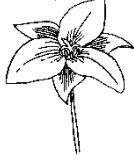


WESTHAVEN COMMUNITY SERVICES DISTRICT

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 March 16th 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 Monthly Meeting for March 2022

Time: Mar 16, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/81784526122>

Meeting ID: 817 8452 6122

Passcode: 535704

One tap mobile

+16699006833,,81784526122# US (San Jose)

+12532158782,,81784526122# US (Tacoma)

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 2022.4 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2022.4 Regarding AB 361 Remote Meeting Via Zoom

5. AMEND / APPROVE MINUTES

5.1 February 16th 2022-Regular meeting minutes **Discussion/Approval**

6. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

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

6.2 Water consumption and Sales – **Discussion**

6.3 Income / Expense Report. **Discussion**

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

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

6.6 February's warrants – **Discussion/Approval**

7. MANAGER’S REPORT

7.1 Water loss: one large service connection leak on 3rd ave -- **Discussion**

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

8.1 DWR Small Community Drought Grant funding agreement signed with DWR work proceeding. **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. REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY

10.1 Report from committee to negotiate an easement agreement for Well 3 on Verick’s property **Discussion/Approval**

11. RETURN TO IN PERSON MEETINGS

11.1 Should WCSD Return to in person meetings? **Discussion/Approval**

12. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT’S EXISTENCE AND OPERATION

12.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation. **Discussion**

13. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

14. ADJOURN

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm. The next Regular Meeting will be **April 20th, 2022** and will be held via zoom

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.

Posting locations are: 1) WCSD Office; 2) Westhaven Fire Hall and online at the Westhaven CSD website @ westhavencsd.org

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

WESTHAVEN COMMUNITY SERVICES DISTRICT
RESOLUTION 2022-4

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 MARCH 16, 2022 – APRIL 16, 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 16th of April, 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 by the Board of Directors of the Westhaven Community Services District, this **16th day of March, 2022**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

William Verick, President
Westhaven Community Services District

ATTEST:

Roxanne Levang, Secretary
Westhaven Community Services District

WESTHAVEN COMMUNITY SERVICES DISTRICT
 Regular Meeting Minutes
 February 16, 2022

1. CALL TO ORDER

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

Board Members: Verick, Hankin, Cline & Llanos

Absent: Swisher

Staff: Rosenblatt, Levang, Martin & Whitlow-Hewett

Guests: Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEM

Move Item 10, introduction of new employee to the top of the agenda. Correct on the agenda the time of the meeting and the dial in phone number.

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

4. INTRODUCTION OF NEW EMPLOYEE

The new WCSD Operator, Madison Whitman-Hewitt introduced herself to the board. There was a brief discussion of her credentials and background. She said she was happy to be here, the board welcomed her.

5. RESOLUTION 2022-3 REGARDING AB361 REMOTE MEETING

5.1 Resolution 2022-3 Regarding AB361 Remote Meeting Via Zoom

The heading on the Resolution in the board packet was incorrect. Staff will make sure the signed official resolution is correct.

Verick moved to approve Resolution 2022-3 Remote Meeting with corrected heading. Seconded by Cline; all approved.

6. AMEND / APPROVE MINUTES**6.1 January 27, 2022 special meeting minutes**

Verick moved to approve January 27, 2022 special meeting minutes. Seconded by Cline; all approved.

6.2 January 19, 2022 regular meeting minutes

Amend the 1/19/22 regular meeting minutes as follows:

- Page 1, item 6.2 correct gallons billed from ~~699,40~~ to 699,110.
- Page 2, item 8.2 change the last sentence from "~~Supervisor Madrone is working to expedite the renewal of the permits~~" to read "*Supervisor Madrone said he would reach out to the Director of the planning department to help expedite the renewal of the coastal development permit.*"
- Page 3, correct numbering of agenda items.
- Page 3, Item DRAFT LETTER TO LAFCO ABOUT RANCHERIA PIPELINE, remove 3rd to the last sentence, which reads "~~If they went on the east side of the freeway the pipes would go up Westhaven Drive and could negatively impact WCSD.~~"

- Under closed session remove ~~“Managers performance objectives.”~~
- Under Closed Session add “The board members approved the very positive review of general manager Rosenblatt’s performance. The performance review was delivered to Rosenblatt and filed at the district office.”

