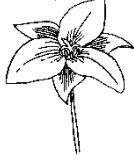


# WESTHAVEN COMMUNITY SERVICES DISTRICT

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 May 19<sup>th</sup> 2021 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.

Topic: WCSD Regular Meeting for May 2021

Time: May 19, 2021 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/84153671344>

Audio Only:

Dial: (408)638-0968

Enter Meeting ID: 841 5367 1344

### How to Submit Public Comment:

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

**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 April 21<sup>st</sup> 2021 - Regular meeting minutes **Discussion/Approval**

**5. 2021-2022 BUDGET**

5.1 2021-2022 budget **Discussion**

**6. BOARD CANDIDATES AND APPOINTMENT**

6.1 Board Candidates interview process **Discussion/Approval**

6.2 Selection and Appointment of new board member **Discussion/Approval**

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

- 7.1 Directors' Report – monthly billing and collections — **Discussion**
- 7.2 Water consumption and Sales – **Discussion**
- 7.3 Income / Expense Report. **Discussion**
  - 7.3.1 Updated Well Report. **Discussion**
- 7.4 Finance Officer's Recommendations – **Discussion**
- 7.5 Treasurer's Report and Recommendations – **Discussion**
- 7.6 April's warrants – **Discussion/Approval**

**8. MANAGER'S REPORT**

- 8.1 Water loss: No system leaks **Discussion**
- 8.2 Hydrant and flushing hydrant installations complete **Discussion**

**9. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**

- 9.1 Update on SHN Geologist activities related to well drilling. **Discussion**
- 9.2 Update on progress for Well site 3 CDP#2. **Discussion**

**10. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**

- 10.1 Update on progress of technical assistance grant from DFA.-**Discussion**

**11. 401 LIST PRIORITY COMMITTEE REPORT**

- 11.1 401 list priority committee report **Discussion/Approval**

**12. WESTHAVEN DRIVE WIDENING PROJECT**

- 12.1 Report on the "Friends of Westhaven" Westhaven drive widening project action committee **Discussion/Approval**

**13. WESTHAVEN VOLUNTEER FIRE DEPARTMENT APPRATUS NEW PARKING BUILDING PROJECT REFERRAL**

- 13.1 WCSD has received a referral from the planning department on a proposed Metal building to house Fire apparatus in the middle of the WVFD property. Should the district request removal of the old post office to provide adequate parking for WCSD customers and employees as this has been a problem since the office was built **Discussion/Approval**

**14. RESOLUTION 2021-4 CERTIFICATE OF RESOLUTION FOR WCSD SECTION 125 POP, PLAN YEAR ENDING MAY 31, 2022**

- 14.1 Resolution 2021-4 Certificate of Resolution for WCSD Section 125 POP, Plan year ending May 31, 2022 Rosenblatt Health Insurance Premium Only Plan (POP) Annual Renewal **Discussion/Approval**

**15. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTANCE AND OPERATION**

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

**16. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

**17. ADJOURN**

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm. The next Regular Meeting will be **June 16th, 2021**.and will be held via zoom  
This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.

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

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

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Regular Meeting Minutes  
April 21, 2021

**1. CALL TO ORDER**

Board President Verick called the meeting to order at 6:30 PM. In attendance were:  
Board Members: Verick, Cline, & Swisher  
Absent: Hankin  
Staff: Rosenblatt, Butterworth & Levang  
Guests: Elaine Weinreb & Lucy Kostrzewa

**2. PUBLIC COMMENT**

None at this time

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

Move Item 11, Lucy Kostrzewa Water Service Allotment, between items 4 & 5.

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

**4. PUBLIC HEARING ORDINANCE 2021.1 HORSES AND MOTORCYCLES ON DISTRICT PROPERTY**

4.1 Citizen input on Ordinance 2021.1

The Citizens requesting the public hearing on Ordinance 2021.1 withdrew their request.

**5. AMEND / APPROVE MINUTES**

5.1 March 17, 2021 Regular meeting minutes

The following revisions were made to the minutes:

- Item 12, Second to the last sentence, change from, ~~She said if her case is being discussed she wants them to know that she has communicated to them,~~ to *"She said if her case is being discussed at the State she wants the State entities to know that she has communicated to them"*.
- Item 8.3, add Giovanni's last name.
- Item 8.4 change Moonstone Heights Mutual Water ~~Company~~ to *Water Association* and correct the acronym from MHMWG TO MHMWA. Make those changes throughout the document.
- Item 8.4, 2/3rds down correct "WCSD ~~to~~ pump water from well site" to *"WCSD to pump water from well site"*.
- Item 8.5 change "See ~~about~~, 8.4" to *"See above, 8.4"*
- Item 12, change in title ~~GOVERING~~ TO *GOVERNING*
- Items 16 & 17, change water ~~shares~~ to *water allotments*

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

5.2 March 10, 2021 Special meeting minutes

Correct Item 3 title from ~~PROJET~~ to *PROJECT*

Verick moved to approve March 10, 2021 minutes as corrected. Seconded by Swisher; all approved.

**11. LUCY KOSTRZEWA WATER SERVICE ALLOTMENT/401 LIST PRIORITY**

11.1 Lucy Kostrzewa spoke to the board regarding her placement on the 401 list as a result of an agreement with the WCSD in the early 1990's – Discussion/Approval

A memo from Kostrzewa was emailed to the Board to be included with the board meeting materials. Along with the memo Kostrzewa included copies of, 12/2/1991 legal agreement, excerpt from Ordinance 2013-1 defining 401A listing criteria, Joan Berman letter dated 10/20/1995 and graphic depiction of APN changes over time. Kostrzewa explained to the board that the District already agreed for her property to be on the 401/top priority list. She explained how the parcel in question had a line adjustment done, which changed the APN number that is listed on the 401 list. Kostrzewa is requesting that the APN number be correctly updated so that the property can be confirmed as being on the 401 list. Swisher said that when the District passed the governing ordinance it did not address this specific circumstance. Verick questioned how this can be resolved and Swisher suggested forming a committee to either create a resolution to address this circumstance or amend the original ordinance. It was noted that there are other properties in the district with similar circumstances. Board discussion ensued.

Verick moved to charge a committee with communicating with Kostrzewa to pass a resolution or amend the ordinance, whatever the committee decides, to make sure parcels like Kostrzewa's, are given the priority that the District originally agreed to. Seconded by Cline; all approved.

**6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS****6.1 Director's Report-monthly billings and collections - discussion**

Board packets contained Directors report. Total March, 2021 water sales were \$21,855.95, and total receivables were \$20,931.54.

Verick noted two large water users, he asked if they received leak adjustments. Rosenblatt responded that one of them will be getting a leak adjustment. He explained that the high water use was from a leaking toilet.

**6.2 Water Consumption and Sales - discussion**

Board packets contained Water Consumption and Billings-Commodity Charges Only report. March, 2021 gallons billed 681,830; average gallon per day per meter readings 100; per person 46, average monthly charge per accounts \$44.32; total monthly charges \$9,129; monthly deviation from budget -\$786. No discussion.

**6.3 Income & Expense Report – discussion**

Board packets contained an Income & Expense report for March, 2021. Total income \$18,018, total expense \$14,445, with a net operating income of -\$3,573. No discussion.

6.3.1 Updated Well Report. Swisher questioned why this report isn't listed under projects. Rosenblatt said because it is regarding expenditures.

**6.4 Finance Officer's Recommendations – No recommendations****6.5 Treasurer's Report and Recommendations – discussion**

Board packets contained a copy of the March, 2021 Treasurer's report. Account balances were as follows: Capital Reserves \$257,377.79; Operating Reserves \$52,090.73; DWR Reserve CD \$28,777.56; DWR Loan Savings \$2,229.77; Checking Account as of 4/16/2021 \$19,792.34. No discussion.

**6.6 February's warrants – discussion/approval**

Verick moved to approve warrants #'s 6643 through 6669, totaling \$15,815.36. Seconded by Swisher; all approved.

**7. MANAGER'S REPORT****7.1 Water Loss – No system leaks – discussion**

Board packets contained a summary table of 13 months water loss history. March 2021 water loss is at 13.6%, average water loss in the last 13 months is 20.7%, Verick commented that the well production is very low. It is the lowest it has been since the District has been putting out the data. It is half what it was this week in 2017. Verick questioned if this is something to be alarmed about. Rosenblatt said he has been questioning the condition of the well, it could be low ground water flow or it could be some issues with the casing in the well. Verick asked if there is a way we can check the condition of the well? Rosenblatt said he could put a fiber optic camera in the well. Swisher added that he did that six or seven years ago. It was acknowledged that we have had several dry years. Verick said that on his hikes he has noted that Two Creeks is lower than it has ever been for this time of year.

**8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT****8.1 Update on SHN activities related to well drilling. Discussion**

Rosenblatt said he has a commitment from Giovanni Vadurro to develop a description of well drilling activities so Rosenblatt can prepare and send out a request for proposal (RFP). Vadurro will prepare a time line and budget for the work going forward. It will include his assisting and observing the well drilling and the data logs and testing associated with the data loggers. Rosenblatt will be working with Tom Warnock on how they will use the RFP and Vadurro's budget to revise the planning grant budget.

**8.2 Update on progress for well site 3 with LACO for Coastal Development Permit (CDP), #2.**

The CDP goes to public hearing the first week in May. Moonstone Heights Mutual Water Association submitted a letter, which is friendly to our project.

**8.3 Subcommittee, Rosenblatt, Swisher & Hankin, report on feasibility of drilling ASAP. Discussion Subcommittee has not met.****8.4 Report on communication with Moonstone Heights Mutual Water Association Board President and letter regarding the well drilling project on First Avenue at "site 3". Discussion/Approval**

**8.4.1 Letter from MHMWA Board President.** Rosenblatt said that he assumes everyone has read the letter. MHMWA have agreed to our data logging and support our project with the understanding we will work with them on mitigation if our well negatively affects their wells. Rosenblatt said that he appreciates Hankin and Verick's support with this. Verick asked about the MHMWA customer that had expressed concern. Rosenblatt said she is supportive of our project and would be supportive of consolidation if it becomes necessary. She thinks Rosenblatt and the District will do the right thing. Verick congratulated Rosenblatt for his good work on this.

**9. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANANCIAL ASSITANCE (DFA)**

**9.1 Update on progress of technical assistance grant from DFA.** Rosenblatt reported that the preliminary engineer report is being reviewed by the State Division of Drinking Water and they are going to recommend approval. Rosenblatt is planning to apply for funds by June. Rosenblatt met with PG& E about bringing three phase power to the water plant as part of the project. This will be paid for by the grant and rebates from PG&E. Ultimately it will allow us longer electrical pump life with less cost because three phase power is more efficient. There was discussion of how much grant funding is available and how the eligibility works.

**10. LAFCO MUNICIPAL SERVICE REVIEW**

**11.1 LAFCO Municipal service review –** Rosenblatt acknowledged Hankin and Swisher for their review and edit of the LAFCO document. This document will help the District with grant funding in the future. Verick thanked Hankin, Swisher and Rosenblatt for their great work.

**11. LUCY KOSTRZEWA WATER SERVICE ALLOTMENT/401 LIST PRIORITY**

See discussion above between items 5 & 6.

