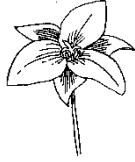


# WESTHAVEN COMMUNITY SERVICES DISTRICT

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 18, 2023 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](mailto: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 Meeting of the WCSD Board for January 2023

Time: Jan 18, 2023 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/84922372252>

Meeting ID: 849 2237 2252

Passcode: 523540

Audio Only: Dial 1 669 444 9171 US

Enter meeting ID and PW

**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 2023-1 Remote Meeting Via Zoom

**5. AMEND / APPROVE MINUTES**

5.1 December 14, 2022 - Regular meeting minutes. **Discussion/Approval**

**6. ANNUAL ELECTION OF BOARD OFFICERS**

6.1 President

6.2 Vice President

6.3 Finance Officer

6.4 Safety Committee Member

**7. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS**

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

- 7.2 Water consumption and Sales – **Discussion**
- 7.3 Income / Expense Reports - **Discussion of report format**
- 7.4 Finance Officer’s Recommendations – **Discussion**
- 7.5 Treasurer’s Reports and Recommendations – **Discussion**
- 7.6 December/January warrants – **Discussion/Approval**

**7. MANAGER’S REPORT**

- 7.1 One known leak this month **Discussion**
- 7.2 Accrual of Vacation time. **Discussion/Approval**

**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**
- 8.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines **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 4<sup>th</sup> **Discussion**

**13. RETURN TO IN PERSON MEETINGS**

- 13.1 At the December, 2022 board meeting it was moved and approved that in February WCSD would return to in person meetings, setting the room up for social distancing, suggest wearing mask, and request unvaccinated people to wear a mask. **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 **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](http://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 2023-1**

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 18, 2023 THROUGH FEBRUARY 15, 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](http://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 15<sup>th</sup> of FEBRUARY, 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 18<sup>TH</sup> day of JANUARY, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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William Verick, President  
Westhaven Community Services District

ATTEST:

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Roxanne Levang, Secretary  
Westhaven Community Services District

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
December 14, 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 & Llanos

Absent: Swisher

Staff: Rosenblatt, Martin, Whitlow-Hewett & Levang

Guests: Elaine Weinreb

**2. PUBLIC COMMENT**

None at this time

**3. AMEND / APPROVE ORDER OF AGENDA ITEMS**

Verick suggested the additional item received via email be discussed under Item #8, Updates on grant funding and related activities.

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

**4. RESOLUTION 2022-14 REGARDING AB361 REMOTE MEETING**

4.1 Resolution 2022-18 Regarding AB361 Remote Meeting Via Zoom

Verick moved to approve Resolution 2022-14 Remote Meeting. Seconded by Cline; all approved.

**5. AMEND / APPROVE MINUTES**

5.1 November 16, 2022 regular meeting minutes

- Page 2, Item 6.2, last sentence change, ~~that the 40,000 gallon leak was a misread meter~~ to "*That the suspected 40,000 gallon leak was due to a misread meter*".
- Page 2, Item 6.3, first sentence delete the ~~an~~ in the first sentence, "Board packets contained ~~an~~ Income/Expense reports."
- Page 2, Item 7.1, 4<sup>th</sup> sentence change, ~~the leak under the nicest driveway~~, to read "*the leak under a reinforced concrete driveway.*"
- Page 3, Item 10.1, 3<sup>rd</sup> line correct the spelling of the name "*Wilkinson.*"
- Page 4, Item 16, correct the time that the meeting was adjourned to 8:00 p.m.

Verick moved to approve the November 16, 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 November, 2022 water sales were \$23,040.21, and total receivables were \$27,494.86. It was noted that at the bottom of the Directors report under Usage Gallons the total gallons reads 519.450. It should be 519,450. This is a computer generated report and it is unclear why it showed up this way on the report, potentially due to the printer.

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. November, 2022 gallons billed 519,450; average gallon per day per meter readings 74; per person 34, average monthly charge per accounts \$41.27 total monthly charges \$8,253; monthly deviation from budget -\$308.

