

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

July 2023

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday, July 19th, at 6:30 p.m. at the Westhaven Fire Hall, 446 Sixth Avenue.

How to Submit Public Comment:

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

1. CALL TO ORDER

2. PUBLIC COMMENT

Materials related to an item on this Agenda, including materials submitted to the Board after distribution of the Board Packets, are available for public inspection in the WCSD Office at 446 B Sixth Avenue.

Members of the public are invited to comment on any matter within the authority of the WCSD.

Comments may also be offered during the discussion of any item on the agenda.

Board discussion of matters not appearing on the published agenda is prohibited by law.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

4. AMEND / APPROVE MINUTES

4.1 June 21st, 2023 - Regular meeting minutes. **Discussion/Approval**

5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

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

5.2 Water consumption and Sales – **Discussion**

5.3 Income / Expense Reports – **Discussion/Approval** **New Format**

5.3.1 Operating Budget

5.3.2 Grant & Special Projects **Discussion/Approval**

5.4 Finance Officer's Recommendations – **Discussion/Approval**

5.5 Treasurer's Reports and Recommendations – **Discussion/Approval**

5.6 June/July Warrants – **Discussion/Approval**

6. MANAGER'S REPORT

6.1. One located and repaired system leak. **Discussion**

7. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**

7.1a Approval of notice to proceed schedule A for Waterline replacement **Discussion/Approval**

7.2 Update on activities related to well facility. **Discussion/Approval**

7.2a Approval of notice to proceed schedule B for well facility. **Discussion/Approval**

7.3 Emergency Intertie with City of Trinidad. **Discussion/Approval**

7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines.
Discussion/Approval

- 8. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**
 - 8.1 Update on progress of technical assistance grant for Water Plant from DFA. **Discussion**
 - 8.2 Update on the Expedited Drinking Water Grant (EDWG) grant funding for the water plant project. **Discussion/Approval**
- 9. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS TWO CREEKS CAPP**
 - 9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creek watershed and related conservation work **Discussion/Approval**
 - 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**
- 10. REVIEW OF DRAFT MITIGATED NEGATIVE DECLARATION FOR NEW WATER TREATMENT PLANT.**
 - 10.1 Review of draft Mitigated Negative Declaration for the new water treatment plant **Discussion/Approval**
- 11. CREATION OF DISTRICT FACEBOOK PAGE**
 - 11.1 Creation of district Facebook page **Discussion/Approval**
- 12. HOT SPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY**
 - 12.1 Investigation of hotspot or Access Humboldt for connectivity **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. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**
- 15. ADJOURN**

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm.

The next Regular Meeting will be August 16th, 2023 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) WCSD Office; 2) Westhaven Fire Hall and online at the Westhaven CSD website @ westhavencsd.org

<p>The Westhaven CSD will make a 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.</p>
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WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
June 21, 2023

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:32 PM. In attendance were:

Board Members: Verick, Swisher & Cline

Absent: Llanos & Hankin

Staff: Rosenblatt, Chandler, Martin & Whitlow-Hewett

Guests: Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

4. AMEND / APPROVE MINUTES

4.1 May 17, 2023 - Regular meeting minutes

Amend as follows:

Page 1, Item 5.1, last line: change "~~...we have not received a leak adjustment applications from any customers at this time~~" to read "*...we have not received any leak adjustment applications from any customers recently.*"

Page 1, Item 5.2, 2nd to last sentence: change "26 day cycle" to "30.4 day cycle".

Page 3, Item 13, correct spelling error of "Exitance" to "*Existence*".

Verick moved to approve May 17, 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 Directors report. Total May, 2023 water sales were \$24,014.34 and total receivables were \$33,755.97.

Rosenblatt said a few properties are in transition of ownership, which means the District should be getting paid \$3,000-\$4000 of what is owed in arrears from accounts that are past due over 60 days.

5.2 Water Consumption and Sales

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

May, 2023 gallons billed 583,430; average gallon per day per meter readings 84; per person 38, average monthly charge per accounts \$46.83; total monthly charges \$9320; monthly deviation from budget +\$759. Verick and Rosenblatt noted the GPD (gallons per day) per meter is less compared to last year.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for May, 2023. Total income \$24,172 total expense \$19,256 with a net operating income of \$4916.

Verick noted the net operating income being -\$33,000 and it's relation to the amount of water the District had to purchase due to the leak. He inquired that with a negative balance that large in the net operating income, what is in the operating reserve that is available to be used. Rosenblatt said there is no money parked in the operating reserve that is unavailable.

