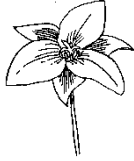


WESTHAVEN COMMUNITY SERVICES DISTRICT

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



REGULAR MONTHLY BOARD MEETING AGENDA

JANUARY 2024

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday, January 17th, at 6:30 p.m. at the Westhaven Fire Hall, 446 Sixth Avenue.

Submission of Public Comments:

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. Electronic versions of the Board Packets are available at <https://www.westhavencsd.org> by the Monday preceding Wednesday Board meetings, but these may not include materials submitted after distribution of Board packets.

Members of the public are invited to comment on any matter within the authority of the WCSD. Written comments (not to exceed 500 words) may be submitted in writing (by mail or at the WCSD office) or by email to wcsd@suddenlinkmail.com with subject line "Public Comment". Written comments will be included in Board packets if they are submitted at least seven days prior to Board meetings. Oral comments may be submitted at the Board meetings and are limited to a maximum of ten minutes per individual comment. Although oral or written comments may concern items that are not on Board agendas, the Board is prohibited by law from consideration of any items that are not on published agendas.

1. **CALL TO ORDER**
2. **PUBLIC COMMENT**
3. **ANNUAL BOARD OFFICER POSITION NOMINATIONS AND CONFIRMATION**
 - 3.1 Confirmation of Board Officer Positions. **Discussion/Approval**
Nominations:

President:	Antonio Llanos
Vice President:	David Hankin
Finance Officer:	Barbara Cline
Safety Officer:	Richard Swisher
Board Member:	William Verick
4. **AMEND / APPROVE ORDER OF AGENDA ITEMS**
5. **AMEND / APPROVE MINUTES**
 - 5.1 December 20, 2023 - 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/Approval** **New Format**
 - 6.4 Finance Officer's Recommendations – **Discussion/Approval**
 - 6.4.1 Approve opening a Coast Credit Union CD, which requires all people on the CD account to have a membership savings account with CCCU. Approve whose names will be on the CCCU CD.
 - 6.5 Treasurer's Reports and Recommendations – **Discussion/Approval**
 - 6.6 December/January Warrants – **Discussion/Approval**

7. **MANAGER'S REPORT**
 - 7.1. Several unknown system leaks. **Discussion**
8. **UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES**
 - 8.1 DWR Small Community Drought Grant work proceeding.
 - 8.1a Update on schedule A timeline for Waterline replacement **Discussion/Approval**
 - 8.2 Update on activities related to well facility.
 - 8.2a Update on schedule B timeline for well facility. **Discussion/Approval**
 - 8.3 Emergency Intertie with City of Trinidad. **Discussion/Approval**
9. **EXPEDITED DRINKING WATER GRANT**
 - 9.1 Update on the Expedited Drinking Water Grant (EDWG) grant funding for the water plant project. **Discussion/Approval**
10. **NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS TWO CREEKS CAPP**
 - 10.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creek watershed and related conservation work **Discussion/Approval**
 - 10.2 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork Two Creeks basin from willing sellers **Discussion/Approval**
 - 10.3 County Road Vacation of specific unimproved roads for public thoroughfares long term community use to the District for. **Discussion/Approval**
11. **REVIEW OF DRAFT MITIGATED NEGATIVE DECLARATION FOR NEW WATER TREATMENT PLANT.**
 - 11.1 Update on draft Mitigated Negative Declaration for the new water treatment plant **Discussion/Approval**
12. **FOURTH AVENUE REQUEST FOR BYPASS WATER PIPES**
 - 12.1 Resident Jean Wells request for new water line to bypass existing asbestos water pipe **Discussion/Approval**
13. **DISTRICT PLANS AND PREPARATION FOR CATASTROPHIC EARTHQUAKE EVENT**
 - 13.1 District plans and preparation for catastrophic earthquake event **Discussion/Approval**
14. **BOARD MEETING ANNUAL CALENDAR**
 - 14.1 Adoption of Annual Board meeting Calendar. **Discussion/Approval**
15. **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**
16. **ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**
17. **ADJOURN**

