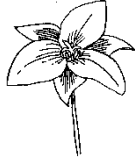


WESTHAVEN COMMUNITY SERVICES DISTRICT

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 June 16th 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 Meeting for June 2021

Time: Jun 16, 2021 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/84660176010>

Audio Only:

Dial: (408) 638-0968

Enter Meeting ID: 846 6017 6010

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. 2021-2022 BUDGET

4.1 2021-2022 budget **Discussion**

4.2 Adopt 2021-6 Operating Budget for Fiscal Year 2021-2022 **Discussion/Approval**

4.3 Adopt 2021-7 Rates for Water service **Discussion/Approval**

5. ORDINANCE 2020.1-HORSES AND MOTORCYCLES ON DISTRICT PROPERTY

5.1 Citizen input on Ordinance 2020.1 Horses and Motorcycles on District property **Discussion**

5.2 Discussion of District property being used by the community to recreate and problems caused by people with unleashed dogs not under voice command. **Discussion/Approval**

6. AMEND / APPROVE MINUTES

6.1 May 19th 2021 - Regular meeting minutes **Discussion/Approval**

7. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

- 7.1 Directors' Report – monthly billing and collections — **Discussion**
- 7.2 Water consumption and Sales – **Discussion**
- 7.3 Income / Expense Report. **Discussion**
 - 7.3.1 Updated Well Report. **Discussion**
 - 7.3.2 Expense Reports: **Discussion**
 - A. Hydrant/Capital Expenses **Discussion/Approval**
 - B. Non-operating Budget expenses/ Operating Reserves **Discussion/Approval**
 - C. Capital/Operating Reserve account contribution history **Discussion/Approval**
 - 7.3.3 GOV card credit card processing **Discussion/Approval**
- 7.4 Finance Officer's Recommendations – **Discussion**
- 7.5 Treasurer's Report and Recommendations – **Discussion**
- 7.6 May's warrants – **Discussion/Approval**

8. MANAGER'S REPORT

- 8.1 Water loss: two system leaks **Discussion**
- 8.2 Hydrant and flushing hydrant installations complete **Discussion**

9. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT

- 9.1 Update on SHN Geologist activities related to well drilling. **Discussion**
- 9.2 Update on progress for Well site 3 CDP#2. **Discussion**

10. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE

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

11. LUCY KOSTREZEWA WATER SERVICE ALLOTMENT/401 PRIORITY LIST / COMMITTEE REPORT

- 11.1 Lucy Kostrezewa water service allotment/ 401 priority list/ committee report **Discussion/Approval**

12. WESTHAVEN DRIVE WIDENING PROJECT

- 12.1 Report on the "Friends of Westhaven" Westhaven drive widening project action committee **Discussion/Approval**

13. RESOLUTION 2021-5 RESOLUTION COMMENDING STEVEN PHIPPS FOR OUTSTANDING SERVICE RENDERED

- 13.1 Resolution 2021-5 Resolution recognizing Steven Phipps for his service on the WCSD board **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**

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 **July 21st, 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.

WCSD RESOLUTION 2021-6

OPERATING BUDGET FOR FISCAL YEAR 2021-2022

WHEREAS,

The State of California, Government Code Section 61110 requires that community services districts adopt an annual budget on or before July 1, now therefore

BE IT RESOLVED,

The Board of Directors of the Westhaven Community Services District hereby adopts the attached Operating Budget for Fiscal Year 2021-2022, beginning July 1, 2021.

BE IT FURTHER RESOLVED,

The rates for water service associated with the attached Operating Budget shall become effective with the July 2021 billing cycle.

PASSED, APPROVED, and ADOPTED this 16th Day of June, 2021 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

William Verick, President
Westhaven Community Services District

ATTEST:

Roxanne Levang, Secretary
Westhaven Community Services District

	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	26,221	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							

	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
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%	

	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
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 response to the recent verdict involving the City of San Juan Capistrano in which the court held that implementing an inclining tiered rate structure requires a cost of service analysis showing how delivering water for usage in higher tiers incurs additional costs compared to delivering for usage lower tiers.
145		0 gallons per month	54.14	\$57.87	3.73		
146		50 gallons per day = 1,500 gallons per month	\$72.78	\$80.71	7.93		
147		100 gallons per day = 3,000 gallons per month	\$95.10	\$103.55	8.45		
148		150 gallons per day = 4,500 gallons per month	\$117.42	\$126.39	8.97		
149		200 gallons per day = 6,000 gallons per month	\$139.74	\$149.22	9.48		
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 prohibit charging more for services than the actual cost of providing the service.
151		300 gallons per day = 9,000 gallons per month	\$184.38	\$194.90	10.52		
152		Avg. monthly bill increase for active accounts (204)			9.22		

WCSD RESOLUTION 2021-7
(Amending Resolution 2020-4)
RATES FOR WATER SERVICE

BE IT RESOLVED, the Board of Directors of the Westhaven Community Services District hereby establishes the following rates for water service, to become effective for the billing due in July 2021:

Monthly Base Rate (minimum rate) for each water service account

\$57.87 The monthly base rate for each water service account shall be billed in advance.

Monthly Commodity Rate for water consumed

Commodity rates for water consumed during the monthly period prior to the month in which the bill is due shall be based upon meter readings obtained at approximately thirty-day intervals and shall be added to the base rate as follows:

\$15.23 per 1,000 gallons billed in increments of 10 gallons

Monthly Rate for water service to the Westhaven Volunteer Fire Department

Water shall be provided to the WVFD parcel free of charge.

Monthly Rates for Private Fire Protection Service Connection

Monthly charges for private fire protection water service connections shall be equal to the base rate shown above plus five (5) times the commodity rate shown above for all consumption recorded on the meter, except that no charge will be made for water used to extinguish fires where such fires have been reported to an official fire fighting agency and have also been reported to the District within forty-eight hours of their occurrence.

Rates for fractions of a month

When accounts are closed during a billing period the closing bill shall be the prorated portion of the current months' base rate plus the commodity charge based upon the meter reading on the closing day.

Rate for water leak adjustments

Per WCSD Resolution 2019-2 customers may request billing adjustments following water leaks. Adjustments will be made only under the conditions established by Resolution 2019-2 and at the rate shown below.

The adjustment will be calculated as 75% of the difference between the actual commodity charge for the billing periods affected by the leak (one or two billing periods) and the average monthly charge(s) based on the previous 12 months use or the longest period of the customer's use, if less than 12 months.

Budgetary effect of leak adjustments

Based on analysis of leak adjustments granted from 2011-2021 an annual expense of \$2000 has been included in the operating budget for 2021-2022. This amount represents \$0.72 per customer per month in the commodity rates calculation.

Annual rate adjustment

The base and commodity rates shall be adjusted annually to provide, at a minimum, a balanced operating budget, including contributions to reserve funds, in the upcoming fiscal year. The Board may approve additional adjustments as needed to ensure responsible fiscal management of the District. Customers shall be notified, and a Public Hearing shall be conducted prior to adjustments taking effect.

PASSED, APPROVED, and ADOPTED this sixteenth day of June, 2021 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

William Verick, President
Westhaven Community Services District

ATTEST:

Roxanne Levang, Secretary
Westhaven Community Services District

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
 May 19, 2021

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:32 PM. In attendance were:
 Board Members: Hankin, Verick, Cline, & Swisher

Absent: None

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb, Lucy Kostrzewa, Antonio Llanos, Kristen Orth-Gordinier, and Deniece Kuwahara

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

4. AMEND / APPROVE MINUTES

4.1 April 21, 2021 - Regular meeting minutes

There were the following revisions/corrections to the minutes:

- Item 5.1, second bullet 8.3, add Giovanni’s last name, Vadurro.
- Item 9 correct spelling in title from ~~FINANCIAL ASSITANCE~~ TO *FINANCIAL ASSISTANCE*.
- Item 11.1 Third sentence from the bottom change, ~~Swisher suggested forming a committee~~ to *“Swisher suggested directing the original committee to study this matter”*

Verick moved to approve April 21, 2021 minutes as amended. Seconded by Cline; all approved.

5. 2021-2022 BUDGET

5.1 2021-2022 Budget – no public comment.

6. BOARD CANDIDATES AND APPOINTMENT

6.1 Board Candidates interview process – Discussion/Approval

Hankin led a brief discussion of the mechanics of how the interviews would proceed. Usually the voting of a new board appointment is done by ballot with board members voting their 1st and 2nd choices. Because of the Zoom meeting format, board members were instructed to forward their ranked-vote to Levang either by text or email.

6.2 Selection and Appointment of new board member – Discussion/Approval

The following board candidates were interviewed.

- Lucy Kostrzewa
- Antonio Llanos
- Kristen Orth-Gordinier
- Deniece Kuwahara

Following the interviews Rosenblatt thanked everyone for participating and for their willingness to be involved with the WCSD. He invited them to be involved as volunteers whether or not they are the appointed board member.

Antonio Llanos was unanimously appointed to the WCSD Board of Directors. Llanos told the board he appreciated their votes and looked forward to what comes next. The other candidates congratulated Llanos. Verick thanked everyone and invited them to become involved in the District.

Hankin proposed we move Items 11 and 12 up in the agenda to accommodate Kostrzewa who is staying in the meeting specifically for those items.

Verick moved to move Items 11, 401 List Priority Committee Report, and Item 12, Westhaven Drive Widening Project, up in the agenda to follow Item 7, Financial Reports. Seconded by Cline; all approved.

7. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

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

Board packets contained Directors report. Total April, 2021 water sales were \$20,814.20, and total receivables were \$20,902.96. Brief discussion of the 14,640 gallon water usage. Rosenblatt said he was not sure why the high amount, he has been in touch with the customer to identify why the change in water usage.