Verick noted the operating reserve would ideally have \$60,000 and as of now we still have \$37,900. Rosenblatt added that we still have \$200,000 in capital reserves, and we can put money

from the capital reserve CD into the operating reserve. He is working on reimbursement after 25% cost share from Cal OES for the earthquake and suggested that money (over \$10,000) can be put into operating reserves.

5.3.1 Operating Reserve Discussion – Tracking and Relationship to Budgeting Process. Cline approved the report detailing the breakdown of expenditures for special projects. Rosenblatt noted that we still have money for the Moonstone Beach meter installation for fire suppression water use. He is working on coordinating time with a contractor to work at the site. Martin noted a green spot on the hill above the existing fire hydrant in the Moonstone parking lot and will look into a possible leak. Cline inquired about the \$9,000 budget for this project, and Rosenblatt explained that it covers the contractor estimates, staff time, and cost of meter and installation of meter boxes, and should pay for itself overall.

5.4 Finance Officer's Recommendations

Hankin absent, no discussion.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the May, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$201,731.58, and CD #2368 \$28,931.75; Operating Reserves \$37,900.94; Umpqua Savings #0648 \$4,424.71; Checking Account as of 6/16/2023 \$510,593.11
No recommendations.

5.6 May/June Warrants

Verick inquired about #7422 missing information on the report.

Verick moved to approve warrants #'s 7407 through 7448, one Federal payroll tax deposit and one State payroll tax deposits, and two debit card charges, totaling \$2804.44
Seconded by Cline; all approved.

6. MANAGER'S REPORT

6.1 Water loss increased from 4.9 gpm in April to 7.6 gpm in May for 39.7% of total production of 967,740 gallons. One or more unknown system leaks.

Board packets contained a summary table of 13 months water loss history. May, 2023 water loss is at 39.7%, average water loss in the last 13 months is 39%.

Discussion regarding leaks – Rosenblatt noted an increase in leaks that since have been fixed in this meter reading period. Unsure if a leak has been found at Moonstone, as there is a septic system there. There was a leak in the sprinkler system on the roof of Moonstone Grill, which justifies the need for a meter to be installed on the property. The new meter has a high-flow alert system to notify us of future leak issues.

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**

7.1a Approval of Notice of Award Schedule A for Waterline Replacement.

GR Sundberg, Inc. was the low bidder with ~\$1.4 million on the waterline replacement project out of three bids. Wahlund Construction, Inc. bid \$1.8 million and Hooven Construction bid \$2.3 million. The Notice of Award contract price for GR Sundberg is \$1,391,974.00.

Rosenblatt will hopefully have a Notice to Proceed at the next meeting, which will be issued after the Coastal Development Permit process is completed. Permit has been provisionally issued to us. Work can begin as soon as we get the Emergency Permit. In progress are encroachment permits issued by Cal-Trans, and creation deeds for the county and title reports for the attorney for the easements.

Verick moved to approve the award to GR Sundberg. Cline seconded, all approved.

7.2 Update on Activities Related to Well Facility. Discussion/Approval

7.2a Approval of Notice of Award Schedule B for Well Facility. Discussion/Approval

Hooven Construction was the low bidder by ~\$60-\$70,000 less than GR Sundberg bidding at \$1.4 million and Wahlund Construction bidding at \$1.7 million.
The Notice of Award contract price for Hooven Construction is \$1,359,000.000.

Verick moved to approve the award of contract to Hooven. Swisher seconded, all approved.

7.3 Emergency Intertie with City of Trinidad. Discussion/Approval

Rosenblatt said we are in the design phase with surveyors and are expecting a map that will show where the tie-in and facilities will be at the plant. He obtained the electrical specifications for the load and emergency generator from the private contractor who did the upgrade there in 2014. We are waiting to find out if we need to buy a second generator for the pump. The grant for the emergency intertie is moving along. PACE is providing the survey plans to the engineers to design the 3,000 feet of water line and placement of hydrants.

7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines.

No updates at this time.

8. FINANCIAL 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 we are in the final stages of this grant from DFA for the design and planning of the new surface water treatment plant. We have been granted a preliminary funding agreement from the Division of Financial Assistance through the Expedited Drinking Water Grant (EDWG) for the construction of the plant.

8.2 Authorizing Resolution for the Expedited Drinking Water Grant (EDWG) Grant Funding for the Water Plant Project. Discussion/Approval

Resolution 2023-6 authorizes the General Manager or successor to sign on behalf of the District for authorizing grant agreements.

