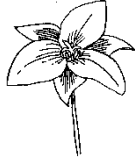


WESTHAVEN COMMUNITY SERVICES DISTRICT

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 December 14, 2022 at 6:30 p.m. Due to the coronavirus pandemic, until further notice, this and upcoming WCSD Board meetings will be held virtually using ZOOM.

How to Submit Public Comment:

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

Topic: Regular WCSD Meeting for December 2022

Time: Dec 14, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/82840061389>

Meeting ID: 828 4006 1389

Passcode: 453982

audio only:

Dial: +1 669 900 6833

enter meeting ID and passcode (if requested)

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. RESOLUTIONS REGARDING AB361 REMOTE MEETING - Approval

4.1 Approve New Resolution 2022-18 Remote Meeting Via Zoom

5. AMEND / APPROVE MINUTES

5.1 November 16, 2022 - Regular meeting minutes. **Discussion/Approval**

6. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

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

6.2 Water consumption and Sales – **Discussion**

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

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

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

6.6 November/December warrants – **Discussion/Approval**

- 7. MANAGER'S REPORT**
 - 7.1 One known leak this month **Discussion**

- 8. UPDATE ON GRANT FUNDING AND RELATED ACTIVITES**
 - 8.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**
 - 8.2 Update on activities related to well drilling. **Discussion/Approval**
 - 8.3 Emergency Intertie with City of Trinidad **Discussion/Approval**

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

- 10. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS TWO CREEKS CAPP**
 - 10.1 Update on Technical assistance grants for Conceptual Area Protection Plan (CAPP) for the Two Creek watershed to work with Mark Andre and BBW **Discussion/Approval**
 - 10.2 Progress on Technical assistance grant for writing NCRP IRWM Prop 1 grant to replace the 3 Humboldt crossings under WCSD pipeline. Prop 1 grant submitted November 4th **Discussion**

- 11. RESOLUTION-2022-19 COMMENDING WCSD STAFF MEMBERS PAUL ROSENBLATT, KATRINA MARTIN AND MADISON WHITLOW- HEWETT FOR OUTSTANDING SERVICE RENDERED**
 - 11.1 RESOLUTION-2022-19 Commending WCSD Staff for Outstanding Service Rendered. **Discussion/Approval**

- 12. 2023 MEETING CALENDAR**
 - 12.1 2023 Meeting Calendar. **Discussion/Approval**

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

- 14. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE 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 **January 18, 2022** and will be held via zoom
This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.
Posting locations are: 1) WCSD Office; 2) Westhaven Fire Hall and online at the Westhaven CSD website @ westhavencsd.org

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

WESTHAVEN COMMUNITY SERVICES DISTRICT
RESOLUTION 2022-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTHAVEN COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY AB 361 PASSED 9-20-2021 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE WESTHAVEN COMMUNITY SERVICES DISTRICT FOR THE PERIOD DECEMBER 14, 2022 to JANUARY 18, 2023 PURSUANT TO BROWN ACT PROVISIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the 18th of JANUARY, 2023 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Westhaven Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Westhaven Community Services District, this 14TH day of DECEMBER, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

William Verick, President
Westhaven Community Services District

ATTEST:

Roxanne Levang, Secretary
Westhaven Community Services District

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
November 16, 2022

1. CALL TO ORDER

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

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

Absent: None

Staff: Rosenblatt, Levang, Martin, Whitlow-Hewett

Guests: Elaine Weinreb

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. RESOLUTIONS REGARDING AB361 REMOTE MEETING

4.1 Approve to change the number of Resolution 2022-14 to Resolution 2022-11

4.2 Approve to change the number of Resolution 2022-15 to Resolution 2022-13

4.3 Approve new Resolution 2022-17 Remote Meeting Via Zoom

Verick moved to approve changing the number of Resolution 2022-14 to Resolution 2022-11, and changing the number of Resolution 2022-15 to Resolution 2022-13 and approve Resolution 2022-17. Seconded by Swisher; all approved.

