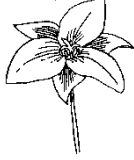


WESTHAVEN COMMUNITY SERVICES DISTRICT

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 January 19th 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: WCSD Regular Monthly Meeting for January 2022

Time: Jan 19, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/86372036781>

Meeting ID: 863 7203 6781

Passcode: 711584

One tap mobile

+16699006833,,86372036781# US (San Jose)

+13462487799,,86372036781# US (Houston)

Dial by your location

+1 669 900 6833 US (San Jose)

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. RESOLUTION 2021.9 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2021.10 Regarding AB 361 Remote Meeting Via Zoom

5. AMEND / APPROVE MINUTES

5.1 December 20, 2021 - 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 Report. **Discussion**

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

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

6.6 December warrants – **Discussion/Approval**

- 7. MANAGER'S REPORT**
 - 7.1 Water loss Four Large leaks in December on Sixth, Kahlstrom and Seventh - **Discussion**
- 8. UPDATE ON DWR SMALL COMMUNITY DROUGHT FUNDING GRANT APPLICATION AND RELATED ACTIVITES**
 - 8.1 DWR Small Community Drought Grant Submitted on 9-27-2021. 12-8-2021 Grant manager assigned and funding agreement forthcoming.. Funding is to replace 5650 feet of polyethylene pipe installed in 1968. Drill and build out 3 proposed groundwater wells the district has been trying to drill since 2018. **Discussion/Approval**
 - 8.2 Update on activities related to well drilling. **Discussion**
 - 8.3 DWR Multi Benefit grant application. Proposed grant project to replace railroad grade culvert/s/Humboldt crossing/s and Transit avenue culvert/Humboldt crossing. . **Discussion/Approval**
- 9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**
 - 9.1 Update on progress of technical assistance grant from DFA.-**Discussion**
- 10. ORDINANCE 2014-2 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY.REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES DISCUSSION/APPROVAL**
 - 10.1 Ordinance 2014.2 Adopting a water conservation program and water supply emergency. **Discussion/Approval**
- 11. REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY**
 - 11.1 Report from committee to negotiate an easement agreement for Well 3 on Verick's property **Discussion/Approval**
- 12. MANAGERS PERFORMANCE REVIEW**
 - 12.1 Annual performance review for WCSD Manager **Discussion/Approval**
 - 12.2 Closed session for Managers performance review **Discussion/Approval**
 - 12.3 Managers performance objectives. **Discussion/Approval**
- 13. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION**
 - 13.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation **Discussion**
- 14. EMERGENCY INTERTIE WITH THE CITY OF TRINIDAD**
 - 14.1 The City of Trinidad submitted on January 14th a DWR multi benefit grant application including an Emergency intertie with the Westhaven CSD. Director Hankin and Manager Rosenblatt have been working on this for many months. Legal agreements and Resolution to follow in the near future. **Discussion/Approval**
- 15. DRAFT LETTER TO LAFCO ABOUT RANCHERIA PIPELINE**
 - 15.1 Draft letter to LAFCO regarding the proposed Rancheria pipeline. **Discussion/Approval**
- 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 15, 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.

WCSD RESOLUTION NO. 2021-10

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 JANUARY 19, 2022 THROUGH FEBRUARY 15, 2022 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 15th of February 2022 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 this 19th day of January, 2022 at a Meeting of the Westhaven Community Service District by the following vote:

Ayes:

Noes:

Absent: None

Abstain: None

ATTEST:

William Verick, President
Westhaven Community Services District

Roxanne Levang, Secretary
Westhaven Community Services District

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
December 15, 2021

1. CALL TO ORDER

Board Vice President Cline called the meeting to order at 7:30 PM. In attendance were:

Board Members: Hankin, Cline, Swisher & Llanos

Absent: Verick

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Move Items 16 and 17 to follow item 7. Move item 14, closed session, to the end of the agenda.

Cline moved to approve the order of agenda items as amended. Seconded by Swisher; all approved.

4. RESOLUTION 2021-10 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2021-10 Regarding Ab361 Remote Meeting Via Zoom

Cline moved to approve Resolution 2021-10 Remote Meeting. Seconded by Llanos; all approved.

5. AMEND / APPROVE MINUTES

5.1 November 17, 2021 Regular meeting minutes

Amend/correct minutes as follows:

- Page 2 second to the last sentence, change “armoring the side of the bank in a few spots” to “armoring the side of the *stream* bank to *protect waterline*”.
- Page 3, item 13 correct the spelling in the title from ~~existence~~ to *existence*.