Verick moved to approve the Resolution, Cline seconded. All approved, with Hankin and Llanos absent.

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

9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creek Watershed and related conservation work. Discussion/Approval

Rosenblatt is working on the final touches to the draft CAPP document to circulate to our stakeholders and agencies and the Board.

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

Rosenblatt is waiting for the appraiser to schedule appraisals for two out of the three willing sellers. We have a contract through CBW & Associates and are looking for additional funding sources for the acquisition of those parcels.

10. 2023-2024 BUDGET

10.1 2023-2024 Budget, 2nd Reading.

No discussion. Budget will be adopted at the special meeting on July 12, 2023.

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

11.1 Review of draft Mitigated Negative Declaration for the new water treatment plant.

Rosenblatt said there is not a draft to approve yet due to several factors: out of money from the Expedited Drinking Water grant and the Technical Assistance grant to complete the environmental work for CEQA, and pending PG&E and arborist survey work for next month.

The new funding source (Expedited Drinking Water Grant fund) will provide money for engineering plans and design and environmental review. The planners (Enplan, working with PACE) have a draft copy to which we can add a PG&E addendum. Rosenblatt is not clear on the time frame for that.

Rosenblatt explained that to close out the Technical Assistance Grant, UEI and DFA would like to have the CEQA done and given to the Board and concerned neighbors.

PG&E is still not very responsive to requests. Verick suggested Mcguire's Eureka office be contacted, or Huffman or his staff to facilitate progress with PG&E. Rosenblatt has been in contact with the archaeologist who is scheduled for an August consultation. There are pertinent existing lists and data from previous PG&E work in the area.

12. CREATION OF DISTRICT FACEBOOK PAGE

12.1 Creation of district Facebook page.

Martin offered to look into creating the page and will provide options at the next meeting for content and settings. More details to be determined in future meetings.

13. HOTSPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY

13.1 Investigation of hotspot or Access Humboldt for connectivity.

Verick proposed idea for phone service from Stewart Communications to have remote access to participation for board meetings. More information to come next meeting.

No contact yet made with Access Humboldt.

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

No discussion.

15. ADJOURN

Verick adjourned the meeting at 7:30 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary

Directors Report

#5.1

Westhaven CSD

Water Pumped This Month	926,120 Gallons
Water Sold This Month	546,960 Gallons
Water Loss	379,160 Gallons
Water Loss (%)	40.94 %

	Amount (\$)	# Of Accounts
Total Water	23,231.04	232
Total Late Charge	202.33	56
Total Adjustments	(273.43)	7
Total Current Charges	23,159.94	232
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Amount Past Due 1-30 Days	6,328.79	57
Amount Past Due 31-60 Days	2,034.50	23
Amount Past Due Over 60 Days	12,806.87	13
Amount Of Overpayments/Prepayments	(7,221.19)	44
Total Receivables	37,108.91	233

Total Receipts On Account	19,807.00	162
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	143.04	13
Collection Accounts (Amount Owed)	143.04	13
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	2,327	235
Average Water Charge For Active Meters	100.13	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		1	21,820		3.99	1.77
10,001-20,000		2	26,900		4.92	2.38
8,001-10,000		5	44,490		8.13	4.47
6,001-8,000		3	20,120		3.68	2.18
4,001-6,000		25	116,670		21.33	14.82
2,001-4,000		79	231,370		42.30	37.21
1-2,000		87	85,590		15.65	28.90
Zero Usage		33		0	0.00	8.27
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Total Meters		235		546,960	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.

June 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	\$ (520)	\$ (520)	
JULY				-	-	-		-	-	\$ -	
AUG				-	-	-		-	-	\$ -	
SEPT				-	-	-		-	-	\$ -	
OCT				-	-	-		-	-	\$ -	
NOV				-	-	-		-	-	\$ -	
DEC				-	-	-		-	-	\$ -	
JAN				-	-	-		-	-	\$ -	
FEB				-	-	-		-	-	\$ -	
MAR				-	-	-		-	-	\$ -	
APR				-	-	-		-	-	\$ -	
MAY				-	-	-		-	-	\$ -	
Monthly AVG	28	546,960	199	19,534	98	45	\$ 8,739	\$ 43.92	\$ (520)		
Total		546,960 (gal)					\$ 8,739		\$ (520)	\$ (520)	
Leak Adjustment		- (gal)					\$ -				
Cummulative Leak Adjustment		-					\$ -				
Net		546,960 (After Leak Adjustments)					\$ 8,739			\$ (519.93)	

