

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

November 2020

The regular meeting of the Board of Directors of the Westhaven Community Services District will be held **Wednesday November 18, at 6:30 p.m. Due to the coronavirus pandemic, until further notice, this and upcoming WCSD Board meetings will be held virtually using ZOOM.**

How to Attend via ZOOM:

1. By computer or cellphone:

Join Zoom Meeting at <https://humboldtstate.zoom.us/j/85357218174> Join Zoom Meeting

2. By phone (audio only):

Dial (408)638-0968. At the prompt, enter the following meeting ID code: 853 5721 8174

How to Submit Public Comment:

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

1. CALL TO ORDER

2. PUBLIC COMMENT

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

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

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

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

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

4. AMEND / APPROVE MINUTES

4.1 October 21, 2020 meeting minutes. **Discussion/Approval**

5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

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

5.2 Water consumption and Sales. **Discussion**

5.3 Income / Expense Report. **Discussion**

5.3.1 Updated Well Report. **Discussion**

5.4 Finance Officer's Report.

5.5 Treasurer's Report and Recommendations. **Discussion**

5.6 November warrants. **Discussion/Approval**

6. MANAGER'S REPORT

6.1 Water loss: **Discussion**

6.2 District's COVID 19 response: credit card payments. **Discussion**

7. **WATER SERVICE PRIORITIES; TRANSFER OF WATER ALLOTMENTS.** Phipps to lead discussion.
7.1 Ordinance 2013-1 An Ordinance Establishing Priorities for Providing Water Service Allotments
7.2 WCSD Resolution 2014-2 Transfer of Water Service Allotments **Discussion/ Approval**
8. **WCSD MISSION STATEMENTS.**
8.1 Revised WCSD Mission and Goals Statement. **Discussion/ Approval**
9. **ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**
9.1 Update on SHN activities required to secure permits for well drilling. **Discussion**
9.2 Update on progress for Well site 3 with LACO for CDP#2. **Discussion**
9.3 Subcommittee (Rosenblatt, Swisher, Hankin) report on feasibility of drilling this fall. **Discussion.**
10. **TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**
10.1 Update on progress of technical assistance grant from DFA.-**Discussion**
11. **UPDATE ON A PLAN TO PREVENT ACCESS TO THE WATER TREATMENT PLANT & NIEGHBORING PROPERTIES & TALKING POINTS FOR DEVELOPING AN ORDINANCE. Discussion/Approval**
12. **SIXTH AVENUE NEIGHBOR TRAFFIC CALMING.**
12.1 Letter from Casey Harmon regarding traffic calming on Sixth Avenue and asking from the Board and District's support. **Discussion**
13. **TRINIDAD RANCHERIA REQUEST FOR WATER FROM HUMBOLDT BAY MUNICIPAL WATER DISTRICT. Rosenblatt, Hankin to lead**
14. **ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**
15. **ADJOURN**

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm. The next Regular Meeting will be **December 16, 2020**, and will be held via Zoom. Details will be in the agenda. 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; 3) WCSD web pages (<https://www.westhavencsd.org/meetings>).

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
 October 21, 2020

1. CALL TO ORDER

Board President Hankin called the meeting to order at 6:35 P.M. In attendance were:

Board Members: Hankin, Verick, Cline, Swisher & Phipps

Absent:

Staff: Rosenblatt & Levang

Guests: Elaine Weinreb, Allan Woodworth, Doug Depe

2. PUBLIC COMMENT

None at this time

3. AMEND/APPROVE ORDER OF AGENDA ITEMS

Move after Item 4 the following:

Item # 13, discussion regarding Ordinance 2020-1 Prohibiting AVTS's, Dirt bikes, and Horses at the Water Treatment Plant; and

Item # 6.4 Resolution 2020-7 - Recognizing the Woodworth's for finding the May 2020 "Big Leak"

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

4. AMEND / APPROVE MINUTES

September 16, 2020 Regular meeting minutes

Swisher pointed out that in the revision of the August 19, 2020 minutes the board discussed and changed Two Creek, to read as Two Creeks. Swisher stated that the way the creek is known/referred to is as Two Creek.

Verick moved to reverse the amendment in last month's minutes under Item 4, Amend/Approve minutes, to read Two Creek (no "s" at the end of Creek). Seconded by Cline; all approved.