Cline moved to approve November 17, 2021 minutes as amended. Seconded by Llanos; all approved.

6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

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

Board packets contained Directors report. Total November, 2021 water sales were \$21,444.96, and total receivables were \$23,372.25. No discussion

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. November, 2021 gallons billed 583,870; average gallon per day per meter readings 113; per person 51, average monthly charge per accounts \$39.43; total monthly charges \$8,161; monthly deviation from budget -\$182. No discussion.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for November, 2021. Total income \$18,177, total expense \$13,110, with a net operating income of \$5,067.

Correct footnote #2 from July, because Admin & General is no longer overspent. Footnote #3 correct typo that reads “due to root daA10:R33al.”

6.4 Finance Officer’s Recommendations – No recommendations

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the November, 2021 Treasurer's report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,222; DWR Reserve CD \$28,850.14; DWR Loan Savings \$6,628.62; Checking Account as of 12/9/2021 \$23,419.66.

The DWR Reserve CD is coming to maturity and roll over to a 30 month CD. The board requested that staff confirm when the DWR loan ends and determine from that date how long to continue the CD.

6.6 November/December Warrants – discussion/approval

Llanos requested listing the dates of the leaks on the emergency repair cost.

Cline moved to approve warrants #'s 6879 through 6905, two federal payroll tax deposits and two State payroll tax deposits, and 3 debit card charges, totaling \$23,770.10. Seconded by Swisher; all approved.

7. MANAGER'S REPORT

7.1 Water Loss increased from 1.6 gpm in October to 4.8 gallons per minute in November equaling 29.7% of total production of 762,760 gallons. There was a large 75 gpm system leak the night before Thanksgiving. The board packets contained a summary table of 13 months water loss history. November 2021 water loss is at 29.7%, average water loss in the last 13 months is 18.6%. Rosenblatt reported that there were 4 leaks. A leak the night before Thanksgiving, December 4th, December 6th, and a leak this evening, which is why the meeting started late.

16. EMERGENCY INTERTIE WITH THE CITY OF TRINIDAD

16.1 The City of Trinidad is submitting a DWR Multi Benefit grant application which includes an emergency intertie with the Westhaven CSD. Director Hankin and General Manager Rosenblatt have been working on this for many months. A meeting was held on December 13th with the City representatives, Rosenblatt and Hankin. Work is underway to submit the necessary documents, to the city in order for the grant to be submitted by 1/14/22 for Approval. The board discussed the potential intertie with the City of Trinidad. Hankin drafted a letter to the City of Trinidad for the board to review. Rosenblatt discussed where the intertie will be connected. The letter to the City of Trinidad from WCSD was reviewed and revised with consensus to send it to the City of Trinidad. If Trinidad needs any further information from the District they will let us know. There was discussion of the difference between an agreement and an MOU and how to address that difference in the letter.

Hankin moved for Barbara Cline, VP, in Verick's absence, to sign the letter to be sent to the City of Trinidad. Seconded by Swisher; all approved.

Cline moved to form a committee consisting of Hankin and Rosenblatt to continue the process of developing the intertie with the City of Trinidad. Seconded by Llanos; all approved.

17. GENERAL ENGINEERING CONTRACT WITH PACE FOR GRANT APPLICATION SERVICES

17.1 PACE has asked the District to enter into a general engineering services contract for assisting with the upcoming grant applications. It is similar to having an attorney on retainer, stated Rosenblatt. Discussion/Approval

The board discussed the PACE agreement included in the board packet and they were in favor of signing an agreement up to \$10,000.

Swisher made a motion to proceed with the engineering agreement with PACE. Seconded by Hankin; all approved.

8. UPDATE ON DWR SMALL COMMUNITY DROUGHT FUNDING GRANT APPLICATION AND RELATED ACTIVITIES

8.1 The DWR Small Community Drought Grant was submitted on 9/27/2021. On 12/8/2021 a grant manager was assigned and the funding agreement is forthcoming. Funding is to replace 5,650 feet of polyethylene pipe installed in 1968, and to drill and build out 3 proposed groundwater wells the district has been trying to drill since 2018. Rosenblatt gave an update of activities stating that DWR is drafting a funding agreement that he hopes to receive before the end of the year.

8.2 Update on activities related to well drilling.

Rosenblatt updated the board but because of bad audio at the zoom meeting the secretary was unable to record the update.

8.3 DWR Multi Benefit grant application. Proposed grant project to replace railroad grade culvert/s/Humboldt crossing/s and Transit Avenue culver/Humboldt crossing.