BUDGETED ANNUAL COMMODITY INCOME: \$ 111,111
 BUDGETED COMMODITY PER MONTH: \$9,259
 BUDGETED COMMODITY PER PERSON PER MONTH: \$ 45.17

SOLD TO DATE

2023-2024 546,960 = 87%
 2022-2023 627,530 OF 22-23

TOTAL BILLINGS TO DATE

2023-2024 \$8,739 = 87%
 2022-2023 \$10,026 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 2022-2023 Income / Expense Report
as of June 2023**

ITEM 5.3

<u>Annual</u>		<u>OPERATING BUDGET</u>			<u>CURRENT</u>			<u>CUMULATIVE</u>		
<u>Budget</u>	<u>Income</u>	<u>June 2023</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2022 thru June 2023</u>	<u>Jul '22 thru June 2023 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>		
249,859	Water Sales	23,164	20,822	2,342	235,943	249,859	-13,916	94.4%		
3,282	Water Services	436	274	163	4,736	3,282	1,454	144.3%		
253,141	Total Income	23,600	21,095	2,505	240,679	253,141	-12,462	95.1%		
	Expense									
1,086	Source of Supply	78	91	-13	267	1,086	-819	24.6%		
11,536	Pumping	969	961	8	11,696	11,536	160	101.4%		
49,270	Water Treatment	3,864	4,106	-242	49,880	49,270	610	101.2%		
13,725	Transmission & Distribution	1,140 ¹	1,144	-4	62,041	13,725	48,316	452.0%		
11,329	Customer Accounts	715 ²	944	-229	6,780	11,329	-4,549	59.8%		
156,195	Administrative & General	13,676	13,016	660	140,014	156,195	-16,181	89.6%		
10,000	Operating Reserves Contrib.	0	833	-833	0	10,000	-10,000	0.0%		
253,141	Total Expense	20,442	21,095	-653	270,678	253,141	17,537	106.9%		
	Net Operating Income	3,158	0		-29,999					

Income & Expense Report Notes:

¹ Transmission & Distribution expenses as of 4/30/23 Wages \$15,206; Emergency water deliveries \$27,069; Vehicle & fuel expense \$1805; Annual Backflow \$2300; Vac Trk \$3200; Emergency repairs/maintenance materials \$6963. See attached transaction detail report.

² \$816 for RVS annual updates and maintenance

Westhaven Community Services District

Special Projects

July 1, 2022 through June 30, 2023

	<u>New Water Plant</u>	<u>Special Projects</u>	<u>TA Grant</u>	<u>TOTAL</u>	<u>Description</u>
Ordinary Income/Expense					
Expense					
ADMINISTRATIVE & GENERAL					
568.00 · Maintenance - General Plant	32.28	0.00	806.86	839.14	TA: B & B Portable Toilets
Total ADMINISTRATIVE & GENERAL	<u>32.28</u>	<u>0.00</u>	<u>806.86</u>	<u>839.14</u>	New plant: \$32 misc materials
Total Expense	<u>32.28</u>	<u>0.00</u>	<u>806.86</u>	<u>839.14</u>	
Net Ordinary Income	-32.28	0.00	-806.86	-839.14	
Other Income/Expense					
Other Income					
OTHER NON-OPERATING REVENUES					
499.00 · Revenues from Other Activities	0.00	9,500.00	0.00	9,500.00	
Total OTHER NON-OPERATING REVENUES	<u>0.00</u>	<u>9,500.00</u>	<u>0.00</u>	<u>9,500.00</u>	For meter installation at 100 Moonstone Beach Road
Total Other Income	0.00	9,500.00	0.00	9,500.00	
Other Expense					
OTHER NON OPERATING EXPENSES					
111.30 · DWR Intertie 14620	0.00	446.00	0.00	446.00	PACE non refundable grant expense
Total OTHER NON OPERATING EXPENSES	<u>0.00</u>	<u>446.00</u>	<u>0.00</u>	<u>446.00</u>	
CAPITAL EXPENSES					
111.70 · General Plant	298.00	4,440.00	0.00	4,738.00	\$298 - water plant project, septic for monitoring well notification permit
599.00 · Expenses of Other Activit	0.00	3,465.99	0.00	3,465.99	\$4440 - For meter installation at 100 Moonstone Beach Rd
Total CAPITAL EXPENSES	<u>298.00</u>	<u>7,905.99</u>	<u>0.00</u>	<u>8,203.99</u>	\$3466 - Moonstone property new meter & supplies
Total Other Expense	<u>334.25</u>	<u>8,351.99</u>	<u>0.00</u>	<u>8,686.24</u>	
Net Other Income	-334.25	1,148.01	-806.86	6.90	