5. AMEND / APPROVE MINUTES

5.1 October 19, 2022 regular meeting minutes

Amend minutes as follows:

- Page 1, item 5.1 remove sentence that reads; ~~Kostrezewa inquired as to how she might address the issue of refinement or revision of the Section 401A list and the board reemphasized that there will not be any action or process for process to refine the Section 401A until there is sufficient capacity to begin adding new services connections.~~
- ~~Page1, item 5.1 remove the second to the last sentence from the bottom of the page that reads: The board declined periodically to reconfirm that it still meant what it said in the August 2021 letter.~~
- Page 2, item 6.1 #1 change the phrase "pay when pay" to "pay when paid".
- Page 2, item 7.2 add to the last sentence for clarification "was not a system leak 'but due to a customer leak. [It was later discovered that there wasn't a leak, the high gallon amount was because of a misread meter.]"
- Page3, item 10.1 change the last sentence to read; "Rosenblatt said that the TA grant 'design' work is 90% complete. *We need to complete the environmental studies and then we can submit for plant construction funding.*"
- Page 3, item 11.1 change last sentence to read; The CAPP will allow WCSD to get funding for ~~the watershed~~ *conservation and restoration.*
- Page 4, item 11.3 second bullet add in at the beginning of paragraph "Replace language for project benefits to read:"

Verick moved to approve October 19, 2022 regular meeting minutes as amended. Seconded by Hankin; all approved.

6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

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

Board packets contained Directors report. Total October, 2022 water sales were \$22,084.44, and total receivables were \$28,769.08. No discussion.

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. October, 2022 gallons billed 496,500; average gallon per day per meter readings 87; per person 40, average monthly charge per accounts \$39.20, total monthly charges \$7,998; monthly deviation from budget -\$563. The board asked about the leak adjustment mentioned at the October board meeting. Rosenblatt explained that the 40,000 gallon leak was a misread meter which was identified when meters were read on October 26th.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense reports for September and October, 2022. Total September income \$20,140, total expense \$15,874, with a net operating income of \$4,266. Total October income \$18,367, Total expense \$29,801, with a net operating income of -\$11,434. It was suggested, under notes, to add dollar values and provide a semicolon between items.

6.4 Finance Officer's Recommendations – No recommendations

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the September and October, 2022. Treasurer's reports. September account balances were as follows: Capital Reserves \$171,123.74; Operating Reserves \$52,391.14; DWR Reserve CD \$28,910.57; DWR Loan Savings \$13,227.42; Checking Account as of 9/30/2022 \$79,788.76.

October account balances were as follows: Capital Reserves \$171,123.74; Operating Reserves \$52,569.41; DWR Reserve CD \$28,910.57; DWR Loan Savings \$2,226.73; Checking Account as of 11/8/2022 \$67,686.99. Levang gave a correction of the checking account balance on the October report. The corrected checking account balance is \$67,686.99.

6.6 November/December Warrants – discussion/approval

There was a brief discussion of Heryford Electric, a new vendor to the District.

Verick moved to approve warrants #'s7190 through 7219, one Federal payroll tax deposit and one State payroll tax deposits, 8 debit card charges, and one online payment totaling \$18,189.44. Seconded by Cline; all approved.

7. MANAGER'S REPORT

7.1 Water Loss increased from 7.0 GPM in August to 17.6 GPM in October for 58.8% of total production of 1,205,690 gallons. One known system leak, the 3rd highest monthly percentage of loss since 2003. Average water loss in the last 13 months is 24.8%. Rosenblatt reported that, after close to three weeks, they found the leak under the nicest driveway in town. Rosenblatt thanked staff for putting in the extra time, under less than desirable conditions. Discussion ensued regarding the leak, which was the 3rd highest water loss from a leak in District history. Verick, on behalf of the board, expressed appreciation of the time and effort that staff put in to find and repair the leak. Hankin proposed Verick write a Resolution formally thanking staff.

8. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

8.1 The DWR Small Community Drought Grant work is proceeding. Rosenblatt reported the District is refining the bio wetlands report and getting everything into final form so the County can issue our emergency coastal development permit. Rosenblatt is strategizing on what critical materials he will need for the waterlines and is planning to order supplies in advance because he expects slow arrival times for materials once they are ordered. Hankin suggested

stocking up on supplies before the prices go up further. Rosenblatt added that he and Tom Warnock are putting together progress reports and a reimbursement request to be submitted by the end of the month. The reimbursement funds can help pay for stocking up on supplies. Rosenblatt has the plans for the waterlines on his desk; they are in the review process. He is putting together a comprehensive packet for the contractors to bid on.

8.2 Update on activities related to well drilling. Rosenblatt reported that drilling will start at the 4th Avenue site tomorrow morning. Unfortunately, on 1st Avenue they drilled through 200 feet of shale and found no water. The silver lining is the money we won't spend on a 1st Avenue well can go towards the needed funding to complete replacing the waterlines. He is hopeful the District will have success finding water at the existing well site.

8.3 Emergency Intertie with City of Trinidad. The City of Trinidad has fixed the leak, so Rosenblatt is moving forward with the planners and biologist to begin the permitting process. Yesterday we received and deposited the 25% advance payment of \$464,150.

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

9.1 Update on progress of technical assistance grant for Water Plant from DFA. Rosenblatt said everything on our end is complete and has been given to Don Burk with ENPLAN: Environmental and Geospatial Technologies. Rosenblatt will have a report at next month's meeting.

10. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS TWO CREEK CAPP

10.1 Update on progress of technical assistance grants for writing the Conceptual Area Protection Plan (CAPP) for the Two Creek watershed. Work to be done with Mark Andre and Baldwin, Blomstrom, Wikinson & Associates (BBW). Rosenblatt reported they are making good progress on the Conceptual Area Protection Plan. It is almost finalized. Rosenblatt is expecting to have a completed plan to approve in the next couple months.

Rosenblatt reported having a preliminary meeting with an appraiser that does Department of Government Services appraisals for land acquisitions. There are a couple people in Westhaven that are willing to sell property and there is a coastal conservation grant that would enable the District to purchase property. The grant is open now for applications. Rosenblatt would like to apply for the grant for the acquisition of parcels that would join with the District's property for conservation in the watershed.

Verick moved to approve Rosenblatt applying for the Coastal Conservation Grant for acquisition of parcels for conservation in the watershed. Seconded by Cline; all approved.

10.2 Progress on technical assistance grant for writing NCRP IRWM Prop 1 grant to replace the 3 Humboldt crossings under WCSD pipelines. Prop 1 grant submitted November 4, 2022. Rosenblatt reported that on December 1st and 2nd the peer review committee will be reviewing all the grant applications.

11. MOVE DECEMBER REGULAR MEETING FROM THE 21ST TO THE 14TH. No discussion. Verick moved to change the December regular meeting from December 21st to December 14th. Seconded by Hankin; all approved.

12. UPDATE ON POST MEETING CORRESPONDENCE WITH LUCY KOSTREZEWA

12.1 Brief update on post meeting correspondence with Lucy Kostrezewa. Hankin followed up on last month's discussion with Kostrezewa. He provided Kostrezewa with a copy of the November 2012 Resolution concerning priorities for new service connections and part of the associated

spreadsheet that listed parcels in the section 401 category. It very clearly has Kostrezewa's parcel listed. This is what she apparently wanted and she kindly thanked him. Hankin also felt that it's important for everybody to remember that in 1997 Kostrezewa was asked if she would provide information concerning her water supplies. This could have allowed her to request a second service connection at that point in time if she demonstrated that she had inadequate water supply. She (and/or her then current tenant) elected not to do that. At the previous meeting, Kostrezewa implied that she had been unfairly treated over the past 30 years, and Hankin wanted to express that that is not true. Rosenblatt provided additional information on this same topic.

