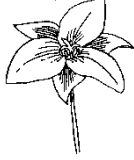


WESTHAVEN COMMUNITY SERVICES DISTRICT

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 21st 2021 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.

Topic: WCSD Regular Monthly Meeting

Time: Apr 21, 2021 08:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/85448190269>

Audio Only:

Dial: (408) 638-0968

Enter Meeting ID: 854 4819 0269

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.

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. ORDINANCE 2020.1-HORSES AND MOTORCYCLES ON DISTRICT PROPERTY

4.1 Citizen input on ORDINANCE 2020.1 HORSES AND MOTORCYCLES ON DISTRICT PROPERTY: PHIPPS and FOREMAN
Discussion

5. AMEND / APPROVE MINUTES

5.1 March 17th 2021 - Regular meeting minutes **Discussion/Approval**

5.2 March 10th Special 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**

6.3.1 Updated Well Report. **Discussion**

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

6.5 Treasurer's Report and Recommendations – **Discussion**

6.6 March's warrants – **Discussion/Approval**

7. MANAGER’S REPORT

7.1 Water loss: No system leaks **Discussion**

8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT

8.1 Update on SHN activities related to well drilling. **Discussion**

8.2 Update on progress for Well site 3 for CDP#2. **Discussion**

8.3 Subcommittee (Rosenblatt, Swisher, Hankin) report on feasibility of drilling ASAP. **Discussion.**

8.4 Report on communication with Moonstone Heights Mutual Water Company Board and letter regarding the well drilling project on First Avenue at “site 3” .-**Discussion/Approval**

9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE

9.1 Update on progress of technical assistance grant from DFA.-**Discussion**

10. LAFCO MUNICIPAL SERVICE REVIEW

10.1 LAFCO Municipal Service Review **Discussion**

11. LUCY KOSTRZEWA WATERSERVICE ALLOTMENT/ 401 LIST PRIORITY

11.1 Lucy Kostrzewa wishes to speak to board regarding her placement on the 401 list as a result of an agreement with the WCSD in the early 1990’s **Discussion/Approval**

12. BOARD VACANCY LEFT BY RESIGNATION OF DIRECTOR PHIPPS

12.1 Board Vacancy left by resignation of Director Steven Phipps. Plan for outreach to community for candidates and timeframe for selection of new Board member. **Discussion/Approval**

13. DRAFT 2021-2022 BUDGET

13.1 Discussion of the draft 2021-2022 budget **Discussion/Approval**

14. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT’S EXISTANCE AND OPERATION

14.1 Discussion of philosophical, political and meta issue aspects of the District’s existence and operation **Discussion**

14.2 Discussion of allotment of water shares when and if the option becomes available **Discussion**

15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

16. 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 19th, 2021**.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.

HORSES AND MOTORCYCLES ON DISTRICT PROPERTY ORDINANCE 2021-1
WESTHAVEN COMMUNITY SERVICES DISTRICT (“WCSD”)
AN ORDINANCE CONCERNING ANIMALS AND VEHICLES PROHIBITED FROM THE WCSD PROPERTY

Be it ordained by the Board of Directors of the Westhaven Community Services District, Humboldt County, California, as follows:

ARTICLE 1 GENERAL PROVISIONS

Section 101 Short Title: This Ordinance shall be known and may be cited as “Prohibitions Concerning Horses and Motorcycles.”

Section 102 Words and Phrases: For the purpose of this Ordinance, all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural.

Section 103 Effect of Definition: The definition of a word applies to any of its variants.

Section 104 Severability: If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

ARTICLE 2 DEFINITIONS

Section 201 Motorcycles means motorcycles, motor scooters and motorized dirt bikes or ATV’s (all terrain vehicle) that are not being used on official WCSD business by District staff or by contractors working for the District.

Section 202 Horses means horses, mules and donkeys that are not being used on official WCSD business by District staff or by contractors working for the District.

Section 203 District Property means the WCSD’s water treatment plant and all appurtenant real property.

ARTICLE 3 POLICY

Section 301 Prohibitions Concerning Horses and Motorcycles: Horses and Motorcycles are prohibited from District Property unless authorized in writing in advance by the WCSD General Manager.

WCSD Ordinance 2021-1
Prohibitions Concerning Horses and
Motorcycles

Approved: February 10, 2021



William Verick, President
Westhaven Community Services District

ATTEST:



Roxanne Levang, Secretary
Westhaven Community Services District



SECRETARY'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Ordinance 21-1 "Prohibitions Concerning Horses and Motorcycles," passed and adopted at a regular meeting of the Board of Directors of the Westhaven Community Services District, Westhaven, California, held on the 10th day of February, 2021 by the following roll call vote:

AYES: Verick, Cline, Hankin, and Swisher

NOES: Phipps

ABSENT: None

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
March 17, 2021

1. CALL TO ORDER

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

Board Members: Hankin, Verick, Cline, & Swisher

Absent: Phipps

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb & Lucy Kostrzewa

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Verick said Steven Phipps contacted him and since he is unable to attend tonight's meeting he requested we postpone item 4, Public Hearing Ordinance 2021.1 Horses and Motorcycles on District Property, until he is able to be in attendance. Lucy Kostrzewa is at this meeting specifically for the item 12 discussion, Verick requested we move item 12 to be discussed next.

Cline moved to approve the order of agenda items with the following two revisions; postpone item 4 and move item 12 between item 3 and 4. Seconded by Verick; all approved.

12. REVIEW OF WCSD REGULATIONS AND POLICIES GOVERNING PRIORITIES FOR NEW WATER SERVICE ALLOTMENTS – SWISHER

12.1. Report by Swisher on review of Westhaven Services District's regulations and policies governing priorities for new water service allotments – discussion

Swisher reported that the District doesn't have an administrative mechanism to provide new service allotments. A customer would have to be provided an allotment before they could be prioritized. We are not able to create a mechanism until we have the States determination about how many services we can provide, so there isn't anything we can do at this point. Verick added that the Districts priority list was developed a long time ago, situations have changed since our original analysis and Verick suggest we reassess the needs and develop a new priority list based on current situations. Discussion ensued regarding Kostrzewa's request for a service allotment. Swisher suggested it would help the process if she wrote a letter giving detail on what her circumstances are that are compelling her to come to the Board and request a water share. Kostrzewa asked for names and addresses of appropriate State regulators to copy the letter to. She said if her case is being discussed she wants them to know that she has communicated to them. Kostrzewa again asked for consideration for a water share and expressed her appreciation to the board and for their service to Westhaven.

4. PUBLIC HEARING ORDINANCE 2021.1 HORSES AND MOTORCYLES ON DISTRICT PROPERTY- Postponed**5. AMEND / APPROVE MINUTES**

5.1 February 10, 2021 Regular meeting minutes

Amend minutes as follows:

- Page 3, item 9.1, 9th line, correct spelling from ~~haloacetic~~ to *haloacetic*
- Page 4, item 14, 3rd line, rewrite sentence "~~Questioned, what we owe the community, just water, or other aspects?~~ To read: *"Another potential issue for future discussion was, what does the District owe the community; just water, or other aspects?"*

Verick moved to approve February 10, 2021 regular meeting minutes as amended. Seconded by Hankin; all approved.

5.2 March 3, 2021 Special meeting minutes

Item 3, correct ~~Water treatment~~ to *Water Treatment* and ~~transmission~~ to *Transmission*.

Verick moved to approve March 3, 2021 special meeting minutes as corrected. Seconded by Cline; all approved.

5.3 March 10, 2021 Special meeting minutes – Minutes not yet available.

6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

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

Board packets contained Directors report. Total February, 2021 water sales were \$20,298.71, and total receivables were \$22,877.35. No discussion

6.2 Water Consumption and Sales - discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. February, 2021 gallons billed 513,560; average gallon per day per meter readings 83; per person 38, average monthly charge per accounts \$37.59; total monthly charges \$7,782; monthly deviation from budget -\$562.

Brief discussion regarding low water usage in February.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for February, 2021. Total income \$16,837, total expense \$21,768, with a net operating income of -\$4931.

Board commented how helpful the report footnotes are.

6.4 Finance Officer's Recommendations – No recommendations

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the February, 2021 Treasurer's report. Account balances were as follows: Capital Reserves \$257,377.79; Operating Reserves \$52,090.73; DWR Reserve CD \$28,742.12; DWR Loan Savings \$11,032.92; Checking Account as of 3/11/2021 \$37,959.96. A notation explaining the \$14,000 deposit into the Capital reserves account needs to be added to the Treasurer's report.

6.6 February's warrants – discussion/approval

Cline asked for an explanation of the \$4,520.37 expense, check #6618 to An Electrician.

Rosenblatt explained the cost was for a variable frequency drive at the treatment plant for the pressure zone.

Verick moved to approve warrants #'s 6601 through 6642, two electronic Federal payroll tax deposits and two electronic State payroll tax deposit. Total warrants \$50,439.22. Seconded by Cline; all approved.

7. MANAGER'S REPORT

7.1 Water Loss – 1 system leak, 1 customer service line leak – discussion

Board packets contained a summary table of 13 months water loss history. February 2021 water loss is at 26.1%, average water loss in the last 13 months is 26.7%.

Rosenblatt gave a brief report regarding a couple leaks last month. Overall, he said, water loss went down slightly. Verick and Rosenblatt discussed that the leaks have been in the two inch polyethylene pipes. Rosenblatt said the two inch polyethylene pipes down 6th Avenue to

Kahlstrom to Seventh and back out to Spring Lane have had approximately 80% of all the leaks (a couple dozen). He has identified those pipes as the highest priority for replacement.

7.2 Flushing location and installation

Rosenblatt said he doesn't have anything to report because the job was pushed back until the end of the month.

8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT

8.1 Update on SHN activities related to well drilling. Nothing to report.

8.2 Update on progress for well site 3 with LACO for CDP #2. LACO did the bio wetland report and helped with the CDP application. The CDP hearing was put off because of a communication from Moonstone Heights Mutual Water Company and is on hold until we hear back from the Moonstone Heights Mutual Water Company and come to an agreement with them.

8.3 Subcommittee, Rosenblatt, Swisher & Hankin, report on feasibility of drilling ASAP. Rosenblatt reported that staff is working on doing the hand work of site craft for sites 1 & 2. It is on Rosenblatt's to do list to continue to retain a driller. Rosenblatt has spoken to couple colleagues about being intermediates in helping to retain a driller. Giovanni may be willing to help us line up drillers, but Rosenblatt hasn't heard back from him yet. Tom Warnock, PACE Engineer said he might help. It turns out one of our friends in Redding is friends with a Redding driller. We are trying to get some encouragement to get the Redding driller to work with us. Rosenblatt said we would drill a well as soon as possible and do pump testing when it is weather appropriate. Discussion ensued, Hankin will contact Tom Warnock for further clarity on the subject.