Amend September minutes as follows:

Item 6.1 last sentence change replace the ~~water line~~ with "replace the *flushing point*."

Item 8.1 Second to last sentence add *quality* to "annual water *quality* report."

Item 9.1 change the customer name ~~Wares~~ to *Ware*.

Verick moved to approve the minutes with the three amendments to Items 6.1, 8.1, and 9.1. Seconded by Cline; all approved.

- 13. ORDINANCE 2020-1 PROHIBITING ATV'S, DIRT BIKES, AND HORSES AT THE WATER TREATMENT PLANT.** Rosenblatt led a discussion regarding the use of property at the water plant, particularly since widening of trails due to the surveying done for the TA grant. Due to wider trails, walkers, bikers and horseback riders have been increasing use of the water plant property as well as crossing over to private property bordering the water plant. The District does not discourage hikers from access of the District property, however motor vehicles and horses can cause damage to property and water. Property owner Doug Deppe, expressed concern with the horseback riders coming onto his property and walking over the tops of water boxes and to establish more trails on his property. There was discussion of remedying the problem by putting in gates or fencing on or near the property line and adding signage. There was discussion of whether or not we needed an actual ordinance and how much it would cost to put up border fencing and gates. The board asked that Rosenblatt work with Deppe and come up with a plan to

prevent horseback riders and motor vehicles to have access to his property and report back to the board at the November meeting. The board requested Rosenblatt bring talking points for the writing of an ordinance to the next meeting.

6.4 Resolution 2020-7 Recognizing the Woodworth's for finding the May 2020 "Big Leak".

Rosenblatt read the ordinance to Allan and Rebecca Woodworth and thanking them for their contribution. Board members thanked the Woodworth's. Rosenblatt will frame the ordinance and deliver it to the Woodworth's.

5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

5.1 Directors' Report – monthly billing and collections – discussion

The Board packet contained Directors report. Total September water sales were \$25,446.58 and total receivables were \$28,096.14. No further comment

5.2 Water Consumption and Sales – discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. September gallons billed 850,140; average gallon per day per meter readings 115, per person 52; average monthly charge per account \$58.75; total monthly charges \$12,455; monthly deviation from budget \$4,111; cumulative deviation \$14,038. No further comment.

5.3 Income/Expense Report – discussion

Board packets contained an Income/Expense Report for September. Total income \$21,785 total expense \$14,952 with a net operating income of \$6,833. No further comment.

5.3.1 New Well Report

Board packets contained a new well report for expenses as of September 30, 2020. Total expenses to date \$62,123.84. Cline asked about the SHN monthly chart showing progress on the well projects. Rosenblatt said he had not received the report this month. Rosenblatt informed the board that we did not receive any protest on the coastal permits.

5.4 Finance Officer's Recommendations – None at this time.

5.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the September Treasurer's report. Account balances were as follows: Capital Reserves \$242,425.45; Operating Reserves \$51,898.30; DWR Reserve CD \$28,706.34; DWR Loan Savings \$2,231.45; Checking Account as of 10/13/2020 \$33,471.01. No further comment.

5.6 January/February Warrants – discussion / approval

There was a brief discussion of the hiring of a new employee, Katrina Martin, a Westhaven resident, to replace Sean Thomas who resigned.

Verick moved to approve warrants #6434 through #6470 and one online federal payroll tax deposit and one online state payroll tax deposit, grand total \$25,048.93. Seconded by Swisher; all approved

6. MANAGER'S REPORT

6.1 Water Loss – There were several system leaks. discussion

Board packets contained a summary table of 13 month water loss history. September water loss is at 21.3%, average water loss in the last 13 months is 20.5%. Rosenblatt reported several leaks over the last month. Rosenblatt said a pressure reducing valve failed and blew out the hydrant at Moonstone grills parking lot some 50,000 gallons. Staff was able to fix the valve with repair parts support from Humboldt Community Services District. Rosenblatt also reported a leak on Highland .near Sixth Avenue.

