as follows:

- Page 2, last sentence in first paragraph, change ~~include~~ to “*excluding*”.
- Page 2, item 5.3, 2<sup>nd</sup> to the last sentence, change “most of the expenses reimbursed” to read “most of the *'leak-related'* expenses reimbursed”
- Page 2, Item 6.1 1<sup>st</sup> sentence add “*GPM*” after 22.0, and on the 3<sup>rd</sup> line change leak/s to leak(s).
- Page 3, 1<sup>st</sup> line change, ~~reported that a leak specialist came from Redding to,~~ “*reported that American Leak Detection, a leak specialist franchise from Redding, came and located the large leak.*”
- Page 3, 5<sup>th</sup> line from top change, and ~~how expertise,~~ to read and “*on how much expertise*”
- Page 3, Item 8, last sentence, change They ~~(environmental planners)~~ to read, “*The environmental planners from EN Plan*”
- Page 3, Item 9, last sentence change ~~lake and stream bed permits~~ to read “*Lake and Streambed alteration agreement*”.

Verick moved to approve February 15, 2023 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 Directors report. Total February, 2023 water sales were \$21,942.35, total receivables were \$30,133.82. Brief discussion, confirmed that the 40.18% water loss includes the leaks. The large leak was repaired February 4<sup>th</sup>. There are still some small leaks.

**5.2 Water Consumption and Sales**

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

February, 2023 gallons billed 453,540; average gallon per day per meter readings 71; per person 32, average monthly charge per accounts \$35.42; total monthly charges \$7,120; monthly deviation from budget -\$1,441. It was noted that less water was sold then is typical for this time of year.

**5.3 Income & Expense Report**

Board packets contained an Income & Expense report for February, 2023. Total income \$18,036, total expense \$22,100, with a net operating income of -\$4,065. No discussion.

**5.4 Finance Officer's Recommendations-None****5.5 Treasurer's Report and Recommendations**

Board packets contained a copy of the February, 2023 treasurer's report. Account balances were as follows: Capital Reserves \$201,731.58; Operating Reserves \$37,844.03; DWR Reserve CD \$28,918.59; DWR Loan Savings \$11,027.81; Checking Account as of 3/8//2023 \$478,098.34

**5.6 January/February Warrants**

It was made clear that debit charges 1 through 5 were for 100% gasoline for the generator.

Verick moved to approve warrants #'s 7327 through 7357, one Federal payroll tax deposit and one State payroll tax deposits, and seven debit card charges, totaling \$47,604.66. Seconded by Swisher; all approved.

**6. MANAGER'S REPORT**

**6.1** Water loss decreased from 22.0 gpm in January to 9.7 in February for a 49.6% of total production of 899,320 gallons. There were four known system leaks; three were repaired. 141,200 gallons of emergency water were delivered to the District. The board packets contained a summary table of 13 months water loss history. February, 2023 water loss is at 49.6%, average water loss in the last 13 months is 38.4%.

Rosenblatt noted that in the warrants check #7345 was the final DWR loan payment. Hankin provided cake to celebrate.

**7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES****7.1** DWR Small Community Drought Grant. Discussion/Approval

Rosenblatt said a Notice of Exemption has been prepared and staff are now finalizing the Coastal Development Permit (CDF) and the Emergency CDP. Bid packets for the emergency waterline repair component of the DWR Drought Grant will be prepared soon.

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

Rosenblatt said he is finishing up the loose ends on the well facility design and the new well control buildings. Rosenblatt reported that an application had been made to PG&E for undergrounding of the power line from the closest power pole to the new facility.

**7.3** Emergency Intertie with City of Trinidad. Discussion/Approval

Rosenblatt said he has a signed agreement with LACO for the Bio and Wetland reports. He has met with the planners who are working on the project description needed to obtain the Coastal Development permit. He is getting the PACE staff lined up to do the surveying.

**7.4** Updates: Financial grant & project reports, which include task and reimbursement payment timelines. Staff has not had time to develop reimbursement payment timelines, and won't until after the 2023-24 budget has been approved.

**7.5** Emergency funding request for slow sand filter repairs. Discussion/Approval

PACE Engineering, the State Division of Drinking Water and the State Division of Financial Assistance, have been developing a plan and scope of work for rebuilding and repairing the slow sand filter. Rosenblatt has sent the request to Llanos and Swisher for review. Rosenblatt said that he and Martin have been conducting some experiments and doing a number of analysis so that he

can report the findings with the request. Rosenblatt will request State funding to repair the sand filter. It will be over \$100,000.

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

**8.1** Update on Progress of DFA Technical Assistance Grant for Water Plant. Discussion. Rosenblatt has a meeting tomorrow with the environmental planners. The engineering report has been submitted to the State and hopefully by the next meeting we will have the mitigated negative declaration needed to file a Notice of Exemption for the water plant project for the board to review. The only outstanding thing yet to be completed is the wet weather testing for the septic system.

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

**9.1** Update on Conceptual Area Protection Plan (CAPP) for the Two Creeks Watershed. Discussion/Approval. Rosenblatt said that there are just a couple things left to complete and then staff can send the draft CAPP out to the potential stake holders and the WCSD board for review, comment and approval.

Rosenblatt said the District has submitted a pre-proposal for a Coastal Conservancy for a grant that would fund the acquisition of four parcels from three willing sellers in the north fork of Two Creek. The parcels are adjacent to the District’s property.

**9.2** Progress on submission of new grant proposals to replace the 3 Humboldt crossings under WCSD pipeline. Discussion. Rosenblatt and the District’s consultant, Mark Andre, repackaged and submitted a pre proposal to the Coastal Conservancy to replace two Humboldt crossings on the District’s property along the railroad grade. After these two crossing are replaced they can show the property owners along Transit Avenue, near the third Humboldt crossing, what a similar replacement there would look like and what the potential impact will be on their properties.