8.4 Report on meeting with Moonstone Heights Mutual Water Company Board President and Vice President on February 22, 2021 regarding the well drilling project on First Avenue (site 3). Rosenblatt reported that one of the Moonstone Heights customers lives close enough to the well site that they received a letter from the County. Rosenblatt was contacted with their concern and they set up a Zoom meeting the very next day to explain and discuss the project. The Moonstone Heights Mutual Water Company board president and vice president understood our project, and as a mitigation we offered to purchase a transducer for their well at our cost, about \$700. A transducer collects data and can be very useful for them and for us. We will probably end up buying a number of transducers to put in our wells and neighboring wells. We will be able to collect real data to assist in making sound decisions. Another mitigation, if we do affect their well negatively, is we only pump in the winter when we need the well water the most and they are using water less. The final mitigation is that if we destroy their water source we hook up there system to ours in some capacity. The mitigations seemed to have been well received. The Moonstone Heights Mutual Water Company Board had a community meeting last Sunday, March 14th. It sounds like they are going to write a letter to us outlining the mitigations we suggested and submit that to us prior to the May 5th Planning Commission Meeting. That will give us time to work something out with them prior to submission to the County Planning Department

8.5 Report of General Manager's ongoing communication with Board and share-holders of the Moonstone Mutual Heights Mutual Water Company. See about, 8.4.

9. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANANCIAL ASSITANCE

9.1 Update on progress of technical assistance grant from DFA. Rosenblatt reported that Tom Warnock, PACE Engineer, submitted the draft report to the State on Monday, March 15th. Rosenblatt asked if the board would like the revised copy of the draft, they said yes, he will email to the board.

10. TRINIDAD RANCHERIA REQUEST FOR WATER FROM HUMBOLDT BAY MUNICIPAL WATER DISTRICT

10.1 Letter dated March 4, 2021 from the HBMWD Board of Directors regarding the non-participation of the WCSD in a feasibility analysis. The board discussed their discomfort with the tone of the letter received from HBMWD. There was consensus that the WCSD doesn't respond to their letter.

11. LAFCO MUNICIPAL SERVICE REVIEW

11.1 LAFCO Municipal service review – The board discussed the report and the edits and the difficulty reading the edited portion. Hankin will send the board a cleaner copy of the report for their review and edit.

12. REVIEW OF WCSD REGULATIONS AND POLICIES GOVERNING PRIORITIES FOR NEW WATER SERVICE ALLOTMENTS – SWISHER

12.1 Report by Swisher on review of Westhaven Services District's regulations and policies governing priorities for new water service allotments – Item discussed between items 3 and 4 above.

13. RESOLUTION 2021-1 AUTHORIZING RESOLUTION FOR STATE WATER RESOURCES CONTROL BOARD DISINFECTION BYPRODUCT REDUCTION PROJECT

13.1 Resolution 2021-1 Authorizing Resolution For State Water Resources Control Board (SWRCB) Disinfection Byproduct Reduction (DBP) Project authorizing the General Manager as the WCSD representative and signatory for a financial assistance application and for a financing agreement from SWRCB for the planning, design and construction of the WCSD DBP reduction project – discussion and approval
Clarify what exactly the board is authorizing. Rosenblatt explained that this is just to authorize him to sign for the construction application, keeping the timeline on track for the TA Grant, and not authorizing him to sign a grant agreement.

Verick moved to approve Resolution 2021-1. Seconded by Cline; approved.

14. RESOLUTION 2021-2 AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) (OPERATING RESERVES)

14.1 Resolution 2021-2 Authorizing Investment of Monies in The LAIF (Amending Resolution 06-08) and authorizing current signatories.

Hankin corrected the resolution to add a comma in the first sentence to read: "1976, section 164"

Verick moved to approve Resolution 2021-2 as corrected. Seconded by Swisher; approved.

15. RESOLUTION 2021-3 IDENTIFYING WCSD PERSONNEL AUTHORIZED TO SIGN CLAIM FORMS FOR THE ISSUANCE OF CHECKS UPON WCSD'S ACCOUNTS IN THE HUMBOLDT COUNTY TREASURY (CAPITAL RESERVES)

15.1 Resolution 2021.3 – Reformat the name and signature portion at bottom of resolution and correct typo "Westhaven" in title.

Verick moved to approve Resolution 2021-3 as corrected. Seconded by Cline; approved.

16. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTANCE AND OPERATION

16.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation – Verick gave a brief overview of the DBP issue and the conversation regarding adding water shares when that option is available to us. Hankin said that when the Mutual Water Company petitioned to become a district a selling point was that the District would

offer water shares when available. Cline questioned whether we should or could cap the amount of water shares we offered and discussion ensued. Verick suggest that we wait and have this discussion when the full board is present.

17. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

Under agenda item: Discussion of Philosophical, Political and Meta Issue Aspects of the District's Existence and Operation, discussion of the allotment of water shares when the option becomes available.

18. ADJOURN

Verick adjourned the meeting at 8:20 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

WESTHAVEN COMMUNITY SERVICES DISTRICT
Special Meeting Minutes
March 10, 2021

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:00 PM. In attendance were:

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

Absent: None

Staff: Rosenblatt & Levang

Guests: Tom Warnock

2. PUBLIC COMMENT

None at this time

3. REPORT FROM THE SPECIAL COMMITTEE ON REVIEWING OF THE TA WATER TREATMENT PLANT AND WELL TRANSMISSION LINE PROJCT PRELIMINARY ENGINEERING REPORT DRAFT

3.1 Report from the special committee on meetings with the Division of Drinking Water, Pace Engineering and General Manager for the review and overview of the proposed Technical Assistance water treatment plant and well transmission line project. Hankin and Swisher to report.

Tuesday, March 9th Swisher and Hankin met with Barry Sutter and Scott Gilbreath, who are both with the California Water Resources Control Board's Division of Drinking Water ("the State"). The main thing Swisher and Hankin wanted to talk about was the State's confidence in Pace Engineering and the draft water treatment plan it has developed. Sutter and Gilbreath are very confident; they like the plan, and they think it will succeed. Hankin added that they, Sutter and Gilbreath, gave some assurance (but no guarantee) that the State will fund the draft plan. Swisher and Hankin noted that Sutter and Gilbreath are regulators, not funders, and that the District would need to talk to the State Division of Financial Assistance about funding for the Plan. Hankin talked to Malley Vue, State Division Financial Assistance, earlier and was told the State can never give 100% assurance. Discussion ensued, Hankin suggested waiting to hear Tom Warnock's presentation, before further discussion.

Hankin and Swisher also reported having a conversation with Tom Warnock. He walked them through the report and went over the water increases. Swisher thinks the report was amazingly detailed and well written. Verick noted, and Phipps expressed concern, that the report was pointing us in only one direction without giving alternative options. There was discussion of the wells' capacity to produce enough water, water leaks and new water lines.

4. MEETING WITH PACE ENGINEERING ABOUT DRAFT PRELIMINARY ENGINEERING REPORT

Tom Warnock gave the board a PowerPoint presentation explaining the preliminary engineering report. There was discussion regarding what the District would be approving and committing itself to. Rosenblatt explained we are approving the engineering report and approving submitting it to the State. Approval at this stage would mean that WCSD approves the concept but is not yet committing itself to actually accepting funds and implementing the project. Once the report is sent to the State it will go out for public comment. Once the comment period has expired, the State will accept the preliminary report as the final report. Warnock said that the District has spent only one half of the TA Grant funds. The board thanked Warnock for the informative presentation.

5. DISCUSSION BY BOARD ON HOW TO PROCEED

There was little discussion after Tom Warnock left the meeting. The WCSD Board expressed its gratitude for Warnock's clear, direct and easy to understand presentation.

Verick moved to approve sending the preliminary Engineering Report to the State Finance Division and the State Division of Water Board. Seconded by Phipps; all approved.

The board thanked Rosenblatt for all his efforts.

6. ADJOURN

Verick adjourned the meeting at 9:05 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month

679,070 Gallons

Water Sold This Month

589,120 Gallons

Water Loss

89,950 Gallons

Water Loss (%)

13.25 %

	Amount (\$)	# Of Accounts
Total Water	21,413.09	232
Total Late Charge	63.68	37
Total Adjustments	379.18	20
Total Current Charges	21,855.95	232
<hr/>		
Amount Past Due 1-30 Days	3,070.49	38
Amount Past Due 31-60 Days	829.42	10
Amount Past Due Over 60 Days	2,466.45	6
Amount Of Overpayments/Prepayments	-7,290.77	49
Total Receivables	20,931.54	232

Total Receipts On Account	23,801.76	194
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	
Turned Off Accounts (Amount Owed)	0.00	10
Collection Accounts (Amount Owed)	0.00	10
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	2,507	235
Average Water Charge For Active Meters	92.30	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		1	20,850		3.54	1.69
10,001-20,000		1	18,590		3.16	1.53
8,001-10,000		0		0	0.00	0.00
6,001-8,000		7	46,220		7.85	5.03
4,001-6,000		39	190,840		32.39	23.20
2,001-4,000		80	223,750		37.98	35.87
1-2,000		81	88,870		15.09	26.60
Zero Usage		26		0	0.00	6.07
<hr/>						
Total Meters		235	589,120		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	
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	
AVG.	30	748,121	209				\$9,848	\$1,505		
TOTAL		7,481,210					\$98,480		\$14,688	
LEAK ADJ.		117,682					\$831			
NET		7,363,528	AFTER LEAK ADJUSTMENTS					\$97,649		\$13,857

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

2019-2020										
JUN	27	643,430	201	119	54	\$47.76	\$9,599	\$1,256	\$1,256	
JUL	35	1,001,940	205	140	63	\$72.43	\$14,848	\$6,505	\$7,760	
AUG	28	806,010	208	138	63	\$57.12	\$11,881	\$3,537	\$11,298	
SEP	28	736,340	204	129	59	\$44.51	\$9,081	\$737	\$12,035	
OCT	35	703,970	205	98	45	\$45.68	\$9,364	\$1,020	\$13,055	
NOV	27	571,310	203	104	47	\$36.99	\$7,510	-\$834	\$12,221	
DEC	35	628,120	207	87	39	\$45.12	\$9,341	\$997	\$13,219	
JAN	28	541,940	205	94	43	\$33.11	\$6,788	-\$1,555	\$11,663	
FEB	28	560,430	205	98	44	\$32.89	\$6,742	-\$1,601	\$10,062	
MAR	29	516,990	205	87	40	\$37.23	\$7,632	-\$711	\$9,351	
APR	34	664,680	205	95	43	\$48.38	\$9,919	\$1,575	\$10,926	
MAY	28	575,050	208	99	45	\$41.28	\$8,586	\$243	\$11,169	
AVG.	30	662,518	205				\$9,274	\$931		
TOTAL		7,950,210					\$111,290		\$11,169	
LEAK ADJ.		266,487					\$3,871			
NET		7,683,723	AFTER LEAK ADJUSTMENTS					\$107,419		\$7,298

BUDGETED COMMODITY PER MONTH \$40.90 \$8,343
 BUDGETED ANNUAL COMMODITY INCOME \$100,121

SOLD TO DATE			TOTAL BILLINGS TO DATE				
2019-2020	7,950,210	=	104%	2019-2020	\$111,290	=	103%
2018-2019	7,629,250		OF 18-19	2018-2019	\$108,269		OF 18-19