Verick noted that even though there were 2 days more in the billing cycle this November than November 2021, less water was used this year.

#### 6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for November, 2022. Total income \$19,263, total expense \$25,354, with a net operating income of -\$6,091. No discussion.

#### 6.4 Finance Officer's Recommendations – No recommendations

#### 6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the November, 2022. Treasurer's report. Account balances were as follows: Capital Reserves \$171,123.74; Operating Reserves \$52,569.414; DWR Reserve CD \$28,915.89; DWR Loan Savings \$6,627.22; Checking Account as of 12/7/2022 \$512,550.19.

Verick asked when the DWR loan will be paid off and Rosenblatt said May 2023. The board requested that a note be added explaining the \$60,000 withdrawal from the Capital Reserves.

#### 6.6 November/December Warrants – discussion/approval

Hankin asked for more explanation of check #7221 of \$3465.99 for a special project installing a meter at Merryman's/Moonstone property Rosenblatt said he will be installing a low flow meter on their fire suppression system and hydrants. It will alert the district if they were using water for something other than fire suppression. Rosenblatt said when the property recently sold it was a condition of escrow that the cost and installation be a part of the sale and paid for through escrow. After installation the district will receive cell phone alerts for high flow conditions. The \$3465.99 was just the cost of the meter. Cline requested a note at the bottom of the report explaining the DWR Intertie grants advance payment of \$464,150 in the districts checking account.

Verick moved to approve warrants #'s 7220 through 7254, one Federal payroll tax deposit and one State payroll tax deposits, and three debit card charges, totaling \$45,586.86. Seconded by Hankin; all approved.

## 7. **MANAGER'S REPORT**

**7.1** Water Loss decreased from 17.6 GPM in October to 5.3 GPM in November for 34% of total production of 786,860 gallons. One known system leak.

Board packets contained a summary table of 13 months water loss history. November, 2022 water loss is at 5.3%, average water loss in the last 13 months is 6.7%, Rosenblatt reported a big leak at 7<sup>th</sup> Avenue. We also had a leak this past weekend and Rosenblatt wants to thank our customers on 9<sup>th</sup> Avenue west of Kingdom for their patience in being without water overnight. Verick noted that the flow of the well increased 2/10th's of a gallon per minute.

## 8. **UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES**

**8.1** The DWR Small Community Drought Grant work is proceeding. Rosenblatt said Planwest is fine tuning the fourth revision of the bio wetland report, and getting close to submitting our emergency permit application for the waterlines. The design for the waterlines is in its third draft and will be coming back to Rosenblatt to finalize. Rosenblatt will put together a bid packet for contractors with a target date of Spring/Summer for the work to begin. When the design for the new plant is finalized Rosenblatt will put together packets for both components of the project.

**8.2** Update on activities related to well drilling. Rosenblatt reported on the results of the well drilling stating that all three wells have been drilled. The First Avenue location they drilled through 195 feet of bedrock and did not find water. They did find water on the property the Crawley's donated to the district. He said they have completed and constructed the well and it's pumping 5 gallons per minute, Rosenblatt went on to describe the constructs of the well saying that he hopes it will

give us better infiltration and access. He said the third well has just been finished and he thinks it will be about as productive as the other wells. Rosenblatt has been in communication with the State on how to proceed in bringing the two new wells online permanently. The wells may not give us more water but will definitely give us more resilience. Discussion ensued. Hankin suggested naming the new well after the Crowley's who donated the property to the District. Rosenblatt said he thought about having a memorial bench on the property honoring the Crowley's for their generous donation.

### **8.3 Emergency Intertie with City of Trinidad. Discussion/Approval**

Rosenblatt said he has been in a holding pattern waiting for Trinidad to address their leaks, and WCSD has had its own leaks that he's been dealing with. Rosenblatt said he's had some pre-consultations with the biologist and the planner for the project. The district received the advance payment deposit of \$464,150 from DWR.