**10. APPROVAL OF THE WATERLINE REPLACEMENT PROJECT AND NOE**

**10.1** Discussion/Approval. “The Westhaven CSD has found that the project is exempt from CEQA pursuant to section 15302 (c). (Replacement and Reconstruction), because the project is for the replacement and reconstruction of waterlines in the same location and for the same purpose as the original lines and the replacement is for existing utility system facilities and involves negligible or no expansion of capacity, and none of the exceptions to the exemptions (CEQA Guidelines Section 15300.2) apply to the project because the project is not in an environmentally sensitive habitat area, it will not result in a cumulative significant impact, the project is not located on a scenic highway or listed hazardous waste site, and the project will affect historical resources.”

10.1 a Appendix E Notice of Exemption and

10.1 b-Project Description and Required Findings

The board identified some typos to be corrected before submitting. Rosenblatt took down the edits.

Verick made a motion to accept the Notice of Exemption and the Project Description and Required Findings as edited. Seconded by Llanos; all approved.

**11. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT’S EXITANCE AND OPERATION**

**11.1** Discussion of philosophical, political and meta issue aspects of the District’s existence and operation –No discussion

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

Discussions regarding

- New roof for shop
- The \$2200 per month that was going towards DWR loan payment
- Report on the \$28,924 CD (a 1 year loan payment set aside as required by the terms of the loan). Report current interest rate, length of CD, and penalty for an early withdrawal.

**13. ADJOURN**

Verick adjourned the meeting at 8:15 PM.

Respectfully Submitted,  
Roxanne Levang  
WCSD Secretary

# Directors Report

## Westhaven CSD

<b>Water Pumped This Month</b>	<b>581,870 Gallons</b>
<b>Water Sold This Month</b>	<b>438,270 Gallons</b>
<b>Water Loss</b>	<b>143,600 Gallons</b>
<b>Water Loss (%)</b>	<b>24.68 %</b>

	Amount (\$)	# Of Accounts
Total Water	21,459.10	232
Total Late Charge	159.83	48
Total Adjustments	303.60	3
<b>Total Current Charges</b>	<b>21,922.53</b>	<b>232</b>
Amount Past Due 1-30 Days	4,558.32	48
Amount Past Due 31-60 Days	2,125.92	21
Amount Past Due Over 60 Days	9,602.47	16
Amount Of Overpayments/Prepayments	(7,045.21)	48
<b>Total Receivables</b>	<b>31,164.03</b>	<b>232</b>

Total Receipts On Account	20,892.32	179
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	1,865	235
Average Water Charge For Active Meters	92.50	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		0		0	0.00	0.00
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		10,730	2.45	1.09
8,001-10,000		2		17,140	3.91	1.89
6,001-8,000		2		13,700	3.13	1.64
4,001-6,000		18		87,660	20.00	11.83
2,001-4,000		71		194,250	44.32	35.14
1-2,000		110		114,790	26.19	39.75
Zero Usage		31		0	0.00	8.67
<b>Total Meters</b>		<b>235</b>		<b>438,270</b>	<b>100.00</b>	<b>100.00</b>

**WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY**

**ITEM 5.2**

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.

**March 2022**

It is not weighted to anticipate seasonal variations in water use.

Adjustments for reported customer leaks have **not** been included in the monthly totals.

USAGE				CHARGES							
GPD = Gallons per day				Avg persons per household: <b>2.20</b>							
2022-23	DAYS BILLED	GALLONS BILLED	ACTIVE METERS	GPD BILLED	GPD per METER	GPD per PERSON	TOTAL MONTHLY CHARGES	AVG CHARGE PER ACCOUNT	DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION	
JUNE	33	627,530	202	19,016	94	43	\$ 10,026	\$ 49.63	\$ 1,465	\$ 1,465	
JULY	28	567,100	205	20,254	99	45	\$ 9,056	\$ 44.18	\$ 496	\$ 1,960	
AUG	34	741,200	209	21,800	104	47	\$ 11,832	\$ 56.61	\$ 3,271	\$ 5,232	
SEPT	28	581,560	208	20,770	100	45	\$ 9,256	\$ 44.50	\$ 695	\$ 5,927	
OCT	28	496,500	204	17,732	87	40	\$ 7,998	\$ 39.21	\$ (563)	\$ 5,364	
NOV	35	519,450	208	14,841	71	32	\$ 8,253	\$ 39.68	\$ (308)	\$ 5,056	
DEC	28	410,820	201	14,672	73	33	\$ 6,567	\$ 32.67	\$ (1,994)	\$ 3,063	
JAN	30	445,110	201	14,837	74	34	\$ 7,108	\$ 35.36	\$ (1,453)	\$ 1,610	
FEB	32	453,540	201	14,173	71	32	\$ 7,120	\$ 35.42	\$ (1,441)	\$ 169	
MAR	29	438,270	201	15,113	75	34	\$ 6,967	\$ 34.66	\$ (1,593)	\$ (1,425)	
APR				-	-	-	\$ -	-	-	\$ -	
MAY				-	-	-	\$ -	-	-	\$ -	
<b>Monthly AVG</b>	<b>31</b>	<b>528,108</b>	<b>204</b>	<b>17,321</b>	<b>85</b>	<b>39</b>	<b>\$ 8,418</b>	<b>\$ 41.19</b>	<b>\$ 1,482</b>		
Total		5,281,080					\$ 84,183		\$ (1,425)	\$ (1,425)	
Leak Adjustment			(gal)								
Cummulative Leak Adjustment		54,152					\$ 829				
<b>Net</b>		<b>5,226,928 (After Leak Adjustments)</b>					<b>\$ 83,354</b>			<b>\$ (2,253.59)</b>	

BUDGETED ANNUAL COMMODITY INCOME: **\$ 102,729**

BUDGETED COMMODITY PER MONTH: **\$8,561**

BUDGETED COMMODITY PER PERSON PER MONTH: **\$ 41.96**

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2022-2023	5,281,080	=	90%	2022-2023	\$84,183	=	95%
2021-2022	5,848,670		OF 21-22	2021-2022	\$88,736		OF 21-22