**12. BOARD VACANCY LEFT BY THE RESIGNATION OF DIRECTOR PHIPPS**

12.1 Policy for Appointment of Directors attached.

Board Vacancy left by the resignation of Director Steven Phipps. Plan for outreach to community for candidates and the timeframe for selection of a new board member – Discussion/Approval  
 Rosenblatt said he has been in contact with the County Elections Office and forwarded them Phipps resignation email. There was discussion of the questions for the applicants and when and where to post the Notice of Board Vacancy. The posting needs to be posted for at least 15 days. The notice will be posted at the Fire Hall and District bulletin boards, the Trinidad Post office and the WCSD website. Levang will send postcards of the notice to WCSD customers. Verick asked the board to send suggested questions for applicants to Hankin, Levang or himself. Applications need to be received by May 12<sup>th</sup> and applicants will be interviewed and a new board member selected and appointed at the May 19<sup>th</sup> board meeting.

**13. DRAFT 2021-2022 BUDGET**

13.1 Discussion of the draft 2021-2022 budget – Discussion/Approval

There was brief discussion of the draft 2021-2022 budget. Cline asked about the wage worksheet used in developing the operating budget. Levang said she would email the worksheet to the board tomorrow morning.

Verick moved to approve the draft 2021-2022 budget. Seconded by Cline; all approved.

**14. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT’S EXITANCE AND OPERATION**

14.1 Discussion of adding water allotments to households when and if the option becomes available  
 - Verick asked the board members if they were in agreement that when the District is capable of producing more water that we should add houses to the 401 list. Swisher said he had no problem with that, in fact it has always been a goal of the District. Cline added that we would not be able to provide more water until the new treatment plant is built. At that point we will need to have more allotments to spread the higher cost of running the new plant over more households. Verick acknowledged that Cline made a good point, and that the board members are in agreement of adding water allotments when the option becomes available.

**15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**

- Cline requested adding discussion of the Westhaven Drive widening project to the agenda. The board needs to identify and discuss the effects this may have on the District and form a response sooner rather than later. Supervisor Madrone is very informed on this issue and should be invited to the meeting when this is to be discussed.
- Swisher announced that Levang is retiring July 30<sup>th</sup> and the board may want to have a discussion added to the agenda.
- Since the board is interviewing and appointing a new board member at the next regular meeting the agenda shouldn’t get too big.

**16. ADJOURN**

Verick adjourned the meeting at 8:30 PM.

Respectfully Submitted,

Roxanne Levang  
 WCSD Secretary  
 Minutes 4/21/2021

	A	B	C	D	E	F	G
1							
7							
8		<b>WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)</b>		<b>JUNE 2021</b>			
9							
10		<b>ANNUAL OPERATING BUDGET</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>INCREASE</b>		Revenue from monthly bills
11		<b>1st Draft April 2021</b>			<b>(DECREASE)</b>		Commodity rate expenses (variable operating costs)
12							Base rate expenses (fixed operating costs)
13							Expenses part commodity, part base
14							
15		<b>OPERATING REVENUES</b>					
16	<b>411.00</b>	<b>WATER SALES</b>	<b>250,035</b>	<b>263,647</b>	<b>13,612</b>		<b>NOTES</b>
17		Base Rate Residential	148,784	159,029	10,245		
18		Commodity Rate Residential	98,591	101,839	3,248		Estimated residential income is linked to estimated average bill
19	411.10	Total Residential	247,374	260,869	13,495		229 residential
20		Base Rate Business	1,299	1,389	90		
21		Commodity Rate Business	861	889	28		
22	411.20	Total Business	2,160	2,278	118		2 Business (+ WVFD - no charge)
23	411.70	Other water sales	500	500	0		Emergency deliveries (FY 2019-20 no deliveries as of 4/10/2020)
24							
25	<b>421.00</b>	<b>WATER SERVICES</b>	<b>3,275</b>	<b>3,319</b>	<b>44</b>		
26	421.10	Fire prevention	650	694	44		Merryman's fire system - pays base rate only
27	421.30	Backflow valve testing charges	2,625	2,625	0		Equals Backflow Program Expense - Not part of water rates
28	421.40	Water Service charges					Water service repair / relocation
29	421.50	Other water services	2,100	3,000	900		Charges for late payment, returned checks, Simple Swipe, reconnection, etc.
30							
31		<b>TOTAL OPERATING REVENUES</b>	<b>252,809</b>	<b>266,466</b>	<b>13,657</b>		Interest Revenue moved to Capital Budget
32							Total does not include 411.70 & 421.50
33		<b>REVENUE PAID TO CAPITAL EXPENSES</b>	<b>46,402</b>	<b>46,402</b>	<b>0</b>		
34							
35		<b>TOTAL OP. REV. AFTER CAP. EXPENSE</b>	<b>206,407</b>	<b>220,064</b>	<b>13,657</b>		
36							
37		<b>OPERATING EXPENSES</b>	<b>COLA 1.8%</b>	<b>1.2%</b>	<b>1.2%</b>		<b>COLA = 10 yr. running avg. of avg. of COLA &amp; CPI</b>
38				<i>equals</i>	<b>\$0.00</b>		40.00 Mg/Op - Hrs/Wk- 21-22 Base Wage = 26/hr 6 months 28/ 6 months Average 27/hr
39		<b>REGULAR OPERATING EXPENSES</b>		<i>per cust. per mo.</i>			18.00 Op - hours / week - 2021-22 Base Wage = 19.91/hr.
40							13.50 1 relief Op- hours/week combined - 2021-22 Base Wage = 18.54 (6 hrs/week)
41		<b>SOURCE OF SUPPLY</b>					18.00 S/B - hours / week - 2021-22 Base Wage = 22./hr.
42	511.10	Wages - Operator	1,098	1,236	(138)		1.00 Mg/Op - hours / week
43	511.20	Wages - 2nd Operator	1,350	1,367	(17)		1.50 Op - hours / week
44	<b>511.00</b>	<b>Total wages</b>	<b>2,448</b>	<b>2,602</b>	<b>(154)</b>		
45	512.00	Maintenance, structure, & improvements	200	200	0		Default (\$0 spent FY 2019-20 and FY 2020-21)
46	513.00	Purchased water					
47		<b>TOTAL SOURCE OF SUPPLY</b>	<b>2,648</b>	<b>2,802</b>	<b>154</b>		
48							
49		<b>PUMPING</b>					
50	521.10	Wages - Operator	1,647	1,236	(411)		1.00 Mg/Op - hours / week
51	521.20	Wages - 2nd Operator	1,800	1,822	22		2.00 Op - hours / week
52	<b>521.00</b>	<b>Total wages</b>	<b>3,448</b>	<b>3,058</b>	<b>(390)</b>		
53	522.00	Maint, structure, & improvements	240	240	0		Per income/expense report
54	523.10	Fuel or power used for pumping - booster	4,200	3,900	(300)		Includes tank fan and shop storage room dehumidifier
55	523.20	Fuel or power used for pumping - well	1,700	2,900	1,200		Per income/expense report
56		<b>TOTAL PUMPING</b>	<b>9,588</b>	<b>10,098</b>	<b>510</b>		
57							
58		<b>WATER TREATMENT</b>					
59	531.10	Wages - Operator	6,589	6,178	(411)		5.00 Mg/Op - hours / week
60	531.20	Wages - 2nd Operator	18,902	20,044	1,142		22.00 Op-Hrs/Week- Calculations based on 1st OP wage. Put in less hrs then worked to bal p/r expense
61	<b>531.00</b>	<b>Total wages</b>	<b>25,492</b>	<b>26,221</b>	<b>729</b>		
62	532.00	Maint, structure & improvements	675	800	125		Per expense reports (sand filter expense excluded???)
63	533.10	Chemical	3,500	3,900	400		Chlorine & Calcite - may increase with new well(s)
64	533.20	Outside lab expense	4,500	5,400	900		North Coast Labs - increased sampling requirements
65	533.30	Water testing supplies - WCSD	1,000	1,200	200		Reagents and Instrument maintenance.
66		<b>TOTAL WATER TREATMENT</b>	<b>35,167</b>	<b>37,521</b>	<b>2,354</b>		
67							
68		<b>TRANSMISSION &amp; DISTRIBUTION</b>					
69	541.10	Wages - Operator	2,196	2,471	275		2.00 Mg/Op - hours / week
70	541.20	Wages - 2nd Operator	900	3,644	2,744		4.00 Op - hours / week
71	<b>541.00</b>	<b>Total wages</b>	<b>3,097</b>	<b>6,115</b>	<b>3,018</b>		
72	542.00	Maint, structure, & improvements	1,000	1,000	0		Per GM analysis of estimated cost
73	543.00	District Vehicle O&M	1,900	2,000	100		Insurance, fuel, maintenance, etc.
74	544.00	Backflow Program Expense	2,625	2,625	0		Not part of regular rate calculations - program is self-supporting
75		<b>TOTAL TRANSMISSION &amp; DISTRIBUTION</b>	<b>8,622</b>	<b>11,740</b>	<b>3,118</b>		
76							