Due to poor audio the secretary was unable to take detailed notes. Rosenblatt reported that most of the work to estimate cost is done and the grant submission date has been moved out to January 14, 2022. If Rosenblatt is unable to submit in January he will apply during the next grant cycle.

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

9.1 Update on progress of technical assistance grant from DFA

The surveyors will survey trees for removal where the water tank is going, where they are a threat to existing buildings, and where the parking area will be.

10. ORDINANCE 2021-2 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES. DISCUSSION/APPROVAL

10.1 ORDINANCE 2021-2 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY. DISCUSSION/APPROVAL

Postponed until next meeting

11. REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY

11.1 Report from committee to negotiate an easement agreement for Well 3.

Postponed until next meeting.

12. MANAGERS PERFORMANCE REVIEW

12.1 Annual performance review for WCSD Manager

12.2. Closed session for Managers performance review

12.3 Managers performance objections

Postponed until next meeting

13. 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 – Postponed until next meeting

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

Postponed until next meeting

14. CLOSED SESSION FOR DISCUSSION OF PERSONNEL MATTERS

14.1 Closed session for discussion of personnel matters. Moved to after the close of the regular meeting

Cline moved to approve Rosenblatt's suggested changes to staff time. Seconded by Llanos; all approved.

15. BOARD MEETING CALENDAR FOR 2022

15.1 Proposed 2022 BOARD MEETING CALENDAR Discussion/Approval

December meeting is close to Christmas and people tend to be heading out of town. Could we move up to the 14th instead of the 21st of December? It was determined that we have a resolution that states the board meetings are the third Wednesday of every month. We could make a motion at the November meeting to change the December meeting. Roxanne will develop a tickler file to remind the board to vote in November 2022 to change the December board meeting to the 14th.

Cline moved to adopt 2022 Board meeting calendar. Seconded by Hankin; all approved.

16. EMERGENCY INTERTIE WITH THE CITY OF TRINIDAD

Already discussed above

17. GENERAL ENGINEERING CONTRACT WITH PACE FOR GRANT APPLICATION SERVICES

Already discussed above.

18. DRAFT LETTER TO LAFCO ABOUT RANCHERIA PIPELINE

18.1 Draft letter to LAFCO regarding the proposed Rancheria pipeline. Discussion/Approval

- Postponed until next meeting.

19. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**Postponed items:**

- ORDINANCE 2021-2 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES. DISCUSSION/APPROVAL
Items 10 11 12 13
- REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY
- MANAGERS PERFORMANCE REVIEW
 - Annual performance review for WCSD Manager
 - Closed session for Managers performance review
 - Managers performance objections
- DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION

20. ADJOURN

Cline adjourned the meeting at 9:05 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	698,650 Gallons
Water Sold This Month	446,110 Gallons
Water Loss	252,540 Gallons
Water Loss (%)	36.15 %

	Amount (\$)	# Of Accounts
Total Water	20,392.83	232
Total Late Charge	102.86	51
Total Adjustments	137.65	21
Total Current Charges	20,633.34	232
<hr/>		
Amount Past Due 1-30 Days	4,860.97	49
Amount Past Due 31-60 Days	1,558.48	16
Amount Past Due Over 60 Days	3,710.55	7
Amount Of Overpayments/Prepayments	-6,755.62	52
Total Receivables	24,007.72	231

Total Receipts On Account	19,997.87	173
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	0.00	12
Collection Accounts (Amount Owed)	0.00	12
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	1,898	235
Average Water Charge For Active Meters	87.90	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		0		0	0.00	0.00
8,001-10,000		0		0	0.00	0.00
6,001-8,000		3	20,860		4.68	2.45
4,001-6,000		19	92,600		20.76	12.52
2,001-4,000		76	220,700		49.47	38.26
1-2,000		104	111,950		25.09	37.92
Zero Usage		33		0	0.00	8.84
<hr/>						
Total Meters		235		446,110	100.00	100.00

WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY

ITEM 6.2

Annual adjustments to the commodity rates involve estimation of anticipated water use. This report tracks billings as compared to budgeted averages based on all meters showing any use. It is not weighted to anticipate seasonal variations in water use. Adjustments for reported customer leaks have **not** been included in the monthly totals.