The Board discussed the financial report received via email regarding for the DWR grant for waterlines and wells. The board members like the idea of getting grant finance reports but they also want to see regular updates on progress of grant applications, execution of funded projects when the district is likely to be reimbursed. The board wants to keep tabs on how far along we are on our projects, what remains to be done, and whether we are likely to have enough grant funding to complete the projects.

It was proposed to form a sub committee of Levang, Rosenblatt, Hankin and Cline to work on creating these reports. The subcommittee will come up with a way of letting the board know how we are financially, the timelines, and if we are likely to cover cost to completion. Verick suggested a couple narrative sentences on how things are looking, something like the notes at the bottom of the expense and revenue report. Verick requested a new agenda item under Item #8 for the expense and revenue reporting of the grant projects.

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

### **9.1 Update on progress of technical assistance grant for Water Plant.**

Rosenblatt said in the last few weeks he has touched base with some final design issues and they are developing a plan for wet weather testing to monitor the wells and the leach field design for the new plant, which is related to the TA Grant.

Verick asked if all the studies were done. Rosenblatt is not clear if all the studies in the leach field area and the water plant envelope are completed to their satisfaction. He will check in with them to confirm.

## **10. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANT TWO CREEK CAPP**

10.1 Update on progress of technical assistance grant for writing the Conceptual Area Protection Plan (CAPP) for the Two Creek watershed. Work to be done with Mark Andre and BBW.

Rosenblatt reported that the final draft of CAPP is completed.

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 4, 2022. Rosenblatt said they liked the grant and they liked the tribal involvement, they felt it was a good project, but we did not get the funding. Rosenblatt noted that the effort of writing the grant was not wasted, funding is available and we can resubmit this application to other funding agencies.

**11. RESOLUTION 2022-19 COMMENDING WCSD STAFF MEMBERS PAUL ROSENBLATT, KARINA MARTIN AND MADISON WHITLOW-HEWETT FOR OUTSTANDING SERVICE RENDERED.**

11.1 Resolution 2022-19 Commending WCSD staff for outstanding service rendered. Cline had some edits for the resolution; under the second Whereas correct as follows, “the WCSD ~~was~~ suffered a catastrophic leak that “*threatened to*” drained the WCSD water tank.

The board thanked Rosenblatt, Martin and Whitlow-Hewett for all their hard work.

Verick moved to approve the resolution as edited. Seconded by Cline; all approved.

**12. 2023 MEETING CALENDAR**

12.1 2023 Meeting Calendar. Discussion/Approval

Rosenblatt noted that the board meets on the third Wednesday of each month with the exception of December. Due to the Holidays he moved the December meeting to the second Wednesday in December.

Verick moved to approve the calendar as presented. Seconded by Llanos; all approved.

**13. RETURN TO IN-PERSON MEETINGS**

16.1 return to in-person meetings – Next month, January the board meeting will be via Zoom. In February we will return to in-person meetings.

Verick moved to start meeting in person again, starting February, 2023. The meeting room will be set up for social distancing and it will be encouraged that attendees wear a mask and requested for unvaccinated attendees to wear a mask. Seconded by Cline; all approved.

**14. 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**

- Add an item following the DWR grant updates for Financial Grant/Project reporting which will include expenses and timelines for tasks and reimbursement payments.

**16. ADJOURN**

Verick adjourned the meeting at 8:05 PM.

