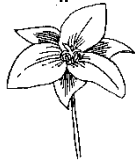


WESTHAVEN COMMUNITY SERVICES DISTRICT

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



REGULAR MONTHLY BOARD MEETING AGENDA

MARCH 2024

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday March 20th, at 6:30 p.m. at the Westhaven Fire Hall, 446 Sixth Avenue.

Submission of Public Comments:

Materials related to an item on this Agenda, including materials submitted to the Board after distribution of the Board Packets, are available for public inspection in the WCSD Office at 446 B Sixth Avenue. Electronic versions of the Board Packets are available at <https://www.westhavencsd.org> by the Monday preceding Wednesday Board meetings, but these may not include materials submitted after distribution of Board packets.

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

1. **CALL TO ORDER**
2. **PUBLIC COMMENT**
3. **AMEND / APPROVE ORDER OF AGENDA ITEMS**
4. **AMEND / APPROVE MINUTES**
 - 4.1 February 15th, 2023 - Regular meeting minutes. **Discussion/Approval**
5. **FINANCIAL REPORTS - Discussion/Approval**
 - 5.1 Directors' Report – monthly billing and collections
 - 5.2 Water consumption and Sales
 - 5.3 Income / Expense Reports
 - 5.4 Finance Officer's Recommendations
 - 5.5 Treasurer's Reports and Recommendations
 - 5.6 February/March Warrants
6. **MANAGER'S REPORT**
 - 6.1. No known system leaks. **Discussion**
 - 6.2 Brief update on progress of construction Projects - **Discussion**
 - 6.3 Update on progress to fill Administrative staff positions - **Discussion/Approval**
7. **REPORT ON PROGRESS OF DRAFT MITIGATED NEGATIVE DECLARATION FOR NEW WATER TREATMENT PLANT.**
 - 7.1 Items needed for completion of CEQA. **Discussion**
 - 7.1a PG&E Impact area
 - 7.1b CDFW drainage recommendations

- 8. REVIEW AND APPROVE SUBCOMMITTEES**
 - 8.1 Recommendation to adopt the addition of subcommittee reports to the regular agenda. **Discussion/Approval**
- 9. DRAFT 2024-2025 BUDGET**
 - 9.1 Presentation and review of Draft Budget **Discussion/Approval**
- 10. GRANT AND ACCOUNT MANAGEMENT - Discussion/Approval**
 - 10.1 Recommendation to create separate bank accounts for grant funds.
 - 10.2 Items needed to file UEI/SAM number (essentially the Duns and Bradstreet number)
- 11. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION - Discussion**
- 12. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**
- 13. CLOSED SESSION FOR PUBLIC EMPLOYEE PERFORMANCE EVALUATION, (§ 54957(b))**
 - 13.1 Biennial performance review for General Manager - **Discussion**
- 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 17th, 2024 and will be held at the Westhaven Fire Hall, 446 Sixth Avenue
This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.
Posting locations are: 1) 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
February 15, 2023

1. CALL TO ORDER

Board President Llanos called the meeting to order at 6:40 PM. In attendance were:

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

Absent:

Staff: Rosenblatt,

Guests: Elaine Weinreb, Roland Johnson

2. PUBLIC COMMENT

None.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Hankin suggested that item 15.1 (Closed Session) be modified to exclude a review of the Board Policies and Procedures Manual which should be a topic for open session. He also suggested that item 15.2, long-term strategy for bookkeeping, administration and grant management, was also an appropriate topic for open session, but not for closed session. Llanos moved that item 15.1 be modified to exclude a general review of the Board Policies and Procedures Manual; that item 15.2 be dropped from the meeting agenda and that Review of Board Policies and Procedures Manual be very briefly considered following item 12 (Brown Act).