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
June 2023

ITEM # 5.5

<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>
\$201,731.58	1.69800	Capital Reserves Hum Co Fund 2600		\$ 20,000		8/23/22 \$ 60,000.00 2/27/2023 \$ 30,000.00
						\$60,000 withdrawal is to help with grant exp. while waiting for reimbursement pymts from funders.
\$28,931.75	0.50000	Capital Reserves CD Umpqua 2368				\$ 8.01 Accumulated interest this Fiscal Year CD matures 12/24/2024
\$28,934.37	0.24000	Operating Reserve LAIF # 16-12-005		\$ 10,000		\$97.90 7/15/22 Interest \$178.27 10/14/22 Interest \$274.62 1/13/23 Interest 2/24/2023 15,000 \$56.91 3/31/2023 Interest
\$6,624.98	0.03000	Savings Umpqua 0648				\$ 8.01 7/1-9/30/22 Interest \$ 8.02 10/1-12/31/22 Interest \$ 13,200.95 10/5/22 DWR Qrtly loan payment \$ 13,200.95 3/7/23 DWR FINAL loan payment
\$484,600.21		Checking Account Umpqua 5013				Checking Balance as of 7/13/2023

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

** Operating Reserves Contribution: Sufficient to maintain a minimum reserve of 25% of the total operating budget; surplus may be contributed to the Capital Reserve Funds (From Financial Procedures Manual) 2022/2023 Regular Operating Budget \$243,151. X 25% = \$60,785.25

As of 6/30/2023 the DWR advance pymt balance for Trinidad Interite is \$445,705.66

DWR Grant for waterlines/well 5/24/2023 reimbursement pymt of \$238,448.82

DWR Grant for waterlines/well 7/5/2023 reimbursement pymt of \$174,302.77

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants June 21, 2021 - July 15, 2021

Number	Date	Amount	To Whom	Purpose
7449	6/21/2023	\$ 2,408.76	Blue Shield of CA	July premium payment
7450	6/21/2023	\$ 570.39	Cornerstone Computers	New office computer
7451	6/21/2023	\$ 30.00	Dun & Martinek LLP	Professional services
7452	6/21/2023	\$ 563.75	LACO Associates	Biological & Rare Plant Survey Project
7453	6/21/2023	\$ 507.45	Mendes Supply	Water treatment supplies
7454	6/21/2023	\$ 285.00	North Coast Labs	Water testing/outside lab
7455	6/21/2023	\$ 439.12	Cardmember Service	June dental premium \$157.11 & toner for office \$282.01
7456	6/21/2023	\$ -	Void	Void
7457	6/29/2023	\$ 1,485.00	LACO Associates	Intertie Biological Study
7458	6/29/2023	\$ 14,968.09	PACE Engineering	Surveyors
7459	7/1/2023	\$ 429.48	C. Chandler	Payroll June 16-30, 2023
7460	7/1/2023	\$ 896.58	K. Martin	Payroll June 16-30, 2023
7461	7/1/2023	\$ 679.36	M. Whitlow-Hewett	Payroll June 16-30, 2023
7462	7/1/2023	\$ 2,007.25	P. Rosenblatt	Payroll June 16-30, 2023
7463	7/1/2023	\$ 716.15	R. Levang	Payroll June 16-30, 2023
7464	7/1/2023	\$ 53.88	B&B Portable Toilets	Rental 5/25-6/24/23 TA Grant
7465	7/1/2023	\$ 60.00	Cornerstone Computers	Travel charge to fix new computer
7466	7/1/2023	\$ 1,020.00	Robin Jordan Prof.Service	Creation deed search for DWR drought 14508
7467	7/1/2023	\$ 450.00	WVFD	July office rent
7468	7/1/2023	\$ 487.00	Am Water Works Assoc	Membership dues 9/1/23-8/31/24
7469	7/1/2023	\$ 3,593.13	SDRMA	Workers Comp 2023-2024 FY
7470	7/1/2023	\$ 449.07	USA Blue Book	Repair clamps
7471	7/6/2023	\$ 182,581.75	PACE Engineering	DWR 14508 Engineering
7472	7/12/2023	\$ 1,350.00	American Leak Detection	Leak on intersection of Kay and Tepona
7473	7/12/2023	\$ 601.00	CA Rural Water Assoc	CRWA 2023 Membership Renewal
7474	7/12/2023	\$ 406.27	Mendes Supply	Chemicals
7475	7/12/2023	\$ 475.00	North Coast Labs	June outside labs expense
7476	7/12/2023	\$ 858.56	PG&E	Plant 527; Office 61.15; Wells 270.41
7477	7/12/2023	\$ 172.72	Valley Pacific Petroleum	June fuel expense
7478	7/12/2023	\$ 288.00	North Coast Journal	Ad for DWR 14508 contractor bids
EFTPS	7/12/2023	\$ 2,681.90	EFTPS	June Federal Tax deposit
EDD	7/12/2023	\$ 296.36	EDD	June State Tax deposit
7479	7/13/2023	\$ 26.71	Allen McClosley	Customer refund/over pymt on final bill
7480	7/17/2023	\$ 369.88	C. Chandler	Payroll July 1-15 2023
7481	7/17/2023	\$ 733.44	K. Martin	Payroll July 1-15 2023
7482	7/17/2023	\$ 668.04	M. Whitlow-Hewett	Payroll July 1-15 2023
7483	7/17/2023	\$ 2,046.95	P. Rosenblatt	Payroll July 1-15 2023
7484	7/17/2023	\$ 616.94	R. Levang	Payroll July 1-15 2023
Total		\$226,272.98		Checking Account Balance as of 7/17/2023
				\$480,164.96
	Total Operating warrants		\$25,366.39	
	Total Special Projects		\$0.00	
	Total Intertie 14620		\$17,016.84	
	Total DWR Drought 14508		\$183,889.75	
	Total Grant & Spec Project Warrants		\$200,906.59	
DWR total advance pymts received as of		\$	464,150.00	
*Advance pymt balance as of 6/30/2023		\$	445,705.66	* Not all expenses as of 6/30/23 have been accounted for.