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

ITEM 6.3

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Mar 2021</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2020 thru Mar 2021</u>	<u>Jul '20 thru Mar 2021 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
249,534	Water Sales	17,492	20,795	-3,303	165,163 ¹	187,151	-21,988	88.3%
3,275	Water Services/Other	526 ⁵	273	253	5,944 ⁴	2,456	3,488	242.0%
252,809	Total Income	18,018	21,067	-3,049	171,107	189,607	-18,500	90.2%
	Expense							
2,648	Source of Supply	39	221	-182	303	1,986	-1,683	15.3%
9,587	Pumping	909	799	110	8,489	7,190	1,299	118.1%
35,166	Water Treatment	3,316	2,931	386	28,697	26,375	2,323	108.8%
8,621	Transmission & Distribution	523 ³	718	-195	29,589	6,466	23,123	457.6%
9,403	Customer Accounts	261 ⁶	784	-523	5,059	7,052	-1,993	71.7%
130,979	Administrative & General	9,397 ²	10,915	-1,518	108,839	98,234	10,605	110.8%
10,000	Operating Reserves Contrib.	0	833	-833	0	7,500	-7,500	0.0%
206,404	Total Expense	14,445	17,200	-2,755	180,976	154,803	26,173	116.9%
	Net Operating Income	3,573	3,867		-9,869			
	Capital/Other Expense							
26,402	DWR Loan	2,200	2,200	0	19,801	19,802	-1	100.0%
20,000	Capital Reserve	1,667	1,667	0	15,000	15,000	0	100.0%
46,402	Total Other Expense	3,867	3,867	0	34,801	34,802	-1	100.0%

**Income & Expense Report Notes:
as of January 31, 2021**

Page 2

- 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 membership fees, double up of health insurance payments and Suddenlink. January over due to IRA contributions and December & January health insurance premiums paid in January. February \$4520.97 expense for
- ³ Transmission & Distribution over budget. Totals are mostly payroll expense and approximately \$2149 for leak repairs. December, 2020 \$5617.52 for leak repair. January 2021 \$2400 for vac truck at tank site to find water leak & \$7725 for hydrant and parts for hydrant at plant. February \$2250 backflow expense from August, customers are billed for this expense.
- ⁴ Water services over budget: Annual backflow testing charges of \$1120 and \$409 for emergency water deliveries. Also the budget did not include expense and revenue for credit card pymts. \$263.63 of water services/other is the 4% fee charged to customers for paying by credit card.
- ⁵ Water service and other includes backflow payments, customer credit/debit card 4% processing fees & State of CA \$1004 refund on Drinking Water Program 2016, 2017 & 2009
- ⁶ Customer Accounts, February is over due to RVS annual software maintenance and updates \$730

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
March 2021

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>
\$257,377.79	1.69800	Capital Reserves Hum Co Fund 2600	\$20,000	\$ 20,000 *	\$14,952.35 1/1/2021	
					Note: The last qrtly report we have received from the County was for quarter ended 9/30/2020	
\$52,090.73	1.41000	Operating Reserve LAIF # 16-12-005	\$10,000	\$ 10,000 **	\$188.67 July 2020 Quarterly Interest \$110.20 10/15/20 Interest \$82.23 1/15/21 Interest	
\$28,777.56	0.50000	DWR CD Reserve CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$ 36.14 September 2020 Interest \$ 35.78 December 2020 Interest \$ 35.44 March 2021 Interest	
\$2,229.77	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 Sept. 2020 semi-annual pymt \$ 13,200.95 Mar 2021 semi-annual pymt	
\$19,792.34		Checking Account (after warrants) Umpqua 5013			Checking Balance as of 4/16/2021	

*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)

2020/2021 Operating Budget \$206,407 X 25% = \$51,601.75

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants March 18 - April 21, 2021

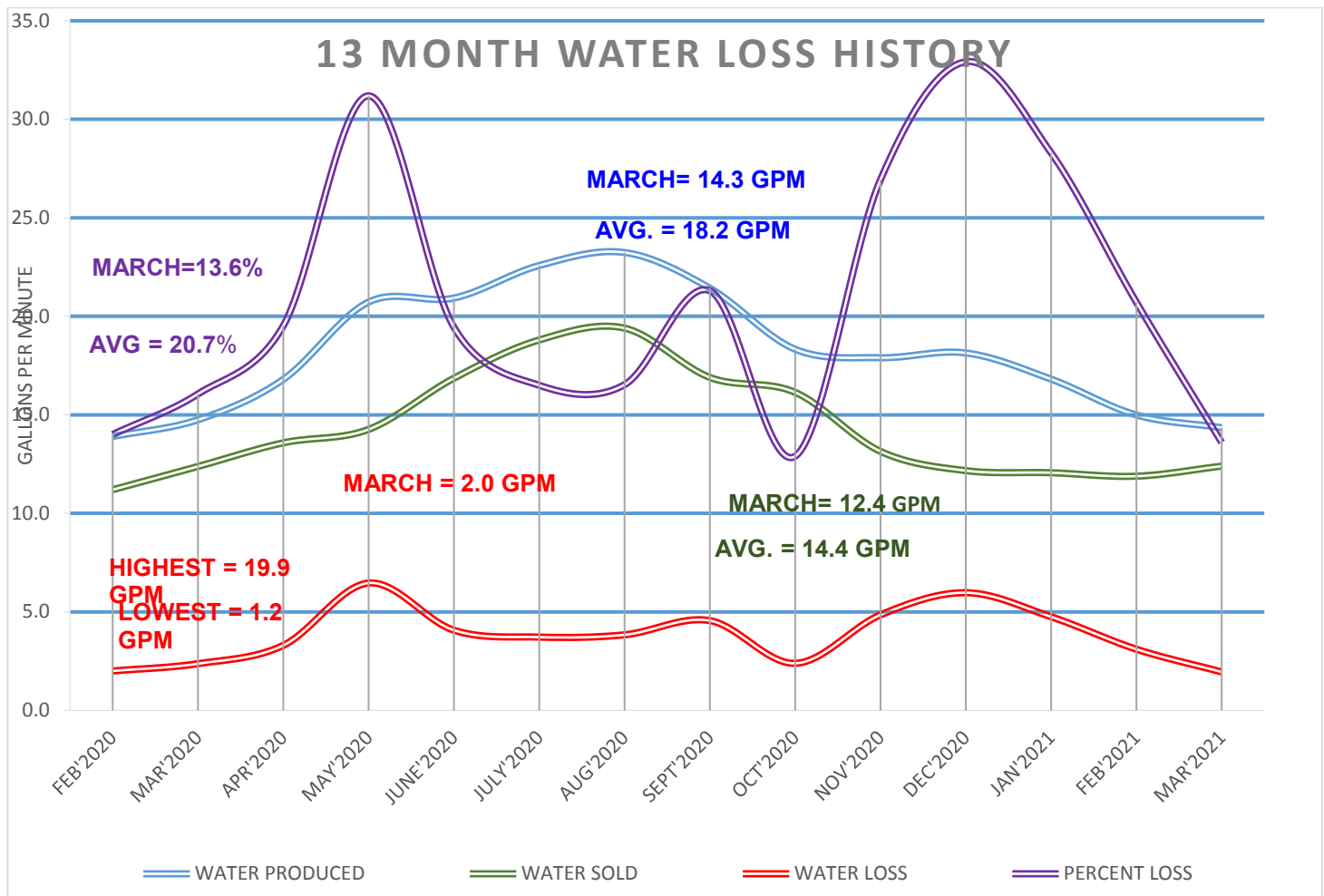
Number	Date	Amount	To Whom	Purpose
6643	3/16/2021	\$ 511.32	USA Blue Book	Repair clamp, vest, chlorine swifTest refill
6644	3/19/2021	\$ 216.00	David Hankin	SquareSpace website annual domain fee
6645	3/23/2021	\$ 154.00	Standard Life Ins	April Dental premium
6646	3/23/2021	\$ 1,836.19	Blue Shield	April Health ins premium
6647	3/23/2021	\$ 203.62	Cardmember Service	Statewide Traffic fire hydrant markers
6648	3/30/2021	\$ 302.22	Dept. Tax & Fee Admin	FY 2020-21 Water Rights
6649	4/1/2021	\$ 911.69	C. Butterworth	Payroll March 16-31, 2021
6650	4/1/2021	\$ 205.91	K. Martin	Payroll March 16-31, 2021
6651	4/1/2021	\$ 1,696.56	P. Rosenblatt	Payroll March 16-31, 2021
6652	4/1/2021	\$ 760.77	R. Levang	Payroll March 16-31, 2021
6653	4/7/2021	\$ 87.90	AT&T	Plant telephone
6654	4/7/2021	\$ 100.00	Health Equity	Sec 125 POP Annual Compliance Fee
6655	4/7/2021	\$ 700.00	LACO	Coastal permit assist-Well site 3
6656	4/7/2021	\$ 26.48	McKinleyville Ace	Plant maintenance materials
6657	4/7/2021	\$ 366.90	Mendes Supply	Chemicals
6658	4/7/2021	\$ 93.32	Pacific Paper	Office supplies
6659	4/7/2021	\$ 702.09	PG&E	Plant \$442.37; Well \$154.44; Office \$105.28
6660	4/7/2021	\$ 123.94	Suddenlink	Office telephone and Internet
6661	4/7/2021	\$ 15.48	Thomas Home Center	Plant materials/maintenance
6662	4/7/2021	\$ 160.00	USPS	1 roll Forever/3 rolls postcard
6663	4/7/2021	\$ 87.73	Valley Pacific Petroleum	Fuel
6664	4/7/2021	\$ 400.00	WVFD	April office rent
6665	4/7/2021	\$ 640.00	North Coast Labs	Outside Lab testing
EDD	4/8/2021	\$ 280.88	EDD	State P/R Tx Deposit for March 2021
EFTPS	4/8/2021	\$ 1,750.44	EFTPS	Fed P/R Tx Deposit for March 2021
6666	4/16/2021	\$ 669.87	C. Butterworth	Payroll April 1-15, 2021
6667	4/16/2021	\$ 263.86	K. Martin	Payroll April 1-15, 2021
6668	4/16/2021	\$ 1,696.56	P. Rosenblatt	Payroll April 1-15, 2021
6669	4/16/2021	\$ 851.63	R. Levang	Payroll April 1-15, 2021
Total		<u>\$15,815.36</u>		Checking Account Balance as of 4/16/2021 \$19,792.34

**WESTHAVEN CSD • MANAGER'S REPORT
MARCH 2021**

7.1 Water Loss

Water loss decreased from 3.1 gallons per minute in February to 2.0 gpm in March equaling 13.6% of total production of 681,830 gallons. The table below is a summary of water loss since July 2003.

<u>FROM JULY 2003</u>	<u>PRODUCED GPM</u>	<u>SOLD GPM</u>	<u>LOST GPM</u>	<u>LOSS %</u>	<u>LOSS AS % OF SOLD</u>	<u>MONTHLY PRODUCTION GALLONS</u>	<u>MONTHLY LOSS GALLONS</u>
MAR'2021	14.3	12.4	2.0	13.6	16.1	681,830	92,710
AVG. ALL	22	15	6	29	42.9	941,190	283,603
24 MO AVG.	17.8	14.3	3.4	19.1	23.9	777,087	149,379
13 MO AVG.	18.2	14.4	3.8	20.7	26.5	798,921	167,432
MINIMUM MONTH EVER	11.2	10.0	1.2	9.8		488,090	55,490
	JAN 2018	FEB 2013	DEC 2018	MAR 2007		APR 2017	DEC 2018
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



Well Annual Data 4/9/17 12.2 gpm 4/9/18 6.3 gpm 4/9/19 8.0 gpm 4/9/20 6.2 gpm 4/9/21 6.1 gpm
 Stream flow monthly average 4/18 41 gpm 4/19 38 gpm 4/20 31 gpm 4/9/21 24 gpm (Day) :
 7.1 No known system leaks!!!!!!