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

4. AMEND / APPROVE MINUTES

4.1 January 17, 2024 - Regular meeting minutes Discussion/Approval

Corrections: 10.1: "Fish and Wildlife" changed to "CA Fish and Wildlife"; 13: "Verick proposed a future plan" changed to "Verick proposed development of a future plan"

Cline reported that LeVang has begun the process of purchasing a new CD at Coast Central Credit Union. LeVang has learned that the credit union requires a copy of the approved January 17 meeting minutes which records the direction by the Board to purchase this CD, and provides the names of the signatories for the CD. The motion was made by Verick, seconded by Hankin, and all voted to approve. LeVang noted that the draft minutes for the January 17 meeting omitted the part of the motion that directs the purchase of the CD and only lists the names of the signatories. Therefore, the motion from the Jan 17 meeting should be modified to include the direction to purchase the CD.

Llanos moved to approve January 17, 2024 minutes as amended, including minor wording changes and correction of the motion concerning purchase of a new CD at Coast Central. Seconded by Verick; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

5.1 Director's Report-monthly billing and collections

Board packets contained Director's report. Total January, 2023 water sales were \$23,774.24, and total receivables were \$39,937.85.

No discussion.

5.2 Water Consumption and Sales

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

January, 2024 gallons billed 477540; average gallon per day per meter readings 71; per person 32,

average monthly charge per accounts \$39.17; total monthly charges \$9,132; monthly deviation from budget +\$588.

No discussion.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for January, 2024. Total income \$23,941, total expense \$63,501, with a net operating income of -\$39,560. Board members expressed concern about the substantial operating deficit and the fact that much of it was due to water deliveries made during periods of substantial leaks. The idea of including a line item for water deliveries in the event of leaks in our next annual budget was proposed by Cline. Rosenblatt suggested this might not be needed given recent replacement of large sections of failing 2" poly pipe.

5.4 Finance Officer's Recommendations

Cline noted that our proposal to buy a new CD at Coast Central could not be completed until.....

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the January, 2024 Treasurer's report. Account balances were as follows: Capital Reserves: \$147,554.26, and CD #2368 \$28,947.71; Operating Reserves: \$38,806.07; Umpqua Savings #0648 \$591.01; Checking Account as of 02/11/2024 \$386,698.29. No discussion.

5.6 Warrants for Jan 16 – Feb 14, 2024

Llanos moved to approve warrants #'s 7659 through 7691, Federal and State payroll tax deposits totaling \$3,379.58; two debit purchases totaling \$59.24; and one Visa Card charge of \$159.34, for a grand total of \$519,256.15. Seconded by Cline; all approved.

Discussion. Board members expressed concern that our current checking balance (\$386,698.29) seems small relative to total warrants for this period and that it is difficult to assess the current financial status of the District given the reports available in this package. Minor typos to correct in these Warrants include: (a) replace "rool" with "roof" on warrant number 7682; and (b) remove green highlighting from the Date field for Warrants 7681 – last entry on warrants ("By phone").

6. MANAGER'S REPORT

6.1 Water loss increased slightly from 7.1 gpm in December to 7.2 gpm in January for 41.6% of total production of 817,970 gallons. Two known system leaks which have been repaired. Board packets contained a summary table of 13 months water loss history. Over the last 13 months, water loss (as a fraction of total production) averaged 32.6%.

Discussion. Rosenblatt said current water loss seems to be only about 1 gpm (which would be less than 10% of total production). He noted that another large section of old 2" poly pipe at Highland and Sixth avenue has been abandoned as a result of the current water mains replacement project.

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding.

7.1a Update on schedule A timeline for Waterline replacement: **Discussion.** Rosenblatt informed the board that the watermain project is about 70% complete

7.2 Update on Activities Related to Well Facility

7.2a Update on schedule B timeline for well facility

Discussion Rosenblatt reported that Hooven has resolved issues concerning concrete required for construction and has poured the foundation for the Well control building.

7.3 Emergency Intertie with City of Trinidad.

Discussion Rosenblatt said that GHD had recently been requesting that the inter-tie address issues that were not raised in the original grant proposal and that these requests are delaying getting the project put out to bid. Llanos noted that contractors are often fully booked for the summer by the very near future. Hankin suggested that, if Rosenblatt believed it was useful, that he and Llanos might intervene with GHD and Trinidad to ensure that current GHD requests do not further delay the project.