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm.
 The next Regular Meeting will be February 14th, 2024 and will be held at the Westhaven Fire Hall, 446 Sixth Avenue
 This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.
 Posting locations are: 1) WCDSD Office; 2) Westhaven Fire Hall and online at the Westhaven CSD website @
 westhavencsd.org

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

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
December 20, 2023

1. CALL TO ORDER

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

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

Absent:

Staff: Rosenblatt, Levang, Chandler, Martin, Whitlow-Hewett

Guests: Jean Wells, Elaine Weinreb

2. PUBLIC COMMENT

Guest Jean Wells spoke about her concerns regarding the existing concrete asbestos water pipes connecting to her residence on Fourth Avenue and the test results for her water sample provided to North Coast Laboratories, which indicated that there were no fibers detected larger than the EPA standard of 10um (micron or millionth of a meter). She provided a letter to WCSD Board members and Staff stating her concerns about asbestos fiber contamination when the old asbestos pipe is cut and tied into the new plastic pipe. She is requesting a new plastic bypass pipe. Her request will be an agenda item for the January 17, 2024 Board meeting.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Hankin motioned to move Item 10 "Review of Draft Mitigated Negative Declaration for New Water Plant" to after Item 12 "Amendment of the Language in the Public Comment Section of the Agenda".

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

4. AMEND / APPROVE MINUTES**4.1 November 15, 2023 - Regular meeting minutes Discussion/Approval**

Corrections: Item 10.1 Proposal to limit Public Comment to 5 Minutes: add word "Hankin noted that the...agenda was designed for Zoom meetings and that *it* is no longer appropriate."

Correct "Verick moved to approve ~~and~~ *an* initial verbal Public Comment time..."

Item 9.1: change ~~October~~ to November

Verick moved to approve November 15, 2023 minutes as amended. Seconded by Swisher; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS**5.1 Director's Report-monthly billing and collections**

Board packets contained Director's report. Total November, 2023 water sales were \$23,075.71, and total receivables were \$41,885.72.

No discussion.

5.2 Water Consumption and Sales

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

November, 2023 gallons billed 433,020; average gallon per day per meter readings 75; per person 34, average monthly charge per accounts \$41.97; total monthly charges \$8,394; monthly deviation from budget -\$167.

No discussion.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for November, 2023. Total income \$23,303, total expense \$20,580, with a net operating income of \$2,723.

No discussion.

5.4 Finance Officer's Recommendations

Hankin made two recommendations – 1) that there be a \$10,000 contribution now toward the Operating Reserve and more at the end of the year if feasible, and 2) that the existing CD with low interest rate which matures at the end of 2024 be moved (with a penalty fee) now to a higher yielding interest rate (ideally ~5.5%).

Verick moved to take the penalty and cash out the existing CD at the end of December 2023 and buy a new CD at the current more favorable interest rate in consultation with the Finance Officer. Seconded by Cline; all approved.

Hankin motioned to move \$10,000 from the Checking Account to the Operating Reserves account; Seconded by Verick; all approved.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the November, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$147,554.26, and CD #2368 \$28,947.71; Operating Reserves \$38,806.07; Umpqua Savings #0648 \$591.01; Checking Account as of 12/15/2023 \$423,446.52. No discussion.

5.6 November/December Warrants

Verick moved to approve warrants #'s 7591 through 7626, one Federal payroll tax deposit and one State payroll tax deposit totaling \$3,176.95, three debit purchases totaling \$435.42 totaling \$27,618.59.

Seconded by Cline; all approved.

6. MANAGER'S REPORT

6.1 Water loss decreased from 3.5 gpm in October to 2.3 gpm in November for 22.3% of total production of 530,330 gallons. No known system leaks.

Board packets contained a summary table of 13 months water loss history. Over the last 13 months, water loss averaged 32.7%.

Discussion Rosenblatt said there were no discernible leaks in November, however there are signs of a leak in December. He noted that we typically see the recovery of water levels at the well in February, and that we are right on track with the last drought years for well flow for this time of year .

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding.