7.2 Water Consumption and Sales - discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. April, 2021 gallons billed 669,590; average gallon per day per meter readings 116; per person 53, average monthly charge per accounts \$38.98; total monthly charges \$8,031; monthly deviation from budget -\$313. No comment.

7.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for April, 2021. Total income \$17,192, total expense \$14,346, with a net operating income of \$2,846. No comment.

7.3.1 Updated Well Report-no comment

7.4 Finance Officer's Recommendations – No recommendations

7.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the April, 2021 Treasurer's report. Account balances were as follows: Capital Reserves \$257,377.79; Operating Reserves \$52,147.64; DWR Reserve CD \$28,777.56; DWR Loan Savings \$4,430.06; Checking Account as of 5/13/2021 \$21,247.68. No comment.

7.6 April's warrants – discussion/approval

Hankin moved to approve warrants #'s 6670 through 6700, one electronic Federal payroll tax deposit, one electronic State payroll tax deposit, and one online payment for bank checks, totaling \$14,722.65. Seconded by Swisher; all approved.

11. 401 LIST PRIORITY COMMITTEE REPORT

11.1 401 list priority committee report – Swisher said the report has not been produced yet. He is hopeful that it will be ready by the next board meeting.

12. WESTHAVEN DRIVE WIDENING PROJECT

12.1 Report on the “Friends of Westhaven” Westhaven Drive widening project action committee.

Cline read a synopsis she wrote of WCSD concerns relative to the potential widening of Westhaven Drive:

“The Trinidad Rancheria and CalTrans are working in partnership to develop a Transportation Plan to ultimately serve the proposed Rancheria Hotel project.

It’s my understanding that the Rancheria has two main goals relative to this transportation plan:

1. Unite the portions of the Rancheria that are separated by HWY 101 and
2. Develop an interchange from the Casino directly onto the 101.

They are currently looking at a dozen different options that have been proposed in an official Project Study Report published by CalTrans, which is titled “US 101 / Trinidad Area Access Improvements”.

Among the “preferred” options being considered, there are some that include not just an off-ramp from 101 directly to the casino, but also a cutoff road from that off-ramp to Westhaven Drive, with a potential widening of Westhaven Drive all the way from Trinidad to Scenic Dr.

In a recent meeting, an official from Humboldt County Public works, Tom Mattson, has indicated that the widening of Westhaven Drive is not a requirement to accomplish the goals of the Rancheria – it seems to have just been tacked onto the project.

The Friends of Westhaven community group has requested that the Westhaven Community Services District consider what impacts the proposed traffic plan for the casino hotel and the potential widening of Westhaven Drive would have on WCSD operations. If appropriate, they would like the District to write a letter to the various state agencies involved, such as CalTrans, stating concerns that would affect the operations of the WCSD.

Although the overall project may take many years, some aspects may develop momentum much earlier, and then become unstoppable. It is not clear how soon we should do this, but it may take several Board meetings to come to final terms with a position and a letter, so it’s probably a good idea to start thinking about this now.”

Weinreb added her concerns to Cline’s synopsis. Weinreb expressed that the community needs to be organized and put pressure on CalTrans and the County. Discussion ensued, Lucy encouraged the District to write letters even though it is just in the planning stage. Lucy is in the process of drafting sample letters for community members to use to write to the Rancheria and forward to the County and Caltrans. She said that we have time but are encouraged to make a persistent effort over time. Cline said that the WCSD Board needs to identify what will affect the operations of the District. Verick suggested adding this to next month’s agenda when we have time for a fuller discussion. Hankin suggested forming a subcommittee to report to the full board on what issues would be relevant to the District. Cline and Verick volunteered to be on the committee.

Hankin moved for the board to form a subcommittee. Seconded by Verick; all approved.

8. MANAGER'S REPORT**8.1 Water Loss – No system leaks – discussion**

Board packets contained a summary table of 13 months water loss history. April 2021 water loss is at 18.6%, average water loss in the last 13 months is 21%.

No “known” system leaks. Rosenblatt reported that they knew something was going on and just hadn't found it, until yesterday and today. System leaks have been identified. It was commented that it is concerning how low the stream flow is.

8.2 Hydrant and flushing hydrant installations are complete. Rosenblatt reported he finally was able to get with GRS to install the hydrant where the flushing point had been leaking. We briefly saw a drop in consumption for a few days until the current leaks. Rosenblatt said we are now able to flush all the lines in the system.

9. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**9.1 Update on SHN Geologist activities related to well drilling. Discussion**

Rosenblatt reported that he received the request for proposal (RFP) from the geologist and he will use that to get quotes from drillers. Rosenblatt is hoping to find time to do site prep at the well locations.

9.1 Update on progress for well site 3 CDP #2. Discussion

Rosenblatt said we are now in the appeal period, we passed the hearings and he is optimistic we will receive the Coastal Commission Permits for all 3 wells.

10. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANCIAL ASSISTANCE (DFA)**10.1 Update on progress of technical assistance grant from DFA**

Rosenblatt is working with the State, the engineer and an environmental planner to work on the bio wetlands. They want to include the 4th Avenue right of way in the project where we have proposed to put a transmission line from the wells to make sure they are covered biologically. They also are looking at the staging area at the Westhaven Bible Church in case we run out of staging room at the plant. The church has preliminarily agreed to have a staging area there. Rosenblatt wanted to include that in the project so that we don't have any surprises. He is working with the division of drinking water with how a septic system may work at the surface water treatment facility. They are getting into the nitty gritty of the design stage. The project was mentioned today in a statewide meeting with drinking water districts as a positive moving forward project. They stated how the division of drinking water is collaborating with a local district in resolving their problems, holding us up optimistically as a success story.

11. 401 LIST PRIORITY COMMITTEE REPORT**11.1 401 list priority committee report**

See above following Item 7.

12. WESTHAVEN DRIVE WIDENING PROJECT

12.1 Report on the “Friends of Westhaven” Westhaven Drive widening project action committee. See above following Items 7 and 11.

13. WESTHAVEN VOLUNTEER FIRE DEPARTMENT APPRATUS NEW PARKING BUILDING PROJECT REFERALL

13.1 WCSD has received a referral from the Humboldt County Planning Department on a proposed metal building to house fire apparatus in the middle of the WVFD property. Should the district request removal of the old post office to provide adequate parking for WCSD customer and employees as this has been a problem since the office was built.

Rosenblatt discussed the issues the District has had with parking for customers and also a brief explanation of relations with the Volunteer Fire Department around this issue. Rosenblatt and the board of Directors presented, a couple of years ago, an offer to remove the old post office building at no cost to the Fire Department, which would provide parking for staff and customers. The Fire Department declined stating they needed the old building for storage. The new metal building they are proposing to build would eliminate their need for additional storage and would create a larger parking problem for customers and staff. Discussion ensued, Hankin expressed concern for parking at the Fire Hall when the board goes back to holding meetings in that facility. Swisher stated that consistent with normal handling Rosenblatt responds to the County Planning Department saying that the board has discussed and supports the response. Rosenblatt received confirmation of full support from the board for Rosenblatt to address the parking issue and the removal of the old post office building

Verick moved to authorize Rosenblatt to respond with concerns about the parking on the District's behalf and for removal of the old post office building to add WCSD parking and to address reduction of parking at the Fire Hall as well. Seconded by Hankin; all approved.

14. RESOLUTION 2021-4 CERTIFICATE OF RESOLUTION FOR WCSD SECTION 125 POP, PLAN YEAR ENDING MAY 31, 2022

14.1 Resolution 2021-4 Certificate of Resolution for WCSD Section 125 Pop, Plan Year Ending May 31, 2022 – It was explained that this will be an annual resolution which enables the District to withhold payroll taxes from Rosenblatt's income after his portion of healthcare premiums have been deducted from his paycheck. Hankin opposed this resolution last year and will again this year, not because he is opposed to Rosenblatt paying payroll taxes after his deductions but because he doesn't understand the wording of the resolution.

Verick moved to approve Resolution 2021-4. Seconded by Cline; 3 approved, 1 opposed.

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

15.1 discussion of philosophical, political and meta issue aspects of the district's existence and operation – Verick proposes a discussion, but not tonight, regarding issues on District property with walkers and problems that have been caused by people with threatening dogs.

16. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Discussion of District property being used by the community to walk and the problem caused by some of the people and dogs using the trails.
- Steve Phipps acknowledgment for his service to WCSD (Verick volunteered to write a resolution)

17. ADJOURN

Verick adjourned the meeting at 8:56 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month

779,400 Gallons

Water Sold This Month

668,610 Gallons

Water Loss

110,790 Gallons

Water Loss (%)

14.22 %

	Amount (\$)	# Of Accounts
Total Water	22,541.30	232
Total Late Charge	72.93	45
Total Adjustments	-31.82	23
Total Current Charges	22,582.41	233
Amount Past Due 1-30 Days	4,534.08	48
Amount Past Due 31-60 Days	1,280.30	13
Amount Past Due Over 60 Days	1,989.74	5
Amount Of Overpayments/Prepayments	-6,457.22	45
Total Receivables	23,929.31	233

Total Receipts On Account	19,556.06	178
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	152.00	12
Collection Accounts (Amount Owed)	152.00	12
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	2,845	235
Average Water Charge For Active Meters	97.16	232

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		1	65,660	9.82	4.53
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		0	0	0.00	0.00
10,001-20,000		1	11,500	1.72	0.99
8,001-10,000		5	44,450	6.65	4.11
6,001-8,000		11	76,380	11.42	7.71
4,001-6,000		35	170,550	25.51	19.71
2,001-4,000		73	207,330	31.01	30.88
1-2,000		87	92,740	13.87	26.97
Zero Usage		22	0	0.00	5.08
Total Meters		235	668,610	100.00	100.00

WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY

ITEM 7.2

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
APR	28	669,590	206	116	53	\$38.98	\$8,031	-\$313	\$14,734
MAY	34	788,600	210	110	50	\$46.74	\$9,815	\$1,471	\$16,205
AVG.	30	744,950	209	119	54	\$46.38	\$9,694	\$1,350	
TOTAL		8,939,400					\$116,326		\$16,205
LEAK ADJ.		137,315					\$1,048		
NET		8,802,085	AFTER LEAK ADJUSTMENTS				\$115,278		\$15,157

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

SOLD TO DATE

2020-2021 8,939,400 = 112%
 2019-2020 7,950,210 OF 19-20

TOTAL BILLINGS TO DATE

2020-2021 \$116,326 = 105%
 2019-2020 \$111,290 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

2019-2020 7,950,210 = 104%
 2018-2019 7,629,250 OF 18-19

TOTAL BILLINGS TO DATE

2019-2020 \$111,290 = 103%
 2018-2019 \$108,269 OF 18-19

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

ITEM 7.3

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>May 2021</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2020 thru May 2021</u>	<u>Jul '20 thru May 2021 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
249,534	Water Sales	18,620	20,795	-2,175	200,518 ¹	228,740	-28,222	87.7%
3,275	Water Services/Other	505 ⁵	273	232	6,906 ⁴	3,002	3,904	230.0%
<u>252,809</u>	Total Income	<u>19,125</u>	<u>21,067</u>	<u>-1,942</u>	<u>207,424</u>	<u>231,742</u>	<u>-24,318</u>	<u>89.5%</u>
	Expense							
2,648	Source of Supply	44	221	-177	347	2,427	-2,080	14.3%
9,587	Pumping	677	799	-122	10,067	8,788	1,279	114.6%
35,166	Water Treatment	2,695	2,931	-236	34,259	32,236	2,024	106.3%
8,621	Transmission & Distribution	1,035 ³	718	317	31,373	7,903	23,470	397.0%
9,403	Customer Accounts	520 ⁶	784	-264	5,924	8,619	-2,695	68.7%
130,979	Administrative & General	8,811 ²	10,915	-2,104	127,010	120,064	6,946	105.8%
10,000	Operating Reserves Contrib.	0	833	-833	0	9,167	-9,167	0.0%
<u>206,404</u>	Total Expense	<u>13,782</u>	<u>17,200</u>	<u>-3,418</u>	<u>208,980</u>	<u>189,204</u>	<u>19,776</u>	<u>110.5%</u>
	Net Operating Income	5,343	3,867		-1,556			
	Capital/Other Expense							
26,402	DWR Loan	2,200	2,200	0	24,202	22,002	2,200	110.0%
20,000	Capital Reserve	1,667	1,667	0	18,334	16,667	1,667	110.0%
<u>46,402</u>	Total Other Expense	<u>3,867</u>	<u>3,867</u>	<u>0</u>	<u>42,536</u>	<u>38,668</u>	<u>3,868</u>	<u>90.9%</u>

**Income & Expense Report Notes:
as of April 30, 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 (Total hydrant \$11,429.48 as of 5/11/2021). 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. \$591 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
New Well Transaction Detail
November 2018 through May 2021

		Date	Num	Name	Memo	Class	Cl	Amount
ADMINISTRATIVE & GENERAL								
569.00 · Other Admin. & Gen. Expense								
569.03 · GOVERNMENTAL FEES								
		05/05/2020		Humboldt County Recorder	CEQA dexemption for the DBP lanning project &	New Well		-50.00
		07/30/2020	6380	Humboldt County Recorder	CEQA Resolution 2020.5 well drilling and water	New Well		-50.00
		07/30/2020	6381	Humboldt County Recorder	CEQA Resolution 2020.6 well drilling and water	New Well:Site 3		-50.00
Total 569.03 · GOVERNMENTAL FEES								-150.00
569.00 · Other Admin. & Gen. Expense - Other								
		05/19/2020	FFHO-FTC	Fidelity National Title Company	Preliminary Report	New Well		-500.00
		05/19/2020	FFHO-FTC	Fidelity National Title Company	Additional Parcel Fees	New Well		-500.00
Total 569.00 · Other Admin. & Gen. Expense - Other								-1,000.00
Total 569.00 · Other Admin. & Gen. Expense								-1,150.00
Total ADMINISTRATIVE & GENERAL								
-1,150.00								
OTHER NON OPERATING EXPENSES								
111.41 New Well Expense								
		11/13/2018	98481	SHN Consulting Engineers	New Well for period ending 10/31/18	New Well		-2,182.75
		12/13/2018	98882	SHN Consulting Engineers	New Well for period ending 11/30/18	New Well		-2,247.70
		01/11/2019	99244	SHN Consulting Engineers	New Well for period ending 12/31/2018	New Well		-709.00
		02/21/2019	99797	SHN Consulting Engineers	New Well for period ending 1/31/2019	New Well		-2,424.15
		03/15/2019	99986	SHN Consulting Engineers	New Well for period ending 2/28/2019	New Well		-380.00
		04/11/2019	100286	SHN Consulting Engineers	New Well for period ending 3/31/2019	New Well		-1,324.55
		05/15/2019	100692	SHN Consulting Engineers	for April 2019	New Well		-12,322.10
		07/01/2019	101035	SHN Consulting Engineers	for May 2019	New Well		-2,532.50
		07/01/2019	101728	SHN Consulting Engineers	Wetland BIO study	New Well		-2,872.40
		07/31/2019	101951	SHN Consulting Engineers	Wetland BIO study	New Well		-3,748.75
		08/31/2019	102228	SHN Consulting Engineers	Professional services	New Well		-782.20
		12/18/2019	6157	SHN Consulting Engineers	Additional scope of work	New Well		-1,500.00
		12/20/2019	PLI19-2426	Humboldt County Planning Division	Application Assistance-Exploratory test wells for	New Well		-291.00
		01/09/2020		SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/	New Well		-1,500.00

Westhaven Community Services District
New Well Transaction Detail
November 2018 through May 2021

			Date	Num	Name	Memo	Class	Cl	Amount	
			02/28/2020	104263	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/	New Well		-883.95	
			02/29/2020	104499	SHN Consulting Engineers	For professional services for period ending Febr	New Well		-1,372.05	
			03/16/2020	Well	Humboldt County Planning Division	Coastal Development Permit for new well sites c	New Well		-5,759.00	
			03/31/2020	104725	SHN Consulting Engineers	For professional services for period ending Marc	New Well		-2,409.49	
			05/19/2020	105288	SHN Consulting Engineers	For professional services for period ending April	New Well		-2,458.75	
			06/08/2020	105386	SHN Consulting Engineers	For professional services for period ending May	New Well		-2,251.25	
			06/18/2020	46645	LACO Associates	Coastal Permit Assistance & wetland study	New Well:Site 3		-3,245.00	
			07/13/2020	105790	SHN Consulting Engineers	For professional services for period ending June	New Well		-531.25	
			07/28/2020	46871	LACO Associates	Coastal Permit Assistance & wetland study June	New Well:Site 3		-827.50	
			08/10/2020	106095	SHN Consulting Engineers	For professional services for period ending July	New Well		-343.75	
			08/17/2020	46955	LACO Associates	Coastal permit assistance & wetland study July	New Well:Site 3		-1,760.00	
			09/10/2020	268	Robin Jordan	Deed Packets 4th Ave wells	New Well		-412.00	
			09/10/2020	47134	LACO Associates	Professional services from August 2 to August 2	New Well:Site 3		-780.00	
			09/15/2020	514-112-0	Humboldt County Planning Division	Coastal Development Permit for new well sites c	New Well:Site 3		-5,771.00	
			09/16/2020	106555	SHN Consulting Engineers	For professional services for period ending Augu	New Well		-1,062.50	
			09/19/2020	278	Robin Jordan	Deed Packets-Verick property	New Well:Site 3		-156.75	
			10/14/2020	106841	SHN Consulting Engineers	For professional services for period ending Sept	New Well		-531.25	
			10/22/2020	6471	City of Trinidad	1 gallon PA 50	New Well		-17.00	
			11/20/2020	107408	SHN Consulting Engineers	For professional services for period ending Octo	New Well		-375.00	
			12/11/2020	107507	SHN Consulting Engineers	For professional services for period ending Nove	New Well		-375.00	
			12/22/2020	47697	LACO Associates	Professional services from August 2 to Novembe	New Well:Site 3		-472.00	
			01/13/2021	107851	SHN Consulting Engineers	For professional services for period ending Dece	New Well		-31.25	
			02/11/2021	108153	SHN Consulting Engineers	For professional services for period ending Dece	New Well		-195.00	
			03/17/2021	0047743	LACO Associates	Coastal permit assistance	New Well:Site 3		-700.00	
			04/30/2021	109084	SHN Consulting Engineers	For Vadurro services for period ending April 30,	New Well		-387.50	
			Total 111.41 New Well Expense							-67,925.34
			Total OTHER NON OPERATING EXPENSES							-67,925.34
			TOTAL							-69,075.34

Westhaven Community Services District
Transaction Detail By Account
July 1, 2020 through June 8, 2021