8. EXPEDITED DRINKING WATER GRANT

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

Discussion Rosenblatt discussed various proposed modifications to utility poles and guy wires that are designed to meet PG&E's needs for supplying 3 phase power to the new treatment plant as well as minimizing impacts on nearby landowners' properties. Rosenblatt said EnPlan is going to be returning to do some more field work and we anticipate firming up this component of the Mitigated Negative Declaration in the next 45 days.

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

9.1 Discussion of edits of Conceptual Area Protection Plan (CAPP) for the Two Creeks watershed and related conservation work.

Discussion Rosenblatt noted that he had received edits from Llanos and Hankin and that both agreed that this document was not yet ready for distribution to CDFW. Rosenblatt agreed to work with the subcommittee on revisions.

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 Rosenblatt reported that appraisals have been complete for these two parcels and that the District will seek funding for their purchase as time permits. Rosenblatt explained that there is one more appraisal in the works.

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

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

Discussion. Rosenblatt stated that PG&E is a stumbling block but we are trying to figure out how to pry information from them. He is working on responses to comment from neighbors in order to move the MND forward.

11. WATER SHUTOFF POLICY REVISIONS TO COMPLY WITH SB3

11.1 Revised water shutoff policy for delinquent accounts to comply with SB3

Discussion Hankin noted that the draft revised policies included in the Board packet were based on a pre-adoption version of SB3 and that they might not be consistent with SB3 which was passed in late 2023. He recommended that the Board read through SB3 and the proposed revisions and discuss their thoughts at the March Board meeting.

12. BROWN ACT

12.1 Review of Open and Public VI: A guide to the Ralph M. Brown Act.

Discussion Llanos lead a brief discussion of the latest version of this guide. He noted that recent changes seemed directed primarily to issues of remote electronic attendance associated with the recent COVID epidemic and consequent reliance on ZOOM or similar for hosting remote meetings. Verick noted that some of the proposed requirements seemed rather crazy. For example, if a Board member were to attend a live meeting by ZOOM or similar device, then it appears than any member of the public needs to be given full access to the physical location from which that Board member attends the meeting electronically. Verick noted that there is no real "punishment" for violations of the Brown Act. Instead, responsible officials are expected to revise their future behaviors so as to be consistent with the Brown Act.

13. Review of Board Policies and Procedures Manual.

Discussion. Hankin noted that he had raised this issue specifically to call to the Board's attention that there is currently a discrepancy between the current General Manager's contract (biennial evaluation at this point in service) and our Board Policy and Procedures Manual (annual evaluation). He suggested that we form a subcommittee to review such conflicts in current policy as well as addressing the need for verbiage about the safety officer and associated duties, and developing a written policy for annual election of Board officers. Swisher and Hankin were assigned this task

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

1. Water Shutoff Policy and Delinquent Accounts;
2. Appoint subcommittees for review/revision of Board and Personnel Procedures Manuals

16. CLOSED SESSION TO DISCUSS BIENNIAL PERFORMANCE REVIEW FOR GENERAL MANAGER

Closed Session Report: The Board discussed the procedures to be followed for biennial performance evaluation of Paul Rosenblatt. The last performance evaluation was approved on January 19, 2022. Board members agreed to try to complete the current evaluation prior to the March regular meeting and to present Rosenblatt with a copy of the evaluation prior to the March meeting, if feasible.

17. ADJOURN

Llanos the meeting at approximately 10:30 PM.

Respectfully Submitted, David
Hankin,
Vice-President

Minutes 02/15/2024

Directors Report

5.1

Westhaven CSD

Water Pumped This Month	570,300 Gallons
Water Sold This Month	945,520 Gallons
Water Loss	-375,220 Gallons
Water Loss (%)	-65.79 %

	Amount (\$)	# Of Accounts
Total Water	31,621.74	232
Total Late Charge	231.11	55
Total Adjustments	(1.21)	2
Total Current Charges	31,851.64	232
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Amount Past Due 1-30 Days	5,134.28	55
Amount Past Due 31-60 Days	2,497.81	26
Amount Past Due Over 60 Days	15,763.10	22
Amount Of Overpayments/Prepayments	(4,959.51)	45
Total Receivables	50,287.32	232