MOONSTONE HEIGHTS MUTUAL WATER ASSOCIATION

Westhaven Community Services District
Record # PLN-2020-16808

April 12, 2021

Bill Verick
President, Westhaven CSD
PO Box 2015
Trinidad, CA 95570-2015

Dear Mr. Verick,

Thank you for your time to meet regarding the new project being developed on the north side of First Avenue, at the intersection of First and Haven Way, on the property known as 823 and 843 First Avenue.

We understand the Westhaven Community Services District (WCSD) will be drilling a new well and if it is found to have adequate flow, it could be put into production. This new well is needed for WCSD to dilute surface water which presents water quality problems mostly during the winter season.

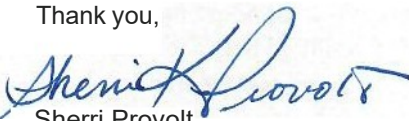
The Moonstone Heights Mutual Water Association (MHMWA) expressed concerns that this new project may have some unintended effects on our water system. Since there may be hydrological connectivity between the well WCSD proposes to drill on First Avenue and MHMWA's well, it is important to understand if and how this new well may affect our water systems, flows, and quality.

With the desire to work together to support quality water systems for each of our respective districts, WCSD will share the findings and results of the new test well. Based on these results, a determination will be made if the well will be put into production. To support the monitoring of both water systems, we understand that WCSD will install and monitor a "continuously recording" water level measuring instrument in each well. The water level data recorded by these instruments will be downloaded and analyzed at least once every six months for a period of at least two years.

This analysis will be reviewed by designated representatives of each District to determine if the operation of the new WCSD well is having a noticeable adverse impact on the capacity of the MHMWA well. If it is determined that production from the WCSD well is having noticeable adverse effects on the MHMWA water system, mitigation conditions and terms will be identified and resolved. Required quality reporting and bacteriological testing will be maintained by both water districts.

The Moonstone Heights Mutual Water Association supports the Westhaven Community Water District's project for drilling a new well site with the understanding that communication, collaboration, and mitigation efforts will be forthcoming as needed and as the project proceeds.

Thank you,



Sherri Provolt
MHMWA, President

Cc: Humboldt County Zoning Administrator

Westhaven Community Services District Municipal Services Review and Sphere of Influence Update

Revised Public Review Draft

April 2021



www.humboldtlafo.org

HUMBOLDT LOCAL AGENCY FORMATION COMMISSION

Commissioners:

Virginia Bass, District 4 Supervisor

Mike Wilson, District 3 Supervisor

Stephen Avis, City of Ferndale

Mike Losey, City of Fortuna

Troy Nicolini, Peninsula Community Services District

Debra Lake, Fruitland Ridge Fire Protection District

Ali O. Lee, Public Member

Alternate Members:

Michelle Bushnell, District 2 Supervisor

Gordon Johnson, City of Rio Dell

Dave Couch, McKinleyville Community Services District

Skip Jorgensen, Public Member

Staff:

Colette Santsche, AICP, Executive Officer

Krystle Heaney, AICP, Analyst/Clerk

Raquel Menanno, Analyst

Jason Barnes, GIS Analyst

Ryan Plotz, Legal Council

Acknowledgements:

LAFCo would like to thank Westhaven CSD staff and board member Dave Hankin for their assistance during the preparation of this MSR and SOI update.

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1.0 MSR/SOI BACKGROUND

1.1 Role and Responsibility of LAFCo

Local Agency Formation Commissions (LAFCOs) are independent regulatory commissions that were established by the State legislature in 1963 to encourage the orderly growth and development of local governmental agencies including cities and special districts. Today, there is a LAFCo in each of California's 58 counties. Humboldt LAFCo is a seven-member commission comprised of two members of the Humboldt County Board of Supervisors, two City Council members, two Special District representatives, and one Public Member-At-Large. The Commission also includes one alternate member for each represented category.

LAFCo is responsible for implementing the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH Act") (California Government Code Section 56000 et seq.) for purposes of facilitating changes in local governmental structure and boundaries that fosters orderly growth and development, promotes the efficient delivery of services, and encourages the preservation of open space and agricultural lands. Some of LAFCo's duties include regulating jurisdictional boundary changes and the extension of municipal services. This includes city and special district annexations, incorporations/formations, consolidations, and other changes of organization. LAFCo seeks to be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs, and actions.

The CKH Act outlines requirements for preparing Municipal Service Reviews (MSRs) for periodic Sphere of Influence (SOI) updates. MSRs and SOIs are tools created to empower LAFCo to satisfy its legislative charge of "discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances" (§56301). CKH Act Section 56301 further establishes that "one of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities." SOIs therefore guide both the near-term and long-term physical and economic growth and development of local agencies, and MSRs provide the relevant data to inform LAFCo's SOI determinations.

1.2 Purpose of Municipal Service Reviews

As described above, MSRs are designed to equip LAFCo with relevant information and data necessary for the Commission to make informed decisions on SOIs. The CKH Act, however, gives LAFCo broad discretion in deciding how to conduct MSRs, including geographic focus, scope of study, and the identification of alternatives for improving the efficiency, cost-effectiveness, accountability, and reliability of public services. The purpose of a MSR in general is to provide a comprehensive inventory and analysis of the services provided by local municipalities, service areas, and special districts. A MSR

evaluates the structure and operation of the local municipalities, service areas, and special districts and discusses possible areas for improvement and coordination. While LAFCoS have no direct regulatory authority over cities and special districts, MSR's provide information concerning the governance structures and efficiencies of service providers – and may also serve as the basis for subsequent LAFCo decisions. The MSR is intended to provide information and analysis to support a sphere of influence update. A written statement of the study's determinations must be made in the following areas:

- (1) Growth and population projections for the affected area
- (2) Location and characteristics of any disadvantaged unincorporated communities within or continuous to the sphere of influence
- (3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies
- (4) Financial ability of the agency to provide services
- (5) Status of and opportunities for shared facilities
- (6) Accountability for community service needs, including governmental structure and operational efficiencies
- (7) Any other matter related to effective or efficient service delivery, as required by Commission policy

This MSR is organized according to these determinations listed above. Information regarding each of the above issue areas is provided in this document.

1.3 Purpose of Spheres of Influence

In 1972, LAFCoS were given the power to establish SOIs for all local agencies under their jurisdiction. As defined by the CKH Act, "'sphere of influence' means a plan for the probable physical boundaries and service area of a local agency, as determined by the commission" (§56076). All boundary changes, such as annexations, must be consistent with an agency's sphere of influence with limited exceptions.

Pursuant to Humboldt LAFCo policy, a MSR is conducted prior to or in conjunction with its mandate to review and update each local agency's sphere of influence every five years or as necessary. The municipal service review process is intended to inform the Commission as to the availability, capacity, and efficiency of local governmental services prior to making sphere of influence determinations.

LAFCo is required to make five written determinations when establishing, amending, or updating an SOI for any local agency that address the following (§56425(c)):

- (1) The present and planned land uses in the area, including agricultural and open space lands.
- (2) The present and probable need for public facilities and services in the area.

- (3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
- (4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
- (5) For an update of an SOI of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

Service reviews may also contain recommendations for sphere of influence or government structure changes needed to implement positive service changes. Where more detailed analysis of service options is necessary, service reviews may contain recommendations for special studies where there is the potential to reduce service gaps and improve service levels.

1.4 Disadvantaged Unincorporated Communities

SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to "disadvantaged unincorporated communities," including the addition of SOI determination number five listed above. Disadvantaged unincorporated communities, or "DUCs," are inhabited territories (containing 12 or more registered voters) where the annual median household income is less than 80 percent of the statewide annual median household income.

Humboldt LAFCo has adopted DUC policy, which identifies 31 inhabited unincorporated "legacy" communities for purposes of implementing SB 244. These legacy communities were defined as part of the Humboldt County 2014 Housing Element for areas not located within the sphere of influence of a city. Therefore, additional review is needed to determine "disadvantaged unincorporated communities" within and adjacent to city spheres of influence.

CKH Act Section 56375(a)(8)(A) prohibits LAFCo from approving a city annexation of more than 10 acres if a DUC is contiguous to the annexation territory but not included in the proposal, unless an application to annex the DUC has been filed with LAFCo. The legislative intent is to prohibit selective annexations by cities of tax-generating land uses while leaving out under-served, inhabited areas with infrastructure deficiencies and lack of access to reliable potable water and wastewater services. DUCs are recognized as social and economic communities of interest for purposes of recommending SOI determinations pursuant to Section 56425(c).

2.0 WESTHAVEN COMMUNITY SERVICES DISTRICT

2.1 Agency Overview

The Westhaven Community Services District (CSD) provides water service to the small community of Westhaven located adjacent to the coastline along Highway 101. It is approximately 10 miles north of Arcata and 2.5 miles southeast of Trinidad. The community is mainly single-family homes and features several beach access areas including Moonstone Beach.

Primary Contact	Paul Rosenblatt
E-mail	wcsd@suddenlinkmail.com
City Hall/ Mailing Address	P.O. Box 2015, Trinidad, CA 95570
Phone	(707)677-0798
Website	https://www.westhavencsd.org/

2.2 Formation and Development

Westhaven CSD was formed in May 1988 after an application for formation was submitted by the Westhaven Mutual Water Company. The water company sought reorganization to qualify for grant funding to update water infrastructure. The District was formed with the intent to provide water for domestic use, irrigation, sanitation, industrial use, fire protection, and recreation¹. The proposed boundary included developed properties on both the west and east side of Highway 101. There have been no recorded annexations since formation of the District due to lack of water availability.

2.3 Boundary and Sphere of Influence

The original District boundary followed the boundary lines of the former water company and included approximately 400 acres totaling 186 service connections². The current boundary remains the same and the Sphere of Influence (SOI) is coterminous. No changes are proposed to the SOI at this time.