2021-2022										
JUNE	28	793,200	205	28,329	138	63	\$ 12,069	\$ 59	\$ 3,508	\$ 3,508
JULY	28	612,060	206	21,859	106	48	\$ 9,314	\$ 45	\$ 754	\$ 4,262
AUG	34	773,350	209	22,746	109	49	\$ 11,702	\$ 56	\$ 3,142	\$ 7,404
SEPT	28	586,540	205	20,948	102	46	\$ 8,874	\$ 43	\$ 313	\$ 7,717
OCT	29	519,020	207	17,897	86	39	\$ 7,846	\$ 38	\$ (714)	\$ 7,003
NOV	33	536,010	207	16,243	78	36	\$ 8,161	\$ 39	\$ (399)	\$ 6,603
DEC	29	446,110	199	15,383	77	35	\$ 6,719	\$ 34	\$ (1,842)	\$ 4,761
JAN	30	529,770	203	17,659	87	40	\$ 8,065	\$ 40	\$ (496)	\$ 4,266
FEB	32	519,060	201	16,221	81	37	\$ 7,866	\$ 39	\$ (694)	\$ 3,571
<b>MAR</b>	<b>30</b>	<b>533,550</b>	<b>201</b>	<b>17,785</b>	<b>88</b>	<b>40</b>	<b>\$ 8,118</b>	<b>\$ 40</b>	<b>\$ (442)</b>	<b>\$ 3,129</b>
APR	27	454,630	200	16,838	84	38	\$ 6,917	\$ 35	\$ (1,643)	\$ 1,486
MAY	30	517,260	200	17,242	86	39	\$ 7,872	\$ 39	\$ (689)	\$ 797



**Westhaven Community Services District  
FY 2022-2023 Income / Expense Report  
as of March 2023**

**ITEM 5.3**

<b>Annual</b>		<b><u>OPERATING BUDGET</u></b>			<b><u>CURRENT</u></b>			<b><u>CUMULATIVE</u></b>		
<b><u>Budget</u></b>	<b><u>Income</u></b>	<b>Mar. 2023</b>	<b>Monthly Budget</b>	<b>Over/Under</b>	<b>July 2022 thru Mar 2023</b>	<b>Jul '22 thru June 2023 Budget</b>	<b>Over/Under</b>	<b>% of Budget</b>		
249,859	Water Sales	17,531	20,822	-3,291	169,161	166,573	2,588	101.6%		
<u>3,282</u>	Water Services	<u>399</u>	<u>274</u>	<u>126</u>	<u>3,316</u>	<u>2,188</u>	<u>1,128</u>	151.6%		
<u>253,141</u>	<b>Total Income</b>	<u>17,930</u>	<u>21,095</u>	<u>-3,165</u>	<u>172,477</u>	<u>168,761</u>	<u>3,716</u>	102.2%		
	<b><u>Expense</u></b>									
1,086	Source of Supply	0	91	-91	191	724	-533	26.4%		
11,536	Pumping	1,163	961	202	9,316	7,691	1,625	121.1%		
49,270	Water Treatment	4,525	4,106	419	37,031	32,847	4,184	112.7%		
13,725	Transmission & Distribution	3,264 <sup>1</sup>	1,144	2,120	58,912	9,150	49,762	643.8%		
11,329	Customer Accounts	380 <sup>2</sup>	944	-564	4,893	7,553	-2,660	64.8%		
156,195	Administrative & General	10,800	13,016	-2,216	104,905	104,130	775	100.7%		
<u>10,000</u>	Operating Reserves Contrib.	<u>0</u>	<u>833</u>	<u>-833</u>	<u>0</u>	<u>6,667</u>	<u>-6,667</u>	0.0%		
<u>253,141</u>	<b>Total Expense</b>	<u>20,132</u>	<u>21,095</u>	<u>-963</u>	<u>215,248</u>	<u>168,761</u>	<u>46,488</u>	127.5%		
	<b>Net Operating Income</b>	<b>-2,202</b>	<b>0</b>		<b>-42,771</b>					

**Income & Expense Report Notes:**

<sup>1</sup> Transmission & Distribution is over budget because of: Annual backflow testing expense of \$2250, which customers reimburse. GR Sundberg vac truck for water on July 31, 2022 waterline repair at 418 7th Avenue. October, 2022 \$11,729 in emergency water deliveries as staff searched, found and repaired a leak on Highland Avenue. November, 2022 \$2623 for emergency bore for water line replacement for the October leak on S. Highland Ave. \$500 for supplies to repair 11/5 leak on 7th Ave and \$1600 for the vac truck. December Pacific Earthscape emergency pipe repair \$1779 and Wahlund Const 12/2 leak on Stone Lane \$39

<sup>2</sup> \$816 for RVS annual updates and maintenance

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
**Treasurer's Report**  
**March 2023**

ITEM # 5.5

<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>
\$201,731.58	1.69800	<b>Capital Reserves</b> Hum Co Fund 2600		\$ 20,000		8/23/22 \$ 60,000.00 2/27/2023 \$ 30,000.00
<p>\$60,000 withdrawal is to help with grant exp. while waiting for reimbursement pymts from funders.</p> <p>Note: We have incomplete financial reports from Humboldt Co. Auditors office. The unreconciled balance as of 6/30/2022 per Auditors office is as shown.</p>						
\$37,900.94	0.24000	<b>Operating Reserve</b> LAIF # 16-12-005		\$ 10,000	\$97.90 7/15/22 Interest \$178.27 10/14/22 Interest \$274.62 1/13/23 Interest 2/24/2023 \$56.91 3/31/2023 Interest	15,000
\$28,926.43	0.50000	<b>DWR CD Reserve</b> CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$ 2.69 5/31/22 Interest \$ 2.62 6/30/22 Interest \$ 2.70 3/31/23 Interest	
\$2,224.44	0.03000	<b>DWR Loan Savings</b> 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)	\$ 8.01 7/1-9/30/22 Interest \$ 8.02 10/1-12/31/22 Interest \$ 13,200.95 10/5/22 DWR Qrtly loan payment \$ 13,200.95 3/7/23 dWR final loan payment	
<b>\$478,349.20</b>		<b>Checking Account Umpqua 5013</b>				<b>Checking Balance as of 4/14/2023</b>

\*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) 2022/2023 Regular Operating Budget \$243,151. X 25% = \$60,785.25

As of 3/7/2023 the DWR advance pymt balance for Trinidad Interite is \$464,150

DWR Grant for waterlines/well-pymt request submitted. Net amt to be paid \$237,537. Pymt expected mid April.