Total Receipts On Account	21,502.17	178
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	4,023	235
Average Water Charge For Active Meters	136.30	232

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		1	489,390		51.76	26.66
40,001-50,000		0	0		0.00	0.00
30,001-40,000		0	0		0.00	0.00
20,001-30,000		2	42,690		4.52	2.75
10,001-20,000		2	20,770		2.20	1.54
8,001-10,000		0	0		0.00	0.00
6,001-8,000		1	6,150		0.65	0.54
4,001-6,000		18	87,050		9.21	8.57
2,001-4,000		66	190,290		20.13	24.20
1-2,000		109	109,180		11.55	28.59
Zero Usage		36	0		0.00	7.15
<hr/>						
Total Meters		235	945,520		100.00	100.00

Directors Report

Westhaven CSD

Water Pumped This Month
 Water Sold This Month
 Water Loss
 Water Loss (%)

570,300 Gallons
 456,130 Gallons
 114,170 Gallons

20.02 %

This is what it should be. Will self correct next month

	Amount (\$)	# Of Accounts
Total Water	23,258.06	232
Total Late Charge	231.11	55
Total Adjustments	(1.21)	2
Total Current Charges	23,487.96	232
Amount Past Due 1-30 Days	5,134.28	55
Amount Past Due 31-60 Days	2,497.81	26
Amount Past Due Over 60 Days	15,763.10	22
Amount Of Overpayments/Prepayments	(4,959.51)	45
Total Receivables	41,923.64	232

Total Receipts On Account	21,502.17	178
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	1,941	235
Average Water Charge For Active Meters	100.25	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		2	42,690	9.36	3.74
10,001-20,000		2	20,770	4.55	2.09
8,001-10,000		0	0	0.00	0.00
6,001-8,000		1	6,150	1.35	0.74
4,001-6,000		18	87,050	19.08	11.65
2,001-4,000		66	190,290	41.72	32.90
1-2,000		109	109,180	23.94	38.87
Zero Usage		37	0	0.00	10.01
Total Meters		235	456,130	100.00	100.00

WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY

ITEM 5.2

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

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

February 2024

Weights are not weighted to anticipate seasonal variations in water use.

Adjustments for reported customer leaks have **not** been included in the monthly totals.

USAGE							CHARGES			
GPD = Gallons per day			Avg persons per household: 2.20							
2023-24	DAYS BILLED	GALLONS BILLED	ACTIVE METERS	GPD BILLED	GPD per METER	GPD per PERSON	TOTAL MONTHLY CHARGES	AVG CHARGE PER ACCOUNT	DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION
JUNE	28	546,960	199	19,534	98	45	\$ 8,739	\$ 43.92	\$ 179	\$ 179
JULY	29	613,310	203	21,149	104	47	\$ 11,447	\$ 56.39	\$ 2,886	\$ 3,065
AUG	32	800,920	205	25,029	122	55	\$ 13,893	\$ 67.77	\$ 5,332	\$ 8,397
SEPT	28	514,350	203	18,370	90	41	\$ 9,725	\$ 47.90	\$ 1,164	\$ 9,561
OCT	32	563,640	203	17,614	87	39	\$ 10,624	\$ 52.34	\$ 2,063	\$ 11,624
NOV	29	433,020	200	14,932	75	34	\$ 8,394	\$ 41.97	\$ (167)	\$ 11,457
DEC	30	418,670	208	13,956	67	30	\$ 8,147	\$ 39.17	\$ (414)	\$ 11,043
JAN	33	477,540	204	14,471	71	32	\$ 9,149	\$ 44.85	\$ 588	\$ 11,632
FEB	29	456,130	195	15,729	81	37	\$ 8,766	\$ 44.96	\$ 206	\$ 11,837
MAR				-	-	-		\$ -	-	\$ -
APR				-	-	-		\$ -	-	\$ -
MAY				-	-	-		\$ -	-	\$ -
Monthly AVG	30	536,060	202	17,865	88	40	\$ 9,876	\$ 48.81	\$ 1,315	
Total		4,824,540					\$ 88,884		\$ 11,837	\$ 11,837
Leak Adjustment			(gal)							
Cummulative Leak Adjustment		14,385					\$ 251			
Net		4,810,155	(After Leak Adjustments)				\$ 88,633			\$ 11,586.69