The part of the spreadsheet that Hankin provided to Kostrezewa listed parcels in the "401" category, not in separate categories of 401A and 401B. Therefore, the District needs at some point to develop formal listings of parcels in the 401A and 401B categories. Discussion ensued concerning whether or not we need to revise the list at this time. Hankin and Swisher have agreed to work as a subcommittee to develop these lists and to propose criteria for adding new service connections if the WCSD is in a future position to do so. These criteria would be brought for consideration before the Board at a future meeting.

13. RETURN TO IN PERSON MEETINGS

13.1 Discussion returning to in-person meetings. The group still wants to meet via Zoom. Hankin mentioned that in February we may have to return to in-person meetings because the State is dropping the emergency order.

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

14.1 Discussion of philosophical, political and meta issue aspects of the district's existence and operation. No discussion

15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Resolution thanking field staff (Verick to draft)- discussion/approval

16. ADJOURN

Verick adjourned the meeting at 7 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

Directors Report

6.1

Westhaven CSD

Water Pumped This Month	783,180 Gallons
Water Sold This Month	519,450 Gallons
Water Loss	263,730 Gallons
Water Loss (%)	33.67 %

	Amount (\$)	# Of Accounts
Total Water	22,744.92	232
Total Late Charge	107.77	41
Total Adjustments	187.52	6
Total Current Charges	23,040.21	232
<hr/>		
Amount Past Due 1-30 Days	3,944.22	43
Amount Past Due 31-60 Days	1,702.96	19
Amount Past Due Over 60 Days	5,554.45	11
Amount Of Overpayments/Prepayments	-6,746.98	63
Total Receivables	27,494.86	232

Total Receipts On Account	24,252.72	190
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

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

Average Usage For Active Meters	2,210	235
Average Water Charge For Active Meters	98.04	232

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		0	0	0.00	0.00
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		0	0	0.00	0.00
10,001-20,000		2	21,090	4.06	2.03
8,001-10,000		0	0	0.00	0.00
6,001-8,000		6	39,860	7.67	4.51
4,001-6,000		25	121,680	23.42	15.57
2,001-4,000		82	240,520	46.30	38.98
1-2,000		96	96,300	18.54	32.68
Zero Usage		24	0	0.00	6.24
<hr/>					
Total Meters		235	519,450	100.00	100.00

WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY

ITEM 6.2

Annual adjustments to the commodity rates involve estimation of anticipated water use.

This report tracks billings as compared to budgeted averages based on all meters showing any use.

November 2022

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

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

USAGE							CHARGES				
GPD = Gallons per day							Avg persons per household: 2.20				
2022-23	DAYS BILLED	GALLONS BILLED	ACTIVE METERS	GPD BILLED	GPD per METER	GPD per PERSON	TOTAL MONTHLY CHARGES	AVG CHARGE PER ACCOUNT	DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION	
JUNE	33	627,530	202	19,016	94	43	\$ 10,026	\$ 49.63	\$ 1,465	\$ 1,465	
JULY	28	567,100	205	20,254	99	45	\$ 9,056	\$ 44.18	\$ 496	\$ 1,960	
AUG	34	741,200	209	21,800	104	47	\$ 11,832	\$ 56.61	\$ 3,271	\$ 5,232	
SEPT	28	581,560	208	20,770	100	45	\$ 9,256	\$ 44.50	\$ 695	\$ 5,927	
OCT	28	496,500	204	17,732	87	40	\$ 7,998	\$ 39.21	\$ (563)	\$ 5,364	
NOV	35	519,450	200	14,841	74	34	\$ 8,253	\$ 41.27	\$ (308)	\$ 5,057	
DEC				-	-	-		\$ -	-	\$ -	
JAN				-	-	-		\$ -	-	\$ -	
FEB				-	-	-		\$ -	-	\$ -	
MAR				-	-	-		\$ -	-	\$ -	
APR				-	-	-		\$ -	-	\$ -	
MAY				-	-	-		\$ -	-	\$ -	
Monthly AVG	31.0	588890	205	9534	47	21	\$ 9,404	\$ 22.95	\$ 843		
Total		3,533,340					\$ 56,421		\$ 5,057	\$ 5,057	
Leak Adjustment			(gal)								
Cummulative Leak Adjustment		17,760					\$ 214				
Net		3,515,580	(After Leak Adjustments)				\$ 56,207			\$ 4,842.72	