Date

Opened: 12/24/2016

Item 5.5.1

# Certificate of Deposit

Certificate Number: 990952368

Account Number: 990952368

SSN/TIN Number: XX-XXXXXXX

Amount of

Deposit: Twenty Eight Thousand Eight Hundred Eighty Six Dollars and Ten Cents \$ 28,886.10

This Certificate is Issued to:

Westhaven Community Services  
PO Box 2015  
Trinidad CA 95570-2015

Issuer: Umpqua Bank  
2095 Central Ave  
McKinleyville, CA 95519

Associate Signature Haley Houghton

Not Negotiable - Not Transferable.

This account is subject to all the terms and conditions stated in the Certificate of Deposit Disclosures, as they may be amended from time to time, and incorporates the Certificate of Deposit Disclosures by reference into this agreement.

This Certificate may be redeemed on 12/24/2024.

The initial term of this certificate of deposit is 36 Months.

The interest rate of this certificate of deposit is 0.11% with an annual percentage yield of 0.11%.

The rate on this certificate is  fixed  variable. The interest will be:

added to principal

paid to \_\_\_\_\_ account (No. \_\_\_\_\_)

mailed to the owner(s)

\_\_\_\_\_

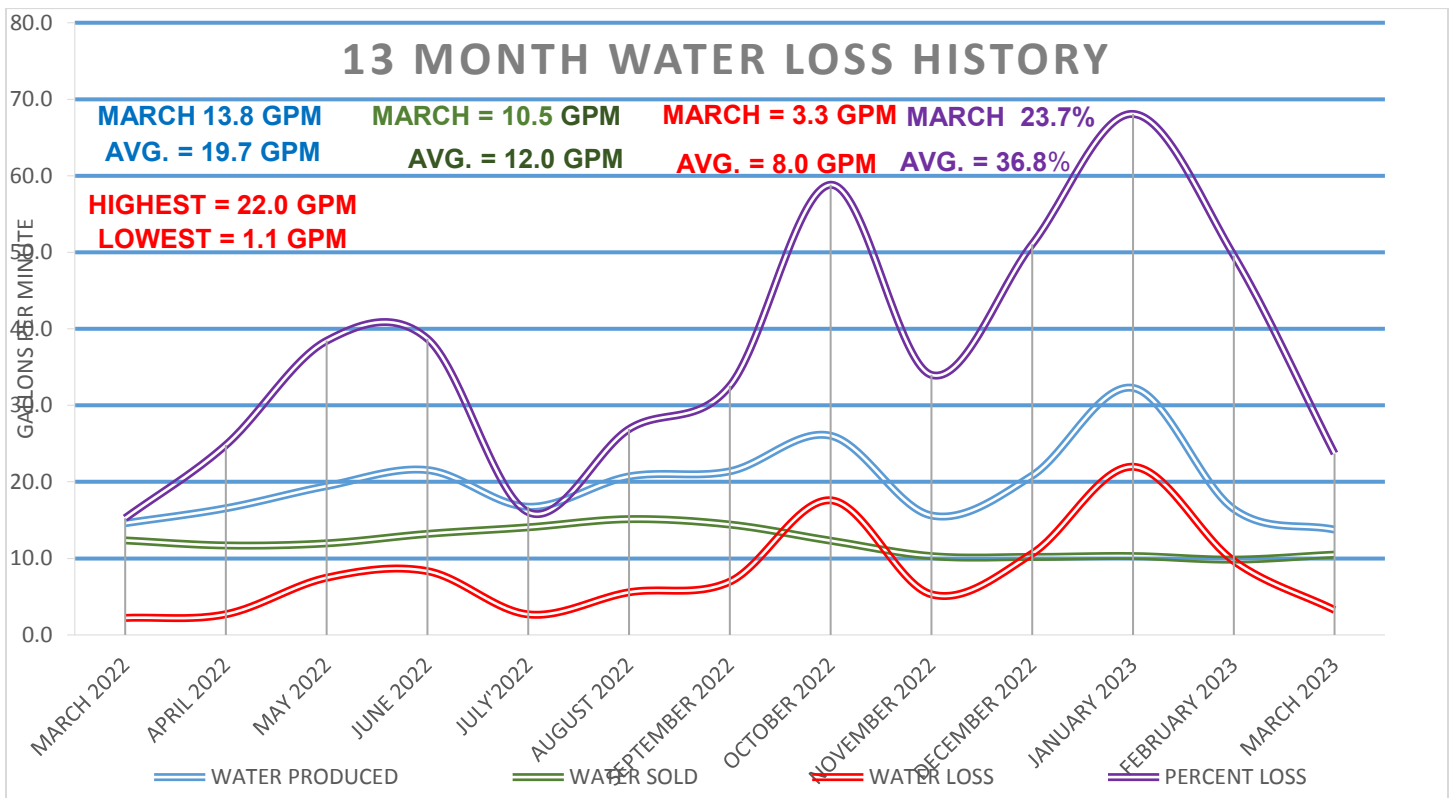
**Early Withdrawal Penalties - There is a penalty for withdrawing funds prior to the maturity date.** For terms up to 31 days, the penalty equals all of the interest earned on the principal amount being withdrawn, but in no event shall it be less than seven days interest. For terms greater than 31 days and up to and including one year (365 days, or 366 days in a leap year), the early withdrawal penalty is equal to \$25.00 plus 1% of the principal amount withdrawn. For terms greater than one year, the early withdrawal penalty is equal to \$25.00 plus 3% of the principal amount withdrawn. Early withdrawal penalties may require a reduction in the principal amount if the amount of accrued and unpaid interest on deposit is less than the penalty. In addition, and under certain circumstances, a 10% IRS penalty may also be assessed on an IRA CD. A withdrawal will reduce earnings.