7.1a Update on schedule A timeline for Waterline replacement

Discussion Rosenblatt said 50-60% of water mains have been installed (~4,000 feet out of 6,600 feet) and they are starting to connect services on Kahlstrom and Spring Lane. He hopes to have the remaining connections completed after the new year and up and running mid-January, weather permitting, and the final Kay Avenue component completed this spring. The Transit Avenue/Humboldt Crossing project is on hold until the Railroad Grade crossing replacements are completed and the neighbors at Transit can see what will be done. In the meantime a new water line will be placed over the crossing at Transit Ave.

7.2 Update on Activities Related to Well Drilling.

7.2a Update on schedule B timeline for well facility

Discussion Rosenblatt said Hooven is having trouble getting their rebar plans, and need a special noncorrosive concrete mix. The contractor did not clarify this need with the concrete provider, and the engineering firm now has confirmation that the concrete mix will meet specifications.

7.3 Emergency Intertie with City of Trinidad.

Discussion Rosenblatt said PACE Engineering has submitted 100% plans to the City and GHD, who has promised to comment by January 12, 2024. The current schedule is to go to bid in early Spring of 2024. Rosenblatt is finalizing the Coastal Development Permit application and emergency request.

8. TECHNICAL ASSISTANCE GRANT FROM DEPARTMENT OF FINANCIAL ASSISTANCE (DFA)

8.1 Update on progress of Technical Assistance Grant for Water Plant from DFA

Discussion Rosenblatt said the Technical Assistance Grant has expired and all funds have been spent.

8.2 Update on the Expedited Drinking Water Grant (EDWG) grant funding for the water plant project.

Discussion Rosenblatt said there is still work being done on the electrical design components for the microgrid/islanding electrical system comprised of 32kW of solar and 30kW of battery backup and a microgrid controller. There are only a few manufacturers that produce commercial versions. They are working on final details to move from 90% plans to 100%. The Draft Mitigated Negative Declaration now needs to be finalized and sent to Fish & Wildlife and other local stakeholders for review. He hopes that the project will be ready to go out to bid in the spring of 2024 after finalizing easements for guy poles with PG&E.

We have received a Technical Assistance Grant for ~\$500,000 administered by University Enterprises, Inc (a part of Sacramento State and Office of Water Programs); PACE is a Technical Assistance Provider and was hired by the State to do the pilot study and develop the 90% plans for the treatment plant so we can utilize the EDWG funding from DFA for PACE to complete the plans. The management of funds and reporting to DFA will be done by PACE.

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

9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creeks Watershed and related conservation work.

Discussion Rosenblatt provided a draft CAPP document to the Board for review and discussed that the goal of the document is for Fish & Wildlife to adopt it, and to help with funding from the Wildlife Conservation Board and other State agencies. Through partnerships with other local entities and landowners this plan will help with watershed restoration, riparian corridor protection and public access.

9.2 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork Two Creeks basin from willing sellers

Discussion An adjacent property of ~2.25 acres has been appraised and accepted by the parcel owners and can be acquired as a two to one mitigation for the approximately one acre of disturbance for construction of the new water plant facility and water tank. There will be a deed restriction to permanently conserve the parcel, other than trail work and hazardous tree removal.

9.3 County Road Vacation of specific unimproved roads for public thoroughfares long term use

Discussion Rosenblatt has been in conversation with Steve Madrone, County District Supervisor, to arrange the transferring of rights of way designated in the past as roads, and not currently or in the future useable as roads, to the District for the purpose of public thoroughfares. Hankin suggested a future discussion regarding if the District should formally request authorization to engage in activities other than water delivery, such as providing and maintaining trail networks etc. Rosenblatt said extended activities such as park powers from LAFCo are a long-term goal. Verick proposed a future community meeting to inform and gauge community opinion.

Verick moved to approve Rosenblatt to move forward with plans to work with the County and County Supervisor to transfer unimproved roads to the District. Llanos seconded; all approved.

12. AMENDMENT OF THE LANGUAGE IN THE “PUBLIC COMMENT” SECTION OF THE AGENDA

12.1 Public Comment: revised verbiage for time limits on public comments –

Discussion/Approval

Hankin provided revised verbiage and policy for the “Public Comment” section of the agenda.