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

7. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

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

Board packets contained Directors report. Total January, 2022 water sales were \$21,926.11, and total receivables were \$25,619.32.

Rosenblatt reported there was one customer leak. It has been repaired and the customer turned in a leak adjustment application earlier this week.

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. January, 2022, gallons billed 878,740; average gallon per day per meter readings (corrected) 87; per person 66, average monthly charge per accounts \$39.73; total monthly charges \$8,065; monthly deviation from budget -\$278.

Rosenblatt corrected the report, changing 144 average gallons per meter readings to 87. Clarified that on the report it is gallons pumped not gallons sold and customer leaks figure into the averages.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for January, 2022. Total income \$18,225, total expense \$22,921, with a net operating income of -\$4,696. No discussion

6.4 Finance Officer’s Recommendations – No recommendations

6.5 Treasurer’s Report and Recommendations –

Board packets contained a copy of the January, 2022 Treasurer’s report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,252; DWR Reserve CD \$28,889.50; DWR Loan Savings \$11,029.21; Checking Account as of 2/11/2022 \$26,016.96. No discussion.

6.6 November/December Warrants – discussion/approval

There was brief discussion and clarification of expenses.

Verick moved to approve warrants #'s 6943 through 6966, and one debit card charge, totaling \$15,076.49. Seconded by Llanos; all approved.

8. MANAGER’S REPORT

Board packets contained a summary table of 13 months water loss history. January, 2022 water loss is at 39.7%, average water loss in the last 13 months is 21.2%. Total production of 878,740 gallons. Rosenblatt reported there was a large system leak on Seventh Avenue and that there were a number of other things happening simultaneously. A leak repaired in December failed and needs to have a portion of the pipe replaced. He reported that we are starting to recover from all the leaks and currently have 4.9 gallons per minute and the stream flow is holding. Verick expressed concerns with the water levels and said that the Mad River stream flow is low. A brief discussion ensued. Cline mentioned that the report needs to have the month and year at the top of the page corrected from December 2021 to January 2022.

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

9.1 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. The 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 reported that he received a draft funding agreement from DWR to review. Once the agreement is reviewed and approved they will send it back to Rosenblatt to sign via DocuSign.

9.2 Update on activities related to well drilling.

Rosenblatt reported that the well is on hold. He is going back and forth with the Planning Department. Supervisor Madrone is working to expedite the renewal of the permits.

Rosenblatt is working on the easement for the Verick property. This project is at the top of his list.

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

This project is at the bottom of Rosenblatt's list. Director Llanos and a colleague of his, are working on this so that we will be ready to submit an application during the second round of funding.

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

Update on progress of technical assistance grant from DFA. Rosenblatt reported receiving the new work plan but said it is incorrect. He will be meeting with the team to discuss. Rosenblatt said that it appears we will be receiving the additional funding. The additional funding will pay for the surveying, the leach lines and septic design, the monitoring of the wells, work by PG& E, and the environmental documentation that we need to move forward with the construction funding application. We are waiting for that new work plan to be in effect and sent out to everybody so the engineer, and the State can sign the contract and get everybody back to work.

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

11.1 Rosenblatt said he has spoken to the recommended attorney and he needs to email her some information. She said that she is happy to work with us.