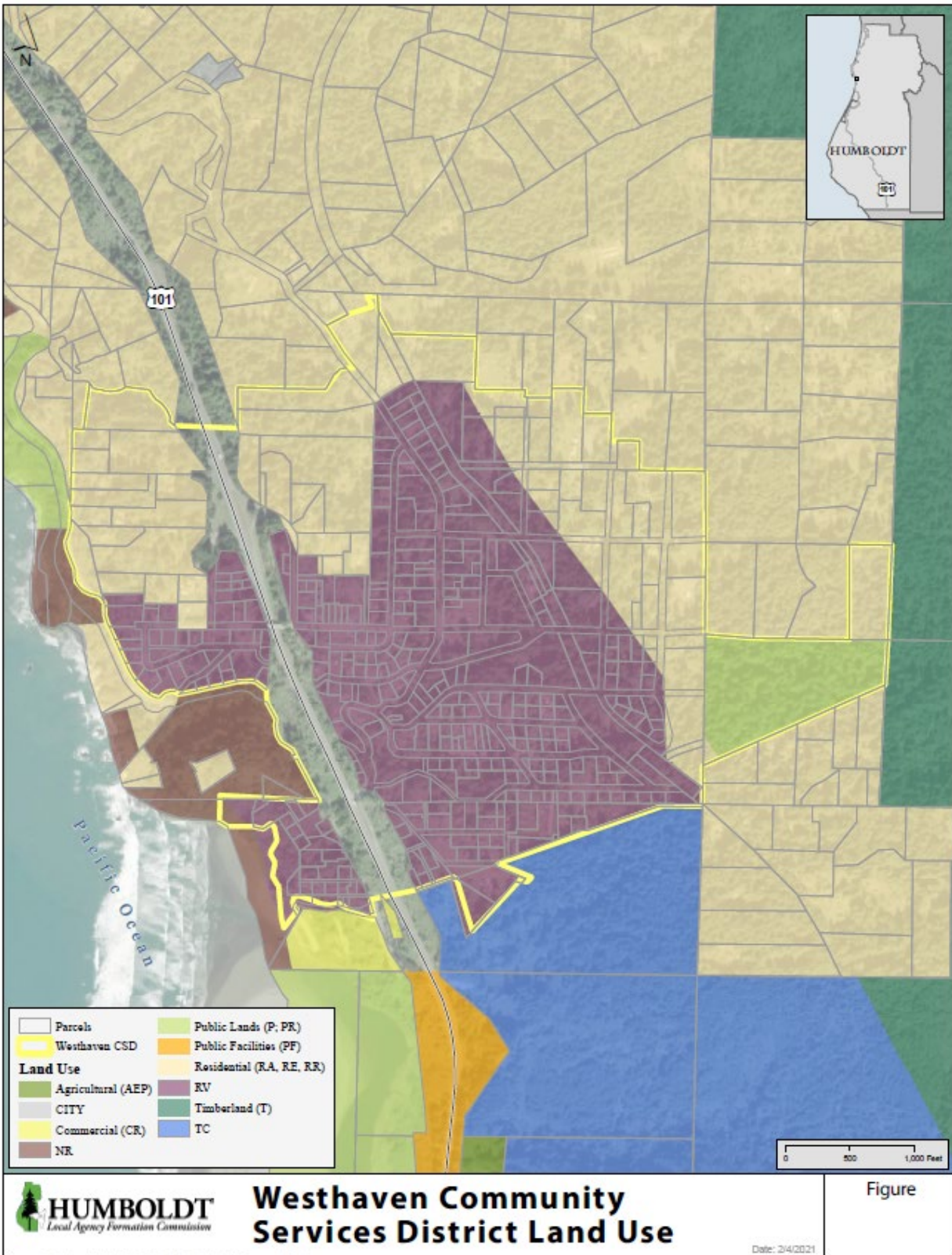
¹ Humboldt County Planning commission, Petition for Formation of Westhaven CSD to the Board of Supervisors of the County of Humboldt. June 11, 1987.

² Humboldt LAFCo, Proposal Justification for District Formation, Westhaven Community Services District. July 1987.

Figure 1: District Overview



Figure 2: Land Use



2.4 Land Use and Zoning

Land use within the District is subject to the Trinidad Area Local Coastal Plan within the designated coastal zone and the Humboldt County General Plan outside of the coastal zone. Designations are primarily Rural Village (RV) along with Rural Estates (RE), Rural Residential (RR), Residential Agricultural (RA), and Public Lands (P). Areas surrounding the District are primarily Coastal Commercial Timberland (TC), Timberland (T), Natural Resources (NR), Commercial Recreation (CR), Public Recreation (PR), RR, and RA³. According to the Trinidad Area Local Coastal Plan, no further subdivisions are to take place within the RV designation and any development of vacant parcels must show adequate water supply and an approved wastewater system⁴. Other rural designations within the District limit the density of development and as such, limited growth is anticipated.

Zoning within the District is predominately Residential Suburban (RS) with combining zones X – No further subdivision allowed, R- Streams and Riparian Corridor Protection, and M- Manufactured Home. Additional zoning includes Rural Residential Agricultural (RA) with combining zones SM- Modified Building Standards and D- Design Review, Unclassified (U), and Commercial Recreation (CR)⁵.

2.5 Growth and Population

Westhaven CSD is located within US Census Tract 102, Block Group 3. According to the 2018 American Community Survey 5-year Estimate there is a population of approximately 905. This is an increase of 81 persons from the 2013 estimate⁶. However, the District Boundary is smaller than that of the census boundary, therefore the District population is likely smaller. Additionally, sample sizes from the ACS are often small and do not capture an accurate representation of smaller communities.

An alternative method can be used to provide a population estimate for the District. Using the current number of residential water connections (229) and an average household size of 2.26⁷, the District population can be estimated at approximately 517. Due to the restrictions on further subdivisions and limited development potential on vacant lots, the population is not expected to grow substantially over the next five to ten years.

³ Humboldt County Web GIS, Jurisdiction Boundaries & Land Use, Planning Layers, Current General Plan Land Use. Accessed April 9, 2020.

⁴ Trinidad Local Coastal Program, Chapter 3, Section 21 - Rural Developments Subdivision Requirements. December 2014.

⁵ Humboldt County Web GIS, Jurisdiction Boundaries & Land Use, Planning Layers, Zoning. Accessed April 10, 2020.

⁶ US Census, American Community Survey 5-year Estimates, Humboldt County Census Tract 102, Block Group 3, Table B01003 for 2013 and 2018.

⁷ US Census, 2018 ACS 5-year Estimates, Table S1101, Average Household Size for Humboldt County (2.43), Trinidad (2.16), and Census Tract 102 (2.22). Accessed April 10, 2020.

2.6 Disadvantaged Unincorporated Communities

Disadvantaged unincorporated communities, or “DUCs,” are inhabited territories (containing 12 or more registered voters) where the annual median household income (MHI) is less than 80 percent of the statewide annual median household income.

The estimated 2018 MHI for Humboldt County Census Tract 102, Block Group 2 where the District is located was \$66,161⁸. This is 93 percent of the estimated California MHI of \$71,228⁹. However, as discussed under Population, ACS estimates often do not accurately represent smaller communities due to sample size.

In order to provide a more accurate income estimate for the District, an income survey was conducted within the Westhaven CSD's service boundaries in 2018. The survey determined the MHI for the District is \$47,000, which is 66% of the California MHI which qualifies the District as a DUC¹⁰.

Since there are many second homes and vacation rentals in the District, the survey only counted residences occupied for more than six months of the year. There are a total of 233 parcels within the Westhaven CSD's service area; eighteen (18) are vacant homes, fourteen (14) are vacant lots, eighteen (18) are vacation homes, and six (6) commercial; leaving 177 parcels (households) to survey. Of those, 125 responded to the survey for a 70.6 percent response rate. For a District with a number of households between 154 – 180 a sample size of 69 percent is required to meet state, and federal guidelines.

Nearby communities include the City of Trinidad to the northwest, which has a MHI that is 109% of the California MHI, and McKinleyville to the south, which has a MHI that is 73% of California MHI¹¹. McKinleyville is considered a DUC, however, the community is currently served by its own community services district and the Arcata Fire Protection District.

2.7 Municipal Services

Westhaven CSD is authorized to provide water services to the community of Westhaven. The District relies on local water sources from springs and one well for potable and non-potable water. Water originates from three combined surface water sources on the eastern edge of the community known as the springs and one groundwater source on 4th Avenue near Transit Avenue which is known as the 4th Avenue well¹². In 2020, the District experienced numerous leaks and a main water break which indicates the system is aging and in need of further assessment and repair.

⁸ US Census, ACS 2018 5-year Estimates, Table B19013 for Humboldt County Census Tract 102, Block Group 2. Accessed April 10, 2020.

⁹ US Census, ACS 2018 5-year Estimates, State of California, Table S1903. Accessed April 7, 2020.

¹⁰ WCSD Income Survey Final Report May 2018.

¹¹ US Census, ACS 2018 5-years Estimates, Table S1903 for City of Trinidad (MHI \$76,250) and McKinleyville CDP (MHI \$51,656). Accessed April 10, 2020.

¹² Consumer Confidence Report 2018.

Water Services

Supply and Treatment

In 1989, the District applied for a permit to appropriate water from two unnamed springs and an unnamed stream at a rate of 0.146 cubic feet per second (cfs). This water would be in addition to the 31,000 gallons per day the District is allocated from a previous application but would not exceed a combined total of 105.7 acre-feet per annum¹³. The District also maintains a well on 4th Avenue. The well is considered most vulnerable to animal operations, septic systems, storage tanks, housing, and wells while the spring sources are considered most vulnerable to managed forests.

The treatment process includes slow sand filtration and disinfection. Raw water from three surface water diversion collectors is fed by gravity flow through a sedimentation chamber followed by two slow sand filters run in parallel. After filtration, water is chlorinated inline prior to being stored. Treated water is stored in two storage tanks: an existing 100,000-gallon storage reservoir and a new 95,000-gallon glass-fused bolted steel tank constructed in September 2017¹⁴. Disinfection byproducts (DBP) exceeding the maximum contaminant level (MCL) have not been detected in the treated water from the 4th Avenue well, but have in the treated water from the springs¹⁵. DBPs are formed when chlorine is combined with naturally occurring organic carbon compounds in the water. The District is currently investigating treatment options to reduce disinfection byproducts. The current water treatment and distribution system requires qualified personnel with at least a T2 and D2 certification.

Demand

The District currently has 232 connections of which 229 are residential and 3 are public facility/ commercial¹⁶. In 2020, 9.7 million gallons of water was produced with 7.7 million gallons delivered to customers and 2 million gallons lost (20%). This production total represents 28.5% of the District's total permitted supply of 34.4 million gallons.

There are currently 70 houses on the waiting list for service, which have been in place since the District's formation. There has never been enough capacity to meet the need which has led to a moratorium on connections. The District is currently working with the California Coastal Commission to obtain permitting approval for well projects which may help with the DBP issue and increase resiliency and supply. A newly proposed treatment process may allow the District to take advantage of more allotted surface water flows and provide service connections to additional homes on the waiting list. Prior to providing service to new customers, WCSD must prepare a technical report written by a professional civil engineer registered in the State of California with experience in water supply engineering, showing there is adequate capacity¹⁷.

¹³ State Water Resources Control Board, Division of Water Rights, Notice of Application to Appropriate Water, Application 29557, June 20, 1990.

¹⁴ SWRCB Inspection Report: Water System #1210024, December 18, 2020.

¹⁵ Consumer Confidence Report 2018.

¹⁶ Westhaven CSD, Fiscal Year 2020-21 Annual Budget, Adopted May 20, 2020.

¹⁷ SWRCB Inspection Report: Water System #1210024, December 18, 2020.

Recently, the Humboldt Bay Municipal Water District (HBMWD) has begun a preliminary feasibility study for a water line extension to the Trinidad Rancheria south of the City of Trinidad. Should a water line be extended to the Trinidad area it could provide potable water to the District which would help meet current demand if sized appropriately. However, such a main line extension could induce more rapid growth in the area. Any such growth inducing impacts would need to be addressed before future connections are made and will likely be a focus of the study.

The Westhaven CSD's board has elected not to participate in this study but is closely monitoring developments in the process. They are encouraged to continue coordinating with HBMWD and others associated with the feasibility study. The City of Trinidad has also opted out of the HBMWD's request to participate in the feasibility study and therefore, HBMWD will only be considering a small pipeline to support the proposed hotel project. Should future need arise, surrounding communities would be unable to connect to the line.