	Type	Date	Name	Memo	Amount
WATER TREATMENT					
532.00 · Treatment - Main/Struct/Improve					
	Bill	06/01/2021	GR Sundberg, Inc	Flushing hydrant for filtered untreated water at plant	-3,965.72
Total 532.00 · Treatment - Main/Struct/Improve					-3,965.72
Total WATER TREATMENT					-3,965.72
TRANSMISSION & DISTRIBUTION					
542.00 · Trans&Distrib -Main/Struc/Plant					
	Bill	12/31/2020	Thrifty Supply Company	Dixon wharf (flushing) hydrant - water treatment plant	-867.40
	Bill	01/13/2021	Thrifty Supply Company	to put in hydrant at plant?	-7,724.84
	Bill	03/04/2021	Thrifty Supply Company	Hydrant project	-220.36
	Bill	03/12/2021	Thrifty Supply Company	Flushing hydrant	-103.51
	Bill	04/29/2021	Thomas Home Center	Fire Hydrant expense	-32.71
	Bill	04/30/2021	Thomas Home Center	Fire Hydrant expense	-83.92
	Bill	05/05/2021	McKinleyville Ace	Hydrant Paint	-53.86
	Bill	05/06/2021	Thrifty Supply Company	Fire Hydrant	-122.89
	Bill	05/10/2021	McKinleyville Ace	Pro Dety Yel Gal Voc for painting bollards & Hydrants	-53.86
	Bill	05/10/2021	Thomas Home Center	Brushes for Fire Hydrant & bollard painting	-12.02
	Credit	05/19/2021	Thrifty Supply Company	flushing hydrant/plant	90.72
	Credit	05/19/2021	Thrifty Supply Company	Hydrant project	223.81
	Credit	05/19/2021	Thrifty Supply Company	hydrant materials	169.41
	Credit	05/19/2021	Thrifty Supply Company	Hydrant materials	35.70
	Credit	05/19/2021	Thrifty Supply Company	Hydrant materials	508.92
	Credit	05/28/2021	Thrifty Supply Company	Hydrant supplies	221.50
	Bill	06/01/2021	GR Sundberg, Inc	Repair of leaking flushing point at Lindquist and North end of line. New hydrant and valve for i...	-6,301.55
	Bill	06/01/2021	GR Sundberg, Inc	Repair of leaking flushing point at Lindquist and North end of line. New hydrant and valve for i...	-6,350.77
	Bill	06/01/2021	GR Sundberg, Inc	Flushing hydrant at Highland dead end and damaged line replaceme	-4,201.28
Total 542.00 · Trans&Distrib -Main/Struc/Plant					-24,878.91
Total TRANSMISSION & DISTRIBUTION					-24,878.91
TOTAL					-28,844.63

Operating expenses accrued over the fiscal year that was not in the Operating Budget

	* IRA Contribution	New Well	TA Grant	** May 2020 Leak	Dec. 2020 Leak	Swipe Simple
Revenue						691.94
Expenses		14,728.75	629.69	14,921.69	5,666.62	861.13
J. Vincent 2018 corrected contribution	192.18					
R. Levang 2018 corrected contribution	397.39					
C. Butterworth 2019 revised policy	1705.17					
C. Butterworth 2020 difference from budget due to revised policy	796.36					
<i>Sub Totals</i>	<i>3091.1</i>	<i>14,728.75</i>	<i>629.69</i>	<i>14,921.69</i>	<i>5,666.62</i>	<i>(169.19)</i>

* An increase from 5.2 % to 7 % District employee contribution and waiving the 2 years of employment mandate was discussed and approved at the April 29 ,2020 Special Meeting and May 20, 2020 Regular Meeting.

** \$10,095.52 of these expenses are reflected in the Rev/Exp reports as an Operation Budget Expense. The balance of \$4826.17 was not classified.

Operating expenses accrued over the fiscal year that was not in the Operating Budget

	* IRA Contribution	New Well	TA Grant	** May 2020 Leak	Dec. 2020 Leak	Swipe Simple
Revenue						691.94
Expenses		14,728.75	629.69	14,921.69	5,666.62	861.13
J. Vincent 2018 corrected contribution	192.18					
R. Levang 2018 corrected contribution	397.39					
C. Butterworth 2019 revised policy	1705.17					
C. Butterworth 2020 difference from budget due to revised policy	796.36					
<i>Sub Totals</i>	<i>3091.1</i>	<i>14,728.75</i>	<i>629.69</i>	<i>14,921.69</i>	<i>5,666.62</i>	<i>(169.19)</i>

* An increase from 5.2 % to 7 % District employee contribution and waiving the 2 years of employment mandate was discussed and approved at the April 29 ,2020 Special Meeting and May 20, 2020 Regular Meeting.

** \$10,095.52 of these expenses are reflected in the Rev/Exp reports as an Operation Budget Expense. The balance of \$4826.17 was not classified.

A photograph of two hands shaking in a firm grip, symbolizing a business agreement. The hands are wearing light blue suit sleeves. The background is a hazy, blue-tinted city skyline with various skyscrapers.

Executive Summary



A Member Benefit of the California Rural Water Association

Overview

GovCard is an Internet-based payment platform that offers a no-cost processing solution to municipals, county governments, housing authorities and utility companies. GovCard is brought to you by our endorsement by California Rural Water Association.

Transaction costs are absorbed by the customer via a service fee. GovCard allows you to process credit or debit cards, ACH and E-check in addition to recurring payments—all on one-easy-to-use platform! Instant customer payments reduce accounts receivable. Cash flow is further improved as credit and debit card transactions are funded the following business day.

Payment Options

Option #1

Terminal - \$495 + Shipping

- We will place a Vx520 Terminal. These terminals will operate in conjunction with existing infrastructure.

Option #2

USB Reader- \$299+ Shipping

- We will place a USB Reader that plugs into the computer and allows you to insert/swipe cards using the virtual terminal (Option #4).

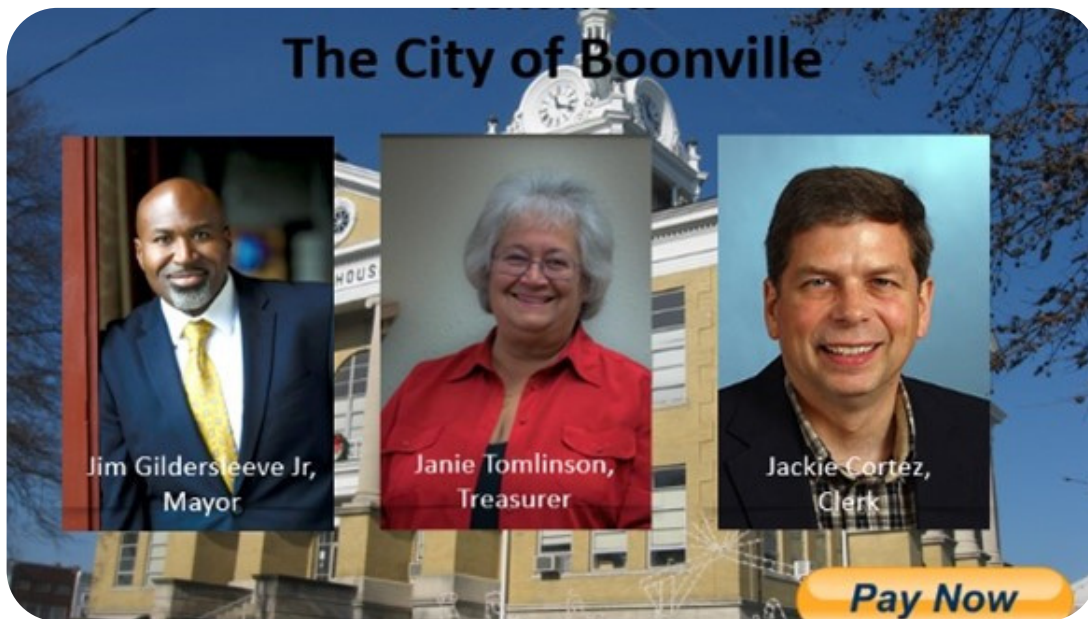
Option #3

Online Portal

- Our tech team will build you a new website or place a "Pay Now" button on your current site!



- If you do not have a website our tech team will build you a web page that will reflect positively on your community and serves to allow customers to make payments. There is no additional charge for this!



Option #4

Virtual Terminal

- The virtual terminal is a standard payment page that faces the employee. The virtual terminal can be used in lieu of the terminal/USB reader options, or for payment by telephone.

Reporting

Each payment option communicates to the same reporting tool. All payment data is derived from a single source and is reported real-time. You have the ability to view customer history & in-depth payment detail with our dashboard's easy user interface.

Benefit

GovCard dramatically reduces staff demands.

Time spent opening envelopes & creating bank deposits quickly become a thing of the past!

Online payments also reduce foot traffic.

Today's customer demands a convenient & easy experience. You deliver by providing a robust and low-cost solution. Your customers will appreciate eliminating the need for face-to-face transactions and late fees!

Security

The GovCard platform is 100% PCI-compliant. No cardholder data is stored on your system.

Adoption Rate

Depending upon the complexion of the authority and the promotion of GovCard, expect that 25-60% of all payments will be made on the platform. Remember—your customers will still have the ability to pay by mailed check!

Fee Schedule

There is a one-time setup cost of \$199.00. This setup cost covers your program setup, payment link creating, web page (if applicable) & a 30 minute training for you.

The Vx520 is \$495 & the USB reader is \$299 if you choose to use either of these options.

The customer will pay a service fee of \$1.75 for any transaction under \$60.00 and also for all ACH/E-check transactions regardless of the amount of the bill. A credit/debit card transaction over \$60.00 will charge the customer 3.00% of the total bill. I.e. On a \$100 utility bill the customer will pay \$3.00 for completion of the transaction.

Implementation

Once the order is processed, set-up, programming & training are generally completed in one to three weeks.