12. DISCUSSION ON THE LIFTING OF THE UTILITY SHUT OFF MORATORIUM BY THE STATE OF CALIFORNIA

12.1 Discussion of the State lifting of the moratorium on utility shut offs during COVID and how the District will handle shut offs going forward. There was discussion of Westhaven CSD lifting the moratorium on district customers and what to do with the customers that have not paid their bill for multiple months. Rosenblatt explained that he received funding to pay the balances as of June 30, 2021 on five customer accounts. He said there are a couple customers who have not paid a water bill in over a year. The board discussed offering past due customer's payment arrangements rather than shutting off their water. There was discussion of attaching a lien to customer's property taxes if they do not make and/or keep payment arrangements. After a lot of discussion a motion was made.

Verick moved for the Westhaven CSD to follow the State and lift the moratorium on water shut offs and leave it to Rosenblatt's discretion to take appropriate action with customers in arrears as he sees fit. Seconded by Cline; all approved.

13. APPLICATION FOR TECHNICAL ASSISTANCE FOR DEVELOPMENT OF WATERSHED MANAGEMENT AND FOREST HEALTH PLAN

13.1 Application for technical assistance through the North Coast Resource Partnership/IRWM for developing a watershed management, restoration and forest health plan to be used to leverage future grant funding and garner agency support.

Rosenblatt explained a grant opportunity to have a qualified consultant produce a plan for watershed management, restoration and forest health. There is a \$15,000 cap on the technical assistance. The North Coast Resource Partnership (NCRP) would provide the consultant and they would be paid directly from the grant. The plan would help the district because we can adopt the plan and use it to help receive future funding. Discussion ensued.

Verick moved to approve Rosenblatt continuing the work on this project and to submit an application for the technical assistance funding. Seconded by Hankin; all approved.

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

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

15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Discuss going back to in-person meetings.

16. ADJOURN

Verick adjourned the regular meeting at 8:15 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	956,740 Gallons
Water Sold This Month	519,060 Gallons
Water Loss	437,680 Gallons
Water Loss (%)	45.75 %

	Amount (\$)	# Of Accounts
Total Water	21,467.15	232
Total Late Charge	105.01	38
Total Adjustments	-26.83	22
Total Current Charges	21,545.33	232
<hr/>		
Amount Past Due 1-30 Days	5,141.29	41
Amount Past Due 31-60 Days	1,015.00	13
Amount Past Due Over 60 Days	4,857.50	7
Amount Of Overpayments/Prepayments	-8,375.87	63
Total Receivables	24,183.25	232

Total Receipts On Account	22,981.40	183
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

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

Average Usage For Active Meters	2,209	235
Average Water Charge For Active Meters	92.53	232

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		0	0	0.00	0.00
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		0	0	0.00	0.00
10,001-20,000		2	27,440	5.29	2.53
8,001-10,000		0	0	0.00	0.00
6,001-8,000		8	54,240	10.45	6.13
4,001-6,000		19	94,770	18.26	11.93
2,001-4,000		89	249,030	47.98	41.95
1-2,000		86	93,580	18.03	29.26
Zero Usage		31	0	0.00	8.21
<hr/>					
Total Meters		235	519,060	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	586,540	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	536,010	207	113	51	\$39.43	\$8,161	-\$182	\$7,907	
DEC 29	446,110	199	121	55	\$33.76	\$6,719	-\$1,624	\$6,283	
JAN 30	529,770	203	144	66	\$39.73	\$8,065	-\$278	\$6,004	
FEB 32	519,060	201	149	68	\$39.14	\$7,866	-\$477	\$3,976	
AVG. 28	590,569	205	103	47	\$33.19	\$6,792	-\$1,551		
TOTAL	5,315,120					\$72,752		\$6,004	
LEAK ADJ.	114,233					\$984			
NET	5,200,887	AFTER LEAK ADJUSTMENTS					\$71,768		\$5,021

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

SOLD TO DATE			TOTAL BILLINGS TO DATE		
2021-2022	5,315,120	= 78%	2021-2022	\$80,618	= 90%
2020-2021	6,799,380	OF 20-21	2020-2021	\$89,351	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 February, 2022