BUDGETED ANNUAL COMMODITY INCOME: \$ 102,729
 BUDGETED COMMODITY PER MONTH: \$8,561
 BUDGETED COMMODITY PER PERSON PERMONTH: \$ 41.96

SOLD TO DATE

2022-2023 3,533,340 = 92%
 2021-2022 3,820,180 OF 21-22

TOTAL BILLINGS TO DATE

2022-2023 \$56,421 = 97%
 2021-2022 \$57,968 OF 21-22

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

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

ITEM 6.3

<u>Annual</u>		<u>OPERATING BUDGET</u>			<u>CURRENT</u>			<u>CUMULATIVE</u>	
<u>Budget</u>	<u>Income</u>	<u>Nov. 2022</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2022 thru Nov. 2022</u>	<u>Jul '22 thru June 2023 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>	
249,859	Water Sales	18,779	20,822	-2,043	99,174	104,108	-4,934	95.3%	
3,282	Water Services	484	274	211	1,858	1,368	491	135.9%	
253,141	Total Income	19,263	21,095	-1,832	101,032	105,475	-4,443	95.8%	
	Expense								
1,086	Source of Supply	27	91	-64	191	453	-262	42.2%	
11,536	Pumping	1,523	961	562	4,851	4,807	45	100.9%	
49,270	Water Treatment	5,020	4,106	914	18,300	20,529	-2,229	89.1%	
13,725	Transmission & Distribution	6,471 ¹	1,144	5,328	27,217	5,719	21,499	475.9%	
11,329	Customer Accounts	619	944	-325	2,613	4,720	-2,107	55.4%	
156,195	Administrative & General	11,694	13,016	-1,322	58,665	65,081	-6,417	90.1%	
10,000	Operating Reserves Contrib.	0	833	-833	0	4,167	-4,167	0.0%	
253,141	Total Expense	25,354	21,095	4,259	111,838	105,475	6,362	106.0%	
	Net Operating Income	-6,091	0		-10,806				

Income & Expense Report Notes:

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

**WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
November 2022**

ITEM # 6.5

<u>BALANCE</u>	<u>CURRENT RATE</u>	<u>TYPE LOCATION</u>	<u>F/Y BUDGETED CONTRIBUTION</u>	<u>F/Y CONTRIBUTIONS YET TO BE MADE</u>	<u>F/Y DEPOSITS TO DATE</u>	<u>F/Y WITHDRAWALS TO DATE</u>
\$171,123.74	1.69800	Capital Reserves Hum Co Fund 2600		\$ 20,000		8/23 \$ 60,000.00
					Note: The last report we have received from the County was for quarter ended 9/30/2020	
\$52,569.41	0.24000	Operating Reserve LAIF # 16-12-005		\$ 10,000		\$97.90 7/15/22 Interest \$178.27 10/14/22 Interest
\$28,915.89	0.50000	DWR CD Reserve CD Umpqua 2368	Held in reserve for the term of the loan - until 2024			\$ 2.69 5/31/22 Interest \$ 2.62 6/30/22 Interest \$ 8.01 7/1-9/30/22 Interest
\$6,627.22	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 10/5/22 DWR Qrtly loan payment
\$512,550.19		Checking Account Umpqua 5013				Checking Balance as of 12/7/2022

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

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

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

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants November 12 - December 13, 2022