To compare this year's to last year's trend go to the column on the far right. ↓

	DAYS BILLED	GALLONS BILLED	TOTAL NON-ZERO METERS	AVG. GAL/DAY PER METER	AVG. GAL/DAY PER PERSON AT 2.20	AVG. MONTHLY CHARGE PER ACCT.	TOTAL MONTHLY CHARGES	MONTHLY DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION
2021-2022									
JUNE	28	793,200	205	138	63	\$58.87	\$12,069	\$3,726	\$3,726
JULY	28	612,060	206	106	48	\$45.22	\$9,314	\$971	\$4,697
AUG	34	773,350	209	109	49	\$55.99	\$11,702	\$3,359	\$8,056
SEPT	28	629,620	205	110	50	\$43.29	\$8,874	\$531	\$8,586
OCT	29	519,020	207	97	44	\$37.90	\$7,846	-\$497	\$8,089
NOV	33	583,870	207	113	51	\$39.43	\$8,161	-\$182	\$7,907
DEC	29	699,110	199	121	55	\$33.76	\$6,719	-\$1,624	\$6,283
AVG.	28	658,604	205	115	52	\$33.06	\$6,792	-\$1,551	
TOTAL		4,610,230					\$64,687		\$6,283
LEAK ADJ.		114,233					\$984		
NET		4,495,997	AFTER LEAK ADJUSTMENTS				\$63,703		\$5,299

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

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2021-2022	4,610,230	=	82%	2021-2022	\$64,687	=	87%
2020-2021	5,607,890		OF 20-21	2020-2021	\$74,208		OF 20-21

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				TOTAL BILLINGS TO DATE			
2020-2021	5,607,890	=	110%	2020-2021	\$74,208	=	104%
2019-2020	5,091,120		OF 19-20	2019-2020	\$71,622		OF 19-20

**Westhaven Community Services District
FY 2020-2021 Income / Expense Report
as of December 31, 2021**

ITEM 6.3

Annual		<u>CURRENT</u>			<u>CUMULATIVE</u>			
<u>OPERATING BUDGET</u>								
<u>Budget</u>	<u>Income</u>	<u>Dec 2021</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2021 thru Dec. 2021</u>	<u>Jul '21 thru Dec. 2021 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
263,647	Water Sales	16,468	21,971	-5,502	114,518 ¹	108,623	5,895	105.4%
<u>3,319</u>	Water Services	<u>475</u>	<u>277</u>	<u>198</u>	<u>3,243</u>	<u>1,660</u>	<u>1,584</u>	<u>195.4%</u>
<u>266,966</u>	Total Income	<u>16,943</u>	<u>22,247</u>	<u>-5,304</u>	<u>117,761</u>	<u>110,282</u>	<u>7,479</u>	<u>106.8%</u>
	<u>Expense</u>							
2,802	Source of Supply	0	234	-234	405	1,401	-996	28.9%
10,098	Pumping	1,118	842	277	5,101	5,049	52	101.0%
37,521	Water Treatment	4,703	3,127	1,577	20,199	18,761	1,439	107.7%
11,740	Transmission & Distribution	10,419 ₃	978	9,440	20,217	5,870	14,347	344.4%
9,003	Customer Accounts	409	750	-341	3,180	4,502	-1,322	70.6%
138,899	Administrative & General	13,474 ₂	11,575	1,899	69,974	69,450	525	100.8%
<u>10,000</u>	Operating Reserves Contrib.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>-5,000</u>	<u>0.0%</u>
<u>220,063</u>	Total Expense	<u>30,124</u>	<u>17,505</u>	<u>12,619</u>	<u>119,076</u>	<u>110,032</u>	<u>9,044</u>	<u>108.2%</u>
	Net Operating Income	-13,181	4,742		-1,315			
	Capital/Other Expense							
26,402	DWR Loan	2,200	2,200	0	13,200	13,201	-1	100.0%
<u>20,000</u>	Capital Reserve	<u>1,667</u>	<u>1,667</u>	<u>0</u>	<u>10,002</u>	<u>10,000</u>	<u>2</u>	<u>100.0%</u>
<u>46,402</u>	Total Other Expense	<u>3,867</u>	<u>3,867</u>	<u>0</u>	<u>23,202</u>	<u>23,201</u>	<u>1</u>	<u>100.0%</u>

Income & Expense Report Notes:

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 Admin & General was over in the month of July, 2021 because the annual Property & Liability Ins., \$3682 was paid and annual Workers comp, \$2936. December 2021 paid varied annual membership fees and assessment taxes. Paid Dec & Jan PGE & Emp medical premiums

* FYI: Under TA Grant, (does not show on Operating Budget Inc/Exp) \$8,000 to PG&E for Engineering advance for the plant project.

³

Transmission & Distribution is over in September because GRSundberg was paid \$3549.49 to repair main water line leak and backflow testing of \$2250; and Backflow devise replacement \$254. Dec, 2021 paid Pacific Earthscape \$ 6401.70 and GRSundberg \$2600 for water leaks at 7th Av & 6th Av.