WESTHAVEN CSD • MANAGER'S REPORT  
MARCH 2023

8.1 Water Loss

Water loss decreased from 9.7 gpm in February to 3.3 gpm in March for 23.7% of total production of 574,510 gallons.  
1 known small system leak. Discussion

<u>FROM JULY 2003</u>	<u>PRODUCED GPM</u>	<u>SOLD GPM</u>	<u>LOST GPM</u>	<u>%LOSS OF WATER PRODUCED</u>	<u>MONTHLY PRODUCTION GALLONS</u>	<u>MONTHLY SOLD GALLONS</u>	<u>MONTHLY LOSS GALLONS</u>
<b>MARCH 2023</b>	13.8	10.5	3.3	23.7	574,510	438,270	136,240
<b>AVG. ALL</b>	21	15	6	29	930,363	579,868	283,185
<b>24 MO AVG.</b>	19	13	6	30	830,266	554,790	275,475
<b>13 MO AVG.</b>	19.7	12.0	8.0	36.8	873,092	522,040	351,052
<b>MINIMUM MONTH EVER</b>	11.2	9.8	1.1	6.8	488,090	410,820	43,080
	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021	APR 2017		SEPT 2021
<b>MAXIMUM MONTH EVER</b>	34.8	27.0	22.0	68.1	1,523,405	850,410	949,270
	JUL 2004	JUL 2003	JAN 2023	JAN 2023	JUL 2004		NOV 2016
					AVG. LOSS %		
	SINCE DECEMBER 2016				59,214,313	23	14,779,789
	13 MONTH TOTALS				11,350,192	37	4,563,672
	SINCE OCT 2021 Submission of DWR Drought grant				15,233,712	35	5,897,222



**DAILY WELL FLOW**  
 4/12/17 12.2 gpm  
 4/12/18 6.4 gpm  
 4/12/19 7.4 gpm  
 4/12/20 6.2 gpm  
 4/12/21 11.5 gpm  
 4/12/22 5.2 gpm  
 4/12/23 7.9 gpm

**MONTH TOTAL AVG GPM**  
 4/17 weird data  
 4/18 41 gpm (south collector only)  
 4/19 38 gpm (south collector only)  
 4/20 31 gpm (2 collectors on)  
 4/21 23.7 gpm (2 collectors on)  
 4/22 38 gpm (all collectors on)  
 4/12/23 40 gpm(Day)collectors need cleaning

	A	B	C	D	E	F	G
1							1st draft for 4/19/23 board meeting <b>Item 11</b>
2	<b>WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)</b>			<b>JUNE 2024</b>			
3							
4		<b>ANNUAL OPERATING BUDGET</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>INCREASE</b>		Revenue from monthly bills
5					<b>(DECREASE)</b>		Commodity rate expenses (variable operating costs)
6							Base rate expenses (fixed operating costs)
7							Expenses part commodity, part base
8		<b>OPERATING REVENUES</b>					<b>NOTES</b>
9	<b>411.00</b>	<b>WATER SALES</b>	<b>285,721</b>	<b>305,564</b>	<b>19,843</b>		
10		Base Rate Residential	169,582	181,370	11,788		
11		Commodity Rate Residential	113,170	121,054	7,884		Estimated residential income is linked to estimated average bill
12	411.10	Total Residential	282,752	302,423	19,671		229 residential
13		Base Rate Business	1,481	1,584	103		
14		Commodity Rate Business	988	1,057	69		
15	411.20	Total Business	2,469	2,641	172		2 Business (+ WVFD - no charge)
16	411.70	Other water sales	500	500	0		Emergency no deliveries last 2 fiscal years
17							
18	<b>421.00</b>	<b>WATER SERVICES</b>	<b>3,366</b>	<b>3,417</b>	<b>51</b>		Total includes Fire & backflow, excludes other water services
19	421.10	Fire prevention	741	792	51		Merryman's fire system - pays base rate only
20	421.30	Backflow valve testing charges	2,625	2,625	0		Equals Backflow Program Expense - Not part of water rates
21	421.40	Water Service charges					Water service repair / relocation
22	421.50	Other water services	2,400	1,000	(1,400)		Charges for late payment, returned checks, reconnection, etc.
23							
24		<b>TOTAL OPERATING REVENUES</b>	<b>288,587</b>	<b>308,481</b>	<b>19,894</b>		Total does not include 411.70 & 421.50
25							
26		<b>REVENUE PAID TO CAPITAL EXPENSES</b>	<b>46,402</b>	<b>20,000</b>	<b>(26,402)</b>		Annual contribution to Capital Reserve. The \$26,402 difference is from the DWR loan that has been paid in full.
27							
28		<b>TOTAL OP. REV. AFTER CAP. EXPENSE</b>	<b>242,185</b>	<b>288,481</b>	<b>46,296</b>		
29							
30		<b>OPERATING EXPENSES</b>	<b>COLA 2%</b>	<b>2.2%</b>	<b>0.20%</b>		<b>COLA = 10 yr. running avg. of avg. of COLA &amp; CPI</b>
31							40/37.50 Mg/Op - Hrs/Wk- 23/24 Base Wage = 31.68/hr (less 6% for grant admin)
32							22.00 Op 1 - hours / week - 23/24 Base Wage = 22.87/hr.
33		<b>REGULAR OPERATING EXPENSES</b>					16.00 Op 2- hours/week 23/24 Base wage = 22.89/hr (14 Operator/2 Clerical per week)
34							10.00 Office Asst base wage = 20/hr
35		<b>SOURCE OF SUPPLY</b>					15.00 S/B - hours / week -23/24 Base Wage = 23.96/hr.
36	511.10	Wages - Operator/GM	536	725	189		1 Mg/Op - apox hours/week
37	511.20	Wages - 2nd & 3rd Operators	350	1,047	697		1 Op - apox hours/week
38	<b>511.00</b>	<b>Total wages</b>	<b>886</b>	<b>1,771</b>	<b>885</b>		
39	512.00	Maintenance, structure, & improvements	200	200	0		Historically \$0 spent. Est amount does not include Earthquake Leak Expense
40	513.00	Purchased water		0			Emergency water deliveries were accounted for under Transmission & Distribution
41		<b>TOTAL SOURCE OF SUPPLY</b>	<b>1,086</b>	<b>1,971</b>	<b>885</b>		
42							
43		<b>PUMPING</b>					
44	521.10	Wages - Operator/GM	536	1,450	914		1 Mg/Op - apox hours/week
45	521.20	Wages - 2nd & 3rd Operators	2,000	4,190	2,190		4 Op - apox hours/week
46	<b>521.00</b>	<b>Total wages</b>	<b>2,536</b>	<b>5,639</b>	<b>3,103</b>		
47	522.00	Maint, structure, & improvements	800	0	(800)		Per income/expense report
48	523.10	Fuel or power used for pumping - booster	6,000	6,200	200		Includes tank fan and shop storage room dehumidifier
49	523.20	Fuel or power used for pumping - well	2,200	2,500	300		Per income/expense report
50		<b>TOTAL PUMPING</b>	<b>11,536</b>	<b>14,339</b>	<b>2,803</b>		
51							
52		<b>WATER TREATMENT</b>					
53	531.10	Wages - Operator/GM	6,540	2,899	(3,641)		2 Mg/Op -apox hours/week
54	531.20	Wages - 2nd & 3rd Operators	26,930	21,996	(4,934)		21 Op --apox hours/week
55	<b>531.00</b>	<b>Total wages</b>	<b>33,470</b>	<b>24,896</b>	<b>(8,574)</b>		
56	532.00	Maint, structure & improvements	800	800	0		Per expense reports (sand filter expense excluded???)
57	533.10	Chemical	7,000	10,000	3,000		Chlorine & Calcite - may increase with new well(s)
58	533.20	Outside lab expense	5,000	7,000	2,000		North Coast Labs - increased sampling requirements
59	533.30	Water testing supplies - WCSD	3,000	3,000	0		Reagents and Instrument maintenance.
60		<b>TOTAL WATER TREATMENT</b>	<b>49,270</b>	<b>45,696</b>	<b>(3,574)</b>		
61							
62		<b>TRANSMISSION &amp; DISTRIBUTION</b>					
63	541.10	Wages - Operator/GM	2,100	4,349	2,249		3 Mg/Op - apox hours/week
64	541.20	Wages - 2nd & 3rd Operators	5,000	8,380	3,380		8 Op - apox hours/week
65	<b>541.00</b>	<b>Total wages</b>	<b>7,100</b>	<b>12,729</b>	<b>5,629</b>		
66	542.00	Maint, structure, & improvements	2,000	2,000	0		Total reflects normal business with minor leak repairs. FY 22-23 had unprecedented leaks with the following expenses: Vac Trik \$3200; Emergency leak Contractor invoices of \$8345; Leak repair supplies, including inventory for the future, \$2500.
67	543.00	District Vehicle O&M	2,000	2,000	0		Fuel, maintenance, etc.
68	544.00	Backflow Program Expense	2,625	2,625	0		Not part of regular rate calculations - program is self-supporting
69		<b>TOTAL TRANSMISSION &amp; DISTRIBUTION</b>	<b>13,725</b>	<b>19,354</b>	<b>5,629</b>		