Number	Date	Amount	To Whom	Purpose
5527 DB	11/9/2022	\$8.10	Murphy's	Bags for soil samples for well drilling
7220	11/15/2022	\$ 510.00	North Coast Labs	October Outside lab
7221	11/15/2022	\$ 3,465.99	Badger Meter	Special project, installing meter at Moonstone
7222	11/15/2022	\$ 1,600.00	GR Sundberg	Vac truck for leak on 7th Avenue
7223	11/15/2022	\$ 6,348.00	Pacific Earthscape	DWR Grant 14508 4th Ave well pad extension
7224	11/15/2022	\$ 164.00	USPS	2 rolls Forever stamps & 1 roll postcard
7225	11/17/2022	\$ 530.09	K. Martin	Payroll 11/1 thru 11/15/2022
7226	11/17/2022	\$ 697.04	M. Whitlow-Hewett	Payroll 11/1 thru 11/15/2022
7227	11/17/2022	\$ 1,847.16	P. Rosenblatt	Payroll 11/1 thru 11/15/2022
7228	11/17/2022	\$ 785.85	R. Levang	Payroll 11/1 thru 11/15/2022
7229	11/22/2022	\$ 2,120.82	Blue Shield	December health insurance premium
7230	11/22/2022	\$ 65.00	SWRCB	Operator Certification testing, Whitlow-Hewett
9414 DB	11/29/2022	\$ 34.46	A&L Feed	DWR #14508 Waterlines rice straw
8233 DB	11/29/2022	\$ 870.56	Kernen Construction	DWR #14508 Well quarry rock
7231	12/1/2022	\$ 553.54	K. Martin	Payroll 11/16 thru 11/30/2022
7232	12/1/2022	\$ 539.63	M. Whitlow-Hewett	Payroll 11/16 thru 11/30/2022
7233	12/1/2022	\$ 1,847.16	P. Rosenblatt	Payroll 11/16 thru 11/30/2022
7234	12/1/2022	\$ 621.06	R. Levang	Payroll 11/16 thru 11/30/2022
7235	12/1/2022	\$ 1,388.00	CSDA	CA Special Districts Assoc 2023 Membership
7236	12/1/2022	\$ 10,000.00	Fisch Drilling	1st Ave well pymt. Balance \$1500 due 2/11/23
7237	12/1/2022	\$ 1,210.55	Mendes	Chemicals
7238	12/1/2022	\$ 4.62	P. Rosenblatt	Reimbursement for bags for soil samples DWR grant 14508
7239	12/1/2022	\$ 59.01	RVS Software	Late notice bills
7240	12/1/2022	\$ 380.92	Cardmember Services	157.11 Dental premium; \$223.81 Sensor kits (2)
7241	12/1/2022	\$ 450.00	WVFD	December 2022 office rent
7242	12/1/2022	\$ 1,140.16	USA Blue Book	Repair clamps, Chlorine SwiftTests, Hog meter box pump
EFTPS	12/5/2022	\$ 2,471.60	EFTPS	Federal P/R tax deposit for November
EDD	12/5/2022	\$ 278.96	EDD	State P/R tax deposit for November
7243	12/1/2022	\$ 28.51	Rita Quade	Customer refund account #86
7244	12/8/2022	\$ 156.63	AT&T	November phone at plant
7245	12/8/2022	\$ 13.68	Miller Farms	Stoke mix for weed wacker
7246	12/8/2022	\$ 310.00	North Coast Labs	November outside lab
7247	12/8/2022	\$ 139.63	Optimum	December office phone & internet
7248	12/8/2022	\$ -	Void	Void
7249	12/8/2022	\$ -	Void	Void
7250	12/8/2022	\$ 327.50	Thrifty Supply	\$250.96 Coupling & PVC; \$76.54 PVC
7251	12/8/2022	\$ 131.88	Valley Pacific Petroleum	November fuel
7252	12/8/2022	\$ 826.60	PG&E	Plant 541.34; well 207.28; office 77.98
7253	12/8/2022	\$ 192.00	USPS	Stamps 1 roll Forever & 3 rolls postcard
7254	12/8/2022	\$ 3,476.25	LACO Assoc	Biological & Rare Plant Survey DWR waterlines
Total		\$45,586.86		Checking Account Balance as of 12/8/2022 \$507,573.43