Verick moved to approve the revised language and policy for monthly Board meeting agendas; Swisher seconded; all approved.

10. REVIEW OF DRAFT MITIGATED NEGATIVE DECLARATION FOR NEW WATER TREATMENT PLANT

10.1 Update on draft Mitigated Negative Declaration (MND) for the new water treatment plant

Discussion/Approval The Board was given a copy of the Draft MND for review and comment and further discussion before approval. Verick noted that once it is approved, it is open for public comment and a 30 day period to address comments and make any changes. Rosenblatt is hoping to go out to bid in the Spring of 2024. Hankin proposed an agenda item for the next Board meeting listing a specific overview of the main issues and how the MND will address those issues. Verick noted section 7 lists specific mitigations for different issues. Verick inquired if we will need a timber harvest plan. Rosenblatt said we will get a utility easement exemption, where we can cut an acre or less to build our utility facilities. He proposed a site meeting with interested parties and Mark Andre, forester, to talk about the reasoning behind each tree removal.

11. ANNUAL BOARD OFFICER POSITION NOMINATIONS AND CONFIRMATION

11.1 Nomination and Confirmation of Board Officer positions

Discussion/Approval

Current Board:

President: Bill Verick

Vice-President: Barbara Cline

Finance Officer: David Hankin

Safety Officer: Richard Swisher

Board Member: Antonio Llanos

Nominees:

President nominee: Antonio Llanos

Vice-President nominee: David Hankin

Finance Officer nominee: Barbara Cline

Safety Officer nominee: Richard Swisher

Board Member nominee: Bill Verick

New Board Officer confirmations will take place at the January 17th Board Meeting.

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

No discussion.

14. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

1. Nominations for Board Officer positions
2. Conceptual Area Protection Plan (CAPP) discussion
3. Resident Jean Wells request for new water line to bypass existing asbestos water pipe
4. Discussion of impacts and mitigations presented in the MND for the proposed Water Treatment Plant

15. ADJOURN

Verick adjourned the meeting at 9:20 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	721,570 Gallons
Water Sold This Month	418,670 Gallons
Water Loss	302,900 Gallons
Water Loss (%)	41.98 %

	Amount (\$)	# Of Accounts
Total Water	22,639.09	232
Total Late Charge	245.69	63
Total Adjustments	61.96	6
Total Current Charges	22,946.74	232
Amount Past Due 1-30 Days	6,792.95	67
Amount Past Due 31-60 Days	3,372.85	26
Amount Past Due Over 60 Days	14,886.93	17
Amount Of Overpayments/Prepayments	(5,240.39)	36
Total Receivables	42,759.08	233

Total Receipts On Account	22,073.38	181
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	137.01	13
Collection Accounts (Amount Owed)	137.01	13
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	1,782	235
Average Water Charge For Active Meters	97.58	232

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		0		0	0.00	0.00
10,001-20,000		1		14,320	3.42	1.41
8,001-10,000		1		9,390	2.24	1.00
6,001-8,000		0		0	0.00	0.00
4,001-6,000		14		68,660	16.40	9.42
2,001-4,000		79		219,500	52.43	40.06
1-2,000		109		106,800	25.51	39.61
Zero Usage		31		0	0.00	8.49
Total Meters		235		418,670	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.

December 2023

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							
2023-24	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	28	546,960	199	19,534	98	45	\$ 8,739	\$ 43.92	\$ 179	\$ 179
JULY	29	613,310	203	21,149	104	47	\$ 11,447	\$ 56.39	\$ 2,886	\$ 3,065
AUG	32	800,920	205	25,029	122	55	\$ 13,893	\$ 67.77	\$ 5,332	\$ 8,397
SEPT	28	514,350	203	18,370	90	41	\$ 9,725	\$ 47.90	\$ 1,164	\$ 9,561
OCT	32	563,640	203	17,614	87	39	\$ 10,624	\$ 52.34	\$ 2,063	\$ 11,624
NOV	29	433,020	200	14,932	75	34	\$ 8,394	\$ 41.97	\$ (167)	\$ 11,457
DEC	30	418,670	208	13,956	67	30	\$ 8,147	\$ 39.17	\$ (413)	\$ 11,044
JAN				-	-	-	\$ -	-	-	\$ -
FEB				-	-	-	\$ -	-	-	\$ -
MAR				-	-	-	\$ -	-	-	\$ -
APR				-	-	-	\$ -	-	-	\$ -
MAY				-	-	-	\$ -	-	-	\$ -
Monthly AVG	30	555,839	203	18,655	92	42	\$ 10,138	\$ 49.92	\$ 1,578	
Total		3,890,870					\$ 70,969		\$ 11,044	\$ 11,044
Leak Adjustment			(gal)							
Cummulative Leak Adjustment		14,385					\$ 251			
Net		3,876,485	(After Leak Adjustments)				\$ 70,718			\$ 10,793.20