	A	B	C	D	E	F	G
1							
7							
8		<b>WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)</b>		<b>JUNE 2021</b>			
9							
10		<b>ANNUAL OPERATING BUDGET</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>INCREASE</b>		Revenue from monthly bills
11		<b>1st Draft April 2021</b>			<b>(DECREASE)</b>		Commodity rate expenses (variable operating costs)
12							Base rate expenses (fixed operating costs)
13							Expenses part commodity, part base
77		<b>CUSTOMER ACCOUNTS</b>					
78	551.10	Wages - billing	1,559	1,510	(49)	1.50	S/B - hours / week
79	551.20	Wages - cash receipts	1,098	2,471	1,373	2.00	Mg/Op - hours / week
80	551.30	Wages - meter reading - Operator	2,196	0	(2,196)	0.00	Mg/Op - hours / week
81	551.40	Wages - meter reading - 2nd Operator	1,350	1,822	45	2.00	Op - hours / week
82	<b>551.00</b>	<b>Total wages</b>	<b>6,204</b>	<b>5,803</b>	<b>(401)</b>		
83	551.50	Billing Supplies	1,200	1,200	0		Per income/expense report
84	552.00	Uncollectible accounts	0	0	0		
85	553.00	Customer Leak Adjustments	2,000	2,000	0		Based on 10 year average
86		<b>TOTAL CUSTOMER ACCOUNTS</b>	<b>9,404</b>	<b>9,003</b>	<b>(401)</b>		
87							
88		<b>ADMINISTRATIVE &amp; GENERAL</b>					
89	561.10	Wages - Manager	29,103	33,359	4,256	27.00	Mg/Op - hours / week
90	561.20	Wages - Clerical	14,029	14,597	568	14.50	S/B - hours / week
91	<b>561.00</b>	<b>Total wages</b>	<b>43,133</b>	<b>47,956</b>	<b>4,823</b>		
92	562.10	Office supplies	1,000	1,600	600		Per income/expense report
93	562.20	Office equipment	1,000	750	(250)		Average over several years.
94	562.30	Office utilities (phone / electric / internet)	3,500	3,600	100		Per income/expense report
95	562.40	Postage	1,700	1,900	200		Per income/expense report
96	562.50	Employee / director education	100	100	0		Did not use last fiscal period
97	562.60	Operator certification	120	120	0		Annual average - triennial expense - PR & MB
98	562.70	Employee / director mileage reimbursement	300	100	(200)		Per income/expense report - current rate 0.575 per mile
99	563.10	Accountant	7,658	7,735	77		Annual State Financial Transaction Report & Year end consulting \$1635. & 1/2 cur
100	563.20	Legal	500	500	0		Default-Historical range from \$0 to \$7,657/yr (93-94) 20-21 lowered to \$1000 from \$
101	563.30	Consultants, Engineering etc.	500	350	(150)		Does not include project expenses
102	564.00	Property and liability insurance	4,081	4,081	0		We haven't heard from SDRMA yet regarding this years property & liability amount
103	565.10	Wages - Compensated Absences - all employees	11,010	11,255	245		Vacation,holiday,sick,etc.
104	565.20	Payroll Tax Expenses	7,954	7,954	0		Current rates
105	565.30	Workers' Comp. Insurance	3,360	3,360	0		Estimate Per SDRMA
106	565.40	Employee medical benefits	20,226	20,728	502		Manager - Medical increase as of 7/1/20 5% dental increase unknown at this time
107	565.50	Employee retirement benefits	6,238	7,210	972		7% SEP IRA - went from 1 eligible employee to 3. Increased contribution from 5.2%
108	567.00	Rents & leases	4,800	4,800	0		Per rental agreement
109	568.00	Maintenance-general plant	8,000	8,000	0		Per income/expense report (Includes \$7000 for roof)
110	569.00	Other admin & general expenses	5,800	6,800	1,000		Per income/expense report -
111		<b>TOTAL ADMINISTRATIVE &amp; GENERAL</b>	<b>130,980</b>	<b>138,899</b>	<b>7,919</b>		
112							
113		<b>TOTAL REGULAR OPERATING EXPENSE</b>	<b>196,407</b>	<b>210,064</b>	<b>13,657</b>		
114							Double check payroll amounts
115		<b>OTHER OPERATING EXPENSES</b>					
116	573.00	Contribution to Operating Reserves	10,000	10,000	0		Operating Reserves currently ≈ \$ 52,091 - target is \$71,991
117							
118		<b>TOTAL OPERATING EXPENSES</b>	<b>206,407</b>	<b>220,064</b>	<b>13,657</b>	<b>6.62%</b>	<b>Total annual operating revenue required</b>
119							
120		<b>OPERATING SURPLUS (DEFICIT)</b>	<b>1</b>	<b>0</b>	<b>(1)</b>		
121							
122		<b>TOTAL FIXED OPERATING EXPENSE</b>	<b>104,331</b>	<b>114,711</b>	<b>10,380</b>	<b>9.95%</b>	Expense independent of actual water use
123							
124		<b>TOTAL BASE RATE EXPENSE</b>	<b>150,733</b>	<b>161,113</b>	<b>10,380</b>	<b>6.89%</b>	Fixed operating expense + DWR debt (increases by 2,690 re DBP loan)
125							
126		<b>TOTAL COMMODITY RATE EXPENSE</b>	<b>99,452</b>	<b>102,729</b>	<b>3,277</b>	<b>3.29%</b>	Variable operating expense = Commodity Rate expense
127							
128		<b>TOTAL EXPENSE TO CUSTOMERS</b>	<b>250,184</b>	<b>263,841</b>	<b>13,657</b>	<b>5.46%</b>	Equals Total Operating Expense
129							
130		<b>MONTHLY BASE RATE</b>	<b>54.14</b>	<b>57.87</b>	<b>\$3.73</b>	<b>6.89%</b>	Total Base Rate expense per month per customer
131							
132		<b>COMMODITY RATE CHARGE PER K GAL.</b>	<b>\$14.74</b>	<b>\$15.23</b>	<b>\$0.49</b>	<b>3.29%</b>	
133							
134		<b>AVG. MONTHLY COMMODITY EXPENSE</b>	<b>40.63</b>	<b>41.96</b>	<b>\$1.34</b>	<b>3.29%</b>	Total Commodity Rate expense per mo. per customer (232 active meters only)
135							
136		<b>AVERAGE MONTHLY BILL</b>	<b>94.77</b>	<b>99.84</b>	<b>\$5.07</b>	<b>5.35%</b>	<b>AVERAGE OF ACTIVE ACCOUNTS ONLY</b>
137							
138		<b>PROJECTED ANNUAL GALLONS SOLD</b>	<b>6,747,200</b>	<b>6,747,200</b>	<b>0</b>	<b>0.00%</b>	



	A	B	C	D	E	F	G
1							
7							
8		WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)		JUNE 2021			
9							
10		ANNUAL OPERATING BUDGET	2020-2021	2021-2022	INCREASE		Revenue from monthly bills
11		1st Draft April 2021			(DECREASE)		Commodity rate expenses (variable operating costs)
12							Base rate expenses (fixed operating costs)
13							Expenses part commodity, part base
139							
140		EXAMPLES OF MONTHLY BILLS	CURRENT	2020-2021	INCREASE		
141					(DECREASE)		
142		BASE	\$54.14	\$57.87	3.73		
143							
144		NO WATER INCLUDED IN BASE CHARGE	TOTAL / MO				The option of a single commodity rate structure was adopted in 2016 in
145		0 gallons per month	54.14	\$57.87	3.73		response to the recent verdict involving the City of San Juan Capistrano in
146		50 gallons per day = 1,500 gallons per month	\$72.78	\$80.71	7.93		which the court held that implementing an inclining tiered rate structure
147		100 gallons per day = 3,000 gallons per month	\$95.10	\$103.55	8.45		requires a cost of service analysis showing how delivering water for usage
148		150 gallons per day = 4,500 gallons per month	\$117.42	\$126.39	8.97		in higher tiers incurs additional costs compared to delivering for usage
149		200 gallons per day = 6,000 gallons per month	\$139.74	\$149.22	9.48		lower tiers.
150		250 gallons per day = 7,500 gallons per month	\$162.06	\$172.06	10.00		The court's decision was based on the requirements of Proposition 218 which
151		300 gallons per day = 9,000 gallons per month	\$184.38	\$194.90	10.52		prohibit charging more for services than the actual cost of providing the service.
152		Avg. monthly bill increase for active accounts (204)			9.22		

**WESTHAVEN COMMUNITY SERVICES DISTRICT**

**BOARD POLICY AND PROCEDURES MANUAL**

**August 2008**

WESTHAVEN COMMUNITY SERVICES DISTRICT  
Board Policy and Procedures Manual  
August 2008

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**1.0**    **CODE OF ETHICS**

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Board Policies and Procedures Manual

The Board of Directors of the Westhaven Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

- 1.1 The dignity, style, values and opinions of each Director shall be respected.
- 1.2 Responsiveness and attentive listening in communication is encouraged.
- 1.3 The needs of the District's constituents should be the priority of the Board of Directors.
- 1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- 1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- 1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- 1.8 Directors should practice the following procedures:
  - 1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
  - 1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Manager.
  - 1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
  - 1.8.4 In presenting items for discussion at Board meetings, see Policy 9.0.
  - 1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and

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programming, said concerns should be referred directly to the Manager.

- 1.9 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
- 1.10 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- 1.11 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- 1.12 Directors should develop a working relationship with the Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- 1.13 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**2.0 ATTENDANCE AT MEETINGS**

- 2.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- 2.2 If a Board member misses three consecutive meetings without prior notification, the Board may declare the position vacant and proceed to fill the vacancy in accordance with the provisions of the California Government Code.
- 2.3 If a Board member misses three or more consecutive meetings with prior notification, the Board must vote on whether to accept the absences or to declare the position vacant and proceed to fill the vacancy in accordance with the provisions of the California Government Code.

**3.0 REMUNERATION AND REIMBURSEMENT**

- 3.1 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage. To receive reimbursement, Directors must have on file with the District a copy of their current auto insurance and driver's license.

**4.0 BOARD PRESIDENT**

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- 4.1 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 4.2 In the absence of the President, the Vice President shall act as chair. In the absence of both the President and the Vice President, the remaining members present shall select one of themselves to act as chairperson of the meeting.

**5.0 MEMBERS OF THE BOARD OF DIRECTORS**

- 5.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or be provided by a Director or Directors to the staff and the Board of Directors before meetings. Information that is provided before meetings shall be distributed through the Secretary, all Directors will receive all information being distributed, and this information shall not be discussed between Directors except at meetings of the Board of Directors.
- 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- 5.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).
- 5.5 Directors shall abstain from participation in consideration on any item involving a personal or financial conflict of interest.

Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.

- 5.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Manager.

**6.0 COMMITTEES OF THE BOARD OF DIRECTORS**

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- 6.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**7.0 BASIS OF AUTHORITY**

- 7.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 7.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.

**8.0 BOARD MEETINGS**

- 8.1 How the agenda for meetings of the Board of Directors is compiled and how and where the agenda is posted; how and when notice is given for Board of Directors meetings; when, where and under which circumstances those meetings occur, shall be according to the provisions of Articles 4 and 5 of District Ordinance 06-2, which is attached as an appendix to this Policies and Procedures Manual.
- 8.2 The President shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.
- 8.3 The President and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.
- 8.4 Any Director may contact the Board President or Manager and request any item to be placed on the agenda. This request must be made in time for the President or Manager to forward the information to the Manager and/or Board Secretary no later than 5:00 o'clock P.M. on the last business day of the week prior to posting of the agenda.

Any and all items of business including supporting material that will be placed on the Agenda for the regular monthly meeting of the Board shall be delivered to the President or Manager no fewer than seven (7) days prior to the meeting.

- 8.5 Any member of the public may request that a matter directly related to District business be placed on

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the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- 8.5.1 The request must be in writing and be submitted to the Manager together with supporting documents and information, if any, at least seven (7) days prior to the date of the meeting;
  - 8.5.2 The President or Manager shall determine whether the public request is or is not a "matter directly related to District business."
  - 8.5.3 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;
  - 8.5.4 The Board of Directors may place reasonable limitations on the total time to be devoted to a public request issue at any meeting, and may reasonably limit the time allowed for any one person to speak on the issue at the meeting.
- 8.6 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

**9.0 BOARD MEETING CONDUCT**

- 9.1 Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District.
- 9.2 All Board meetings shall commence at the time stated on the agenda.
- 9.3 The Conduct of meetings shall, to the fullest possible extent, enable Directors to:
  - 9.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
  - 9.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- 9.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:
  - 9.4.1 Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter;



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- 9.4.2 No rowdy conduct shall be permitted at any Board meeting. Persistent rowdy conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- 9.4.3 All charges or complaints against employees shall be submitted to the Board of Directors in writing.
- 9.5 While the Board is in session, order and decorum shall be preserved. No person shall, by conversation or otherwise, delay, disrupt, prevent or interrupt the proceedings of the Board. Neither shall any person, by conversation or otherwise, delay, disrupt, prevent or interrupt any Board member or member of the public while recognized to speak.
  - 9.5.1 Any person who shall willfully disrupt a meeting, shall be forthwith barred by the presiding officer from further attendance at said meeting. Should such person refuse to leave, an officer of the law will, at the direction of the presiding officer, be immediately called by the secretary or manager of the District. The meeting will then be suspended, and, at the discretion of the Board, the room may be cleared, until such time as order can be restored.
  - 9.5.2 The Board may adopt reasonable regulations, including time limits on public testimony on particular issues and for each individual speaker. The public need not be given an opportunity to speak on an item that has already been considered by the Board at a public meeting, if the public had the opportunity to speak on the item before or during its consideration, and if the item has not been substantially changed.
  - 9.5.3 No action or discussion, on the part of the Board, can take place on an item not on the posted agenda except under those emergency conditions allowed by the Brown Act under Section 54954.2 (b). The Board, at its discretion, may give brief answers to questions or comments by the public as permitted in Brown Act Section 54954.2 (a).