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

SOLD TO DATE

2023-2024 4,824,540 = 100%
 2022-2023 4,842,810 OF 22-23

TOTAL BILLINGS TO DATE

2023-2024 \$88,884 = 115%
 2022-2023 77,216 OF 22-23

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

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

ITEM 5.3

Annual		<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>	
<u>Budget</u>	<u>Income</u>	Feb. 2024	Monthly Budget	Over/Under	July 2023 thru Feb. 2024	Jul 2023 thru Feb. 2024 Budget	Over/Under	% of Budget
291,518	Water Sales	31,556 ⁴	24,293	7,263	204,520	194,345	10,174	105.2%
<u>2,546</u>	Water Services	<u>444</u>	<u>212</u>	<u>232</u>	<u>4,272</u>	<u>1,697</u>	<u>2,575</u>	251.7%
<u>294,064</u>	Total Income	<u>31,999</u>	<u>24,505</u>	<u>7,494</u>	<u>208,792</u>	<u>196,043</u>	<u>12,749</u>	106.5%
	<u>Expense</u>							
1,972	Source of Supply	0	164	-164	29	1,315	-1,286	2.2%
14,340	Pumping	2,467 ⁵	1,195	1,272	9,354	9,560	-206	97.8%
45,695	Water Treatment	5,964 ³	3,808	2,156	38,136	30,463	7,672	125.2%
19,354	Transmission & Distribution	155 ¹	1,613	-1,458	46,347	12,903	33,444	359.2%
18,470	Customer Accounts	1,239	1,539	-300	6,418	12,313	-5,895	52.1%
168,442	Administrative & General	<u>11,241 ²</u>	<u>14,037</u>	<u>-2,796</u>	<u>150,463</u>	<u>112,295</u>	<u>38,169</u>	134.0%
268,273	Total Expense	<u>21,066</u>	<u>22,356</u>	<u>-1,290</u>	<u>250,747</u>	<u>178,849</u>	<u>71,899</u>	140.2%
	Net Operating Income	10,933	2,149		-41,955			

Income and Expense Page 2

Income & Expense Report Notes:

- ¹ Transmission & Distribution: July over budget due to emergency leak detection & repair at the intersection of Kay Ave & Tepona totaling \$2,601. September paid \$2250 for backflow testing. Customers are billed for this service. December 2023 \$10,240 in emergency water. January 2024 \$7520 emergency water delivery, \$3350 American Leak Detection, and \$7255 GRS vac truck and leak repair cost.
- ² Annual Workers Compensation payment of \$3,593 in July. Annual Liability Insurance payment of \$5,716.97 in September. The warrants for Aug. 2023 included 3 payroll periods and 2 months of Federal & State payroll taxes. January 2024, CPA annual St Financial report \$1029, Employee retirement benefit \$9672, new roof \$12,650, Annual membership CA Rural Water Assoc \$631.
- ³ December 2023 Water treatment was high because Chemical expense was \$1552, twice what the monthly average has been. Outside lab
- ⁴ This is overstated due to errors on meter readings were discovered after the close of the month. This will self correct at the next meter reading.
- ⁵ February 2024 Pumping is a little high because a new pup starter was purchased \$1315 including freight

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
February 2024

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>
\$149,401.56	2.30000	Capital Reserves Hum Co Fund 2600		\$ 20,000	1 \$ 2,888.07	FY 22/23 Interest
					FY 22/23LAFCO Contribution	\$ 167.12
					\$ 925.54	8/1/2023
\$28,955.65	0.50000	Capital Reserves CD Umpqua 2368 (matures 12/24/2024)			\$ 21.28	FY 23/24 interest to date
\$39,195.92	0.03590	Operating Reserve LAIF # 16-12-005		\$ 10,000	\$ 299.54	2023 Q2 Int
					\$346.81	2023 Q3 Int
					\$389.85	2023 Q4 Int
\$591.01	0.03000	Savings Umpqua 0648			2 \$ 500.00	9/6/2023 11/30/2023
					Total Maint	\$ 6.00