Respectfully Submitted,

Roxanne Levang  
WCSD Secretary



# Directors Report

**Westhaven CSD**

<b>Water Pumped This Month</b>	<b>834,430 Gallons</b>
<b>Water Sold This Month</b>	<b>410,820 Gallons</b>
<b>Water Loss</b>	<b>423,610 Gallons</b>
<b>Water Loss (%)</b>	<b>50.77 %</b>

	Amount (\$)	# Of Accounts
Total Water	21,059.14	232
Total Late Charge	122.07	46
Total Adjustments	526.09	2
<b>Total Current Charges</b>	<b>21,707.30</b>	<b>232</b>
Amount Past Due 1-30 Days	4,457.33	48
Amount Past Due 31-60 Days	1,587.96	17
Amount Past Due Over 60 Days	6,472.42	12
Amount Of Overpayments/Prepayments	-5,529.73	54
<b>Total Receivables</b>	<b>28,695.28</b>	<b>232</b>

Total Receipts On Account	20,535.33	177
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	1,748	235
Average Water Charge For Active Meters	90.77	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		2	16,730		4.07	1.90
6,001-8,000		0		0	0.00	0.00
4,001-6,000		18	84,710		20.62	11.91
2,001-4,000		75	206,930		50.37	37.94
1-2,000		109	102,450		24.94	39.71
Zero Usage		31		0	0.00	8.54
<hr style="border-top: 1px dashed black;"/>						
<b>Total Meters</b>		<b>235</b>	<b>410,820</b>		<b>100.00</b>	<b>100.00</b>

**WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY**

**ITEM 7.2**

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

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

**December 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	\$ 39.20	\$ (563)	\$ 5,364
NOV	35	519,450	208	14,841	71	32	\$ 8,253	\$ 39.68	\$ (308)	\$ 5,056
DEC	28	410,820	201	14,672	73	33	\$ 6,567	\$ 32.67	\$ (1,993)	\$ 3,063
JAN				-	-	-		\$ -	-	\$ -
FEB				-	-	-		\$ -	-	\$ -
MAR				-	-	-		\$ -	-	\$ -
APR				-	-	-		\$ -	-	\$ -
MAY				-	-	-		\$ -	-	\$ -
<b>Monthly AVG</b>	<b>30.6</b>	<b>563451</b>	<b>205</b>	<b>10757</b>	<b>52</b>	<b>24</b>	<b>\$ 8,998</b>	<b>\$ 25.54</b>	<b>\$ 438</b>	
Total		3,944,160					\$ 62,988		\$ 3,063	\$ 3,063
Cummulative Leak Adj										
<b>Net</b>		<b>3,944,160</b>	<b>(After Leak Adjustments)</b>				<b>\$ 62,988</b>			<b>\$ 3,062.98</b>

BUDGETED ANNUAL COMMODITY INCOME: \$ 102,729

BUDGETED COMMODITY PER MONTH: \$8,561

BUDGETED COMMODITY PER PERSON PERMONTH: \$ 41.96

**SOLD TO DATE**

2022-2023 3,944,160 = 103%  
 2021-2022 3,820,180 OF 21-22

**TOTAL BILLINGS TO DATE**

2022-2023 \$62,988 = 109%  
 2021-2022 \$57,968 OF 21-22

**Westhaven Community Services District  
FY 2022-2023 Income / Expense Report  
as of December 2022**

**ITEM 7.3**

<u>Annual</u>		<u>OPERATING BUDGET</u>			<u>CURRENT</u>			<u>CUMULATIVE</u>		
<u>Budget</u>	<u>Income</u>	<u>Dec. 2022</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2022 thru Dec. 2022</u>	<u>Jul '22 thru June 2023 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>		
249,859	Water Sales	17,102	20,822	-3,720	116,276	104,108	12,168	111.7%		
3,282	Water Services	367	274	94	2,226	1,368	859	162.8%		
253,141	<b>Total Income</b>	17,469	21,095	-3,626	118,502	105,475	13,027	112.4%		
	<u>Expense</u>									
1,086	Source of Supply	0	91	-91	191	453	-262	42.2%		
11,536	Pumping	1,031	961	70	5,882	4,807	1,075	122.4%		
49,270	Water Treatment	3,940	4,106	-166	22,241	20,529	1,712	108.3%		
13,725	Transmission & Distribution	6,799 <sup>1</sup>	1,144	5,655	34,017	5,719	28,298	594.8%		
11,329	Customer Accounts	378	944	-566	2,991	4,720	-1,729	63.4%		
156,195	Administrative & General	10,218	13,016	-2,798	68,883	65,081	3,802	105.8%		
10,000	Operating Reserves Contrib.	0	833	-833	0	4,167	-4,167	0.0%		
253,141	<b>Total Expense</b>	22,366	21,095	1,271	134,205	105,475	28,730	127.2%		
	<b>Net Operating Income</b>	<b>-4,897</b>	<b>0</b>		<b>-15,703</b>					