The District has also initiated conversations with the City of Trinidad concerning benefits of an inter-tie between WCSD and the Trinidad water systems. Mutual benefits include increased water storage for fire protection, and resiliency planning for catastrophic treatment plant failures and serious system leaks by short-term mutual support/augmentation of supply.

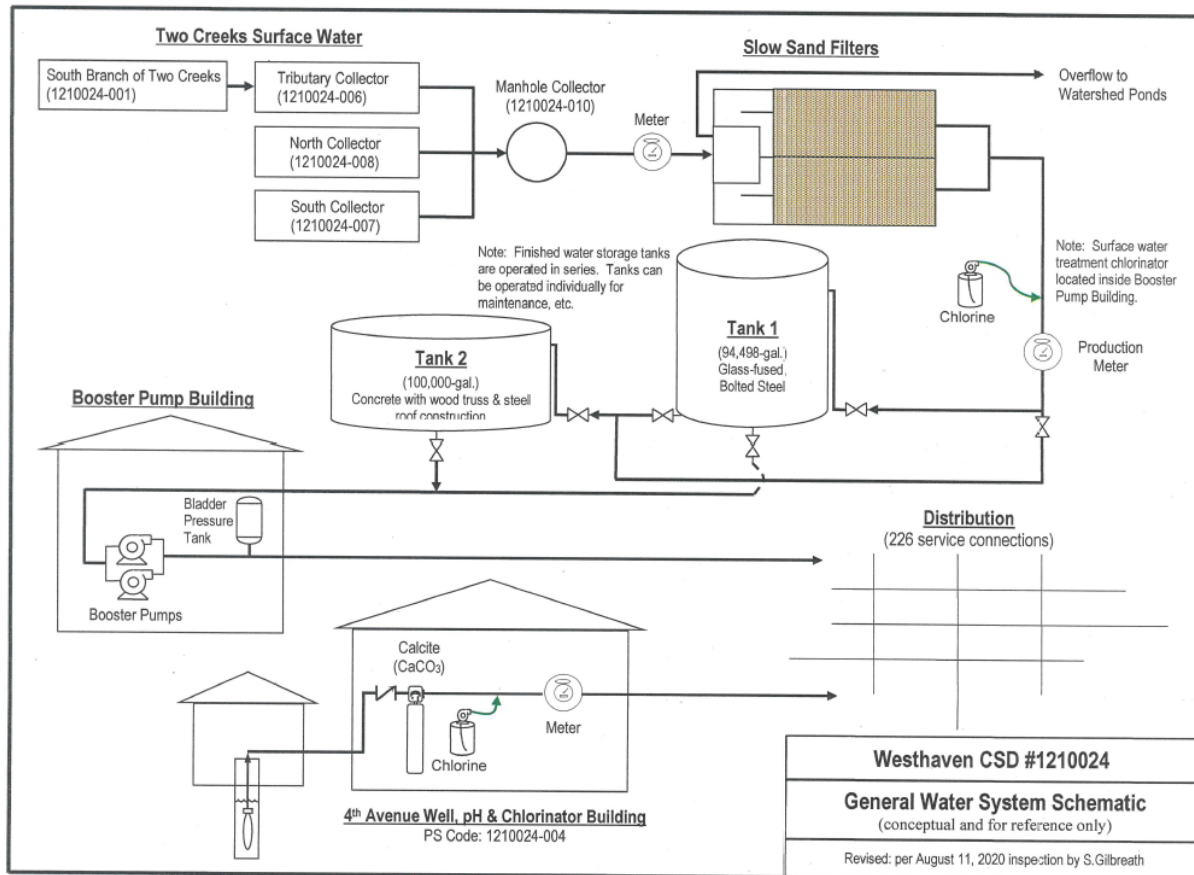
Recommendations:

In an effort to help improve the overall functionality, reliability, and resiliency of the system, the District is encouraged to take the following actions.

- Continue working with engineers to complete a system assessment in 2021 in order to address state fire code fire flows.
- As recommended by the DWR, continue to routinely inspect the filter media bed levels at least once per calendar quarter to ensure compliance with design standards¹⁸.
- It is highly recommended the District perform a leak detection survey and water loss audit to improve water supply management and upgrade existing emergency power generation capacities to ensure critical water system facilities are operational during extended periods of unplanned power outages or planned PG&E Public Safety Power Shutoffs.
- Continue assessing and taking corrective actions necessary to achieve compliance with disinfection byproduct contaminant levels in accordance with Compliance Order No.010117(R)004.
- Continue investigating feasible options for additional supply sources as it is potentially vulnerable to extended dry-weather periods.

¹⁸ SWRCB Inspection Report: Water System #1210024. December 18, 2020.

Figure 3: WCSD Water System



Other Service Providers

The community of Westhaven is provided fire services by the Westhaven Volunteer Fire Company and County Service Area #4 by way of contract with CalFire. Wastewater services are only provided by onsite wastewater systems. The Trinidad Area Local Coastal Program recommends development of a septic maintenance district or alternate system to ameliorate existing wastewater disposal problems¹⁹.

On January 1, 1988, the District took over operations from its predecessor, the Westhaven Mutual Water Corporation, who contributed all capital assets to the newly formed District. Included in the donation were 20 acres of land with standing redwood trees²⁰. The District has been able to manage this timberland with existing staff and coordinated with CalFire in 2019 to conduct an extensive defensible space project around critical infrastructure and buildings at the water treatment property.

The District previously inquired about activating park and recreation services to manage additional open space lands along riparian corridors for conservation purposes. Should the District wish to activate park and recreation powers, an application would need to

¹⁹ Trinidad Local Coastal Program, Chapter 3, Section 21 - Rural Developments Subdivision Requirements. December 2014.

²⁰ WCSD Annual Financial Report Years Ended June 30, 2018 and 2017 Financial Note 4, page 13.

be filed with LAFCo in accordance with GC §56824.10 et seq. As part of the application the District would need to submit a plan for services detailing what new infrastructure, if any, would be needed to provide the new services, the cost of providing new services and how they would be funded, and other items as identified in GC §56653(b). In order to approve the activation of powers, the Commission would need to determine that the District will have sufficient revenues to carry out the proposed new services.

2.8 Organizational Structure

The Westhaven CSD is an independent special district served by a five-member Board of Directors that is elected to four-year staggered terms. The board typically meets every third Wednesday of every month at 6:30pm at 446-B Sixth Avenue, which is the Westhaven Volunteer Fire Department Community Hall. Given the conditions of COVID-19, the District uses Zoom videoconferencing to meet. Instructions for attending meetings via ZOOM are provided in agenda packets and posted at the District office, the Westhaven Fire Hall, and online on the District's webpage. Meetings will be held via Zoom until the Board and staff members believe that it is again safe to meet in person.

Table 1: Westhaven CSD Board of Directors

Board Member	Background	Term Expiration
William Verick	President	December 2024
David Hankin	Member	December 2024
Richard Swisher	Member	December 2022
Steven Phipps	Member	December 2022
Barabara Cline	Member	December 2024

The District is currently staffed by one full-time and three part-time employees. The full-time General Manger also functions as the Chief Operator. The part-time bookkeeper also functions as the secretary and works approximately 15-18 hours per week. Two additional part-time employees are utilized for system and grounds maintenance.

2.9 Accountability and Transparency

The District is compliant with SB 929 which requires all special districts to maintain a website with basic information. Agendas and minutes are posted on the Districts website at least 72 hours in advance of District meetings. District budgets and audits are also posted on the website.

2.10 Financial Overview

Westhaven CSD is funded by water service fees and grants. The increasing need to replace components of the water system's aging infrastructure has compelled the District to seek additional revenues in the form of increased water rates. Effective July 2014, the District continued the regular practice of annual adjustments to the water rates based on projected expenses contained in the annual budget. The District currently charges a

monthly base rate of \$54.14 with the average monthly water expense at \$40.63 (\$14.74 per 1,000 gallons) for a total of \$94.77 as the average a monthly bill for water service customers²¹. Administrative services, water treatment, and capital outlay account for most the District's expenditures. The District is having difficulty keeping up with payroll and has identified that additional connections would help with overall financial health. Even with increasing costs, the District has experienced a net gain in the past six financial years. Table 2 provides a summary of the District's Annual Operating Budgets over the past six financial years.

Table 2: Annual Operating Budget Summary

Category	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Water Sales	219,782	221,810	230,640	234,947	240,498	250,035
Water Services	4,988	4,992	5,218	5,229	5,431	3,275
Revenues	222,851	224,883	233,737	238,056	243,229	252,809
Source	2,330	2,515	2,551	2,580	2,199	2,648
Pumping	7,230	7,265	7,949	7,981	8,068	9,588
Treatment	31,467	32,280	33,632	35,044	31,417	35,167
Distribution	18,381	18,067	18,818	17,876	16,193	8,622
Accounts	7,538	7,631	-	-	7,995	9,404
Administrative	99,500	100,724	-	-	118,955	130,980
Capital	46,402	46,402	49,902	49,902	46,402	46,402
Expenditures	212,848	224,883	112,042	113,383	196,827	206,407
Gain/ (Loss)	\$10,003	-	\$121,695	\$124,673	\$46,402	\$46,402

Table 3: Audit Summary

Category	FY14-15	FY15-16	FY16-17	FY17-18
Operating Revenues	217,306	215,886	232,388	251,226
Operating Expense	204,991	230,230	233,075	234,897
Non-operating Revenue/Expense	40,554	425,443	35,233	181,332
Net Position – End of Year	\$958,512	\$1,369,611	\$1,404,157	\$1,601,818

The audits show the overall net position of the District has been increasing as shown in Table 4. This means the District can cover modest unexpected expenses without depleting reserves. In 1992, the State of California Department of Water Resources provided a \$470,000 loan to the District to assist with funding of water treatment facility construction project under the Safe Drinking Water Bond Law of 1986. The loan financed improved water collection and storage facilities, construction of a filtration facility, replacement of gravity-fed transmission mains in the distribution system, and acquisition of the 4th Avenue Well. The loan is to be paid off over 30 years with semi-annual payments of \$13,201 principal and interest at 3.41% per year. The remaining principal balance,

²¹ WCSSD Annual Operating Budget FY 2020-2021 page 2.

which does not include interest, was \$131,286 at the end of fiscal year 2018. The entirety of the loan, interest included at \$145,211, is expected to be paid off by 2024.

Grant Funding

Grant funding accounts for a portion of the District's annual revenues and continues to be an important source of revenue to fund system repairs and upgrades. The water distribution system was originally built in 1968 with low cost materials, and repair/replacement cost is an ongoing concern for management.

In 1992, a Community Development Block Grant funded replacement of the 1.65-mile pressure-boosted portion of the distribution system. Comprising approximately 25% of the entire system, the pipe was upgraded from 2-inch polyethylene to 4-inch PVC. Approximately 2 miles of 2-inch polyethylene pipe dating from 1968 has been particularly prone to leaking. Since 2003, the system has experienced an average of eight water main repairs per year with most occurring in the old 2-inch polyethylene lines²². Since 2003, water loss averaged approximately 30% of total water production. This indicates a need to replace all the 2-inch polyethylene pipe.

In 2013, the District was awarded a \$360,000 California Department of Water Resources Proposition 84 grant and subsequent Proposition 84 grant for \$151,500 in 2015 for construction of a new glass-lined steel 95,000-gallon tank adjacent to the existing concrete tank and replacement of the roof on the existing tank with a new free-span aluminum roof. The project also constructed a new ring-wall foundation, installed station piping and a cathodic protection system, tank floats, and related controls. The project objective was to aid the District in meeting long-term water supply needs, protection of water quality, and augment/restore environmental conditions. This project was completed on May 20, 2019²³.