Members of the public with questions on non-agenda items, or with questions that the Board deems too lengthy for immediate consideration, will be referred to Resolution 94-3: A Resolution Concerning Provision of Information About the District to the Public.

**10.0 BOARD ACTIONS AND DECISIONS**

- 10.1 The Responsibilities and Functions of the Board are determined by Section 401 of Board Ordinance 06-2, attached as an Appendix to this Policies and Procedures Manual..
- 10.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors

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represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

10.2.1 A member abstaining in a vote is considered as absent for that vote.

Example: If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

Example: If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the action can not be approved because 4 of the 5 Directors would have to vote in favor of the action.

Example: If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, 3 Directors must vote in favor of the appointment for it to be approved. If 2 of the 4 Directors present abstain, the appointment is not approved.

10.3 The Board may give directions which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Manager.

10.3.1 The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

10.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the Manager for review and recommendation, etc.).

10.3.3 Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board meeting during which said informal action is taken.

## **11.0 REVIEW OF ADMINISTRATIVE DECISIONS**

11.1 The provisions of Section 1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of Section 1094.5 of said code. The provisions of Section 1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

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- 11.2 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.
- 11.3 The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

**12.0 MINUTES OF BOARD MEETINGS**

- 12.1 The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.
  - 12.1.1 Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.
  - 12.1.2 The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.
- 12.2 A video and/or audio tape recording of any meeting of the Board of Directors, including closed sessions, may be made at the request of the Secretary, Manager or any Director when such request is approved by a majority of the whole Board.
  - 12.2.1 The Chairperson will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of all present, so far as is possible.
  - 12.2.2 Recordings made during closed sessions of the Board are deemed not to be public records.
  - 12.2.3 The recordings, tapes, discs or other electronic data/information storage devices shall be kept in fire-resistant, locked cabinets or in a fire-proof, locked vault.
- 12.3 Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.
  - 12.3.1 All resolutions and ordinances adopted by the board shall be numbered consecutively starting new at the beginning of each calendar year.
- 12.4 The minutes of board meetings shall be maintained as hereinafter outlined.

Procedure:

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- 12.4.1 Date, place and type of each meeting;
- 12.4.2 Directors present and absent by name;
- 12.4.3 Call to order;
- 12.4.4 Arrival of tardy Directors by name;
- 12.4.5 Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
- 12.4.6 Adjournment of the meeting;
- 12.4.7 Record of written notice of special meetings; and,
- 12.4.8 Record of items to be considered at special meetings.

Board Actions:

- 12.4.9 Approval or amended approval of the minutes of preceding meetings;
- 12.4.10 Complete information as to each subject of the Board's deliberation;
- 12.4.11 Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- 12.4.12 A record of all contracts entered into;
- 12.4.13 All employments and resignations or terminations of employment within the District;
- 12.4.14 A record of all bid procedures, including calls for bids authorized, bids received and other action taken;
- 12.4.15 A record by number of all warrants approved for payment;
- 12.4.16 Adoption of the annual budget;
- 12.4.17 Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month;
- 12.4.18 A record of all important correspondence;
- 12.4.19 A record of the Manager's report to the Board;
- 12.4.20 Approval of all policies and Board-adopted regulations; and,
- 12.4.21 A record of all visitors and delegations appearing before the Board.

**13.0 APPOINTMENT OF DIRECTORS**

- 13.1 The appointment of Board members to fill a vacancy on the District Board is governed by various sections of the State of California Government Code Section 1780-1782, Elections Code from which this Policy is extracted.
- 13.2 In the event of a Board vacancy, the District shall notify Humboldt County Elections Office of the vacancy no later than 15 days following either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.
  - 13.2.1 Within 60 days following the effective date of the vacancy, the District Board shall either:

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appoint a person to fill the vacancy or  
call for an election to fill the vacancy.

13.2.2                If the District Board neither makes an appointment nor calls for an election then the Humboldt County Board of Supervisors may make the appointment or may call for an election to fill the vacancy within 90 days of the effective date of vacancy.

13.2.3                If the Board of Supervisors neither makes an appointment nor calls for an election to fill the vacancy within 90 days, then the District Board shall call for an election.

13.2.4                If an election is to be held, it shall be held on the next available election date, provided in Chapter 1, (commencing with Section 1000) of Division 1 of the Elections Code, 130 or more days after the Board of Directors is notified of the vacancy or the effective date of the vacancy, whichever is later.

13.4    Notwithstanding any other provision of this section, if the number of remaining Board members falls below a quorum, the Humboldt County Board of Supervisors, at the request of the WCSD Secretary or a remaining WCSD Board member, shall immediately appoint a person to fill the vacancy or may call an election to fill the vacancy.

13.4.1                As regards Section 13.4, the Humboldt County Board of Supervisors shall only fill enough vacancies by appointment or by election, to provide the WCSD Board with a quorum.

13.5    Whenever a vacancy occurs in the office of President, the Vice President shall perform the duties of the President for the remainder of the unexpired term or until the Board selects a new President.

13.6    Whenever a vacancy occurs in the office of the Vice President, the Board shall elect one of its members to serve the unexpired term.

13.7    PROCEDURE TO APPOINT

13.7.1                If the Board of Directors elects to make an appointment, authorization of a Notice of Vacancy must occur as a duly published Board meeting agenda item. The Notice of Vacancy shall be posted in three or more conspicuous places in the District at least 15 days prior to making an appointment.

13.7.2                The Notice shall include information about the time, date, and place to file applications and the date of the Board meeting where the

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appointment will be made. The Notice shall also state that any applicant must be a registered voter and a resident of the District.

- 13.7.3 All applications received by the deadline stated in the Notice shall be considered.
- 13.7.4 The appointment shall be placed on the Agenda as an Action Item and voting shall take place in a public forum. The applicant receiving a majority of votes of the remaining Board members shall be appointed to fill the vacancy.
- 13.7.5 Each applicant will be interviewed in open session by the remaining Board members at the beginning of the Board meeting where the selection will be made, as stipulated in the Notice.
- 13.7.6 Applicants shall be interviewed separately and in reverse alphabetical order of the first letter of their first name.
- 13.7.7 At the beginning of the interview each individual applicant will be thanked for their interest and attendance and introduced to each individual Board member by the Chairperson. The Chairperson will then inform the applicant that the interview will consist of some questions designed not to have a “right” or “wrong” answer, but instead to allow the applicant to express themselves in several areas which will aid the Board members in the selection process.
- 13.7.8 To facilitate the direct comparison of individual applicant thought processes and insights in the selection procedure, each applicant will be presented the same questions in the same order by the Chairperson for response.
- 13.7.9 At the conclusion of all interviews, voting shall take place in open session and shall be as follows:
- 13.7.9.1 For all rounds of voting the making, distribution, collection and tallying of the ballots will be carried out by the District Secretary.
- 13.7.9.2 Each Board member shall receive ballots listing the names of each candidate. In each balloting each Board member shall vote for one person on the list of candidates. Balloting will continue until one candidate receives a majority of votes. A candidate who receives zero votes shall be excluded from the ballots in the subsequent voting.



6. Can you describe any major accomplishments of the District in the past few years

7. What are disinfection by-products (DBPs)?

8. What do you see as the major issues facing the District in the next decade?

9. What experience have you had serving on boards from other organizations?

10. Do you have any questions you would like to ask the Board?



# Directors Report

## Westhaven CSD

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

**671,890 Gallons**  
**544,720 Gallons**  
**127,170 Gallons**  
**18.93 %**

	Amount (\$)	# Of Accounts
Total Water	20,757.60	232
Total Late Charge	68.61	48
Total Adjustments	-12.01	25
<b>Total Current Charges</b>	<b>20,814.20</b>	<b>232</b>
<hr/>		
Amount Past Due 1-30 Days	4,410.16	43
Amount Past Due 31-60 Days	742.23	11
Amount Past Due Over 60 Days	1,541.20	4
Amount Of Overpayments/Prepayments	-6,604.83	52
<b>Total Receivables</b>	<b>20,902.96</b>	<b>232</b>

Total Receipts On Account	20,842.78	180
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	
Turned Off Accounts (Amount Owed)	0.00	9
Collection Accounts (Amount Owed)	0.00	9
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	2,318	235
Average Water Charge For Active Meters	89.47	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		1		14,640	2.69	1.34
8,001-10,000		1		9,490	1.74	0.93
6,001-8,000		9		60,570	11.12	6.69
4,001-6,000		31		148,090	27.19	18.77
2,001-4,000		72		205,650	37.75	33.68
1-2,000		95		106,280	19.51	32.24
Zero Usage		26		0	0.00	6.34
<hr/>						
<b>Total Meters</b>		<b>235</b>		<b>544,720</b>	<b>100.00</b>	<b>100.00</b>

**WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY****ITEM 7.2**

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

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

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
<b>2020-2021</b>									
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
AVG.	30	740,982	209				\$9,683	\$1,339	
TOTAL		8,150,800					\$106,511		\$14,734
LEAK ADJ.		137,315					\$1,048		
NET		8,013,485					\$105,463		\$13,685

BUDGETED COMMODITY PER MONTH \$40.63 \$8,288  
 BUDGETED ANNUAL COMMODITY INCOME \$99,452

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2020-2021	8,150,800	=	111%	2020-2021	\$106,511	=	104%
2019-2020	7,375,160		OF 19-20	2019-2020	\$102,704		OF 19-20

<b>2019-2020</b>									
JUN	27	643,430	201	119	54	\$47.76	\$9,599	\$1,256	\$1,256
JUL	35	1,001,940	205	140	63	\$72.43	\$14,848	\$6,505	\$7,760
AUG	28	806,010	208	138	63	\$57.12	\$11,881	\$3,537	\$11,298
SEP	28	736,340	204	129	59	\$44.51	\$9,081	\$737	\$12,035
OCT	35	703,970	205	98	45	\$45.68	\$9,364	\$1,020	\$13,055
NOV	27	571,310	203	104	47	\$36.99	\$7,510	-\$834	\$12,221
DEC	35	628,120	207	87	39	\$45.12	\$9,341	\$997	\$13,219
JAN	28	541,940	205	94	43	\$33.11	\$6,788	-\$1,555	\$11,663
FEB	28	560,430	205	98	44	\$32.89	\$6,742	-\$1,601	\$10,062
MAR	29	516,990	205	87	40	\$37.23	\$7,632	-\$711	\$9,351
APR	34	664,680	205	95	43	\$48.38	\$9,919	\$1,575	\$10,926
MAY	28	575,050	208	99	45	\$41.28	\$8,586	\$243	\$11,169
AVG.	30	662,518	205				\$9,274	\$931	
TOTAL		7,950,210					\$111,290		\$11,169
LEAK ADJ.		266,487					\$3,871		
NET		7,683,723					\$107,419		\$7,298

BUDGETED COMMODITY PER MONTH \$40.90 \$8,343  
 BUDGETED ANNUAL COMMODITY INCOME \$100,121

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2019-2020	7,950,210	=	104%	2019-2020	\$111,290	=	103%
2018-2019	7,629,250		OF 18-19	2018-2019	\$108,269		OF 18-19

Westhaven Community Services District  
 FY 2020-2021 Income / Expense Report  
 April 2021