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

SOLD TO DATE

2023-2024 3,890,870 = **99%**
 2022-2023 3,944,160 OF 22-23

TOTAL BILLINGS TO DATE

2023-2024 \$70,969 = **113%**
 2022-2023 62,988 OF 22-23

2022-23										
JUNE	33	627,530	202	19,016	94	43	\$ 10,026	\$ 50	\$ 1,465	\$ 1,465
JULY	28	567,100	205	20,254	99	45	\$ 9,056	\$ 44	\$ 496	\$ 1,960
AUG	34	741,200	209	21,800	104	47	\$ 11,832	\$ 57	\$ 3,271	\$ 5,232
SEPT	28	581,560	208	20,770	100	45	\$ 9,256	\$ 45	\$ 695	\$ 5,927
OCT	28	496,500	204	17,732	87	40	\$ 7,998	\$ 39	\$ (563)	\$ 5,364
NOV	35	519,450	208	14,841	71	32	\$ 8,253	\$ 40	\$ (308)	\$ 5,056
DEC	28	410,820	201	14,672	73	33	\$ 6,567	\$ 33	\$ (1,994)	\$ 3,063
JAN	30	445,110	201	14,837	74	34	\$ 7,108	\$ 35	\$ (1,453)	\$ 1,610
FEB	32	453,540	201	14,173	71	32	\$ 7,120	\$ 35	\$ (1,441)	\$ 169
MAR	29	438,270	201	15,113	75	34	\$ 6,967	\$ 35	\$ (1,593)	\$ (1,425)
APR	26	441,010	202	16,962	84	38	\$ 7,041	\$ 35	\$ (1,520)	\$ (2,944)
MAY	35	583,430	199	16,669	84	38	\$ 9,320	\$ 47	\$ 759	\$ (2,185)

**Westhaven Community Services District
FY 2023-2024 Income / Expense Report
as of December 2023**

ITEM 6.3

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Dec. 2023</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2023 thru Dec. 2023</u>	<u>Jul 2023 thru Dec. 2024 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
291,518	Water Sales	22,573	24,293	-1,720	149,389	145,759	3,630	102.5%
2,546	Water Services	531	212	319	3,463	1,273	2,190	272.0%
294,064	Total Income	23,104	24,505	-1,401	152,852	147,032	5,820	104.0%
	Expense							
1,972	Source of Supply	0	164	-164	29	986	-957	2.9%
14,340	Pumping	1,044	1,195	-151	5,753	7,170	-1,417	80.2%
45,695	Water Treatment	5,848 ³	3,808	2,040	25,216	22,848	2,368	110.4%
19,354	Transmission & Distribution	12,075 ¹	1,613	10,462	20,433	9,677	10,756	211.1%
18,470	Customer Accounts	1,233	1,539	-306	4,772	9,235	-4,463	51.7%
168,442	Administrative & General	13,299 ²	14,037	-738	103,078	84,221	18,857	122.4%
268,273	Total Expense	33,498	22,356	11,142	159,280	134,137	25,143	118.7%
	Net Operating Income	-10,394	2,149		-6,428			

Income & Expense Report Notes:

¹ Transmission & Distribution: July over budget due to emergency leak detection & repair at the intersection of Kay Ave & Tepona totaling \$2,601. September paid \$2250 for backflow testing. Customers are billed for this service. December 2023 \$10,240 in emergency water deliveries.