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
May 2021

ITEM # 7.5

<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	
\$52,147.64	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 \$56.91 4/15/2021 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	
\$6,630.40	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	
\$18,659.73		Checking Account (after warrants) Umpqua 5013			Checking Balance as of 6/10/2021	

*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)

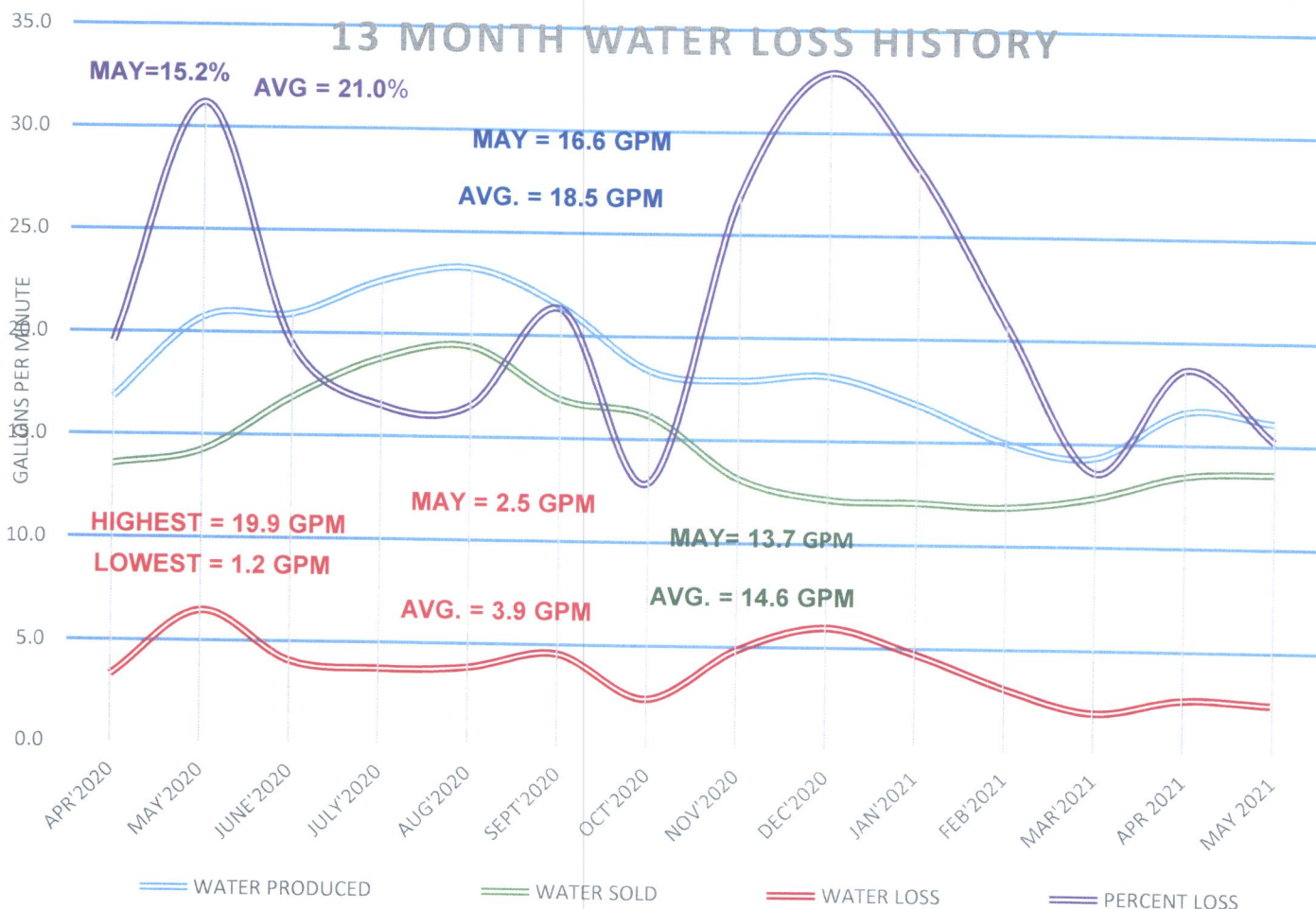
2020/2021 Operating Budget \$206,407 X 25% = \$51,601.75

WESTHAVEN CSD • MANAGER'S REPORT
MAY 2021

8.1 Water Loss

Water loss decreased from 2.6 gpm in April to 2.5 gallons per minute in May equaling 15.2% of total production of 669,590gallons. The table below is a summary of water loss since July 2003.

<u>MAY 2021</u>	16.1	13.7	2.5	15.2		788,600	119,990
<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>
<u>MAY'2021</u>	16.1	13.7	2.5	15.2	18.2	788,600	119,990
<u>AVG. ALL</u>	21	15	6	29	42.7	939,217	282,103
<u>24 MO AVG.</u>	17.9	14.5	3.4	18.9	23.4	785,413	149,346
<u>13 MO AVG.</u>	18.5	14.6	3.9	21.0	26.4	819,052	172,238
<u>MINIMUM MONTH EVER</u>	11.2	10.0	1.2	9.8		488,090	55,490
	JAN 2018	FEB 2013	DEC 2018	MAR 2007		APR 2017	DEC 2018
<u>MAXIMUM MONTH EVER</u>	34.8	27.0	19.9	61.8		1,523,405	916,340
	JUL 2004	JUL 2003	NOV 2016	NOV 2016		JUL 2004	NOV 2016



Annual Data 6/10/16 8.7 gpm 6/10/17 11 gpm 6/10/18 7.7 gpm 6/10/19 8.3 gpm 6/10/20 6.2 gpm 6/10/21 6.0 gpm
Stream flow monthly average 6/16 49.5 gpm 6/17 .94.6 gpm 6/18 53 gpm 6/19 31 gpm 6/20 41 gpm 6/10/21 35 gpm (Day)

9.1 Two system leaks Discussion

9.2 Hydrant and flushing hydrant installations complete Discussion

Item 11 Lucy Kostrezewa Water Service Allotment

Table of Contents

- L. Kostrezewa Letter to WCSD Board of Directors dated March 31, 2021
- 12/2/1991 Legal Agreement
- Excerpt from Ordinance 2013-1 defining 401A listing criteria
- Joan Berman letter dated 10/20/95
- Graphic depiction of APN changes over time
- Ordinance 2013-1
- Review of WCSD Regulations Governing Priorities for New Water Service Allotments, FEB 2021
- Summary of Facts
- Current Parcel Maps
- Subcommittee Findings, June 2021

3/31/21

To: WCSD Board of Directors

From: Lucy Kostrzewa

Re: Request for administrative resolution to discrepancies between 12/2/91 legal agreement and Ordinance 2013-1 describing 401A categories.

As I have petitioned the Board recently (1/20/21, 3/17/21 board meeting appearances) for a raised priority for water connection related to the above referenced 1992 legal agreement, it has become apparent that the same legal agreement is in conflict with Ordinance 2013-1. I request this discrepancy be resolved through whatever administrative means the board deems appropriate.

The legal agreement, (12/2/91, signed by WCSD attorney Bryan Gaynor) states:

“...in the best interests of the District... to offer...**the highest priority for new service...**to those properties....” (*Attach. A p1*)

“p.2 2)... **the parcel shall be placed within the category of parcels receiving highest priority for a new connection (Section 401, WCSD Ordinance 90-1....)**” (*Attach A p.2*)

Fast forward 22 years to WCSD Ordinance 2013-1, which states:

“Section 401A .. The district shall offer water service to parcels .. containing dwellings constructed prior to 1987, and having contaminated or insufficient water source.” (*Attach B*)

The conditions required under ordinance 2013-1 will never be met on the parcel which is currently assigned by the 1991 legal agreement placing it within that category! The parcel currently is one acre, has one dwelling, and has one water allotment.

I bring your attention to correspondence dated 10/20/95, wherein Joan Berman, then WCSD president states:

“the mobile home would retain its assignment to Section 401 **should it be relocated** on the parcel, **whether or not the parcel is divided.**” (*Attach C*)

Joan’s letter is dated 1995 and does not state any date by which the mobile would need to be relocated. This in itself creates a discrepancy between my legal agreement and the pre-1987 criteria of Ordinance 2013-1.

In the 29 years since the legal agreement, the parcel was effectively divided (half the original parcel was appended to an adjacent parcel), and the mobile was effectively relocated on that adjacent parcel. Please see Attach D for graphic depiction of legal parcel adjustment. *(note: although the original 1972 mobile was deservedly demolished, a slightly newer (1977) mobile in much better shape was installed in its place. I offer this constitutes an effective relocation).*

I Request an administrative remedy to this apparent discrepancy, confirming my place on the top priority 401A listing, and changing the parcel number (currently 514-041-010, which has one acre, one dwelling, one water allotment, and will never need another water share nor meet the criteria under 2013-1) to 514-041-011 (the parcel where the mobile was relocated, and has the need for water).

I hope to attend the board meeting where this request is discussed. I am happy to provide any additional information that may be needed.

Thank you.

A handwritten signature in black ink, appearing to read 'Lucy Kostrzewa', written in a cursive style.

Lucy Kostrzewa

Attach A: 2pp. of 12/2/91 legal agreement

Attach. B: excerpt from Ordinance 2013-1 defining 401A listing criteria

Attach. C: Joan Berman letter dated 10/20/95

Attach. D: graphic depiction of APN changes over time.

12/91

**AGREEMENT FOR DISCONTINUATION
OF UNAUTHORIZED SERVICE CONNECTION**

This Agreement is entered into by and among the Westhaven Community Service District, (WCSD), a legally formed Community Services District, and Rob and Lucy Diggins herein referred to as "property owner", and concerns unauthorized service connections on parcel # 514-041-05.