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4		<b>ANNUAL OPERATING BUDGET</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>INCREASE</b>		Revenue from monthly bills
5					<b>(DECREASE)</b>		Commodity rate expenses (variable operating costs)
6							Base rate expenses (fixed operating costs)
7							Expenses part commodity, part base
70							
71		<b>CUSTOMER ACCOUNTS</b>					
72	551.10	Wages - billing	2,413	2,193	(220)		2 S/B - apox hours/week
73	551.20	Wages - cash receipts/clerical support	2,680	10,982	8,302		12 Clerical - apox hours/week
74	551.30	Wages - meter reading - Operator/GM	536	0	(536)		0 Mg/Op - apox hours/week
75	551.40	Wages - meter reading - 2nd/3rd Operator	2,500	2,095	(405)		2 Op - apox hours/week
76		<b>551.00 Total wages</b>	<b>8,129</b>	<b>15,270</b>	<b>7,141</b>		
77	551.50	Billing Supplies	1,200	1,200	0		Per income/expense report
78	552.00	Uncollectible accounts	0	0	0		
79	553.00	Customer Leak Adjustments	2,000	2,000	0		Based on 10 year average
80		<b>TOTAL CUSTOMER ACCOUNTS</b>	<b>11,329</b>	<b>18,470</b>	<b>7,141</b>		
81							
82		<b>ADMINISTRATIVE &amp; GENERAL</b>					
83	561.10	Wages - Manager	37,450	44,940	7,490		31 GM - Apox hours/week (Less Grant Admin covered by grants)
84	561.20	Wages - Clerical	13,676	14,253	577		13 S/B --apox hours/week
85		<b>561.00 Total wages</b>	<b>51,126</b>	<b>59,193</b>	<b>8,067</b>		
86	562.10	Office supplies	1,600	1,600	0		Per income/expense report
87	562.20	Office equipment	750	750	0		Average over several years.
88	562.30	Office utilities (phone / electric / internet)	3,000	3,000	0		Per income/expense report
89	562.40	Postage	1,900	1,500	(400)		Per income/expense report
90	562.50	Employee / director education	350	350	0		Staff need CPR certification
91	562.60	Operator certification	300	300	0		Estimate 3 new certifications and 1 renewal
92	562.70	Employee / director mileage reimbursement	100	300	200		Per income/expense report - current rate 0.56 per mile
93	563.10	Accountant	8,380	9,900	1,520		Annual St Financial Tran Rep & Yr end consulting \$2400. Est 1/2 of upcoming audt \$7,500.
94	563.20	Legal	500	500	0		Default-Historical range from \$0 to \$7,657/yr (93-94) 20-21 lowered to \$1000 from \$1500
95	563.30	Consultants, Engineering etc.	350	350	0		Does not include project expenses
96	564.00	Property and liability insurance	5,000	5,500	500		SDRMA estimates \$5364 to \$5501
97	565.10	Wages - Compensated Absences - all employees	14,517	16,348	1,831		Vacation,holiday,sick,etc.
98	565.20	Payroll Tax Expenses	9,850	11,285	1,435		Current rates
99	565.30	Workers' Comp. Insurance	4,240	5,163	923		Estimate Per SDRMA
100	565.40	Employee medical benefits	23,148	24,190	1,042		Manager, 13.58% increase
101	565.50	Employee retirement benefits	8,468	9,813	1,345		7% contribution to employee SEP IRA
102	567.00	Rents & leases	5,400	5,400	0		Per rental agreement, \$450 per month
103	568.00	Maintenance-general plant	1,000	13,000	12,000		Per income/expense report includes \$12,000 for new roof)
104	569.00	Other admin & general expenses	6,000	11,000	5,000		Per income/expense report -
105		<b>TOTAL ADMINISTRATIVE &amp; GENERAL</b>	<b>145,979</b>	<b>179,443</b>	<b>33,464</b>		
106							
107		<b>TOTAL REGULAR OPERATING EXPENSE</b>	<b>232,925</b>	<b>279,273</b>	<b>46,348</b>		
108							
109		<b>OTHER OPERATING EXPENSES</b>					
110	573.00	Contribution to Operating Reserves	10,000	10,000	0		Operating Reserves currently ≈ \$ 37,844. - target is \$68,085 per Financial Procedure Manual
111							
112		<b>TOTAL OPERATING EXPENSES</b>	<b>242,925</b>	<b>289,273</b>	<b>46,348</b>	<b>19.08%</b>	<b>Total annual operating revenue required</b>
113							
114		<b>OPERATING SURPLUS (DEFICIT)</b>	<b>-741</b>	<b>-792</b>	<b>(51)</b>		
115							
116		<b>TOTAL FIXED OPERATING EXPENSE</b>	<b>126,142</b>	<b>164,538</b>	<b>38,396</b>	<b>30.44%</b>	Expense independent of actual water use
117							
118		<b>TOTAL BASE RATE EXPENSE</b>	<b>172,544</b>	<b>184,538</b>	<b>11,994</b>	<b>6.95%</b>	Fixed operating expense + DWR debt (increases by 2,690 re DBP loan)
119							
120		<b>TOTAL COMMODITY RATE EXPENSE</b>	<b>114,158</b>	<b>122,111</b>	<b>7,953</b>	<b>6.97%</b>	Variable operating expense = Commodity Rate expense
121							
122		<b>TOTAL EXPENSE TO CUSTOMERS</b>	<b>286,702</b>	<b>306,648</b>	<b>19,946</b>	<b>6.96%</b>	Equals Total Operating Expense
123							
124		<b>MONTHLY BASE RATE</b>	<b>61.71</b>	<b>66.00</b>	<b>\$4.29</b>	<b>6.95%</b>	Total Base Rate expense per month per customer
125							
126		<b>COMMODITY RATE CHARGE PER K GAL.</b>	<b>\$15.99</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	
127							
128		<b>AVG. MONTHLY COMMODITY EXPENSE</b>	<b>46.41</b>	<b>49.64</b>	<b>\$3.23</b>	<b>6.96%</b>	Total Commodity Rate exp per mo. per cust (233 active meters only)
129							
130		<b>AVERAGE MONTHLY BILL</b>	<b>108.12</b>	<b>115.64</b>	<b>\$7.52</b>	<b>6.95%</b>	<b>AVERAGE OF ACTIVE ACCOUNTS ONLY</b>
131							
132		<b>PROJECTED ANNUAL GALLONS SOLD</b>	<b>7,137,300</b>	<b>7,137,300</b>	<b>0</b>	<b>0.00%</b>	