² Annual Workers Compensation payment of \$3,593 in July. Annual Liability Insurance payment of \$5,716.97 in September. The warrants for Aug. 2023 included 3 payroll periods and 2 months of Federal & State payroll taxes.

³ December 2023 Water treatment was high because Chemical expense was \$1552, twice what the monthly average has been. Outside lab was \$890, due to quarterly testing and a couple test that fell on the 1st of the month and at the very end of the month overstating December by aprox \$110.

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
December 2023

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>
\$147,554.26	2.30000	Capital Reserves Hum Co Fund 2600		\$ 20,000	1 \$ 557.93 7/1/22	
					\$ 635.27 10/1/2022	
					\$ 773.11 1/1/2023	
					\$ 1,966.31 Total from 1st audited reports since 2020	
\$28,947.71	0.50000	Capital Reserves CD Umpqua 2368 (matures 12/24/2024)			\$ 13.34 July-Oct 2023	
\$38,806.07	0.03590	Operating Reserve LAIF # 16-12-005		\$ 10,000	\$ 299.54 2023 Q2 Int \$346.81 2023 Q3 Int	
\$591.01	0.03000	Savings Umpqua 0648			2 \$ 500.00 9/6/2023 11/30/2023	\$6,525.09
					Total Maint \$	6.00
\$ 402,664.20		Checking Account Umpqua 5013				Checking Balance as of 1/11/2024

*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) 2023/2024 Regular Operating Budget \$277,481. X 25% = \$69,370

¹ 10/30/23 I received the first audited & cohesive reports from the County since 9/2020. I had overstated the interest income. The balance shown is from the March 31, 2023 audited report from the County

² Oct. 2023 Staff was incorrectly informed that the Spring DWR Loan payment was the final payment. DWR apologized, the person giving us the information was new to their position. Nov. 2023 deposited \$500 into savings to eliminate the monthly \$3 maintenance fee

As of 9/30/2023 the DWR advance pymt balance for Trinidad Interite is \$417,900 (For construction/implementation)

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants December 17, 2023 - January 16, 2024

Number	Date	Amount	To Whom	Purpose
7627	12/22/2023	\$ -	Void	Void
DH 5216	12/22/2023	\$ 27.07	Murphys	Covid Test / office supplies
7628	12/29/2023	\$ 2,408.76	Blue Shield of Ca	January premium \$2014.63/\$394.13
7629	12/29/2023	\$ 300.00	US Postal Service	Stamps for quarterly mailing & billing
Debit	12/31/2023	\$ 21.53	Grocery Outlet	2 versabeam tripod lights
EDD	1/3/2024	\$ 303.36	EDD	December State P/R taxes
EFTPS	1/3/2024	\$ 2,699.54	EFTPS	December Federal P/R taxes
7630	1/3/2024	\$ 448.85	C. Chandler	Payroll December 16-31 2023
7631	1/3/2024	\$ 653.70	K. Martin	Payroll December 16-31 2023
7632	1/3/2024	\$ 936.14	M. Whitlow-Hewett	Payroll December 16-31 2023
7633	1/3/2024	\$ 2,061.99	P. Rosenblatt	Payroll December 16-31 2023
7634	1/3/2024	\$ 626.70	R. Levang	Payroll December 16-31 2023
7635	1/3/2024	\$ 1,582.86	U.S. Bank	2023 annual retirement contribution
7636	1/3/2024	\$ 8,088.78	CCCU	2023 annual retirement contribution
By Phone	1/4/2024	\$ 190.91	Cardmember Service	Dec dental premium \$159.34, 31.57 bank charges
7637	1/4/2024	\$ 450.00	American Leak Detection	Leak located on main water supply line. Location flagged on the asphalt and shown to property owner.
7638	1/4/2024	\$ 53.88	B&B Portable Toilets	service 11/12-1/9/2023
7639	1/4/2024	\$ 1,457.00	CSDA Member Services	2024 membership
7640	1/4/2024	\$ 4,491.12	GR Sundberg	New service, lateral installation/relocation on Spring Lane, not funded by DWR
7641	1/4/2024		Void	void
7642	1/4/2024	\$ 146.31	Pacific Paper	Office supplies
7643	1/4/2024	\$ 980.51	PG&E	Plant 632.91, Well 239.12, Office 108.48
7644	1/4/2024	\$ 1,500.00	RVS	Badger Beacon Interface
7645	1/4/2024	\$ -	Void	
7646	1/4/2024	\$ 728.52	SWRCB	Water system annual fees FY 23-24
7647	1/4/2024	\$ 882.44	Thrifty Supply	Relocating services on Spring Ln/6th Ave
7648	1/4/2024	\$ 147.44	Valley Pacific Petroleum	December fuel
7649	1/4/2024	\$ 450.00	WVFD	January office rent
7650	1/5/2024	\$ 52,217.00	PACE Engineering	DWR 14508 Waterlines claim 3 reimbursement
7651	1/5/2024	\$ 1,900.00	American Leak Detection	Leak detection at Kahlstrom Dr and 6th Ave
7652	1/5/2024	\$ 631.00	Ca Rural Water Assoc	2024 Membership
7653	1/5/2024	\$ 1,158.75	LACO	Intertie Biological Study
7654	1/5/2024	\$ 1,551.61	Mendes Supply	Chemicals
7655	1/5/2024	\$ 890.00	North Coast Labs	Outside lab
7656	1/5/2024	\$ 12,320.00	Norcal Water Delivery	Emergency water due to leaks
7657	1/5/2024	\$ 160.13	Optimum Business	January office telephone and Internet