WHEREAS, the District has identified a number of unauthorized water service connections; and

WHEREAS, the water for many properties located in the District is provided by wells that have experienced diminished water production and/or contamination; and

WHEREAS, the District has an obligation to provide water service to all properties in the District but the existing water supply of the WCSD is inadequate to meet this obligation; and

WHEREAS, it is the District's policy that properties which have dwellings which were constructed prior to December 31, 1987, and for which well water is inadequate or contaminated have the highest priority for new water service connections; and

WHEREAS, the WCSD has arranged for delivery of water under emergency circumstances, during periods of acute water shortage during the late summer and early fall, through the Westhaven Volunteer Fire Department at a fee, to District property owners who have inadequate or contaminated wells, and who possess adequate storage units; and

WHEREAS, the policy of the Westhaven Mutual Water Company was that one share entitled a property owner to a single service connection, and this same interpretation has been adopted by the WCSD; and

WHEREAS, unauthorized service connections diminish the WCSD's ability to meet its obligations as prioritized by the District; and

WHEREAS, the property owned by property owner has been identified as having one or more unauthorized service connections; and

WHEREAS, it is in the best interests of the District of offer to compromise and settle the matter of unauthorized service connections as expeditiously as possible, and to offer as an inducement to such settlement ~~the highest priority for new service connections to those properties which immediately discontinue unauthorized service connections.~~



from 12/2/91 legal agreement p. 1/4

ATTACH A 1/2

NOW THEREFORE, it is agreed by and among the parties as follows:

1. Limitations on Use of Unauthorized Service Connections:
The property owner hereby warrants and represents that each unauthorized service connection on the property owner's parcel will be discontinued as of April 1, 1991. During the term of this agreement the property owner will not reconnect or otherwise use such unauthorized service connection. The property owner shall permit the District Manager to verify by on site inspection that each unauthorized service connection has been disconnected and to verify, periodically, by such inspection, that no unauthorized service connections have been reconnected or otherwise used. Verification by inspection shall occur only upon advance notice to property owner of the time and date of the proposed inspection to verify and shall take place only in the presence of the property owner. The property owners shall not be responsible for the cost to the District for such verification. Nothing herein shall preclude or limit the right of the District from seeking an administrative search warrant and conducting inspections pursuant to such warrant for the purpose of verifying compliance with this agreement.

←
verified
3/17/92
by
Richard
Swisher

2. Priority For New Water Connection: The District hereby agrees that the property owner's parcel shall be placed within the category of parcels receiving highest priority for a new service connection (Section 401, WCSD Ordinance 90-1, Priority for New Services, Contaminated or Insufficient Wells), provided no violation of this Agreement has occurred during the term of this Agreement. The new service connection provided for herein shall be in addition to the service connection which has already been received by the property owner in exchange for their Westhaven Mutual Water Company share. Upon payment of the fees prescribed in paragraph 3(c), the property owner shall be entitled to the new service connection. In the event the property owner, after paying such fee, does not use the new service connection at the time of its availability (for any reason), the right to use the new service connection on the property shall continue so long as the property owner continues to pay the stand-by fee for an inactive hook-up. (The fee for such hook-ups at the present time is \$10.00 per month, but may be more, or less, in the future.) In the event the property owner is unable to pay the new service connection fee described in 3(c) below, at the time the new service connection is available, for any reason including financial hardship related to the cost of complying with this agreement, the property owner shall have the right to petition the then elected Board of Directors of the District for other arrangements including deferred payment, without prejudice on account of this agreement or the facts which gave rise to the dispute compromised and settled herein.

★

from 12/2/91 legal agreement p 2/4

ATTACH A

2/2

Section 401 A Parcels with Contaminated or Insufficient Water Sources Containing Dwellings
Constructed Prior to December 31, 1987

Assuming adequate capacity, the WCSD shall offer water service allotments to parcels within the District containing dwellings constructed prior to December 31, 1987 and having contaminated or insufficient water sources. Applicants shall pay all the standard fees for a new service connection.

Section 401 B Parcels with Contaminated or Insufficient Water Sources Containing Dwellings
Constructed After December 31, 1987

If all requests for water service allotments in Section 401 A have been fulfilled, then remaining water service capacity will be offered to other parcels within the District containing dwellings constructed after December 31, 1987 and having contaminated or insufficient water sources. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health. Applicants shall pay all the standard fees for a new service connection.

Section 402 Parcels with Sufficient Water Sources Containing Dwellings Constructed Prior to
December 31, 1987

If all requests for water service allotments in Sections 401 A and 401 B have been fulfilled, then any remaining water service capacity will be offered to other parcels within the District containing dwellings constructed prior to December 31, 1987 and having sufficient water sources. Applicants shall pay all the standard fees for a new service connection.

Section 403 Undeveloped Parcels and Parcels with Sufficient Water Sources Containing Dwellings
Constructed After December 31, 1987

If all requests for water service allotments in Sections 401 A, 401 B and 402 have been fulfilled, then any remaining water service capacity will be offered to: (1) undeveloped parcels within the District boundaries; and (2) those parcels containing dwellings constructed after December 31, 1987 and having sufficient water sources. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

Section 404 Annexed Parcels

If all requests for water service allotments in Sections 401 A, 401 B, 402 and 403 have been fulfilled, then any remaining water service capacity will be offered to parcels annexed to the District after December 31, 1987. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

ARTICLE 5

WATER SERVICE ALLOTMENTS TRANSFERRED AWAY

Section 501 Parcels from Which Water Service Allotments Have Been Transferred

Parcels from which water service allotments have been transferred shall be assigned to Section 501.

If all requests for water service allotments in Section 401 A, 401 B, 402, 403 and 404 have been fulfilled, then any remaining water service capacity will be offered to parcels from which water service allotments have been transferred. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

YES. OR legal agreement to provide
From WCSO Ordinance 2013-1 p 3/4

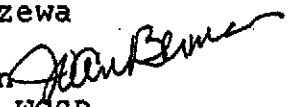
ATTACH B

WESTHAVEN COMMUNITY SERVICES DISTRICT

P.O. Box 2015 Trinidad, CA 95570 (707) 677-0798

October 20, 1995

To: Lucy Kostrzewa

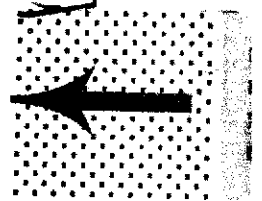
From: Joan Berman 
President, WCSD

Subject: Westhaven Community Services District obligation to provide water service/s on AP #514-041-05

Currently there are two dwellings located on this parcel; a wood frame house and a mobile home. The house is assigned to Section 301 and the mobile home to Section 401 of WCSD Ordinance 90-1 An Ordinance Establishing Priority for Providing Water Service to District Residents (enclosed).

Accordingly, the house is currently provided water service from the District system and the mobile home is in the first priority category for new services to be provided if sufficient additional water source capacity is developed by the District.

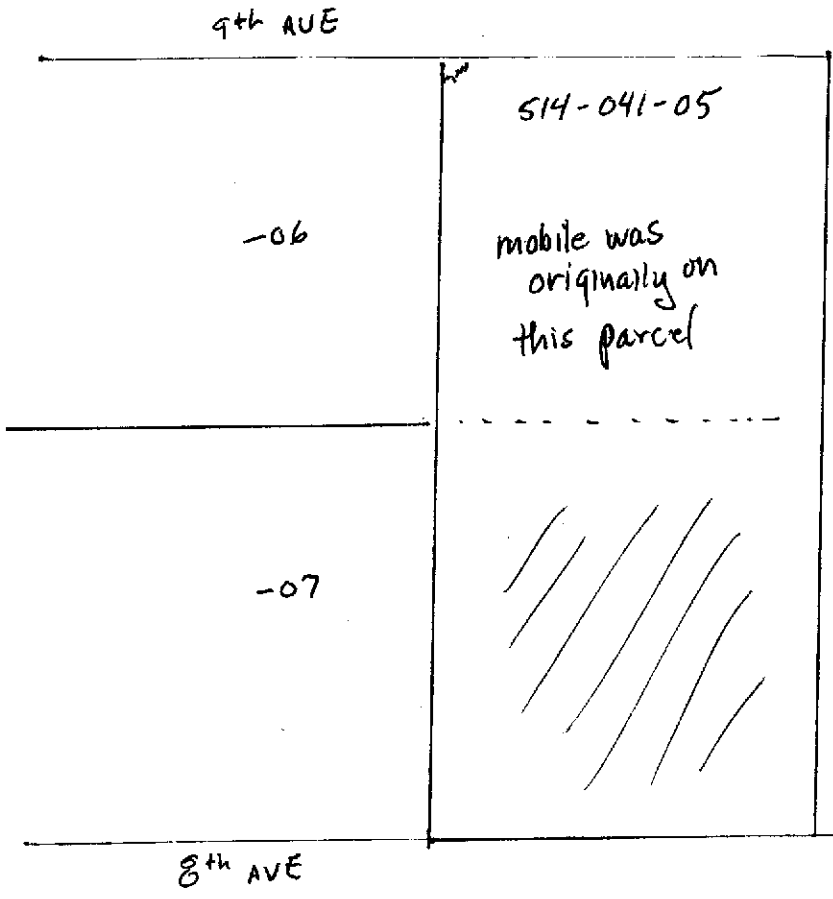
The WCSD Board of Directors has reviewed the circumstances on this parcel, and after consultation with legal counsel, found at its regular meeting on October 16, 1995 that the mobile home would retain its assignment to Section 401 should it be relocated on the parcel, whether or not the parcel is divided.