**ITEM 7.3**

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Apr 2021</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2020 thru Apr 2021</u>	<u>Jul '20 thru Apr 2021 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
249,534	Water Sales	16,734	20,795	-4,061	181,898 <sup>1</sup>	207,945	-26,047	87.5%
3,275	Water Services/Other	458 <sup>5</sup>	273	185	6,402 <sup>4</sup>	2,729	3,673	234.6%
<u>252,809</u>	<b>Total Income</b>	<u>17,192</u>	<u>21,067</u>	<u>-3,875</u>	<u>188,300</u>	<u>210,674</u>	<u>-22,374</u>	<u>89.4%</u>
	<b>Expense</b>							
2,648	Source of Supply	0	221	-221	303	2,207	-1,904	13.7%
9,587	Pumping	901	799	102	9,390	7,989	1,401	117.5%
35,166	Water Treatment	2,867	2,931	-64	31,564	29,305	2,259	107.7%
8,621	Transmission & Distribution	749 <sup>3</sup>	718	31	30,338	7,184	23,154	422.3%
9,403	Customer Accounts	345 <sup>6</sup>	784	-439	5,405	7,836	-2,431	69.0%
130,979	Administrative & General	9,484 <sup>2</sup>	10,915	-1,431	118,322	109,149	9,173	108.4%
10,000	Operating Reserves Contrib.	0	833	-833	0	8,333	-8,333	0.0%
<u>206,404</u>	<b>Total Expense</b>	<u>14,346</u>	<u>17,200</u>	<u>-2,855</u>	<u>195,322</u>	<u>172,003</u>	<u>23,318</u>	<u>113.6%</u>
	<b>Net Operating Income</b>	<b>2,846</b>	<b>3,867</b>		<b>-7,022</b>			
	<b>Capital/Other Expense</b>							
26,402	DWR Loan	2,200	2,200	0	22,002	22,002	0	100.0%
20,000	Capital Reserve	1,667	1,667	0	16,667	16,667	0	100.0%
<u>46,402</u>	<b>Total Other Expense</b>	<u>3,867</u>	<u>3,867</u>	<u>0</u>	<u>38,669</u>	<u>38,668</u>	<u>1</u>	<u>100.0%</u>

**Income & Expense Report Notes:  
as of April 30, 2021**

**Page 2**

<sup>1</sup> 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.

<sup>2</sup> membership fees, double up of health insurance payments and Suddenlink. January over due to IRA contributions and December & January health insurance premiums paid in January. February \$4520.97 expense for

<sup>3</sup> Transmission & Distribution over budget. Totals are mostly payroll expense and approximately \$2149 for leak repairs. December, 2020 \$5617.52 for leak repair. January 2021 \$2400 for vac truck at tank site to find water leak & \$7725 for hydrant and parts for hydrant at plant (Total hydrant \$11,429.48 as of 5/11/2021). February \$2250 backflow expense from August, customers are billed for this expense.

<sup>4</sup> Water services over budget: Annual backflow testing charges of \$1120 and \$409 for emergency water deliveries. Also the budget did not include expense and revenue for credit card pymts. \$263.63 of water services/other is the 4% fee charged to customers for paying by credit card.

<sup>5</sup> Water service and other includes backflow payments, customer credit/debit card 4% processing fees & State of CA \$1004 refund on Drinking Water Program 2016, 2017 & 2009

<sup>6</sup> Customer Accounts, February is over due to RVS annual software maintenance and updates \$730

**Westhaven Community Services District**  
**Well Expenditures**  
November 2018 through April 2021

		Date	Name	Memo	Amount	
<b>ADMINISTRATIVE &amp; GENERAL</b>						
	<b>569.00 · Other Admin. &amp; Gen. Expense</b>					
	<b>569.03 · GOVERNMENTAL FEES</b>					
		05/05/2020	Humboldt County Recorder	CEQA dexemption for the DBP lanning project & proposed merger	-50.00	
		07/30/2020	Humboldt County Recorder	CEQA Resolution 2020.5 well drilling and water line installation exemption	-50.00	
		07/30/2020	Humboldt County Recorder	CEQA Resolution 2020.6 well drilling and water line installation exemption	-50.00	
	Total 569.03 · GOVERNMENTAL FEES					-150.00
	<b>569.00 · Other Admin. &amp; Gen. Expense - Other</b>					
		05/19/2020	Fidelity National Title Company	Preliminary Report	-500.00	
		05/19/2020	Fidelity National Title Company	Additional Parcel Fees	-500.00	
	Total 569.00 · Other Admin. & Gen. Expense - Other					-1,000.00
	Total 569.00 · Other Admin. & Gen. Expense					-1,150.00
Total ADMINISTRATIVE & GENERAL					-1,150.00	
<b>OTHER NON OPERATING EXPENSES</b>						
	<b>111.41 New Well Expense</b>					
		11/13/2018	SHN Consulting Engineers	New Well for period ending 10/31/18	-2,182.75	
		12/13/2018	SHN Consulting Engineers	New Well for period ending 11/30/18	-2,247.70	
		01/11/2019	SHN Consulting Engineers	New Well for period ending 12/31/2018	-709.00	
		02/21/2019	SHN Consulting Engineers	New Well for period ending 1/31/2019	-2,424.15	
		03/15/2019	SHN Consulting Engineers	New Well for period ending 2/28/2019	-380.00	
		04/11/2019	SHN Consulting Engineers	New Well for period ending 3/31/2019	-1,324.55	
		05/15/2019	SHN Consulting Engineers	for April 2019	-12,322.10	
		07/01/2019	SHN Consulting Engineers	for May 2019	-2,532.50	
		07/01/2019	SHN Consulting Engineers	Wetland BIO study	-2,872.40	
		07/31/2019	SHN Consulting Engineers	Wetland BIO study	-3,748.75	
		08/31/2019	SHN Consulting Engineers	Professional services	-782.20	
		12/18/2019	SHN Consulting Engineers	Additional scope of work	-1,500.00	
		12/20/2019	Humboldt County Planning Division	Application Assistance-Exploratory test wells for possible future use by WCSD	-291.00	

**Westhaven Community Services District**  
**Well Expenditures**  
**November 2018 through April 2021**

			<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
			01/09/2020	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/2019	-1,500.00
			02/28/2020	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/2019	-883.95
			02/29/2020	SHN Consulting Engineers	For professional services for period ending February 29, 2020	-1,372.05
			03/16/2020	Humboldt County Planning Division	Coastal Development Permit for new well sites on district properties	-5,759.00
			03/31/2020	SHN Consulting Engineers	For professional services for period ending March 31, 2020	-2,409.49
			05/19/2020	SHN Consulting Engineers	For professional services for period ending April 30, 2020	-2,458.75
			06/08/2020	SHN Consulting Engineers	For professional services for period ending May 31, 2020	-2,251.25
			06/18/2020	LACO Associates	Coastal Permit Assistance & wetland study	-3,245.00
			07/13/2020	SHN Consulting Engineers	For professional services for period ending June 30, 2020	-531.25
			07/28/2020	LACO Associates	Coastal Permit Assistance & wetland study June 4- to July 4, 2020	-827.50
			08/10/2020	SHN Consulting Engineers	For professional services for period ending July 31, 2020	-343.75
			08/17/2020	LACO Associates	Coastal permit assistance & wetland study July 5- to August 1, 2020	-1,760.00
			09/10/2020	Robin Jordan	Deed Packets 4th Ave wells	-412.00
			09/10/2020	LACO Associates	Professional services from August 2 to August 29, 2020 Coastal permit assistance	-780.00
			09/15/2020	Humboldt County Planning Division	Coastal Development Permit for new well sites on district properties	-5,771.00
			09/16/2020	SHN Consulting Engineers	For professional services for period ending August 31, 2020	-1,062.50
			09/19/2020	Robin Jordan	Deed Packets-Verick property	-156.75
			10/14/2020	SHN Consulting Engineers	For professional services for period ending September 30, 2020	-531.25
			10/22/2020	City of Trinidad	1 gallon PA 50	-17.00
			11/20/2020	SHN Consulting Engineers	For professional services for period ending October 31, 2020	-375.00
			12/11/2020	SHN Consulting Engineers	For professional services for period ending November 30, 2020	-375.00
			12/22/2020	LACO Associates	Professional services from August 2 to November 8, 2020 to December 5, 2020	-472.00
			01/13/2021	SHN Consulting Engineers	For professional services for period ending December 31, 2020	-31.25
			02/11/2021	SHN Consulting Engineers	For professional services for period ending December 31, 2020	-195.00
			03/17/2021	LACO Associates	Coastal permit assistance	-700.00
				Total 111.41 New Well Expense		-67,537.84
				Total OTHER NON OPERATING EXPENSES		-67,537.84
				<b>TOTAL</b>		<b>-68,687.84</b>

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
**Treasurer's Report**  
**April 2021**

ITEM # 7.5

<u>BALANCE</u>	<u>CURRENT RATE</u>	<u>TYPE LOCATION</u>	<u>F/Y BUDGETED CONTRIBUTION</u>	<u>F/Y CONTRIBUTIONS YET TO BE MADE</u>	<u>F/Y DEPOSITS TO DATE</u>	<u>F/Y WITHDRAWALS TO DATE</u>
\$257,377.79	1.69800	<b>Capital Reserves</b> Hum Co Fund 2600	\$20,000	\$ 20,000	*	\$14,952.35 1/1/2021
						Note: The last qrtly report we have received from the County was for quarter ended 9/30/2020
\$52,147.64	1.41000	<b>Operating Reserve</b> LAIF # 16-12-005	\$10,000	\$ 10,000	**	\$188.67 July 2020 Quarterly Interest \$110.20 10/15/20 Interest \$82.23 1/15/21 Interest \$56.91 4/15/2021 Interest
\$28,777.56	0.50000	<b>DWR CD Reserve</b> CD Umpqua 2368	Held in reserve for the term of the loan - until 2024			\$ 36.14 September 2020 Interest \$ 35.78 December 2020 Interest \$ 35.44 March 2021 Interest
\$4,430.06	0.03000	<b>DWR Loan Savings</b> Saving Umpqua 0648	Accumulates for Semi-Annual payments of \$13,200.95 to Dept of Water Resources	Automatic Monthly deposit from checking of \$2200.23 (annual total \$26,402.76)		\$ 13,200.95 Sept. 2020 semi-annual pymt \$ 13,200.95 Mar 2021 semi-annual pymt
<b>\$18,193.20</b>		<b>Checking Account (after warrants) Umpqua 5013</b>				<b>Checking Balance as of 5/13/2021</b>

\*Capital Reserves Contributions Shall be \$20,000 and should be made unless unforeseen District expenses or unexpected revenue shortfalls prevent making a full contribution (from Financial Procedures 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)