Total \$102,465.90

Checking Account Balance as of 1/11/2024
\$402,664.20

Total Operating warrants	\$43,045.15
Total Special Projects/Non	\$4,545.00
Total Intertie 14620	\$1,158.75
Total DWR Drought 14508	\$53,717.00

Total Grant & Spec Project Warrants \$59,420.75

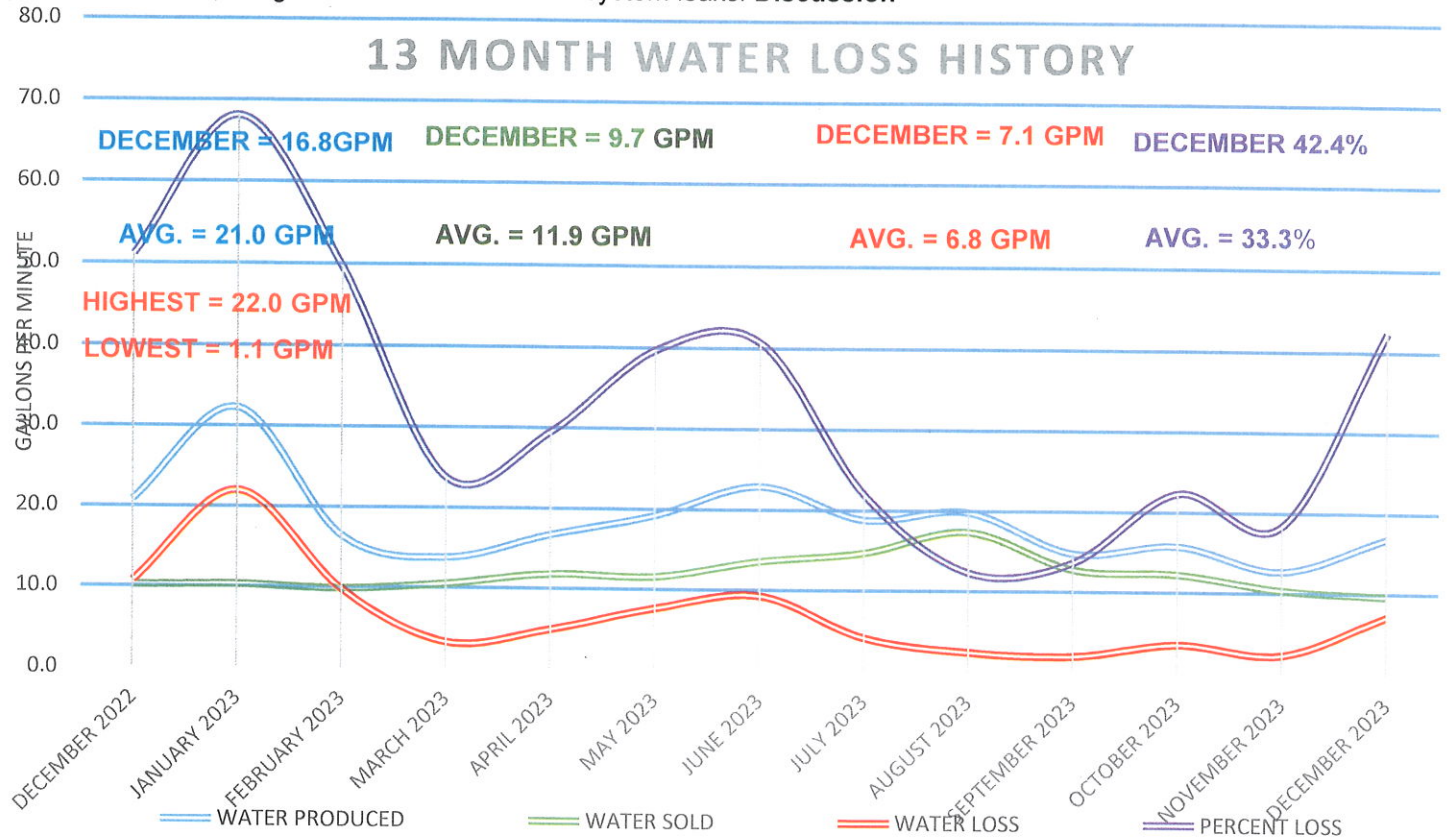
DWR advance pymt received July 2023 \$ 464,150.00