**Income & Expense Report Notes:**

<sup>1</sup> 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. **December Pacific Earthscape emergency pipe repair \$1779 and Wahlund Const 12/2 leak on Stone Lane \$3942.**

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

**ITEM # 7.5**

<u>BALANCE</u>	<u>CURRENT RATE</u>	<u>TYPE LOCATION</u>	<u>F/Y BUDGETED CONTRIBUTION</u>	<u>F/Y CONTRIBUTIONS YET TO BE MADE</u>	<u>F/Y DEPOSITS TO DATE</u>	<u>F/Y WITHDRAWALS TO DATE</u>
\$171,123.74	1.69800	<b>Capital Reserves</b> Hum Co Fund 2600		\$ 20,000		8/23 \$ 60,000.00 \$60,000 withdrawal is to help with grant exp. while waiting for reimbursement pymts from funders. Note: The last report we have received from the County was for quarter ended 9/30/2020
\$52,569.41	0.24000	<b>Operating Reserve</b> LAIF # 16-12-005		\$ 10,000		\$97.90 7/15/22 Interest \$178.27 10/14/22 Interest
\$28,918.59	0.50000	<b>DWR CD Reserve</b> 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 \$ 8.02 10/1-12/31/22 Interest	
\$8,827.51	0.03000	<b>DWR Loan Savings</b> 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
<b>\$473,173.25</b>		<b>Checking Account Umpqua 5013</b>				<b>Checking Balance as of 1/12/23</b>

\*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 Mannual) **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)

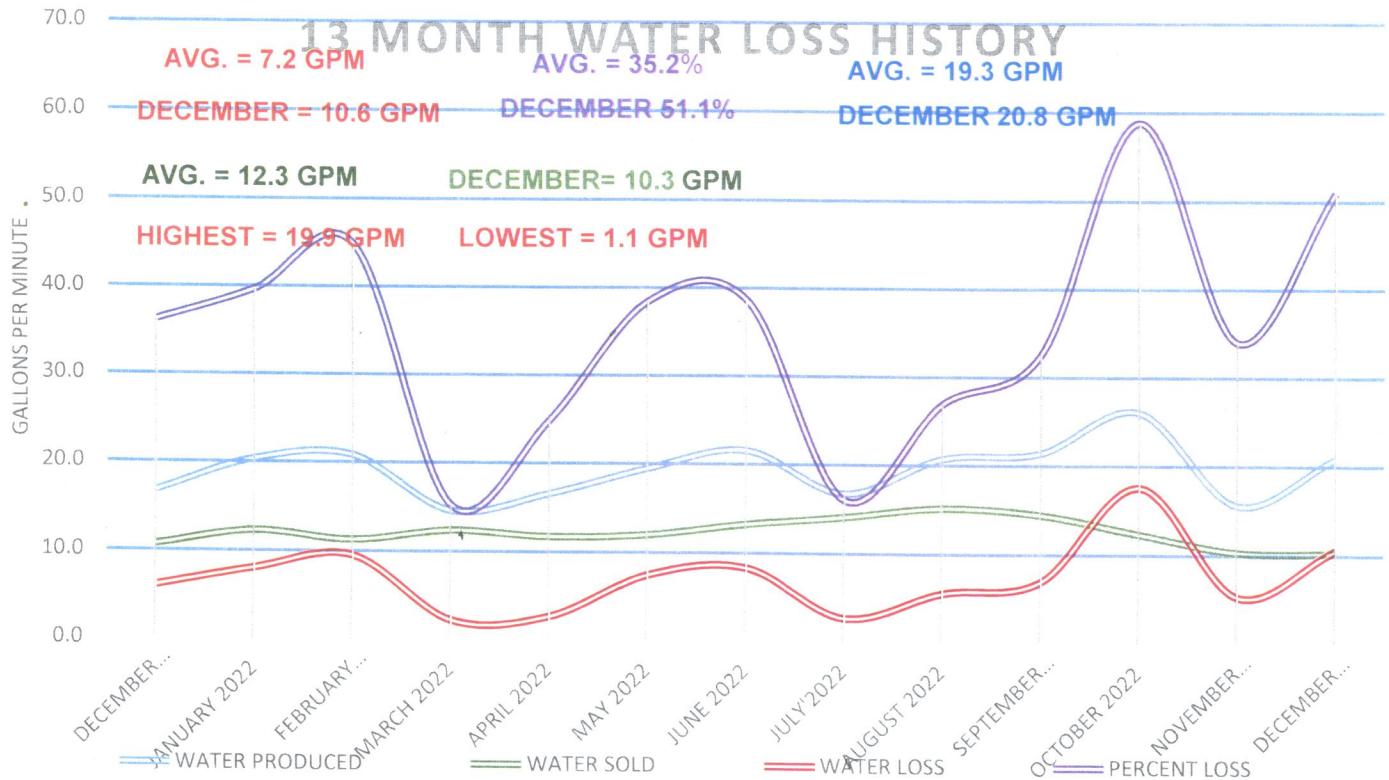
2022/2023 Regular Operating Budget \$243,151. X 25% = \$60,785.25