ATTACH C

1992:

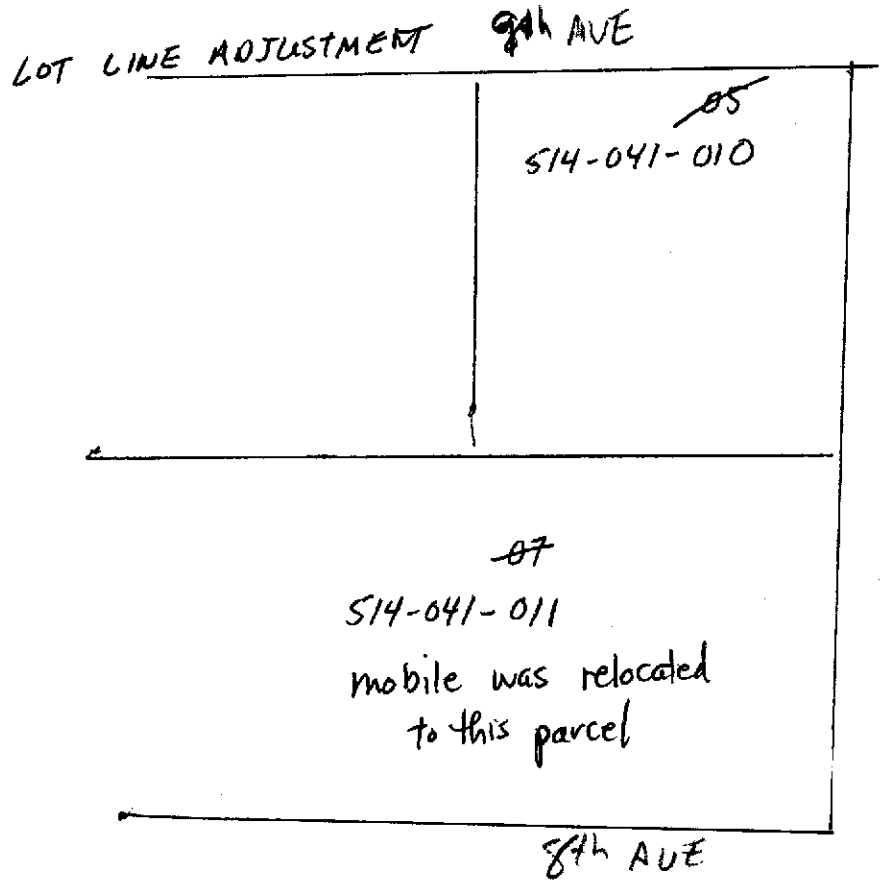
↑
N



} this got transferred to adjacent parcel

1995:

+current
(2021)



APN's changed as a result of Lot Line adjustment

KOSTRZEWA / WESTRAUER

ATTACH D

ORDINANCE 2013-1
(Ordinance 97-3 REVISED)

**AN ORDINANCE ESTABLISHING PRIORITIES FOR PROVIDING WATER SERVICE
ALLOTMENTS**

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 "Westhaven Community Services District Water Service Allotment Code."

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 Separability

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 Water Service Allotment

means the right to one (1) water service connection to the Westhaven Community Services District (WCSD) water system. Each dwelling connected shall require a separate water service allotment. Each water service allotment shall be subject to regular monthly charges for water service as set by Resolution of the Board, regardless of the presence or absence of a water service connection.

Section 202 Water Service Connection

means the pipeline and all appurtenant facilities and fittings including without limitation: meter stop or service valve, meter and meter box used to extend water service from a water main to a property, the laying thereof and the tapping of the main. Where services are divided at the curb of the property line to serve several customers, each branch service shall be deemed a separate service.

Section 203 Water Source

means a water source other than the WCSD water system

Section 204 Contaminated

means having bacterial, chemical, or radiological properties that render the water non-potable as per California Domestic Water Quality and Monitoring Regulations.

Section 205 Insufficient

means inadequate production of water to supply the needs of the dwelling, as established by WCS D surveys of 1989 and 1991 or as established by volumetric production testing conducted according to WCS D standards and specifications, or as established by the presence of a water storage tank and records of bulk water deliveries made necessary by insufficient on-site availability of water.

Section 206 Dwelling

means a residence which includes plumbing and fixtures for a functional kitchen and bathroom.

Section 207 Parcel

means a property with a single Assessor's Parcel Number.

ARTICLE 3

OBLIGATION TO WESTHAVEN MUTUAL WATER COMPANY SHAREHOLDERS

Section 301 Water Service for WMWC Shareholder

The WCS D shall provide water service allotments, subject to the limitations contained in WCS D water use and billing regulations, to all parcels to which a share of stock in the Westhaven Mutual Water Company (WMWC) was attached as of December 31, 1987, except that parcels from which a water service allotment has been transferred, by means of the WCS D procedure for transfer of service allotments, shall be reassigned to Section 501.

Water service connections shall be provided to supply one dwelling only for each WMWC share of stock except that where the WMWC had authorized connection to more than one dwelling per share of stock by the acceptance of regular monthly payments for additional connections those additional connections shall also be provided the equivalent number of water service allotments within this section.

Section 302 Water Service for Other Customers of the WMWC.

The District shall provide water service allotments, subject to the limitations contained in WCS D water use and billing regulations, to all parcels where, in the absence of a share of WMWC stock, authorized water service was provided by the WMWC by the acceptance of regular monthly payments. Service connections to these parcels shall be provided only to the extent provided by the WMWC. Additional service to these parcels shall be considered under the appropriate section of Article 4 of this Ordinance.

ARTICLE 4

PRIORITY FOR NEW SERVICES

The WCS D shall fulfill new water service allotment requests only to the extent that adequate capacity to serve those parcels has been demonstrated to the satisfaction of the California Department of Public Health.

In the event that the WCS D's capacity to provide new water service allotments is limited to fewer than the total number of parcels within any section below, the Board of Directors shall establish policy, as needed, by Resolution, to govern the further prioritization of parcels within a section.

Section 401 A Parcels with Contaminated or Insufficient Water Sources Containing Dwellings Constructed Prior to December 31, 1987

Assuming adequate capacity, the WCSO shall offer water service allotments to parcels within the District containing dwellings constructed prior to December 31, 1987 and having contaminated or insufficient water sources. Applicants shall pay all the standard fees for a new service connection.

Section 401 B Parcels with Contaminated or Insufficient Water Sources Containing Dwellings Constructed After December 31, 1987

If all requests for water service allotments in Section 401 A have been fulfilled, then remaining water service capacity will be offered to other parcels within the District containing dwellings constructed after December 31, 1987 and having contaminated or insufficient water sources. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health. Applicants shall pay all the standard fees for a new service connection.

Section 402 Parcels with Sufficient Water Sources Containing Dwellings Constructed Prior to December 31, 1987

If all requests for water service allotments in Sections 401 A and 401 B have been fulfilled, then any remaining water service capacity will be offered to other parcels within the District containing dwellings constructed prior to December 31, 1987 and having sufficient water sources. Applicants shall pay all the standard fees for a new service connection.

Section 403 Undeveloped Parcels and Parcels with Sufficient Water Sources Containing Dwellings Constructed After December 31, 1987

If all requests for water service allotments in Sections 401 A, 401 B and 402 have been fulfilled, then any remaining water service capacity will be offered to: (1) undeveloped parcels within the District boundaries; and (2) those parcels containing dwellings constructed after December 31, 1987 and having sufficient water sources. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

Section 404 Annexed Parcels

If all requests for water service allotments in Sections 401 A, 401 B, 402 and 403 have been fulfilled, then any remaining water service capacity will be offered to parcels annexed to the District after December 31, 1987. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

**ARTICLE 5
WATER SERVICE ALLOTMENTS TRANSFERRED AWAY**

Section 501 Parcels from Which Water Service Allotments Have Been Transferred

Parcels from which water service allotments have been transferred shall be assigned to Section 501.

If all requests for water service allotments in Section 401 A, 401 B, 402, 403 and 404 have been fulfilled, then any remaining water service capacity will be offered to parcels from which water service allotments have been transferred. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

ARTICLE 6
REASSIGNMENT OF NEW WATER SERVICE ALLOTMENTS

Section 601 Parcels Provided with Water Service After December 31, 1987.

Parcels formerly assigned to Sections 401 A, 401 B, 402, 403, 404 and 501 which have been provided with water service allotments after December 31, 1987 shall be reassigned to Section 601.

APPROVED: August 21, 2013

Gregory Smith, President
Westhaven Community Services District

ATTEST:

Richard Swisher, Manager
Westhaven Community Services District

SECRETARY'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Ordinance 2013-1, an Ordinance "Establishing Priorities for Providing Water Service Allotments Within the District," passed and adopted at a regular meeting of the Board of Directors of the Westhaven Community Services District, Westhaven, California, held on the Twenty-first day of August, 2013 by the following roll call vote:

AYES: Smith, Verick, Hankin, Moon, Phipps

NOES: None

ABSENT: None

ABSTAIN: None

Sarah Jordan, Secretary
Westhaven Community Services District

REVIEW OF WCSD REGULATIONS GOVERNING PRIORITIES FOR NEW WATER SERVICE ALLOTMENTS

FEB. 2021 - RS

The WCSD regulations currently governing assignment of new water service allotments are:

Ordinance 2013-1 – “An Ordinance Establishing Priorities for Providing Water Service Allotments” and **Resolution 2005-1** – “Establishing Priorities for New Water Service Connections to Parcels Within Section 401 of WCSD Ordinance 93-3 and Subsequent Amendments”.

Ordinance 2013-1 is the current iteration in a series of ordinances originating with Ordinance 88-2 and establishing Section 401 as the category of highest priority for being granted new water service allotments, when and if sufficient water source capacity can be developed.

Section 401 was initially populated with parcels containing dwellings as of December 1987 and having contaminated or insufficient on site water sources. Parcels were assigned to Section 401 on the basis of information gathered in two surveys mailed to non-WCSD customers in 1989 and 1991. Survey responses were provided by the subject residents, and the information so provided was never formally verified. In all, 55 parcels containing 66 dwellings were assigned to Section 401. The number of parcels in Section 401 has now been reduced to 27, containing 33 dwellings, due primarily to the connection of 20 dwellings through the CDBG grant program in 1994, plus the first Extreme Need Connection Program in 1998 (4 dwellings), and the second Extreme Need Connection Program in 2005 (6 dwellings).