2020/2021 Operating Budget \$206,407 X 25% = \$51,601.75

## WESTHAVEN COMMUNITY SERVICES DISTRICT

## Warrants April 22 to May 18, 2021

Number	Date	Amount	To Whom	Purpose
6670	4/22/2021	\$ 30.94	P. Rosenblatt	Reimburse: postage, plant supplies
6671	4/22/2021	\$ 1,836.19	Blue Shield of CA	May Premium: \$1565.47/\$270.72
6672	4/22/2021	\$ 154.00	Standard Life Ins Co	May Dental Premium \$120.91/\$33.09
EFTPS	4/22/2021	\$ 1,976.28	EFTPS	April Federal payroll tax deposit
EDD	4/22/2021	\$ 296.02	EDD	April State payroll tax deposit
6673	4/28/2021	\$ 187.50	USPS	Stamps for Newsletter mailing
6674	5/3/2021	\$ 699.85	C. Butterworth	Payroll 4/16-4/30/2021
6675	5/3/2021	\$ 250.01	K. Martin	Payroll 4/16-4/30/2021
6676	5/3/2021	\$ 1,696.56	P. Rosenblatt	Payroll 4/16-4/30/2021
6677	5/3/2021	\$ 831.81	R. Levang	Payroll 4/16-4/30/2021
6678	5/3/2021	\$ 160.78	Umpqua Visa	Reflectors for Hydrants \$46.76 & emergency pump parts \$114.02
6679	5/6/2021	\$ 88.19	AT&T	April/May plant phone
6680	5/9/2021	\$ 53.88	B&B Portable Toilets	Rental 4/3-5/7
6681	5/6/2021	\$ 274.65	Mendes Supply	Chemicals
6682	5/6/2021	\$ 21.56	Miller Farms	Stihl filter cap and synthetic oil mix
6683	5/6/2021	\$ 645.71	PG&E	Utilities: Plant \$403.38;Office \$78.76;Well \$163.57
6684	5/6/2021	\$ 195.00	SHN Consulting Eng.	for January 2021 professional services
6685	5/6/2021	\$ 123.94	Suddenlink	Office phone and Internet
6686	5/6/2021	\$ 217.25	Thrifty Supply	Fire Hydrant project & misc. repair supplies
6687	5/6/2021	\$ 74.28	Valley Pacific Petroleum	April Fuel
6688	5/6/2021	\$ 400.00	WVFD	May office rent
6689	5/6/2021	\$ 36.65	Pacific Paper	Cash receipt books
6690	5/7/2021	\$ 108.58	Thomas Home Center	Supplies/Materials for fire hydrant
6691	5/11/2021	\$ 74.85	P. Rosenblatt	Reimburse: Staples for black toner
6692	5/11/2021	\$ 119.49	Thrifty Supply	Materials for Hydrant project
6693	5/11/2021	\$ 50.00	Maples Plumbing	Hydrant project
6694	5/11/2021	\$ 60.00	SWRCP-DWOCF	Drinking Water Operator Certification Renewal
online	5/11/2021	\$ 244.18	Harland Clarke	Online order for checks
6695	5/13/2021	\$ 53.88	B&B Portable Toilets	Rental 4/4-5/1/2021
6695	5/13/2021	\$ 360.00	North Coast Labs	April outside lab testing
6697	5/17/2021	\$ 669.88	C. Butterworth	Payroll 5/1-5/15/2021
6698	5/17/2021	\$ 278.88	K. Martin	Payroll 5/1-5/15/2021
6699	5/17/2021	\$ 1,696.56	P. Rosenblatt	Payroll 5/1-5/15/2021
6700	5/17/2021	\$ 755.30	R. Levang	Payroll 5/1-5/15/2021

Total \$14,722.65

**Checking Account Balance as of 5/17/2021**  
**\$18,193.20**

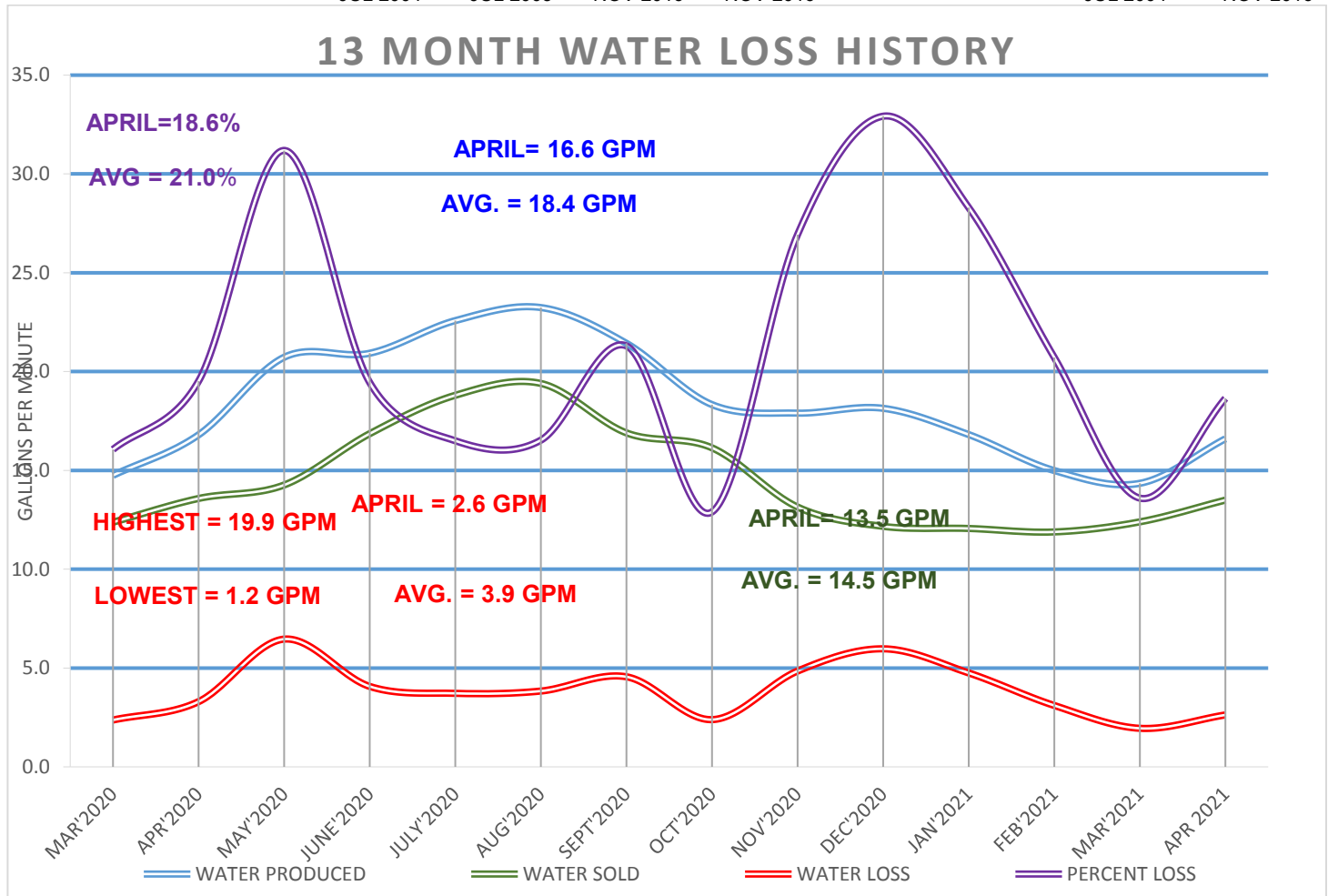


WESTHAVEN CSD • MANAGER'S REPORT  
APRIL 2021

8.1 Water Loss

Water loss increased from 2.0 gallons per minute in March to 2.6 gpm in April equaling 18.6% of total production of 669,590 gallons. The table below is a summary of water loss since July 2003.

<u>FROM JULY 2003</u>	<u>PRODUCED</u> <u>GPM</u>	<u>SOLD</u> <u>GPM</u>	<u>LOST</u> <u>GPM</u>	<u>LOSS</u> <u>%</u>	<u>LOSS AS</u> <u>% OF SOLD</u>	<u>MONTHLY</u> <u>PRODUCTION</u> <u>GALLONS</u>	<u>MONTHLY</u> <u>LOSS</u> <u>GALLONS</u>
<b>APRIL'2021</b>	<b>16.6</b>	<b>13.5</b>	<b>2.6</b>	<b>18.6</b>	<b>19.3</b>	<b>669,590</b>	<b>124,870</b>
<b>AVG. ALL</b>	21	15	6	29	42.8	939,921	282,861
<b>24 MO AVG.</b>	17.9	14.4	3.4	19.1	23.8	781,219	150,362
<b>13 MO AVG.</b>	18.4	14.5	3.9	21.0	26.5	790,298	164,594
<b>MINIMUM MONTH</b> <b>EVER</b>	11.2	10.0	1.2	9.8		488,090	55,490
	JAN 2018	FEB 2013	DEC 2018	MAR 2007		APR 2017	DEC 2018
<b>MAXIMUM MONTH</b> <b>EVER</b>	34.8	27.0	19.9	61.8		1,523,405	916,340
	JUL 2004	JUL 2003	NOV 2016	NOV 2016		JUL 2004	NOV 2016



Well Annual Data 5/9/16 9.6 gpm 5/9/17 12.8 gpm 5/9/18 7.2 gpm 5/9/19 8.3 gpm 5/9/20 6.2 gpm 5/9/21 6.1 gpm  
Stream flow monthly average 5/16 49.9 gpm 5/17 83.2 gpm 5/18 36 gpm 5/19 34 gpm 5/20 40 gpm 5/9/21 21 gpm (Day) :  
8.1 No known system leaks **Discussion**  
8.2 Hydrant and flushing hydrant installations complete **Discussion**



**COUNTY OF HUMBOLDT**  
**PLANNING AND BUILDING DEPARTMENT**  
**CURRENT PLANNING**  
3015 H STREET, EUREKA, CA 95501 ~ PHONE (707) 445-7245

5/4/2021

**Project Referred To The Following Agencies:**

County Counsel, Environmental Health, PW Land Use, Building Inspections, CSD: Westhaven, Cal Coastal Commission, Cal Fish & Wildlife, NWIC, Yurok Tribe

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**Applicant Name** Westhaven Volunteer Fire Department **Key Parcel Number** 514-141-016-000

**Application (APPS#)** PLN-2020-16864 **Assigned Planner** Tricia Shortridge 707-268-3704

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Please review the above project and provide comments with any recommended conditions of approval. To help us log your response accurately, please include a copy of this form with your correspondence.

Questions concerning this project may be directed to the assigned planner for this project between 8:30am and 5:30pm Monday through Friday.

County Zoning Ordinance allows up to 15 calendar days for a response. If no response or extension request is received by the response date, processing will proceed as proposed.

If this box is checked, please return large format maps with your response.

**Return Response No Later Than: 5/19/2021**

Planning Clerk  
County of Humboldt Planning and Building Department  
3015 H Street  
Eureka, CA 95501  
**Email:** PlanningClerk@co.humboldt.ca.us **Fax:** (707) 268 - 3792

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**We have reviewed the above application and recommend the following (please check one):**

- Recommend Approval. The department has no comment at this time.
- Recommend Conditional Approval. Suggested conditions attached.
- Applicant needs to submit additional information. List of items attached.
- Recommend Denial. Attach reasons for recommended denial.

Other Comments: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_



**COUNTY OF HUMBOLDT**  
**Planning and Building Department – Current Planning**  
3015 H Street, Eureka, CA 95501 ~ PHONE (707) 445-7541  
**PROJECT TRANSMITTAL**

**APPLICANT** KEY PARCEL 514-141-016-000 Westhaven **DATE** 5/4/2021 **CONTACT** Tricia Shortridge **APPS#** PLN-2020-16864

**PROJECT INFORMATION**

**SUBJECT** Westhaven Volunteer Fire Department Equipment Shelter

**PROJECT TYPE** Conditional Use Permit, Coastal Development Permit

**PROJECT DESCRIPTION** A Coastal Development Permit (CDP) and Conditional Use Permit (CUP) to construct and establish the use of a 1,536 sq.ft. single story building for fire apparatus and emergency vehicle storage associated with the Westhaven Volunteer Fire Department. Four new dark sky LED lights would be located to the front of the structure off of 6th Avenue. Included with the proposed structure is a 32x32 sq. ft. paved driveway. No vegetation removal is proposed. Minimal grading would be required for building pad and site preparation. The fire station is classified as an Essential Services Use Type and is an allowed use in the Residential Single Family (RS) zoning with a CUP. The intensity of use is not expanding from historical use already established but the CUP is required to establish the new infrastructure and it's intended use under the zoning regulations for the Residential Single Family There is no vegetation removal and no other development is proposed.