\$ 376,314.40

Checking Account Umpqua 5013

Checking Balance as of 3/13/2024

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

** Operating Reserves Contribution: Sufficient to maintain a minimum reserve of 25% of the total operating budget; surplus may be contributed to the Capital Reserve Funds (From Financial Procedures Manual) 2023/2024 Regular Operating Budget \$277,481. X 25% = \$69,370

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

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

DWR advance pymt balance for Trinidad Interite is \$417,900 (For construction/implementation)

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants February 16 - March 16, 2024

Number	Date	Amount	To Whom	Purpose
Debit	9-Feb	\$53.25	B&B Portable Toilets	Cleaning service
7692	2/16/2024	\$ 262,872.00	GR Sundberg	DWR Grant 14508 waterline construction
7693	2/16/2024	\$ 35,750.64	PACE Engineering	DWR Grant 14508
7694	2/16/2024	\$ 5,003.39	GR Sundberg	Leak repair 6th Ave east side of overpass
7695	2/16/2024	\$ 2,722.12	Rich Well Drilling	Pump Starter \$1715; Calcite 1007.12
7696	2/16/2024	\$ 816.00	RVS	Annual software updates & maintenance
7697	2/16/2024	\$ 364.04	C. Chandler	Payroll 2/1-2/15/2024
7698	2/16/2024	\$ 340.00	North Coast Labs	January outside lab testing
7699	2/16/2024	\$ 500.91	K. Martin	Payroll 2/1-2/15/2024
7700	2/16/2024	\$ 771.97	M. Whitlow-Hewett	Payroll 2/1-2/15/2024
7701	2/16/2024	\$ 2,061.99	P. Rosenblatt	Payroll 2/1-2/15/2024
7702	2/16/2024	\$ 860.52	R. Levang	Payroll 2/1-2/15/2024
7703	2/20/2024	\$ 306.50	C. Chandler	Final paycheck
EFTPS	2/21/2024	\$ 2,622.58	EFTPS	Fed tx deposit for February 2024
EDD	2/21/2024	\$ 413.06	EDD	State tx deposit for February 2024
7704	2/21/2024	\$ 285.85	SDRMA-WC	Balance on 2022-23 WC Audit Invoice
7705	2/21/2024	\$ 6.00	M. Whitlow-Hewett	Reimburse HWMA recycling
7706	2/21/2024	\$ 171,127.50	PACE Engineering	EDWG Grant-water plant
7707	3/1/2024	\$ 653.72	K. Martin	Payroll 2/16-2/29/2024
7708	3/1/2024	\$ 750.05	M. Whitlow-Hewett	Payroll 2/16-2/29/2024
7709	3/1/2024	\$ 2,061.99	P. Rosenblatt	Payroll 2/16-2/29/2024
7710	3/1/2024	\$ 797.62	R. Levang	Payroll 2/16-2/29/2024
EFTPS	3/1/2024	\$ 2,599.76	EFTPS	Fed tx deposit for January 2024
EDD	3/1/2024	\$ 499.82	EDD	State tx deposit for January 2024
7711	3/1/2024	\$ 399.22	Cardmember Services	Dental premium \$159.34, Adobe subscription \$239.88
7712	3/1/2024	\$ -	Void	Void
7713	3/1/2024	\$ 1,142.33	Mendes	Chemicals
7714	3/1/2024	\$ 37.27	Thomas Home Center	Plant paper towels/water testing vacuum tubing
7715	3/1/2024	\$ 242.00	USPS	2 rolls forever & 2 roll postcard stamps
7716	3/1/2024	\$ 450.00	WVFD	March office rent
7717	3/1/2024	\$ 106.35	Thrifty Supply	DWR 14508 Parts for Intertie with Moonstone Hieghts MWA
7718	3/1/2024	\$ 141.95	Valley Pacific	February fuel
7719	3/6/2024	\$ 146.32	M. Tillman	First and final paycheck
7720		\$ -	Void	Void
7721		\$ 1,108.53	PG&E	Plant 744.50, Wells 230.52, Office 133.51
7722		\$ 2,408.76	Blue Shield of CA	Mar. premium \$2014.63/\$394.13 WCSD/Emp
7723		\$ 560.00	Microbac aka NorCal Labs	February outside lab
Debit	3/7/2024	\$ 336.17	Rental Guys	Trenching for 749 4th Ave service lateral
7724	3/16/2024	\$ 573.51	K. Martin	Payroll March 1-15 2024
7725	3/13/2024	\$ 61,296.83	GR Sundberg	DWR Grant 14508 construction
7726	3/13/2024	\$ 28,894.56	PACE Engineering	DWR Grant 14508 engineering
7727	3/16/2024	\$ 762.28	M. Whitlow-Hewett	Payroll March 1-15 2024
7728	3/16/2024	\$ 2,061.99	P. Rosenblatt	Payroll March 1-15 2024
7729	3/16/2024	\$ -	void	printer hiccup
7730	3/16/2024	\$ 887.05	R. Levang	Payroll March 1-15 2024
7731	3/16/2024	\$ 53.88	B&B Portable Toilets	Rental 2/4-3/2/2024
7732	3/16/2024	\$ 170.68	Optimum	March Internet and office telephone
7733	3/16/2024	\$ 50.00	CSDA Humboldt Chapter	2024 annual dues