In 2013, the District was also awarded \$102,400 in grant funding and \$25,600 in loan funding from the California Department of Public Health Safe Drinking Water State Revolving Fund for developing an additional water treatment stage to remove the naturally occurring compounds known as disinfection byproducts. The first round of funding is intended for investigating options for treatment and planning for the solution. Although this study failed to produce a defined solution, a large amount of data from prolonged testing was gathered.

In 2014, the District was awarded a California Department of Water Resources Proposition 84 Drought Mitigation Project grant in the amount of \$493,500 for replacement of approximately one-third of the 2-inch polyethylene pipe with 4-inch PVC pipe. Additionally, the project installed shut-off valves and fire hydrants to reduce water losses and increase water supply reliability to the point where the existing 2006 moratorium on

²² WCDSD Annual Financial Report fiscal years 2015 and 2016 page 5.

²³ California Natural Resources Agency website
bondaccountability.resources.ca.gov/Project.aspx?ProjectPK=11188&PropositionPK=4 Accessed April 7, 2020.

new connections is lifted. Customers targeted for connections when capacity is expanded have been previously identified as having inadequate or contaminated well water. The project was completed in December 2016 with the rate of water loss due to leaks in the distribution system decreasing dramatically for the next several years. However, the District is again experiencing high water loss of over 20% in many months due to leaks in the remaining polyethylene pipe which dates from 1968.

In 2019, the District collaborated with the City of Trinidad to submit a IRWM Proposition 1 grant to replace approximately 2,000 feet of distribution pipe in each system. While the grant was not awarded (ranked 21 of 20 grants funded), the District plans to resubmit an updated and stronger grant application with the City of Trinidad during the second round of Proposition 1 grant funding.

The District is currently working on a DWR Department of Financial Assistance (DFA) planning grant for groundwater exploration to drill new wells as a component of meeting a compliance order for DBPs, allowing the District to drill three groundwater test wells. If successful, groundwater will be mixed with surface water prior to treatment, thereby reducing formation of DBPs. The District was also awarded a \$440,000 Technical Assistance grant in 2020 from DFA to conduct a pilot water treatment study to reduce the DBP pre-cursors (dissolved and total organic carbons) from the surface water and groundwater. Dry weather studies were conducted in October 2020 and wet weather studies were completed at the end of January and early February 2021. A small scale water treatment plant field-tested a comprehensive water treatment process. This pilot study was successful, and a treatment process has been selected. A draft preliminary engineering report has been created with design of a new water treatment plant in process as of the time of publishing this MSR. A construction grant application will follow if the District adopts this plan. It is hoped by District staff that this will result in construction of a new water treatment plant within the next five years. The District will then be in compliance with state and federal drinking water standards for DBPs and may also be in a position to add additional customers to its water system.

The District will continue to upgrade infrastructure and seek to enhance capacity to ensure water supply reliability and climate change adaptability for the community of Westhaven. The District also hopes to expand collaboration/ cooperation on these issues with the City of Trinidad.

3.0 WESTHAVEN MSR DETERMINATIONS

As set forth in Section 56430(a) of the CKH Act- To prepare and to update the SOI in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for a service review the county, the region, the sub-region, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

(1) Growth and population projections for the affected area

- a) The estimated population of the District is 517. It is unlikely that the area will see substantial growth in the next five to ten years due to service limitations and restrictions on further development.

(2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence

- a) Westhaven CSD conducted an income survey in 2018 that indicated the MHI for the District is \$47,000. This is 66% of the California MHI and qualifies the District as a DUC.

(3) Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

- a) The District currently has enough capacity to meet current demands from existing water connections. However, there is insufficient supply for waitlist connections.
- b) The District is encouraged to continue efforts to meet disinfection byproduct standards and develop additional sources of water to meet outstanding connection requests in the area.

(4) Financing ability of agencies to provide services

- a) The District is currently funded by fees for services in addition to grant and loan programs. The District has been able to maintain a positive budget and increase its net position over the last five fiscal years.

(5) Status of and, opportunities for, shared facilities

- a) The District has been exploring its future involvement in land preservation along the Two Creeks watershed and is encouraged to collaborate with local conservation groups and/or land trusts.
- b) The District has begun exploration of possible water resiliency cooperation projects that could be developed jointly with the City of Trinidad. The District is encouraged to continue with these collaboration efforts.

(6) Accountability for community service needs, including governmental structure and operational efficiencies

- a) The District is currently served by a five member Board of Directors that is elected to staggered four year terms and there are not current vacancies.
- b) The District maintains a website that is compliant with SB929 and posts pertinent District information in accordance with current regulations.

(7) Any other matter related to effective or efficient service delivery

- a) The District is encouraged to continue coordination efforts with other water service providers in the area, including the City of Trinidad, in order to provide more resiliency to the system.

4.0 WESTHAVEN SOI DETERMINATIONS

To carry out its purposes and responsibilities for planning and shaping the logical and orderly development of local governmental agencies to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each city, as defined by G.C. Section 56036, and enact policies designed to promote the logical and orderly development of areas within the sphere. In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to the following:

(1) Present and planned land uses in the area, including agricultural and open-space lands.

- a) Land uses surrounding the District are primarily Coastal Commercial Timberland, Natural Resources, and Recreation with limited Rural Residential and Rural Agriculture indicating a limited growth pattern for the area.

(2) Present and probable need for public facilities and services in the area.

- a) There is currently low-density residential surrounding the District. Residencies in the area use onsite wells where District service is not available. There have been requests for services made with the District based on health and safety concerns. The District maintains a waitlist for service connections indicating there is a need for expanded service in and near the District boundary.

(3) Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

- a) The District is currently unable to provide expanded water service to the Westhaven community due to limited water sources and funding for additional infrastructure. The District is encouraged to continue efforts to obtain additional water sources in order to provide a reliable source of water to current area residents.

(4) Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

- a) The City of Trinidad is located just north of the District along Highway 101 and provides access to grocery and other minor convenience services. McKinleyville is located southeast of the District and provides a full range of services and commodities for area residents.

(5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

- a) Based on the 2018 income survey, the District qualifies as a DUC. Based on recent American Community Survey data, surrounding areas such as Trinidad are not considered to be DUCs. However, based on the limited sample size for ACS data, more DUCs may exist.
- b) The District currently provides water services to existing area residents, however, there is not enough source water to meet additional requests for services. The area is provided fire and emergency response services by the Westhaven Volunteer Fire Department and CSA #4. There is currently no community wastewater collection and treatment in the area.

13.0 Appointment of Directors

- 13.1 The appointment of Board members to fill a vacancy on the District Board is governed by various sections of the State of California Government Code Section 1780-1782, Elections Code from which this Policy is extracted.
- 13.2 In the event of a Board vacancy, the District shall notify Humboldt County Elections Office of the vacancy no later than 15 days following either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.
 - 13.2.1 Within 60 days following the effective date of the vacancy, the District Board shall either:
 - appoint a person to fill the vacancy or
 - call for an election to fill the vacancy.
 - 13.2.2 If the District Board neither makes an appointment nor calls for an election then the Humboldt County Board of Supervisors may make the appointment or may call for an election to fill the vacancy within 90 days of the effective date of vacancy.
 - 13.2.3 If the Board of Supervisors neither makes an appointment nor calls for an election to fill the vacancy within 90 days, then the District Board shall call for an election.
 - 13.2.4 If an election is to be held, it shall be held on the next available election date, provided in Chapter 1, (commencing with Section 1000) of Division 1 of the Elections Code, 130 or more days after the Board of Directors is notified of the vacancy or the effective date of the vacancy, whichever is later.
- 13.4 Notwithstanding any other provision of this section, if the number of remaining Board members falls below a quorum, the Humboldt County Board of Supervisors, at the request of the WCSD Secretary or a remaining WCSD Board member, shall immediately appoint a person to fill the vacancy or may call an election to fill the vacancy.
 - 13.4.1 As regards Section 13.4, the Humboldt County Board of Supervisors shall only fill enough vacancies by appointment or by election, to provide the WCSD Board with a quorum.
- 13.5 Whenever a vacancy occurs in the office of President, the Vice President shall perform the duties of the President for the remainder of the unexpired term or until the Board selects a new President.
- 13.6 Whenever a vacancy occurs in the office of the Vice President, the Board shall elect one of its members to serve the unexpired term.

13.7 PROCEDURE TO APPOINT

13.7.1 If the Board of Directors elects to make an appointment, authorization of a Notice of Vacancy must occur as a duly published Board meeting agenda item. The Notice of Vacancy shall be posted in three or more conspicuous places in the District at least 15 days prior to making an appointment.

13.7.2 The Notice shall include information about the time, date, and place to file applications and the date of the Board meeting where the appointment will be made. The Notice shall also state that any applicant must be a registered voter and a resident of the District.

13.7.3 All applications received by the deadline stated in the Notice shall be considered.

13.7.4 The appointment shall be placed on the Agenda as an Action Item and voting shall take place in a public forum. The applicant receiving a majority of votes of the remaining Board members shall be appointed to fill the vacancy.

13.7.5 Each applicant will be interviewed in open session by the remaining Board members at the beginning of the Board meeting where the selection will be made, as stipulated in the Notice.

13.7.6 Applicants shall be interviewed separately and in reverse alphabetical order of the first letter of their first name.

13.7.7 At the beginning of the interview each individual applicant will be thanked for their interest and attendance and introduced to each individual Board member by the Chairperson. The Chairperson will then inform the applicant that the interview will consist of some questions designed not to have a "right" or "wrong" answer, but instead to allow the applicant to express themselves in several areas which will aid the Board members in the selection process.

13.7.8 To facilitate the direct comparison of individual applicant thought processes and insights in the selection procedure, each applicant will be presented the same questions in the same order by the Chairperson for response.

13.7.9 At the conclusion of all interviews, voting shall take place in open session and shall be as follows:

13.7.9.1 For all rounds of voting the making, distribution, collection and tallying of the ballots will be carried out by the District Secretary.

13.7.9.2 Each Board member shall receive ballots listing the names of each candidate. In each balloting each Board member shall vote for one person on the list of candidates. Balloting will continue until one candidate receives a majority of votes. A candidate who receives zero votes shall be excluded from the ballots in the subsequent voting.