***Advance pymt balance as of 9/30/23 \$ 417,900.00** Balance for construction & implementation'

WESTHAVEN CSD • MANAGER'S REPORT
December 2023

6.1 Water Loss

Water loss was 308,830 gallons which increased from 2.3 gpm in November to 7.1 gpm in December for 42.4% of total production of 727,500 gallons. Several unknown system leaks. **Discussion**



FROM JULY 2003	PRODUCED GPM	SOLD GPM	LOST GPM	%LOSS OF WATER PRODUCED	MONTHLY PRODUCTION GALLONS	MONTHLY SOLD GALLONS	MONTHLY LOSS GALLONS
DECEMBER 2023	16.8	9.7	7.1	42.4	727,500	418,670	308,830
AVG. ALL	21	15	6	29	923,943	573,545	280,449
24 MO AVG.	19	12	7	33	832,582	531,278	301,170
13 MO AVG.	18.5	11.9	6.8	33.3	807,822	512,542	295,032
MINIMUM MONTH EVER	11.2	9.7	1.1	6.8	488,090	410,820	43,080
	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021	APR 2017	DEC 2022	SEPT 2021
MAXIMUM MONTH EVER	34.8	27.0	22.0	68.1	1,523,405	850,410	949,270
	JUL 2004	JUL 2003	JAN 2023	JAN 2023	JUL 2004	SEPT 2020	NOV 2016
	SINCE DECEMBER 2016				64,753,263	23	16,655,249
	13 MONTH TOTALS				10,501,690	33	3,835,420
	SINCE OCT 2021 Submission of DWR Drought grant				22,027,702	32	7,772,682

DAILY WELL FLOW

- 1/11/17 7.1 gpm
- 1/11/18 5.3 gpm
- 1/11/19 4.5 gpm
- 1/11/20 4.9 gpm
- 1/11/21 4.4 gpm
- 1/11/22 4.4 gpm
- 1/11/23 4.6 gpm

MONTH TOTAL AVG GPM

- 1/17 60 gpm (south collector only)
- 1/18 47 gpm (south collector only)
- 1/19 35 gpm (south collector only)
- 1/20 43 gpm (all collectors on)
- 1/21 40 gpm (all collectors on)
- 1/22 40 gpm all collectors on
- 1/11/23 63 gpm (Day all collectors Rain)

2024

Westhaven CSD Board Meeting Calendar

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	29		

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				