Total \$596,070.96

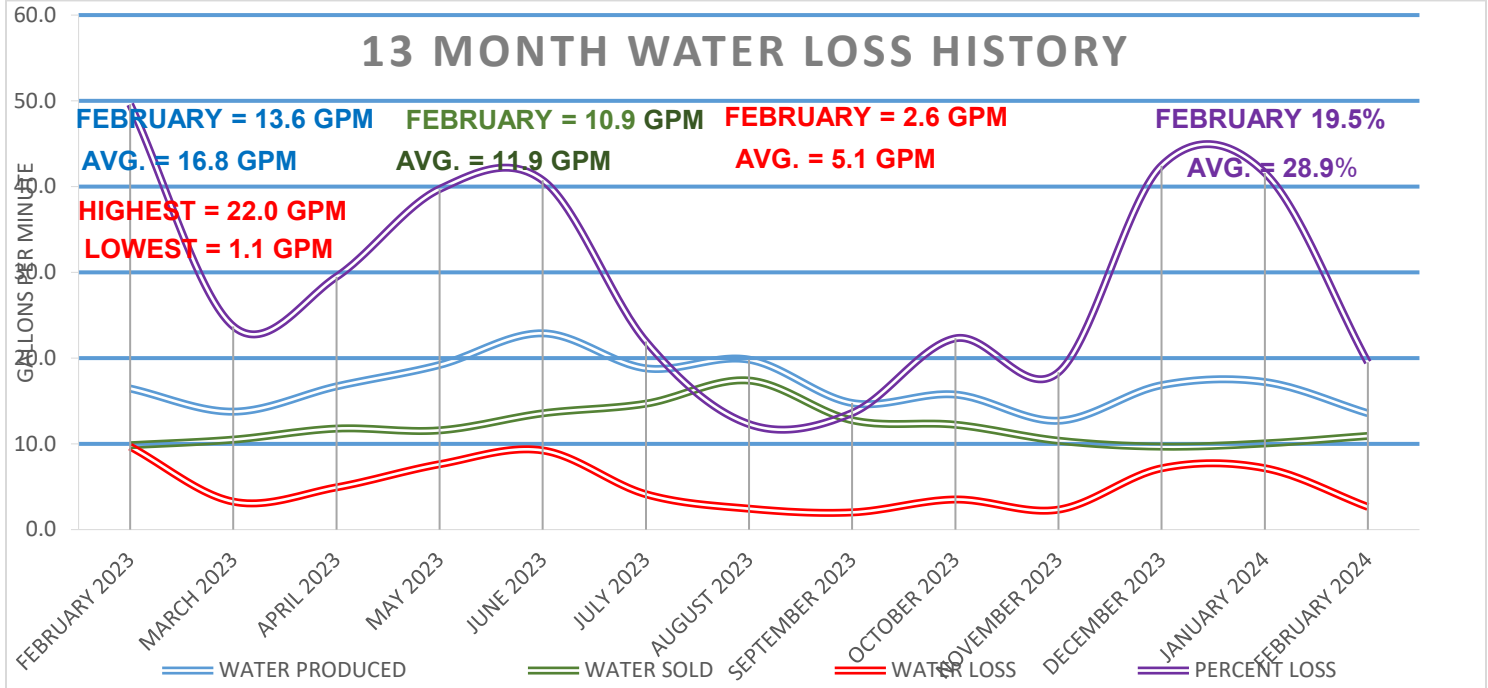
Checking Account Balance as of 3/16/2024
\$371,755.01