	A	B	C	D	E	F	G
1							
7							
8		WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)		JUNE 2021			
9							
10		ANNUAL OPERATING BUDGET	2020-2021	2021-2022	INCREASE		Revenue from monthly bills
11		1st Draft April 2021			(DECREASE)		Commodity rate expenses (variable operating costs)
12							Base rate expenses (fixed operating costs)
13							Expenses part commodity, part base
14							
15		OPERATING REVENUES					
16	411.00	WATER SALES	250,035	263,647	13,612		NOTES
17		Base Rate Residential	148,784	159,029	10,245		
18		Commodity Rate Residential	98,591	101,839	3,248		Estimated residential income is linked to estimated average bill
19	411.10	Total Residential	247,374	260,869	13,495		229 residential
20		Base Rate Business	1,299	1,389	90		
21		Commodity Rate Business	861	889	28		
22	411.20	Total Business	2,160	2,278	118		2 Business (+ WVFD - no charge)
23	411.70	Other water sales	500	500	0		Emergency deliveries (FY 2019-20 no deliveries as of 4/10/2020)
24							
25	421.00	WATER SERVICES	3,275	3,319	44		
26	421.10	Fire prevention	650	694	44		Merryman's fire system - pays base rate only
27	421.30	Backflow valve testing charges	2,625	2,625	0		Equals Backflow Program Expense - Not part of water rates
28	421.40	Water Service charges					Water service repair / relocation
29	421.50	Other water services	2,100	3,000	900		Charges for late payment, returned checks, Simple Swipe, reconnection, etc.
30							
31		TOTAL OPERATING REVENUES	252,809	266,466	13,657		Interest Revenue moved to Capital Budget
32							Total does not include 411.70 & 421.50
33		REVENUE PAID TO CAPITAL EXPENSES	46,402	46,402	0		
34							
35		TOTAL OP. REV. AFTER CAP. EXPENSE	206,407	220,064	13,657		
36							
37		OPERATING EXPENSES	COLA 1.8%	1.2%	1.2%		COLA = 10 yr. running avg. of avg. of COLA & CPI
38				<i>equals</i>	\$0.00		40.00 Mg/Op - Hrs/Wk- 21-22 Base Wage = 26/hr 6 months 28/ 6 months Average 27/hr
39		REGULAR OPERATING EXPENSES		<i>per cust. per mo.</i>			18.00 Op - hours / week - 2021-22 Base Wage = 19.91/hr.
40							13.50 1 relief Op- hours/week combined - 2021-22 Base Wage = 18.54 (6 hrs/week)
41		SOURCE OF SUPPLY					18.00 S/B - hours / week - 2021-22 Base Wage = 22./hr.
42	511.10	Wages - Operator	1,098	1,236	(138)		1.00 Mg/Op - hours / week
43	511.20	Wages - 2nd Operator	1,350	1,367	(17)		1.50 Op - hours / week
44	511.00	Total wages	2,448	2,602	(154)		
45	512.00	Maintenance, structure, & improvements	200	200	0		Default (\$0 spent FY 2019-20 and FY 2020-21)
46	513.00	Purchased water					
47		TOTAL SOURCE OF SUPPLY	2,648	2,802	154		
48							
49		PUMPING					
50	521.10	Wages - Operator	1,647	1,236	(411)		1.00 Mg/Op - hours / week
51	521.20	Wages - 2nd Operator	1,800	1,822	22		2.00 Op - hours / week
52	521.00	Total wages	3,448	3,058	(390)		
53	522.00	Maint, structure, & improvements	240	240	0		Per income/expense report
54	523.10	Fuel or power used for pumping - booster	4,200	3,900	(300)		Includes tank fan and shop storage room dehumidifier
55	523.20	Fuel or power used for pumping - well	1,700	2,900	1,200		Per income/expense report
56		TOTAL PUMPING	9,588	10,098	510		
57							
58		WATER TREATMENT					
59	531.10	Wages - Operator	6,589	6,178	(411)		5.00 Mg/Op - hours / week
60	531.20	Wages - 2nd Operator	18,902	20,044	1,142		22.00 Op-Hrs/Week- Calculations based on 1st OP wage. Put in less hrs then worked to bal p/r expense
61	531.00	Total wages	25,492	26,222	729		
62	532.00	Maint, structure & improvements	675	800	125		Per expense reports (sand filter expense excluded???)
63	533.10	Chemical	3,500	3,900	400		Chlorine & Calcite - may increase with new well(s)
64	533.20	Outside lab expense	4,500	5,400	900		North Coast Labs - increased sampling requirements
65	533.30	Water testing supplies - WCSD	1,000	1,200	200		Reagents and Instrument maintenance.
66		TOTAL WATER TREATMENT	35,167	37,521	2,354		
67							
68		TRANSMISSION & DISTRIBUTION					
69	541.10	Wages - Operator	2,196	2,471	275		2.00 Mg/Op - hours / week
70	541.20	Wages - 2nd Operator	900	3,644	2,744		4.00 Op - hours / week
71	541.00	Total wages	3,097	6,115	3,018		
72	542.00	Maint, structure, & improvements	1,000	1,000	0		Per GM analysis of estimated cost
73	543.00	District Vehicle O&M	1,900	2,000	100		Insurance, fuel, maintenance, etc.
74	544.00	Backflow Program Expense	2,625	2,625	0		Not part of regular rate calculations - program is self-supporting
75		TOTAL TRANSMISSION & DISTRIBUTION	8,622	11,740	3,118		
76							

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8		WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)		JUNE 2021			
9							
10		ANNUAL OPERATING BUDGET	2020-2021	2021-2022	INCREASE		Revenue from monthly bills
11		1st Draft April 2021			(DECREASE)		Commodity rate expenses (variable operating costs)
12							Base rate expenses (fixed operating costs)
13							Expenses part commodity, part base
77		CUSTOMER ACCOUNTS					
78	551.10	Wages - billing	1,559	1,510	(49)	1.50	S/B - hours / week
79	551.20	Wages - cash receipts	1,098	2,471	1,373	2.00	Mg/Op - hours / week
80	551.30	Wages - meter reading - Operator	2,196	0	(2,196)	0.00	Mg/Op - hours / week
81	551.40	Wages - meter reading - 2nd Operator	1,350	1,822	45	2.00	Op - hours / week
82	551.00	Total wages	6,204	5,803	(401)		
83	551.50	Billing Supplies	1,200	1,200	0		Per income/expense report
84	552.00	Uncollectible accounts	0	0	0		
85	553.00	Customer Leak Adjustments	2,000	2,000	0		Based on 10 year average
86		TOTAL CUSTOMER ACCOUNTS	9,404	9,003	(401)		
87							
88		ADMINISTRATIVE & GENERAL					
89	561.10	Wages - Manager	29,103	33,359	4,256	27.00	Mg/Op - hours / week
90	561.20	Wages - Clerical	14,029	14,597	568	14.50	S/B - hours / week
91	561.00	Total wages	43,133	47,956	4,823		
92	562.10	Office supplies	1,000	1,600	600		Per income/expense report
93	562.20	Office equipment	1,000	750	(250)		Average over several years.
94	562.30	Office utilities (phone / electric / internet)	3,500	3,600	100		Per income/expense report
95	562.40	Postage	1,700	1,900	200		Per income/expense report
96	562.50	Employee / director education	100	100	0		Did not use last fiscal period
97	562.60	Operator certification	120	120	0		Annual average - triennial expense - PR & MB
98	562.70	Employee / director mileage reimbursement	300	100	(200)		Per income/expense report - current rate 0.575 per mile
99	563.10	Accountant	7,658	7,735	77		Annual State Financial Transaction Report & Year end consulting \$1635. & 1/2 cur
100	563.20	Legal	500	500	0		Default-Historical range from \$0 to \$7,657/yr (93-94) 20-21 lowered to \$1000 from \$
101	563.30	Consultants, Engineering etc.	500	350	(150)		Does not include project expenses
102	564.00	Property and liability insurance	4,081	4,081	0		We haven't heard from SDRMA yet regarding this years property & liability amount
103	565.10	Wages - Compensated Absences - all employees	11,010	11,255	245		Vacation,holiday,sick,etc.
104	565.20	Payroll Tax Expenses	7,954	7,954	0		Current rates
105	565.30	Workers' Comp. Insurance	3,360	3,360	0		Estimate Per SDRMA
106	565.40	Employee medical benefits	20,226	20,728	502		Manager - Medical increase as of 7/1/20 5% dental increase unknown at this time
107	565.50	Employee retirement benefits	6,238	7,210	972		7% SEP IRA - went from 1 eligible employee to 3. Increased contribution from 5.2%
108	567.00	Rents & leases	4,800	4,800	0		Per rental agreement
109	568.00	Maintenance-general plant	8,000	8,000	0		Per income/expense report (Includes \$7000 for roof)
110	569.00	Other admin & general expenses	5,800	6,800	1,000		Per income/expense report -
111		TOTAL ADMINISTRATIVE & GENERAL	130,980	138,899	7,919		
112							
113		TOTAL REGULAR OPERATING EXPENSE	196,407	210,064	13,657		
114							Double check payroll amounts
115		OTHER OPERATING EXPENSES					
116	573.00	Contribution to Operating Reserves	10,000	10,000	0		Operating Reserves currently ≈ \$ 52,091 - target is \$71,991
117							
118		TOTAL OPERATING EXPENSES	206,407	220,064	13,657	6.62%	Total annual operating revenue required
119							
120		OPERATING SURPLUS (DEFICIT)	1	0	(1)		
121							
122		TOTAL FIXED OPERATING EXPENSE	104,331	114,711	10,380	9.95%	Expense independent of actual water use
123							
124		TOTAL BASE RATE EXPENSE	150,733	161,113	10,380	6.89%	Fixed operating expense + DWR debt (increases by 2,690 re DBP loan)
125							
126		TOTAL COMMODITY RATE EXPENSE	99,452	102,729	3,277	3.29%	Variable operating expense = Commodity Rate expense
127							
128		TOTAL EXPENSE TO CUSTOMERS	250,184	263,841	13,657	5.46%	Equals Total Operating Expense
129							
130		MONTHLY BASE RATE	54.14	57.87	\$3.73	6.89%	Total Base Rate expense per month per customer
131							
132		COMMODITY RATE CHARGE PER K GAL.	\$14.74	\$15.23	\$0.49	3.29%	
133							
134		AVG. MONTHLY COMMODITY EXPENSE	40.63	41.96	\$1.34	3.29%	Total Commodity Rate expense per mo. per customer (232 active meters only)
135							
136		AVERAGE MONTHLY BILL	94.77	99.84	\$5.07	5.35%	AVERAGE OF ACTIVE ACCOUNTS ONLY
137							
138		PROJECTED ANNUAL GALLONS SOLD	6,747,200	6,747,200	0	0.00%	

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12							Base rate expenses (fixed operating costs)
13							Expenses part commodity, part base
139							
140		EXAMPLES OF MONTHLY BILLS	CURRENT	2020-2021	INCREASE		
141					(DECREASE)		
142		BASE	\$54.14	\$57.87	3.73		
143							
144		NO WATER INCLUDED IN BASE CHARGE	TOTAL / MO				The option of a single commodity rate structure was adopted in 2016 in
145		0 gallons per month	54.14	\$57.87	3.73		response to the recent verdict involving the City of San Juan Capistrano in
146		50 gallons per day = 1,500 gallons per month	\$72.78	\$80.71	7.93		which the court held that implementing an inclining tiered rate structure
147		100 gallons per day = 3,000 gallons per month	\$95.10	\$103.55	8.45		requires a cost of service analysis showing how delivering water for usage
148		150 gallons per day = 4,500 gallons per month	\$117.42	\$126.39	8.97		in higher tiers incurs additional costs compared to delivering for usage
149		200 gallons per day = 6,000 gallons per month	\$139.74	\$149.22	9.48		lower tiers.
150		250 gallons per day = 7,500 gallons per month	\$162.06	\$172.06	10.00		The court's decision was based on the requirements of Proposition 218 which
151		300 gallons per day = 9,000 gallons per month	\$184.38	\$194.90	10.52		prohibit charging more for services than the actual cost of providing the service.
152		Avg. monthly bill increase for active accounts (204)			9.22		