**PROJECT LOCATION**

The project is located in Humboldt County, in the Westhaven area, on the South side of 6th Avenue, approximately 140 feet from the intersection of Spring Lane and 6th Avenue, on the property known as 460 6th Avenue.

**PRESENT PLAN DESIGNATIONS** Rural Village (RV). Trinidad Area Plan, 2017 General Plan. Density: Three (3) units per acre, Slope Stability: Low Instability (1).

**PRESENT ZONING**

Residential Single Family (RS-20), Manufactured Home (M), Streams and Riparian Corridor Protection (R)

**KEY PARCEL NUMBER** 514-141-016-000

**ADDITIONAL PARCEL #S**

**APPLICANT INFORMATION**

**Name** Westhaven Volunteer Fire Department  
**Address 1** 446 Sixth Avenue  
**Address 2**  
**City** Trinidad **State** CA **Zip** 95570  
**Phone** (707)498-5217 **E-Mail**  
hesseltinejeff@gmail.com

**OWNER INFORMATION**

**Name** Westhaven Volunteer Fire Dept  
**Address 1**  
**Address 2** Po Bx 2143  
**City** Trinidad **State** CA **Zip** 95570  
**Phone** **E-Mail**

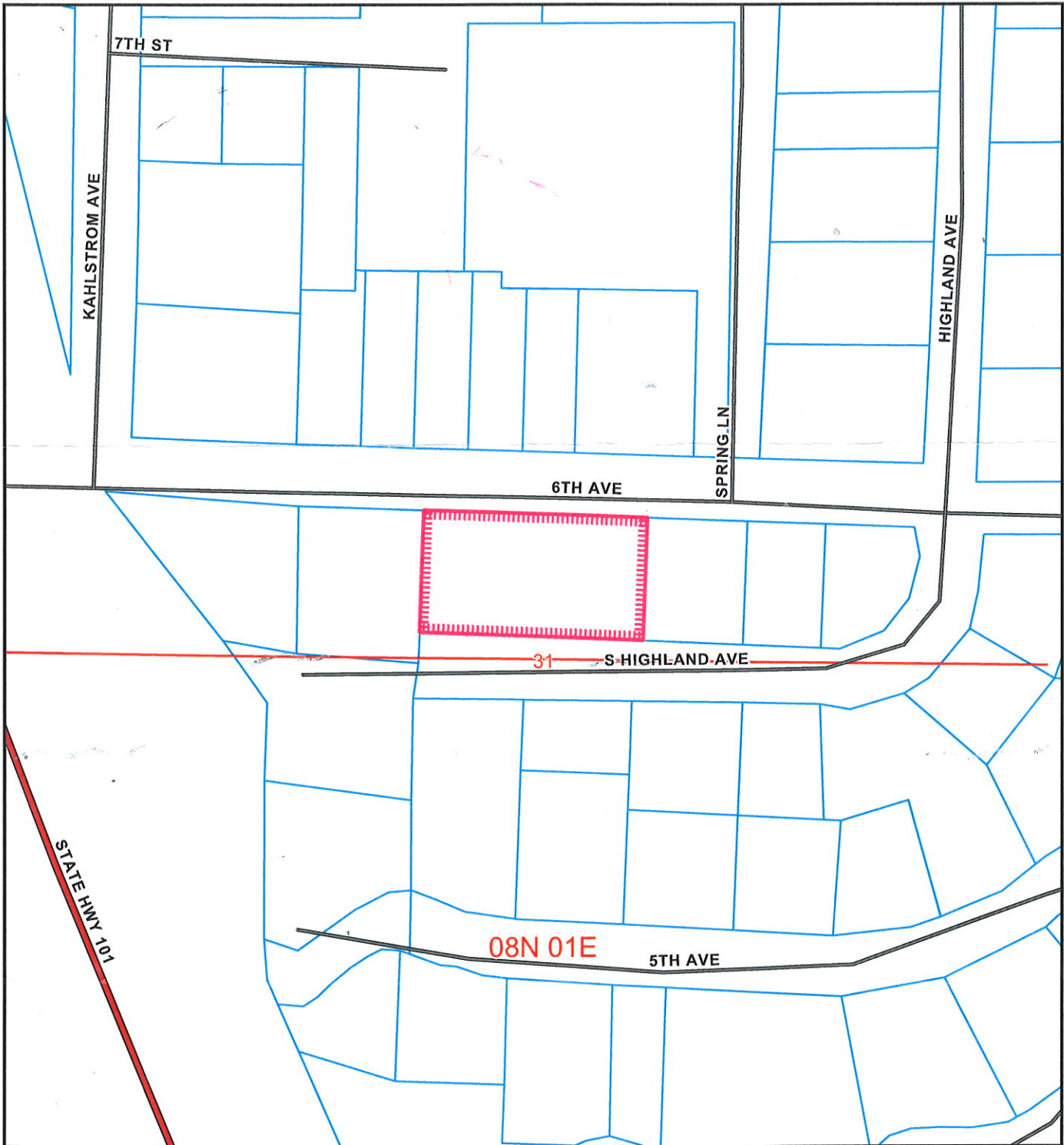
**AGENT INFORMATION**

**Name** McSorley Architecture  
**Address 1** PO Box 2472  
**Address 2**  
**City** McKinleyville **State** CA **Zip** 95519  
**Phone** (707)633-9283 **E-Mail**  
garrett.mcsorley@gmail.com

**ADDITIONAL PROJECT INFORMATION**

**ADDITIONAL OWNERS**

**DECISION MAKER**  
**ENVIRONMENTAL REVIEW REQUIRED?**  
**MAJOR ISSUES**  
**STATE APPEAL STATUS**  
**PRELIMINARY CEQA FINDINGS**  
**CEQA EXEMPTION SECTION**  
**EXEMPTION DESCRIPTION**



**LOCATION MAP**

**PROPOSED WESTHAVEN VOLUNTEER FIRE DEPARTMENT  
COASTAL DEVELOPMENT PERMIT, CONDITIONAL USE PERMIT  
WESTHAVEN AREA**

Project Area = 

**PLN-2021-16864**

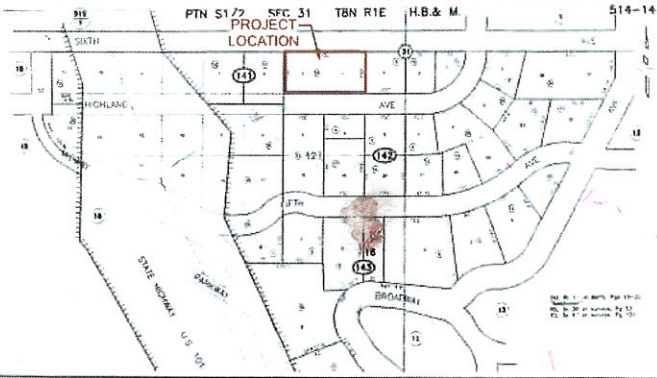
**APN: 514-141-016**

**T08N R01E S31 HB&M (Crannell)**

This map is intended for display purposes and should not be used for precise measurement or navigation. Data has not been completely checked for accuracy.



**PARCEL MAP**

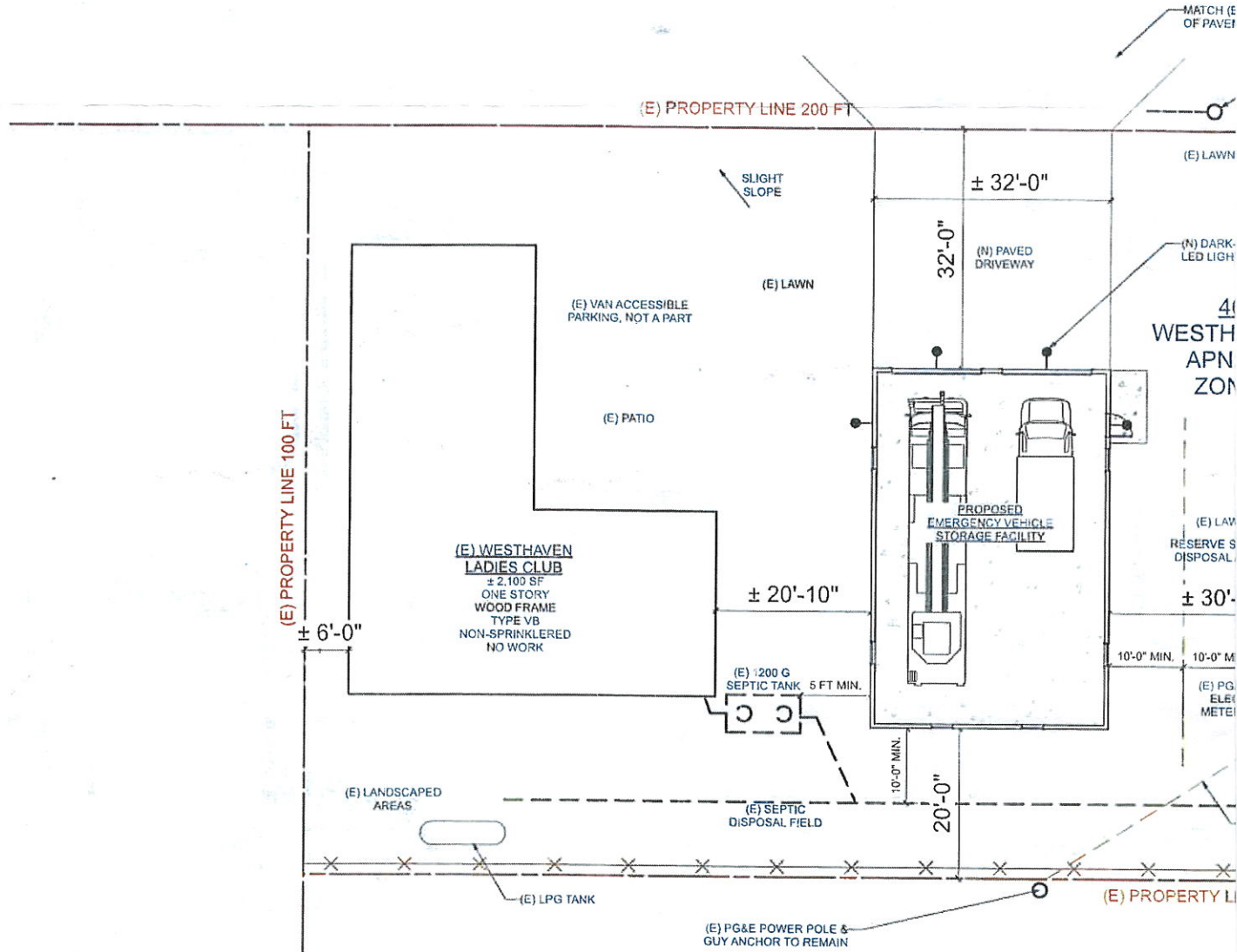


**6th AVENUE**

50 FT PUBLIC ROW

(E) PROPERTY LINE 200 FT

(E) PROPERTY LINE 100 FT



41 WESTH APN ZON

**HIGHLAND AVE**

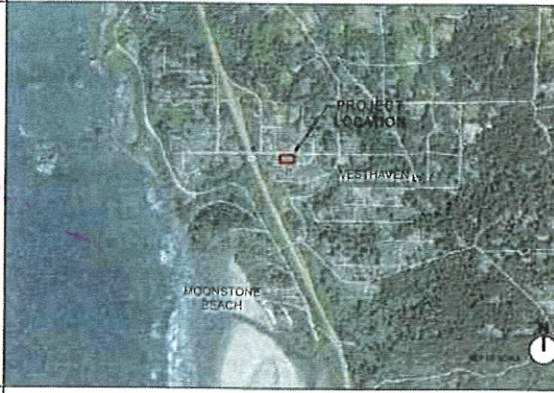
50 FT PUBLIC ROW

# APPLICABLE CODES

APPLICABLE CODES FOR ALL NEW WORK,  
AS CURRENTLY ADOPTED INCLUDING ALL ERATTA & SUPPLEMENTS:

- 2019 CA ADMINISTRATIVE CODE, TITLE 24, PART 1
- 2019 CA BUILDING CODE, TITLE 24, PART 2
- 2019 CA ELECTRICAL CODE, TITLE 24, PART 3
- 2019 CA MECHANICAL CODE, TITLE 24, PART 4
- 2019 CA PLUMBING CODE, TITLE 24, PART 5
- 2019 CA ENERGY CODE, TITLE 24, PART 6
- 2019 CA FIRE CODE, TITLE 24, PART 9  
(INCLUDING CFC CHAPTER 38 PLANT PROCESSING & EXTRACTION FACILITIES, SUPPLEMENT EFFECTIVE JULY 1, 2018)
- 2019 CA EXISTING BLDG CODE, TITLE 24, PART 10
- 2019 CA GREEN BLDG STNDS CODE, TITLE 24, PART 11
- 2019 NFPA 13 FIRE SPRINKLER SYSTEM (CA AMENDED)
- 2019 NFPA 14 STANDPIPE & HOSE (CA AMENDED)
- 2019 NFPA 24 FIRE SERVICE MAINS (CA AMENDED)
- 2019 NFPA 72 FIRE ALARM CODE (CA AMENDED)

# VICINITY MAP



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**McSORLEY ARCHITECTURE**  
garrett.mcsorley@gmail.com  
PO Box 2472  
McKinleyville, CA 95519  
707 633 9263



**APPLICANT:**  
WESTHAVEN VOLUNTEER  
FIRE DEPARTMENT  
446 SIXTH AVE  
TRINIDAD, CA 95570

# PROJECT DESCRIPTION

THE PROPOSED SCOPE OF WORK INCLUDES CONSTRUCTION OF A NEW 32' BY 48', 1,536 SF, ONE STORY ACCESSORY PRE-ENGINEERED METAL BUILDING ON CONCRETE SLAB-ON-GRADE TO STORE EMERGENCY VEHICLES AND EQUIPMENT FOR THE WESTHAVEN VOLUNTEER FIRE DEPARTMENT.

THE NEW BUILDING WILL HAVE NO NEW PLUMBING FIXTURES AND THE EXISTING ON-SITE SEPTIC SYSTEM WILL REMAIN TO SERVE EXISTING OTHER BUILDINGS ON THE PARCEL. THE EXISTING DISPOSAL FIELD WILL REMAIN, AND THE RESERVE AREA HAS BEEN SLIGHTLY RELOCATED AS INDICATED. THE NEW BUILDING WILL BE SERVED BY A SUBPANEL FROM THE EXISTING ELECTRIC METER ON THE ADJACENT EXISTING GARAGE.

THE PROJECT IS TO STORE EXISTING APARATUS EQUIPMENT, AND IS NOT AN EXPANSION OF USE. THE BUILDING WILL NOT GENERATE ANY NEW SOURCES OF NOISE, DUST, TRAFFIC, OR VIBRATIONS. THE NEW BUILDING DOES NOT CAUSE SHADING ON ADJACENT PROPERTIES, AND IS POSITIONED TO MINIMIZE IMPACT TO VIEWS. THE BUILDING INCLUDES MINIMAL DARK-SKY LED LIGHTING. DRAINAGE WILL NOT BE CHANGED AND EXISTING LANDSCAPED AREAS WILL REMAIN.

# PLANNING PROCESS

THE PROPERTY IS ZONED RESIDENTIAL SINGLE FAMILY WITH COMBINING ZONES RESTRICTING FURTHER SUBDIVISION, ALLOWING MANUFACTURED HOMES, AND FOR RIPARIAN PROTECTION (RS-XM/R).

A FIRE STATION IS CLASSIFIED AS AN ESSENTIAL SERVICES USE TYPE. IT IS AN ALLOWED USE IN THE RS ZONE WITH A USE PERMIT. THE CONSTRUCTION OF THE STORAGE BUILDING IS NEW DEVELOPMENT AND WILL REQUIRE A CDP. AS IT REQUIRES A CUP IT IS APPEALABLE TO THE COASTAL COMMISSION, A HEARING BEFORE THE ZONING ADMINISTRATOR OR PLANNING COMMISSION IS NEEDED.

ADDITIONALLY, IT HAS BEEN DETERMINED THAT THIS APN IS HELD AS TWO SEPARATE PARCES, WHICH MUST BE COMBINED THROUGH MERGER OR THE PARCEL CAN BE HELD AS SINGLE BUILDING SITE BY RECORDING A COVENANT TO HOLD AS ONE PARCEL.

THE PROPOSED PROJECT IS ELIGIBLE FOR A CLASS 3, SECTION 15303 CEQA EXEMPTION FOR CONSTRUCTION OR CONVERSION OF SMALL STRUCTURES.

# PARCEL INFO

Assessor's Parcel Number	514 141 016 006
City	WESTHAVEN
County	TRINIDAD
State	CA
Zip	95570
Latitude	38.513129
Longitude	-122.8101
Area	0.49
Volume	0.49
Tax Rate Area	131003
County General Fund	0.00
Community Fund	0.00
Special Assessment	0.00
Zoning	RS-XM/R
Zoning Ordinance Date	9/9/1985
Use Case Description	Improved, Subject to Exemption
Use Code	EBD1
Development Plan on File/In Progress	Y
in Exempt Zone (Y/N)	Y
Max. Ground Cover	35% MAX.
Proposed	26.4%, OKAY
Max. Structure Height	35 FT MAX.
Proposed	20'-8", OKAY
Setbacks (Per 313-6.1)	
Front	20 FT MIN.
Rear	20 FT MIN.
Int. Side	5 FT MIN.
Double Frontage	20 FT MIN.
For Both Or 10 FT Where Alley	
Parcel Control	41 0356 - 124 1101
Parcel Number	514 141 016 006
Parcel Area	0.49
Parcel Volume	0.49
Parcel Zoning	RS-XM/R

# SHEET INDEX

- A1 - TITLE SHEET & SITE PLAN
- A2 - FLOOR PLAN & 3D VIEWS
- A3 - ELEVATIONS

EMERGENCY VEHICLE STORAGE

ACCESSORY STRUCTURE

160 6TH AVENUE  
TRINIDAD, CALIFORNIA 95570  
APN: 514-141-016

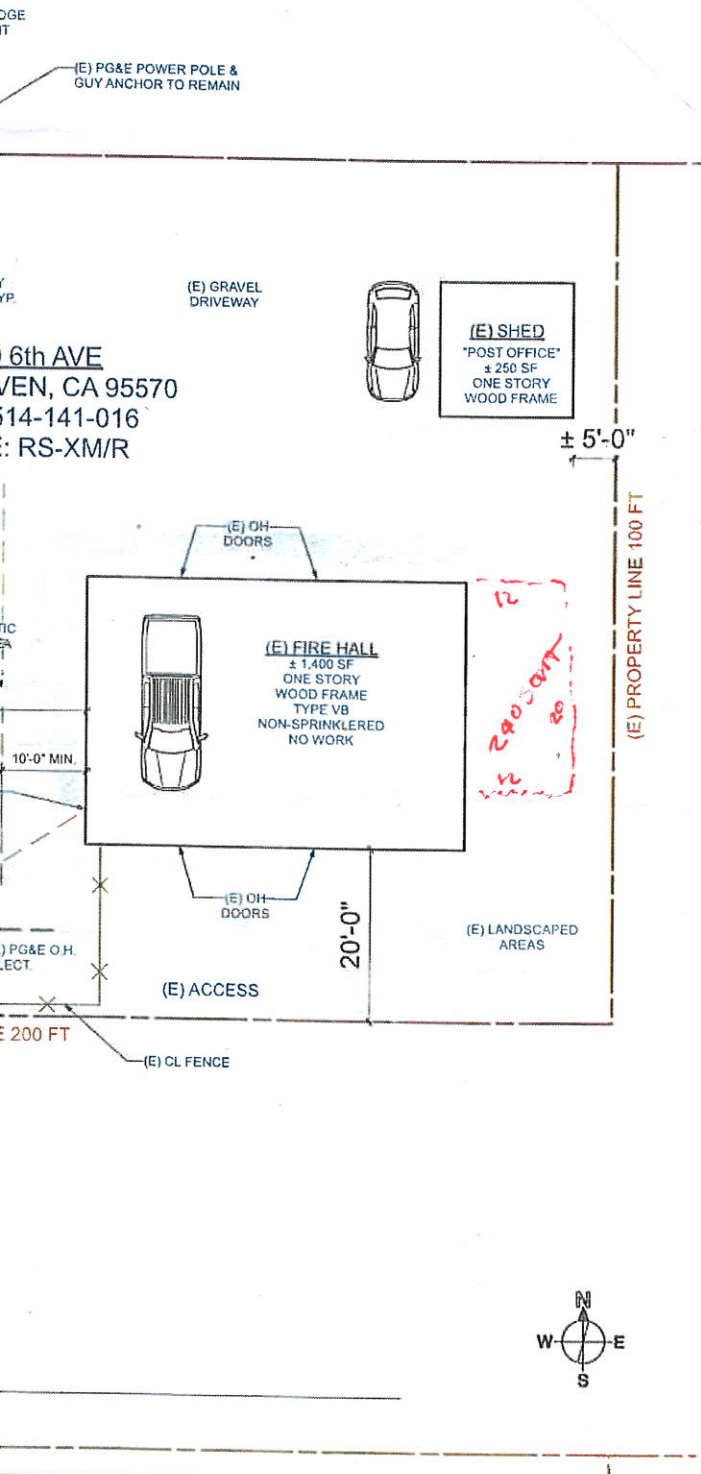
PROJECT NUMBER: 2123

TITLE SHEET & SITE PLAN

FOR USE PERMIT

30 MARCH 2021

A1



NOT FOR CONSTRUCTION

**WCSD RESOLUTION 2021.4**  
**Certificate of Resolution**  
**For Westhaven Community Services District**  
**Section 125 Premium Only Plan**  
**Plan Year Ending May 31, 2022**

The undersigned Secretary or Principal of Westhaven Community Services District (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on May 19, 2021 and that such resolutions have not been modified or rescinded as of the date hereof:

**RESOLVED**, that the form of Amended Section 125 Cafeteria Plan effective June 1, 2021 presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

**RESOLVED**, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

**RESOLVED**, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

**PASSED, APPROVED and ADOPTED this 19th** day of May, 2021 at a Meeting of the Westhaven Community Service District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

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William Verick, President  
Westhaven Community Services District

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Roxanne Levang, Secretary  
Westhaven Community Services District