ITEM 6.3

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Feb. 2022</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2021 thru Feb. 2022</u>	<u>Jul '21 thru Feb. 2021 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
263,647	Water Sales	17,542	21,971	-4,429	149,801 ¹	144,830	4,971	103.4%
3,319	Water Services	267	277	-10	3,995	2,213	1,782	180.6%
266,966	Total Income	17,809	22,247	-4,438	153,796	147,043	6,753	104.6%
	Expense							
2,802	Source of Supply	20	234	-214	425	1,868	-1,443	22.8%
10,098	Pumping	972	842	131	6,998	6,732	266	104.0%
37,521	Water Treatment	3,493 ₄	3,127	366	27,979	25,014	2,965	111.9%
11,740	Transmission & Distribution	1,722 ₃	978	744	25,715	7,827	17,888	328.6%
9,003	Customer Accounts	1,279	750	529	4,995	6,002	-1,007	83.2%
138,899	Administrative & General	9,031 ₂	11,575	-2,544	91,985	92,599	-614	99.3%
10,000	Operating Reserves Contrib.	0	0	0	0	6,667	-6,667	0.0%
220,063	Total Expense	16,517	17,505	-988	158,097	146,709	11,388	107.8%
	Net Operating Income	1,292	4,742		-4,301			
	Capital/Other Expense							
26,402	DWR Loan	2,200	2,200	0	17,600	17,601	-1	100.0%
20,000	Capital Reserve	1,667	1,667	0	13,336	13,333	3	100.0%
46,402	Total Other Expense	3,867	3,867	0	30,936	30,935	1	100.0%

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. Jan. 2022 water leaks GR Sundberg \$2222.43 12/29 6th/Westhaven \$1000 leak on 1/18.

⁴ Jan 2022 water treatment is high due to \$620.64 calcite.

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6

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
February 2022

ITEM # 6.5

<u>BALANCE</u>	<u>CURRENT RATE</u>	<u>TYPE LOCATION</u>	<u>F/Y BUDGETED CONTRIBUTION</u>	<u>F/Y CONTRIBUTIONS YET TO BE MADE</u>	<u>F/Y DEPOSITS TO DATE</u>	<u>F/Y WITHDRAWALS TO DATE</u>
\$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						
\$52,252.06	0.24000	Operating Reserve LAIF # 16-12-005		\$ 10,000 **	\$42.58 \$31.78 \$30.06	7/15/21 Interest 10/15/21 Interest 1/15/2022 Interest
\$28,891.93	0.50000	DWR CD Reserve CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$144.68 \$ 5.13	2021 Interest 2022 Interest to date
\$13,229.52	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
\$16,925.56		Checking Account Umpqua 5013				Checking Balance as of 3/10/2022

*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 COMMUNITY SERVICES DISTRICT