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
December 2021

ITEM # 6.5

<u>BALANCE</u>	<u>CURRENT RATE</u>	<u>TYPE LOCATION</u>	<u>F/Y BUDGETED CONTRIBUTION</u>	<u>F/Y CONTRIBUTIONS YET TO BE MADE</u>	<u>F/Y DEPOSITS TO DATE</u>	<u>F/Y WITHDRAWALS TO DATE</u>
\$231,123.74	1.69800	Capital Reserves Hum Co Fund 2600		\$ 20,000 *	\$14,952.35 7/16/21 for hydrant	1/1/2021 \$26,143.05
Note: The last qrtly report we have received from the County was for quarter ended 9/30/2020						
\$52,222.00	0.24000	Operating Reserve LAIF # 16-12-005		\$ 10,000 **	\$42.58 7/15/21 Interest \$31.78 10/15/21 Interest	
\$28,886.80	0.50000	DWR CD Reserve CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$36.32 September 2021 Interest Will reconcile interest pymts by January board meeting	
\$8,828.90	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 9/2/2021 Semi-Annual pymt	
\$20,347.83		Checking Account Umpqua 5013 (after warrants & before January deposits)			Checking Balance as of 1/14/2022	

*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)

2021/2022 Operating Budget \$220,064 X 25% = \$55,016

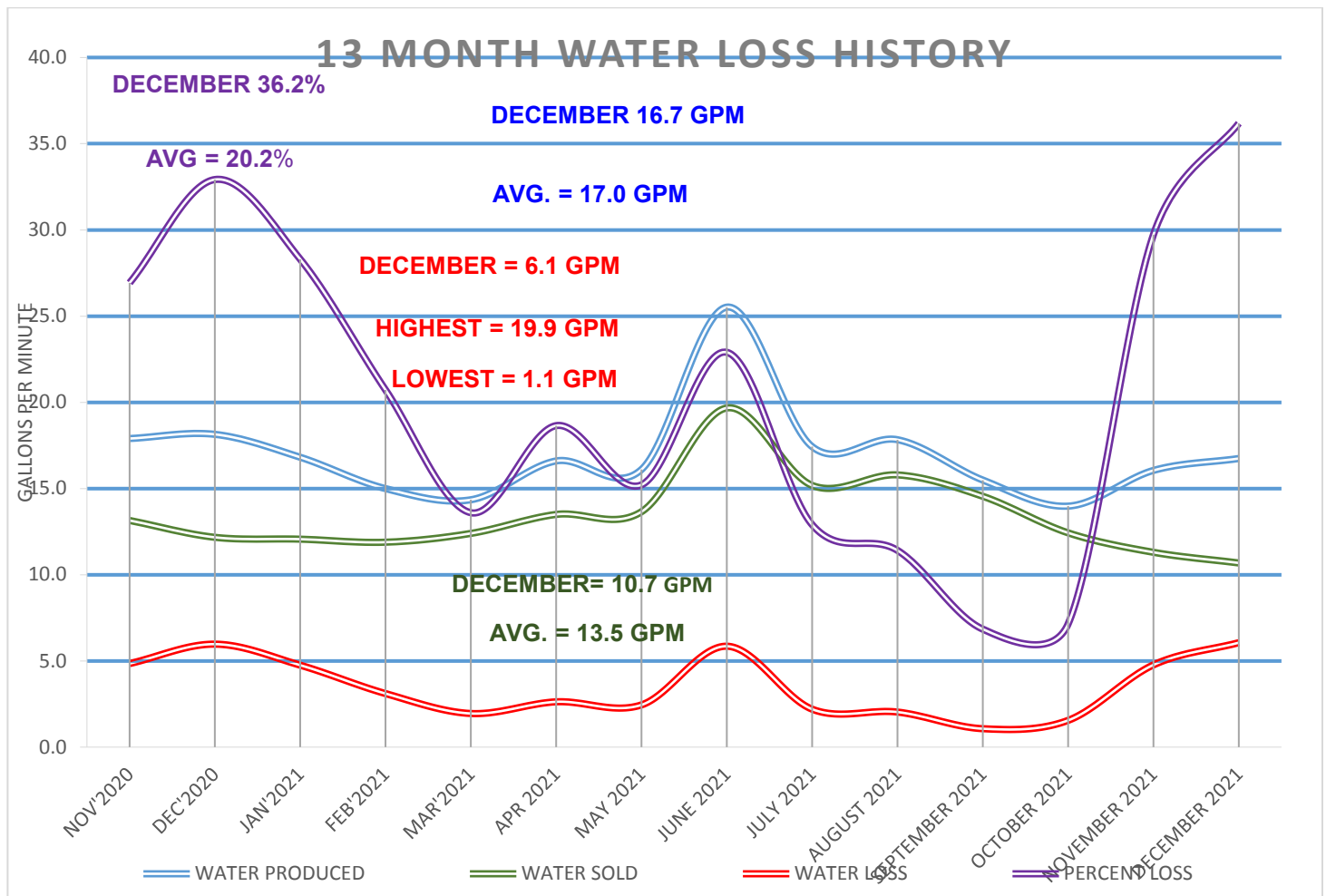
WESTHAVEN CSD • MANAGER'S REPORT

January 2022

7.1 Water Loss

Water loss increased from 4.8 gallons per minute in November to 6.1 gpm in December for 36.2% of total production of 699,110 gallons. Four large system leaks **Discussion**

<u>FROM JULY 2003</u>	<u>PRODUCED</u> <u>GPM</u>	<u>SOLD</u> <u>GPM</u>	<u>LOST</u> <u>GPM</u>	<u>LOSS</u> <u>%</u>	<u>LOSS AS</u> <u>% OF SOLD</u>	<u>MONTHLY</u> <u>PRODUCTION</u> <u>GALLONS</u>	<u>MONTHLY</u> <u>LOSS</u> <u>GALLONS</u>
DECEMBER 2021	16.7	10.7	6.1	36.2	57.0	699,110	253,000
AVG. ALL	21	15	6	28	42.2	933,371	278,209
24 MO AVG.	17.6	14.1	3.5	19.4	24.9	767,271	154,951
13 MO AVG.	17.0	13.5	3.5	20.2	26.1	734,726	155,266
MINIMUM MONTH	11.2	10.0	1.1	6.8		488,090	43,080
EVER	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021		APR 2017	DEC 2018
MAXIMUM MONTH	34.8	27.0	19.9	61.8		1,523,405	916,340
EVER	JUL 2004	JUL 2003	NOV 2016	NOV 2016		JUL 2004	NOV 2016



Annual Data	DATE	GPM
WELL FLOW	1/12/17	.6.9 gpm
Daily Flow	1/12/18	5.3 gpm
	1/12/19	4.5 gpm
	1/12/20	5.0 gpm
	1/12/21	4.2 gpm
	1/12/22	4.4 gpm

Stream flow monthly mean gpm average	MONTH	GPM
	1/17	58.9 gpm
	1/18	47 gpm
	1/19	35 gpm
	1/20	43 gpm
	1/21	40 gpm
	1/22	45 gpm (Day) all collectors on

WCSD DRAFT ORDINANCE 2021-3
ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY
EMERGENCY ORDINANCE
An Ordinance Amending Ordinance 2014-2 Dated May 21, 2014

WHEREAS, article X, section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare; and

WHEREAS, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of drought are essential to the public health, safety and welfare; and

WHEREAS, regulation of the time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, installation and use of water-saving devices, provide an effective and immediately available means of conserving water; and

WHEREAS, California Water Code sections 375 et seq. empower any public entity which supplies water at retail or wholesale to adopt and enforce a water conservation program to reduce the quantity of water used by those within its service area after holding a public hearing and making appropriate findings of necessity for the adoption of a water conservation program; and

WHEREAS, Water Code section 375, subdivision (c) defines “public entity” to include a city, county, special district, water authority, or any other municipal public corporation or district; and

WHEREAS, pursuant to Water Code section 376 and Government Code 6061, the Westhaven Community Services District (“WCSD”) must publish in a newspaper of general circulation any ordinance or resolution adopting a water conservation program within 10 days after its adoption; and

WHEREAS, Water Code section 377 establishes that, from the publication of an ordinance or resolution pursuant to section 376 until the repeal of the ordinance or end of the emergency, it is a misdemeanor punishable by up to 30 days in county jail and/or a fine of up to \$1,000 for any person to violate a requirement of the water conservation program; and

WHEREAS, Water Code sections 350 et seq. empower the WCSD to declare a water service emergency and to adopt such regulations and restrictions on the delivery of water and water consumption for public use as will in the Board’s sound discretion conserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation and fire protection; and

WHEREAS, WCSD does not have sufficient water storage capacity to forecast into the future whether available water is likely to diminish, which means that it is impractical for WCSD to design and implement a multi-step drought response conservation program; and