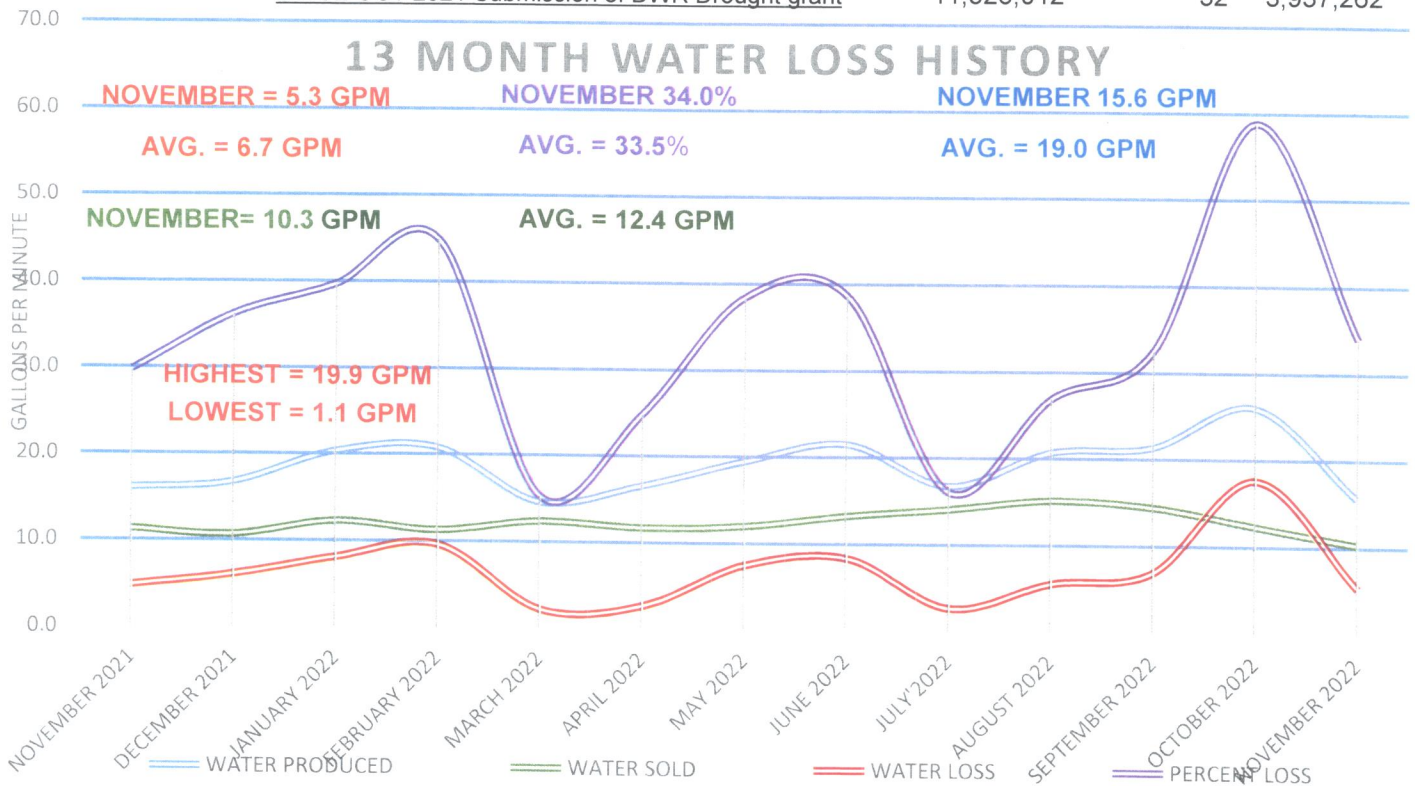
Note: Highlighted items are non Operating Expenses