	A	B	C	D	E	F	G	H	I	J	K	L	M
1				<b>TOTAL</b>	<b>Madison</b>	<b>Madison</b>	<b>K. Martin</b>	<b>K. Martin</b>	<b>Admin Asst</b>	<b>R. Levang</b>		<b>P. Rosenblatt</b>	
2	<b>Option 2 Office/Admin Assistant 10 hours/week</b>			<b>CHANGE</b>	<b>Operator 1</b>	<b>Operator 1</b>	<b>Operator 2</b>	<b>Operator 2</b>	<b>Clerical</b>	<b>Secretary/Bookkeeper</b>		<b>General Manager</b>	
3		updated								updated		<b>Operator T2, D2</b>	
4		<b>22-23</b>	<b>23-24</b>		<b>22-23</b>	<b>23-24</b>	<b>22-23</b>	<b>23-24</b>	<b>23-24</b>	<b>22-23</b>	<b>23-24</b>	<b>22-23</b>	<b>23-24</b>
5	<b>Annual cost-of-living-adjustment (COLA)</b>	2.00%	2.20%	<b>0.20%</b>									
6	No change to General Managers budgeted operator hours					**		**					
7	Employee's Base Wage/Hour				21.15	22.87	21.15	22.89	20.00	23.44	23.96	29.28	31.68
8	Budgeted hours per week				26.00	22.00	12.00	16.00	10.00	15.00	15.00	40.00	40.00
9	Total Paid Annual Hours (52 wk)				1,352.00	1,144.00	624.00	832.00	520.00	780.00	780.00	2,080.00	2,080.00
10													
11	<b>Total Annual Base Wages</b>	<b>120,977.98</b>	<b>140,190.96</b>	<b>19,212.98</b>	<b>28,594.80</b>	<b>26,163.28</b>	<b>13,197.60</b>	<b>19,044.48</b>	<b>10,400.00</b>	<b>18,283.20</b>	<b>18,688.80</b>	<b>60,902.40</b>	<b>65,894.40</b>
12													
13	Social Security Tax	6.20%	6.20%	<b>0.00%</b>	1,772.88	1,622.12	818.25	1,180.76	644.80	1,133.56	1,158.71	3,775.95	4,085.45
14	Medicare Hospital Tax	1.45%	1.45%	<b>0.00%</b>	414.62	379.37	191.67	276.14	150.80	265.11	270.99	883.08	955.47
15	Unemployment Insurance EDD (First \$7,000)	1.60%	1.50%	<b>-0.10%</b>	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00
16	CA Employment Training Tax (First \$7,000)	0.10%	0.10%	<b>0.00%</b>	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
17	Base payroll tax expense	4,578.31	5,669.87	<b>1091.56</b>									
18	Commodity payroll tax expense	5,271.51	5,614.74	<b>343.23</b>									
19													
20	<b>Total annual payroll tax expense</b>	<b>9,849.82</b>	<b>11,284.61</b>	<b>1,434.79</b>	<b>2,299.50</b>	<b>2,113.49</b>	<b>1,121.92</b>	<b>1,568.90</b>	<b>907.60</b>	<b>1,510.66</b>	<b>1,541.69</b>	<b>4,771.03</b>	<b>5,152.92</b>
21													
22	Worker's Comp Water	5.19%	5.19%	<b>0.00%</b>	1,157.57	1,181.35	534.27	859.92				2,465.45	2,975.33
23													
24	Worker's Comp Clerical	0.58%	0.58%	<b>0.00%</b>					52.48	82.71	94.30		
25													
26	<b>Total annual Workers Comp. Expense</b>	<b>4,240.00</b>	<b>5,163.38</b>	<b>923.38</b>	<b>1,157.57</b>	<b>1,181.35</b>	<b>534.27</b>	<b>859.92</b>	<b>52.48</b>	<b>82.71</b>	<b>94.30</b>	<b>2,465.45</b>	<b>2,975.33</b>
27													
28	<b>Total Annual Wage expense to WCD</b>	<b>135,067.82</b>	<b>156,638.95</b>	<b>21,571.13</b>	<b>32,051.88</b>	<b>29,458.12</b>	<b>14,853.79</b>	<b>21,473.30</b>	<b>11,360.08</b>	<b>19,876.58</b>	<b>20,324.80</b>	<b>68,250.88</b>	<b>74,022.65</b>
29													
30	<b>Total Annual increase to WCD</b>					<b>-2,593.76</b>	<b>-0.30</b>				<b>448.22</b>		
31													
32	<b>*Medical Benefits</b>	23,148	24,190	<b>1,042.00</b>								23,148.00	24,190.00
33	<b>Retirement</b>	8,468.46	9,813.37	<b>1,344.91</b>	<b>2,001.64</b>	1,831.43	923.83	1,333.11	728.00	1,279.82	1,308.22	4,263.17	4,612.61
34	<b>Annual expense including benefits</b>	<b>166,684.28</b>	<b>190,642.31</b>	<b>23,958.03</b>	<b>34,060.51</b>	<b>31,289.55</b>	<b>15,777.62</b>	<b>22,806.41</b>	<b>12,088.08</b>	<b>21,156.40</b>	<b>21,633.01</b>	<b>95,662.05</b>	<b>102,825.26</b>
35													
36	<b>Weekly base wage expense</b>				<b>549.9</b>	<b>503.14</b>	<b>253.80</b>	<b>366.24</b>	<b>200.00</b>	<b>351.60</b>	<b>359.40</b>	<b>1,171.20</b>	<b>1,267.20</b>