Resolution 2005-1 was written specifically to govern the second Extreme Need Connection Program. In this program the State consented to the addition of six new service connections, and all 401 Parcel owners were invited to either provide proof of water deliveries or submit results of formally conducted volumetric testing of their water source. A side effect of Resolution 2005-1 was to create the possibility of a small and very specific future prioritization. The paragraph below, speaking exclusively to this round of Extreme Need connections, is taken directly from Resolution 2005-1.

Further prioritization will be based on results of volumetric testing conducted in conformance with procedures prescribed by the District. Parcels will be ranked for connection based on the testing results. All results submitted will be retained by the District, and parcels failing to qualify in a given round will be considered for connection based on these results should more connections become available in the future. (emphasis added)

As it turned out, there were eight applicants representing eight parcels and ten dwellings. After accounting for the six successful applicants we were left with two parcels containing four dwellings to “be considered for connection based on these results, should more connections become available in the future.” Presumably, this could give these four dwellings priority over those who haven’t conducted volumetric testing, i.e. the remaining 31 parcels in Section 401.

This summarizes what I can find in the way of WCSD regulations that set priorities for new connections. My opinion is that without blessings from the State to add a definite number of new connections we have no reason for further prioritization at this time. It would be meaningless. Also, I think that the current regulations for prioritizing are entirely adequate for governing our current circumstances, and no revisions are necessary at this time.

KOSTRZEWA – WCSD Water Service Priority Status – Summary of Facts - 06 / 2021 – RS

1990 - Kostrzewa and Diggins are informed of unauthorized water service connection on Assessor's Parcel 514-041-005. The parcel has one WMWC share allowing one dwelling to be connected, but there are two dwellings connected to WCSD water - a house and a mobile home rental.

1990 – 1991 - Legal proceedings and discussions

1992 – January – An Agreement for Disconnection is signed by all parties. The agreement states that “The District hereby agrees that the property owner’s parcel (514-041-005) will be placed within the category of parcels receiving highest priority for a new service connection (Section 401, WCSD Ordinance 90-1, Priority for New Services, Contaminated or Insufficient Wells)..”

1992 - March – Disconnection of mobile home on parcel 005 is verified by WCSD.

1995 - October – WCSD Board President, Joan Berman states in a memo of reply to Lucy Kostrzewa that: “The house is assigned to Section 301 and the mobile home to Section 401 of WCSD Ordinance 90-1...”. To me this seems to be a nonsensical statement. Ordinance 90-1 and all subsequent revisions up to and including the current Ordinance 2013-1 assign parcels to sections - period. There are no provisions for assigning individual houses or dwellings to any section of the ordinance. However, Berman goes on to say “...the house is currently provided water service from the District system and the mobile home is in the first priority category for new services to be provided...”. Elsewhere in this same memo Berman says “...the mobile home would retain its assignment to Section 401 should it be relocated on the parcel (meaning parcel 514-041-005), whether or not the parcel is divided.

1997 - April - Kostrzewa applies for permits to place a mobile home on her adjacent parcel, 514-041-007. The water source for the mobile home is to be on-site JoLand Creek. The project also includes a lot line adjustment, transferring approximately half of the area of parcel 005 to parcel 007, thus creating two new parcels: 514-041-010, the original location of the original mobile home, and 514-041-011, the location of the new mobile home. Sometime in 1997 the original mobile home is demolished, and the new development with the new mobile home is constructed on now parcel 514-041-011. As for the 1992 Agreement to Disconnect, the mobile home referenced in the agreement has now been demolished, and the area of now parcel 514-041-010 has been reduced to less than the area required to support development of a second dwelling that would replace the original mobile home. This means that there is now no way on now parcel 514-041-010 to exercise the priority status granted in the Agreement for Disconnection.

Forward to January 2021

Kostrzewa contacts the WCSD manager with the news that the California Department of Fish and Wildlife is threatening to require that she curtail or perhaps suspend her use of water from JoLand creek to supply her mobile home on parcel 011. She asks if she can transfer her Section 401 status, as granted in the 1992 Agreement to Disconnect, from parcel 010 to parcel 011. She also correctly points out that the language used in Ordinances 90-1 through 2013-1 to define parcels eligible for consideration in Section 401 or 401A requires that the parcel contain a dwelling constructed prior to 1987, a condition that could never have been met in her case, leaving her claim to Section 401 status in a kind of regulatory limbo. The manager places the matter before the WCSD Board of Directors. In the Board's discussion of the issue it becomes clear that there are no provisions in Ordinance 2013-1 or any other District regulation that will help inform a ruling. The Board appoints a subcommittee to study the matter and return to the Board with a recommendation for resolution.

May 4, 2021 – Kostrzewa is informed by County Assessor that parcel numbers have been changed as follows:

514-041-010 becomes 514-041-012 and 514-041-011 becomes 514-041-014

ITEM 11.1
CIRCA 1990 (APPROX)
PARCEL MAP

6

7

7

8

50' R/W

9 Por. 1 Fairleigh

PM 1475

224'

179.9'

179.9'

99.52'

500.78

1
Clawson

2
HUBBARD #533
Hamer
Randy Miller

3
Ramen

041

Dobish

Clawson

BLOCK 36

7

6

5

Petter
Digging

CEDAR

50' R/W

AVE.

(500) 499.83'

La Husen

042

BLOCK 37

219.28'

75'

250'

Kull

6

50' R/W

8th

AVE.

224'

168.32'

260'

179.9'

260

179.9'

500'

177.52'

225.78'

KOSTRZEWA – SECTION 401 STATUS – SUBCOMMITTEE FINDINGS AND RECOMMENDATIONS - June 2021

DEFINITIONS

APN means Humboldt County Assessor's Parcel Number.

Agreement means the Agreement for Disconnection of Unauthorized Service Connection on APN 514-041-005 entered into by the WCSD and Rob and Lucy Diggins in January 1992.

Subject Parcel means APN 514-041-012, formerly 514-041-010, formerly 514-041-005.

Adjacent Parcel means APN 514-041-014, formerly 514-041-011, formerly 514-041-007.

Section 401 means Section 401 of WCSD Ordinance 90-1: "Parcels with Contaminated or Insufficient Water Sources Containing Dwellings Constructed Prior to December 31, 1987."

Section 401 A means Section 401 A of WCSD Ordinance 2013-1: "Parcels with Contaminated or Insufficient Water Sources Containing Dwellings Constructed Prior to December 31, 1987."

Section 401 B means Section 401 B of WCSD Ordinance 2013-1: "Parcels with Contaminated or Insufficient Water Sources Containing Dwellings Constructed After December 31, 1987."

Section 403 means Section 403 of WVSD Ordinance 2013-1: "Undeveloped Parcels and Parcels with Sufficient Water Sources Containing Dwellings Constructed After December 31, 1987."

Subject Dwelling means the mobile home existing on the Subject Parcel at the time of the Agreement.

FINDINGS

1. In entering into the Agreement it was the intent of the WCSD to grant to the Subject Parcel full equality in Section 401 in access to a new service connection. Nothing has occurred to change that intent.
2. At the time of the Agreement, the Subject Dwelling, which had existed on the Subject Parcel well before 1987, was disconnected from the WCSD system and then later demolished by the parcel owner. In spite of the fact that the current absence of a dwelling constructed prior to December 31, 1987 on the Subject Parcel is due entirely to the actions of the parcel owner, the WCSD could elect to continue the Subject Parcel's inclusion in Section 401. Whether or not this would be appropriate in the absence of a dwelling constructed prior to 1987 would require Board discussion / consideration.
3. Ms. Kostrzewa has informed the WCSD of the possibility of failure of the private water source on her Adjacent Parcel. Should that failure occur, the Adjacent Parcel would qualify for reassignment from Section 403 to Section 401 B, upon presentation of evidence.
4. Further regarding the Adjacent Parcel, should the Subject Parcel be granted a water service allotment at some time in the future, the new allotment could be transferred to the Adjacent Parcel by following the WCSD procedures already in place.

RECOMMENDATIONS

Take no action at present.

**WESTHAVEN COMMUNITY SERVICES DISTRICT
RESOLUTION 2021-5**

COMMENDING STEVEN PHIPPS FOR OUTSTANDING SERVICE RENDERED

COME NOW THE WCSD AND RESOLVE AS FOLLOWS:

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

and

WHEREAS, Steven Phipps has with served with distinction as a member of the Board of the District for twelve years, and as the Financial Officer 2017-2018;

and

WHEREAS Steven was diligent in attendance and, in a civil manner, frequently challenged the Board as to whether contemplated Board actions were necessary and whether they sufficiently respected the individual freedom of the people who may have been affected by the contemplated actions; Steve's perspective helped make the Board's actions better thought out than they otherwise would have been; and that this is especially appreciated given the expanded scope of Board actions needed to formulate and implement a response to the compliance order the California Division of Drinking Water issued to the District;

NOW THEREFORE LET IT BE RESOLVED that the Board of Directors of the WCSD, meeting in legal and regular session convened on this day, June 16, 2021, do hereby convey their affection and gratitude to Steven Phipps for the help he brought to the District during his twelve years of service on the WCSD Board;

and

NOW THEREFORE BE IT FURTHER RESOLVED that the members of the Board unanimously express to Steven Phipps their tribute to his committed service to the WCSD; their appreciation for the help he brought in making sure our decisions were more fully thought out; their hope that they may continue to count on his friendship; and their best wishes for his future satisfaction and fulfillment.

PASSED, APPROVED, and ADOPTED this 16th day of June, 2021 by the following roll call vote:

AYES:

NOES: None

ABSTAIN: None

ABSENT:

ATTEST:

Roxanne Levang
Secretary
Westhaven Community Services District

William Verick
President