WHEREAS, WCSD has the ability to monitor water supply and consumption on a weekly or daily basis and is therefore able to observe in close to real time when drought causes water supply to diminish such that water consumption threatens to exceed water supply; and

WHEREAS, current consumption of water supplied by WCSD on a per capita basis averages less than 100 gallons per day, and WCSD customers have, on average, adopted most water conservation measures traditionally included in a water conservation program; and

WHEREAS, given the WCSD's limited water storage capacity, should it be observed that water consumption threatens to exceed water supply a water supply emergency would exist; and

WHEREAS, the remaining, effective means to further conserve water is to adopt in advance, and to implement and enforce, in the event the Board declares a water shortage emergency, those comprehensive water conservation measures that shall be taken should a drought threaten that water supply may be insufficient to meet traditional demand; and

WHEREAS, comprehensive water conservation measures taken to avoid a drought-induced supply shortfall will allow the WCSD to delay or avoid imposing water rationing or more drastic measures to restrict or allocate water consumption; and

WHEREAS, on May 21, 2014, the WCSD held a public hearing and made appropriate findings of necessity for the adoption of a Water Conservation Program and Water Supply Emergency Ordinance; and

WHEREAS, upon the adoption of a resolution finding and declaring the existence of a drought emergency or water shortage emergency pursuant to California Water Code sections 350 et seq. and sections 71640 et seq., the WCSD shall be authorized to implement the provisions of the Water Conservation Program and Water Supply Emergency Ordinance hereby established by this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the WCSD, as follows:

1. This Ordinance is effective immediately upon adoption or as otherwise established by State law; and
2. Pursuant to Water Code section 376 and Government Code section 6061, the WCSD shall publish in a newspaper of general circulation this ordinance adopting a water conservation program within 10 days after its adoption and will also post the ordinance on its website; and
3. This Ordinance establishes regulations to be implemented during times of declared water shortages, or declared water shortage emergencies; and
4. When the WCSD Board of Directors ("Board") finds that in the preceding week water supply, measured as total production capacity and excluding water in storage in the two open reservoirs, was no more than 110% of total production (water sold + system water loss due to leakage) in that same preceding week, the Board may find that a water shortage emergency exists. A water shortage emergency, once declared pursuant to this subparagraph, shall remain in effect until the Board finds that the conditions specified in this paragraph no longer exist.
5. Excepting in the event of a breakage or failure of an impoundment, pipeline or conduit causing an immediate emergency, any Board declaration of a water shortage emergency shall be made after at a public hearing on the declaration of emergency, with notice of the time and place of the hearing published pursuant to Section 6061 of the Government Code at least

seven days prior to the date of the hearing in a newspaper printed, published and circulated within Humboldt County, California. Notice of the time and place of the hearing shall also be posted at the bulletin board at the Westhaven Fire Hall and on the homepage of the WCSD website. At any hearing conducted pursuant to this paragraph, consumers of WCSD-supplied water shall have an opportunity to be heard to protest against the declaration and to present their respective needs to the Board.

6. For the duration of a declared a water shortage emergency, the following mandatory conservation measures shall apply to all WCSD customers:
 - a. Landscape irrigation is prohibited except to maintain existing landscaping unless the General Manager finds that landscape irrigation is necessary for erosion control; or if a state or local Fire Marshal specifies landscape irrigation that is necessary for fire protection.
 - b. Washing down hard or paved surfaces, including but not limited to sidewalks, walkways, driveways, parking areas, tennis courts, patios or alleys, is prohibited except when necessary to alleviate safety or sanitary hazards, and then only by use of hand-held bucket or similar container.
 - c. Using water to wash or clean a vehicle, including but not limited to any automobile, truck, van, bus, motorcycle, boat, motor home, or trailer, whether motorized or not, is prohibited, except by use of a hand-held bucket or similar container.
 - d. All water leakage in customers' water distribution systems shall be repaired within two weeks of the declaration of a water shortage emergency. For purposes of this subparagraph, "water leakage" means leakage from any hoses, fittings, valves, faucets, toilets or above- or below-ground pipes. For purposes of this ordinance, "customer" includes the owner of record and the occupant (if distinct from the owner) of the assessor's parcel to which WCSD supplies water.
 - e. Pursuant to Water Code § 71601(b), the WCSD may conduct an audit of a customer's water use with the aim to determine whether landscape has been irrigated in violation of this Ordinance; or whether the customer has unrepaired leakage in violation of this Ordinance. Audits conducted pursuant to this subparagraph shall be performed in a manner as determined to be appropriate by the General Manager.
 - f. In the event the General Manager determines that there is unrepaired leakage in the customer's water distribution system, the General Manager shall notify the customer of the existence and (if feasible) the location and flow rate of any leakage.
 - g. If, pursuant to subparagraph 6(f) above, a customer has been notified of unrepaired leakage, then the customer shall repair the leakage within 3 days unless other arrangements have been made with the General Manager.
 - h. Upon declaration of a water shortage emergency, the WCSD's leak forgiveness policy is suspended for the duration of the declared water shortage emergency.
7. If the General Manager determines that a customer has violated any of the mandatory water conservation measures in paragraph 6, above, then WCSD shall impose the penalties provided by this paragraph.