WESTHAVEN CSD • MANAGER'S REPORT  
DECEMBER 2022

8.1 Water Loss

Water loss increased from 5.3 gpm in October to 10.3 gpm in November for 51.1% of total production of 839,490 gallons. 1 known system leak and unfound ongoing leak/s Discussion

<u>FROM JULY 2003</u>	PRODUCED <u>GPM</u>	SOLD <u>GPM</u>	LOST <u>GPM</u>	%LOSS OF <u>WATER</u> <u>PRODUCED</u>	MONTHLY <u>PRODUCTION</u> <u>GALLONS</u>	MONTHLY <u>SOLD</u> <u>GALLONS</u>	MONTHLY <u>LOSS</u> <u>GALLONS</u>
<b>DECEMBER 2022</b>	20.8	10.2	10.6	51.1	839,490	410,820	428,670
<b>AVG. ALL</b>	21	15	6	29	930,033	591,053	280,272
<b>24 MO AVG.</b>	18	13	5	27	794,039	565,295	228,745
<b>13 MO AVG.</b>	19.3	12.3	7.2	35.2	847,606	534,195	313,410
<b>MINIMUM MONTH EVER</b>	11.2	10.0	1.1	6.8	488,090	410,820	43,080
	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021	APR 2017		SEPT 2021
<b>MAXIMUM MONTH EVER</b>	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
					AVG. LOSS %		
	SINCE DECEMBER 2016				56,346,103	22	13,248,499
	13 MONTH TOTALS				11,018,872	35	4,074,332
	<u>SINCE OCT 2021 Submission of DWR Drought grant</u>				12,365,502	33	4,365,932



**Annual Data DATE GPM**

DAILY WELL FLOW

1/13/17	6.9 gpm
1/13/18	5.3 gpm
1/13/19	4.5 gpm
1/13/20	5.0 gpm
1/13/21	4.4 gpm
1/13/22	4.4 gpm
1/13/23	4.4 GPM

**Stream flow monthly mean gpm average**

MONTH TOTAL AVG GPM

1/17	58.9 gpm (all collectors on)
1/18	47 gpm (south collector only)
1/19	35.0 gpm (south collector only)
1/20	43.0 gpm (2 collectors on)
1/21	40.0 gpm (all collectors on)
1/22	40.0gpm (Day) (all collectors on)
1/13/23	gpm (Day) (all collectors on)