Warrants February 17 to March 16, 2022

Number	Date	Amount	To Whom	Purpose
6967	2/17/2022	\$ 324.88	K. Martin	Payroll 2/1-2/15/2022
Debit	2/17/2022	\$ 10.80	Murphy's	Mask
6968	2/17/2022	\$ 656.03	M. Whitlow-Hewett	Payroll 2/1-2/15/2022
6969	2/17/2022	\$ 1,816.58	P. Rosenblatt	Payroll 2/1-2/15/2022
6970	2/17/2022	\$ 660.00	R. Levang	Payroll 2/1-2/15/2022
6971	2/23/2022	\$ 1,927.46	Blue Shield	March premium-employer \$1607.99/ emp 319.47
EFTPS	2/24/2022	\$ 1,830.46	EFTPS	February Federal payroll tax deposit
EDD	2/24/2022	\$ 319.47	EDD	February State payroll tax deposit
6972	2/24/2022	\$ 412.39	Cardmember Service	Dental premium \$169.41, Bosworth Co \$63.10, Renew Adobe \$179.88
6973	2/24/2022	\$ 85.00	Arcata Fire District	CPR & First Aid Training for employee
EDD	2/25/2022	\$ 427.98	EDD	January State payroll tax deposit
EFTPS	2/25/2022	\$ 2,214.70	EFTPS	January Federal payroll tax deposit
6974	3/1/2022	\$ 356.72	K. Martin	Payroll 2/16-2/28/22
6975	3/1/2022	\$ 770.43	M. Whitlow-Hewett	Payroll 2/16-2/28/22
6976	3/1/2022	\$ 1,816.58	P. Rosenblatt	Payroll 2/16-2/28/22
6977	3/1/2022	\$ 577.04	R. Levang	Payroll 2/16-2/28/22
6978	3/1/2022	\$ 3.22	K. Martin	Mileage
6979	3/1/2022	\$ 8.00	M. Whitlow-Hewett	Reimburse for HWMA dump run
6980	3/3/2022	\$ 121.91	AT&T	Plant phone 2/20-3/19
6981	3/3/2022	\$ 149.81	Eka-Hum Fire Extinguisher	annual service
6982	3/3/2022	\$ 1,000.00	GR Sundberg	2/10 leak on 638 3rd Avenue
6983	3/3/2022	\$ 458.75	LACO	Planning services-new wells
6984	3/3/2022	\$ 377.58	Mendes	Chemicals
6985	3/3/2022	\$ 350.00	North Coast Labs	Outside lab
6986	3/3/2022	\$ 584.00	North Coast Journal	Print ads for new operator
6987	3/3/2022	\$ 38.75	Pacific Paper	Office supplies
6988	3/3/2022	\$ 759.00	RVS Software	annual software maintenance and updates
6989	3/3/2022	\$ 863.20	SHN Consulting	monitoring wells new plant septic
6990	3/3/2022	\$ 50.56	Valley Pacific	February fuel
6991	3/3/2022	\$ 400.00	WVFD	March rent
6992	3/8/2022	\$ 754.38	PG&E	Plant 466.37, Well 176.07, Office 111.94
6993	3/8/2022	\$ 139.26	Suddenlink	Office telephone & Internet