**WCSD RESOLUTION 2023-2**  
**Certificate of Resolution**  
**For Westhaven Community Services District**  
**Section 125 Premium Only Plan**  
**Plan Year Ending May 31, 2024**

The undersigned Secretary or Principal of Westhaven Community Services District (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on **June 1, 2023** and that such resolutions have not been modified or rescinded as of the date hereof:

**RESOLVED**, that the form of Amended Section 125 Cafeteria Plan effective **June 1, 2023** presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

**RESOLVED**, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

**RESOLVED**, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

**PASSED, APPROVED and ADOPTED this 19th day of April, 2023** at a Meeting of the Westhaven Community Service District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

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William Verick, President  
Westhaven Community Services District

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Roxanne Levang, Secretary  
Westhaven Community Services District



### WCSD RESOLUTION 2023-3

#### THANKING STAFF AND THOSE WHO VOLUNTEERED TO HELP FIND AND REPAIR RECENT CATASTROPHIC LEAKS CAUSED BY THE DECEMBER 20<sup>TH</sup> 2022 EARTHQUAKE

COME NOW THE WCSD AND RESOLVE AS FOLLOWS:

WHEREAS it is the desire of the Board of Directors of the Westhaven Community Services District (WCSD) to give appropriate acknowledgment and recognition to individuals who have rendered outstanding service to the customers, residents, staff and Board of the District,

and

WHEREAS, on December 20, 2022 Humboldt County was struck by a serious earthquake that caused catastrophic leaks to the District's distribution system that drained the District's storage tanks and forced WCSD to purchase trucked-in water at significant cost to the WCSD and its customers;

and

WHEREAS the WCSD was having difficulty locating the leaks and was forced to turn water off in various parts of the District's distribution system in order to narrow-down the location of the leaks;

and

WHEREAS the number of tasks that needed to be coordinated and performed, as well as the intensity of the work required, overwhelmed the WCSD's sterling but already-very-busy staff;

and

WHEREAS many members of the community rose to the occasion and volunteered to help find the leaks and to fix them. Of particular note were the volunteer time put in by WCSD board member David Hankin, who called customers to alert them that their water might be turned off as part of the leak-finding process, founding WCSD board members Kay Schulz, Paige Smith, former WCSD board president Greg Smith, Jean Wells, and Allen and Rebecca Woodward, all of whom helped scour the neighborhood trying to find the leaks. Founding General Manager (and current WCSD board member) Richard Swisher and former WCSD staff operator Jaime Vincent both brought institutional knowledge to bear in helping to locate waterlines in areas that have become overgrown, while also going out and helping to look for leaks;

and

WHEREAS the District recognizes that its memory is fallible and that it may have forgotten some of those who helped with the leak crisis and the District accordingly apologizes in advance to anyone who helped but is not named in this resolution;

NOW THEREFORE LET IT BE RESOLVED that the Board of Directors of the WCSD, meeting in legal and regular session convened on this day, April 19, 2023, do hereby convey their gratitude and thanks to everyone who participated in the work that was done to locate and fix the leaks, including staff members Paul Rosenblatt, Katrina Martin and Madison Whitlow-Hewett, board members David Hankin and Richard Swisher, former staff operator Jaime Vincent, Kay Schultz, Page Smith, Greg Smith, Jean Wells and Allen and Rebecca Woodworth for everything they did to help find and fix the leaks. WCSD is lucky to be located in such a community.

WCSD RESOLUTION 2023-3

PASSED, APPROVED, and ADOPTED this 19th day of April, 2023 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Roxanne Levang  
Secretary  
Westhaven Community Services District

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William Verick  
President