- a. The General Manager shall provide written notice to the customer. The notice shall be dated and shall specify the address, the nature of the violation, list the steps that must be taken to comply with this Ordinance and the name and telephone number of a District staff person from whom additional information can be obtained. In addition, the notice shall advise the customer that suspension of water service to the customer's property will result from continued non-compliance. These provisions are for a first violation within any consecutive twelve month period.
- b. If, within 14 days following receipt of written notice, the customer fails to comply with the requirements of the notice the General Manager provided pursuant to subparagraph 7(a) above, then a second violation shall occur and the General Manager shall issue a second notice to the customer containing the information specified in subparagraph 7(a) above. A customer who has committed a second violation shall be fined in an amount not to exceed Fifty Dollars (\$50.00), which shall be charged to and billed on the customer's account.

If, in the discretion of the General Manager, satisfactory progress is being made on steps to correct the violation, a second notice will not be issued and no further action shall be taken.

- c. If, within 14 days following receipt of written notice, the customer fails to comply with the requirements specified in the notice the General Manager provided to the customer pursuant to subparagraph 7(b) above, a third violation shall occur and the General Manager shall issue a third notice to the customer containing the information specified in subparagraph 7(b) above. A customer who has committed a third violation shall be fined in an amount not to exceed Two Hundred Dollars (\$200.00), which shall be charged to and billed on the water user's account.

The third notice shall also notify the customer that WCSD will suspend water service to the customer's property within thirty (30) calendar days unless the customer is in compliance with the provisions of this Ordinance. Suspension of water service shall conform to the notice requirements and procedures for termination of water service that are established in WCSD Resolution 2013-6. Suspension of water service pursuant to this subparagraph shall remain in effect until the customer is in compliance with the provisions of this Ordinance or until the water supply emergency is no longer in effect, whichever occurs first.

- d. The General Manager shall have the authority to extend any deadlines by a period not to exceed 30 days.

Passed and adopted this fifteenth day of December 2021, by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

William Verick, Board President
Westhaven Community Services District

ATTEST:

Roxanne Levang, Secretary
Westhaven Community Services District

WESTHAVEN COMMUNITY SERVICES DISTRICT

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



Date:

Humboldt County Local Agency Formation Committee
1125 16th Street
Suite 202
Arcata, CA 95521
Attn: Collete **Santsche**

As you are no doubt aware, the Trinidad Rancheria (TR) had been working with Humboldt Bay Municipal Water District (HBMWD) to bring a pipeline from Clam Beach (as currently proposed) to the TR's coastal property just south of Trinidad. The proposed pipeline location from Little River north would be on the west side of Highway 101 within the CALTrans right of way. If the pipeline is approved and constructed by the TR, ownership would be transferred to HBMWD and HBMWD would then be responsible for pipeline operation and water deliveries.

The currently proposed location of the pipeline would pass through the service area of the Westhaven Community Services District. On behalf of the members of the Board of the Westhaven Community Services District, I ask that you briefly respond to the questions below.

1. Would HBMWD be either allowed or required to offer water service to existing and/or proposed homes within a "reasonable distance" from the pipeline between Westhaven and the TR's property on the west side of highway 101? If so, what is a "reasonable distance"?
2. If HBMWD is either allowed or required to offer water service to existing and/or proposed homes within a "reasonable distance" from the pipeline, how would HBMWD's water services be reconciled with those of WCSD? WCSD currently provides water service to a number of residences on the west side of highway 101. We are currently under a state-imposed moratorium on new service connections due to a compliance order relating to disinfection by-products (DBP). We expect to resolve our DBP issues within the next several years, however, and hope to be able to add additional customers with pre-existing homes and inadequate water supplies to our system.
3. How and when would LAFCo be involved in the permitting and approval process for HBMWD to construct a mainline water pipeline extension beyond its current service area? How best could WCSD become involved in this process?

Many thanks for your assistance.

Bill Verick, President
Board of Directors, WCSD