Total \$20,264.94

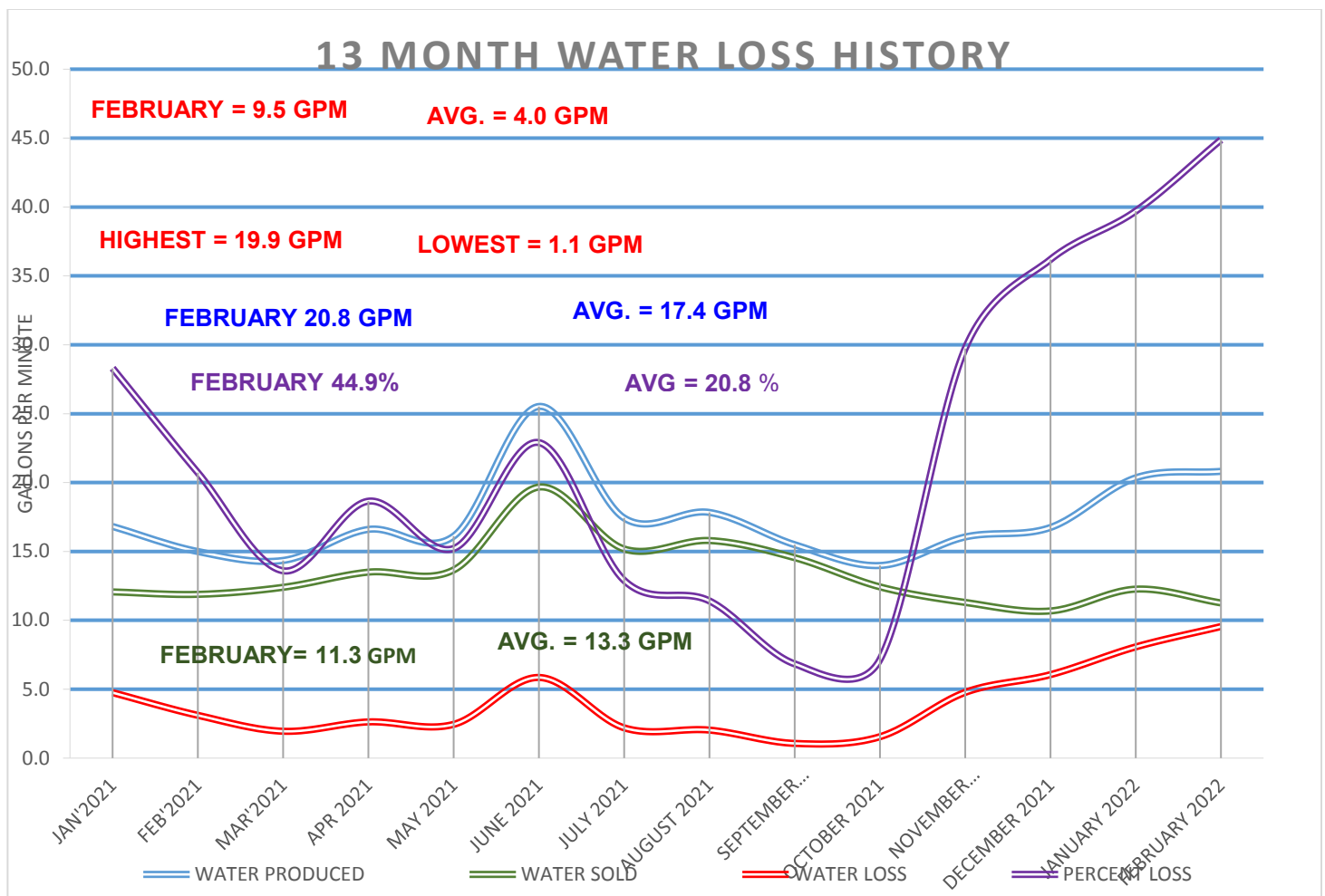
Checking Account Balance as of 3/10/2022
\$16,925.56

WESTHAVEN CSD • MANAGER'S REPORT
March 2022

7.1 Water Loss

Water loss increased from 8.0 gpm in January to 9.5 gpm in February for 44.9% of total production of 959,040 gallons. One large system leak **Discussion**

<u>FROM JULY 2003</u>	<u>PRODUCED</u>	<u>SOLD</u>	<u>LOST</u>	<u>LOSS</u>	<u>LOSS AS</u>	<u>MONTHLY</u>	<u>MONTHLY</u>
	<u>GPM</u>	<u>GPM</u>	<u>GPM</u>	<u>%</u>	<u>% OF SOLD</u>	<u>PRODUCTION</u>	<u>LOSS</u>
						<u>GALLONS</u>	<u>GALLONS</u>
FEBRUARY 2022	20.8	11.3	9.5	44.9	84.1	959,040	439,980
AVG. ALL	21	15	6	28	42.4	933,242	279,247
24 MO AVG.	18	14	4	22	29.0	790,306	179,519
13 MO AVG.	17.4	13.3	4.0	22.0	30.0	748,864	174,972
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	SEPT 2021
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 3/8/17	11.8 gpm
Daily Flow 3/8/18	5.7 gpm
3/8/19	5.4 gpm
3/8/20	4.9 gpm
3/8/21	5.1 gpm
3/8/22	5.2 gpm

Stream flow monthly mean gpm average

MONTH	GPM
3/17	BAD/NO DATA
3/18	45 gpm
3/19	38 gpm
3/20	30 gpm
3/21	27.4 gpm
3/22	35 gpm (Day) all collectors on