170M 713

NOTICE TO PROCEED

Owner: Westhaven Community Services District Owner's Project No.: _____
 Engineer: PACE Engineering, Inc. Engineer's Project No.: 2973.02A
 Contractor: GR Sundberg, Inc. Contractor's Project No.: _____
 Project: Westhaven Well and Pipeline Replacement Project – Schedule A
 Contract Name: Westhaven Well and Pipeline Replacement Project – Schedule A
 Effective Date of Contract: _____

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on **July 21, 2023**, pursuant to Paragraph 4.01 of the General Conditions.

On that date, Contractor shall start performing its obligations under the Contract Documents. No ground disturbing activities will be done at the Site until the Coastal Development Permit (CDP) has been issued.

In accordance with the Agreement:

The number of days to achieve Substantial Completion is **180 days** from the date stated above for the commencement of the Contract Times, resulting in a date for Substantial Completion of **January 17, 2024**; and the number of days to achieve readiness for final payment is **310 days** from the commencement date of the Contract Times, resulting in a date for readiness for final payment of **May 26, 2024**.

Owner: Westhaven Community Services District
 By (signature): _____
 Name (printed): Paul Rosenblatt
 Title: General Manager
 Date Issued: _____

Copy: Tom Warnock, twarnock@paceengineering.us
 James Norris, james.norris@water.ca.gov

NOTICE TO PROCEED

Owner: Westhaven Community Services District Owner's Project No.: _____
 Engineer: PACE Engineering, Inc. Engineer's Project No.: 2973.02B
 Contractor: Hooven & Co., Inc. Contractor's Project No.: _____
 Project: Westhaven Well and Pipeline Replacement Project – Schedule B
 Contract Name: Westhaven Well and Pipeline Replacement Project – Schedule B
 Effective Date of Contract: _____

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on **July 21, 2023**, pursuant to Paragraph 4.01 of the General Conditions.

On that date, Contractor shall start performing its obligations under the Contract Documents. No ground disturbing activities will be done at the Site until the Coastal Development Permit (CDP) has been issued.

In accordance with the Agreement:

The number of days to achieve Substantial Completion is **500 days** from the date stated above for the commencement of the Contract Times, resulting in a date for Substantial Completion of **December 2, 2024**; and the number of days to achieve readiness for final payment is **552 days** from the commencement date of the Contract Times, resulting in a date for readiness for final payment of **January 23, 2025**.

Owner: Westhaven Community Services District
 By (signature): _____
 Name (printed): Paul Rosenblatt
 Title: General Manager
 Date Issued: _____

Copy: Tom Warnock, twarnock@paceengineering.us
 James Norris, james.norris@water.ca.gov