WESTHAVEN CSD • MANAGER'S REPORT
DECEMBER 2022

7.1 Water Loss

Water loss decreased from 17.6 gpm in October to 5.3 gpm in November for 34.0% of total production of 786,860 gallons. 1 known system leak. Discussion

FROM JULY 2003	PRODUCED	SOLD	LOST	%LOSS OF	MONTHLY PRODUCTION	MONTHLY SOLD	MONTHLY LOSS
	GPM	GPM	GPM	WATER PRODUCED	GALLONS	GALLONS	GALLONS
NOVEMBER 2022	15.6	10.3	5.3	34.0	786,860	519,450	267,410
AVG. ALL	21	15	6	29	930,422	596,203	279,635
24 MO AVG.	18	13	5	26	797,523	573,733	223,790
13 MO AVG.	19.0	12.4	6.7	33.5	823,287	542,054	281,233
MINIMUM MONTH EVER	11.2	10.0	1.1	6.8	488,090	446,110	43,080
	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021	APR 2017		SEPT 2021
MAXIMUM MONTH EVER	34.8	27.0	19.9	61.8	1,523,405	850,410	916,340
	JUL 2004	JUL 2003	NOV 2016	NOV 2016	JUL 2004		NOV 2016
SINCE DECEMBER 2016					55,506,613	AVG. LOSS %	
13 MONTH TOTALS					10,942,142	21	12,819,829
SINCE OCT 2021 Submission of DWR Drought grant					11,526,012	34	3,872,412
						32	3,937,262



Annual Data DATE GPM

DAILY WELL FLOW

12/7/16	6.0 gpm
12/7/17	5.6 gpm
12/7/18	4.8 gpm
12/7/19	5.2 gpm
12/7/20	4.4 gpm
12/7/21	4.2 gpm
12/7/22	4.4 gpm

Stream flow monthly mean gpm average

MONTH TOTAL AVG GPM

12/16	53.0 gpm (all collectors on)
12/17	42.0 gpm (all collectors on)
12/18	34 gpm (south collector only)
12/19	37.0 gpm (south collector only)
12/20	31.0 gpm (2 collectors on)
12/21	49.0 gpm (all collectors on)
12/7/22	36.0gpm (Day) (all collectors on)

**WESTHAVEN COMMUNITY SERVICES DISTRICT
RESOLUTION 2022-19**

**COMMENDING WCSD STAFF MEMBERS PAUL ROSENBLATT, KATRINA MARTIN AND
MADISON WHITLOW-HEWETT 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, and Board of the District,

and

WHEREAS, from October 3 to October 25, 2022, the WCSD was suffered a catastrophic leak that drained the WCSD water tank and forced the WCSD to purchase 83,200 gallons of trucked-in water, costing the District and its customers \$11,728;

and

WHEREAS WCSD staff members Paul Rosenblatt, Katrina Martin and Madison Whitlow-Hewett worked tirelessly over the course of 22 days under sometimes difficult conditions to locate and fix the leak;

and

WHEREAS upon locating the leak, District staff formulated and executed an innovative and elegant solution to the problem of replacing a section of waterline under a concrete slab, said solution saving the District both time and money;

NOW THEREFORE LET IT BE RESOLVED that the Board of Directors of the WCSD, meeting in legal and regular session convened on this day, December 14, 2022, do hereby convey their gratitude and thanks to staff members Paul Rosenblatt, Katrina Martin and Madison Whitlow-Hewett for their diligence, dedication, hard work and ingenuity in finding and fixing the leak. The District is proud of its staff.

PASSED, APPROVED, and ADOPTED this 14th day of December 2022 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Roxanne Levang
Secretary
Westhaven Community Services District

William Verick
President
Westhaven Community Services District

2023

WCSD BOARD MEETINGS

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						