Total Operating warrants	\$35,915.95	Grant Payments
EDWG 12100024 New Plant	\$171,127.50	2/21/24 \$171,128
Total Special Projects	\$107.13	
Total Intertie 14620	\$0.00	
Total DWR Drought 14508	\$388,920.38	2/16/24 \$298,622.64 & 3/13/24 \$90,191.39
Total Grant & Spec Project Warrants	\$560,155.01	
*Trinidad Intertie Advance pymt balance \$	417,900.00	

WESTHAVEN CSD • MANAGER'S REPORT
February 2024

6.1 Water Loss

Water loss was 110,490 gallons which decreased from 7.2 gpm in January to 2.6 gpm in February for 19.5% of total production of 566,620 gallons. One possible unknown system leak. Discussion



MONTHLY MONTHLY MONTHLY

<u>FROM JULY 2003</u>	<u>PRODUCED GPM</u>	<u>SOLD GPM</u>	<u>LOST GPM</u>	<u>%LOSS OF WATER PRODUCED</u>	<u>PRODUCTION GALLONS</u>	<u>SOLD GALLONS</u>	<u>LOSS GALLONS</u>
FEBRUARY 2024	13.6	10.9	2.6	19.5	566,620	456,130	110,490
AVG. ALL	21	15	6	29	922,075	569,276	280,005
24 MO AVG.	19	12	7	32	813,699	526,478	287,086
13 MO AVG.	16.8	11.9	5.1	28.9	742,493	518,521	223,723
MINIMUM MONTH EVER	11.2	9.7	1.1	6.8	488,090	410,820	43,080
	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021	APR 2017	DEC 2022	SEPT 2021
MAXIMUM MONTH EVER	34.8	27.0	22.0	68.1	1,523,405	850,410	949,270
	JUL 2004	JUL 2003	JAN 2023	JAN 2023	JUL 2004	SEPT 2020	NOV 2016

Total Production	Avg. Loss %	Total Loss
SINCE DECEMBER 2016	23	17,106,169
13 MONTH TOTALS	29	2,908,400
<u>SINCE OCT 2021 Submission of DWR Drought grant</u>	32	8,223,602

DAILY WELL FLOW

- 3/11/17 11.8 gpm
- 3/11/18 5.8 gpm
- 3/11/19 5.4 gpm
- 3/11/20 5.7 gpm
- 3/11/21 5.0 gpm
- 3/11/22 5.2 gpm
- 3/11/23 6.4 gpm
- 3/11/24 8.3

MONTH TOTAL AVG GPM

- 3/17 meter broken no data available
- 3/18 45 gpm (south collector only)
- 3/19 38 gpm (south collector only)
- 3/20 30 gpm (all collectors on)
- 3/21 27.4 gpm (all collectors on)
- 3/22 38 gpm all collectors on
- 3/23 52 gpm (all collectors Rain)
- 3/11/24 28 gpm(south needs cleaning)