6.2 WCSD COVID 19 response: credit card payments

Levang reported that 10 customers used the service in September totaling \$1,699.90 in payments, \$67.99 in charges, totaling \$1,767.89. So far in October 11 customers have used the services totaling approximately \$2,200. It is costing 4% for this service. Levang has a call out to the bank to research why the charge is so high. It should be under 3%.

6.3 WCSD Resolution 2020-7 Certificate of Resolution for WCSD Section 125 Premium Only Plan for year ending May 31, 2021 Discussion/approval

There was discussion of the resolution. Hankin did not think it made sense and would like to see a modified resolution before approving. Verick gave an overview of the resolution explaining what it meant, which basically is that Levang could submit the paperwork making it so that Rosenblatt can pay income tax after paying his health insurance premiums instead of before.

Verick moved to approve Resolution 2020-7 Certificate of Resolution for WCSD Section 125 Premium Only Plan as written. Seconded by Swisher; passed

Ayes: Cline, Verick, and Swisher

Noes: Hankin and Phipps

6.4 WCSD Resolution 2020-7 Recognizing the Woodworth's for finding the May 2020 Big Leak. Present resolution to Woodworth's. See above following item 4 & 13.

7, WATER SERVICE PRIORITIES: TRANSFER OF WATER ALLOTTMENTS

Ordinance 2013.1 An Ordinance Establishing Priorities for Providing Water Service Allotments

Resolution 2014-2 Transfer of Water Service Allotments

Phipps requested we move the discussion to the November meeting.

8. MISSION STATEMENTS

8.1 The board discussed the two mission statements submitted by Swisher and Phipps. Cline said she reviewed statements from other water districts and stated that what Swisher submitted reflected what other water districts have done. The first sentence is the actual mission statement the rest of the statements are the list of goals and intensions. It was suggested to change the word *wholesome* to *safe drinking water* in the Swisher Mission Statement. Discussion ensued. Hankin suggested we add to the document a desire to provide water to additional customers, especially those with poor quality wells, and also to incorporate the statement of transparency.

Verick moved to accept the mission statement as amended, and put the goals of district under separate headings. Seconded by Cline; Hankin offered to revise the format and bring back to the board for approval at the November meeting. Discussed adding links for the goals to direct viewers to separate pages on the WCSD website.

9. STATEMENT OF TRANSPARENCY

Cline suggested, on the third line from the bottom of the page, changing provide *criticism* and insight to *relevant critique* and insight.

10. PRELIMINARY ANALYSIS OF WCSD WELL PRODUCTION, INFORMATION ITEM. HANKIN TO LEAD

Hankin gave an overview of the analysis of between year and between month variations in production rate (gallons per minute) from the WCSD well. All years showed lowest production rate in December/January, with maximum production rates in March-May. Average annual production rate in the four years examined ranged from 2007-2019 ranged from about 5.5 – 9.3. Minimum production rate in all years was in the range 5-6 gpm, very closed to the original SHN guesstimate

of the reliable long-term production rate from the well. Swisher said that he was expecting more stability in well production.

11. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT

Rosenblatt reported that we have the coastal development permits. The permits are good for one year and can be extended, if needed, to complete drilling the wells. Rosenblatt reported that In order to be reimbursed for the drilling of the wells, the District will need to put the drilling out to bid. Hankin expressed concern that we need to drill as soon as possible to be compliant with the disinfection byproducts compliance order. He suggested we go forward to drill the wells before the rainy season, even if the District will not be able to be reimbursed. Rosenblatt explained that due to the work of the TA grant, timing is not as critical as it had originally been.

Verick noted that given the TA Grant we are in good shape and won't get in trouble regarding the compliance order. Rosenblatt was asked how soon we could get the well drilled. Rosenblatt said he could get an answer in a couple days. He said the District will need a drilling permit, which would take a couple weeks.

Verick moved that we form a subcommittee with Swisher, Hankin and Rosenblatt to review and decide about drilling a well ASAP. Seconded by cline; all approved. Hankin added that he feels the district is obligated to move on the drilling of the well

12. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE

Rosenblatt reported that the TA Grant engineer was here from Redding during the month of October. They constructed a pilot filtration system consisting of an up flow clarifier or pre filter with polymer injection and a media filter, Jar tested 5 types of polymer to select one to use with the up flow clarifier and media filter at 1 gallon per minutes. Results in non-storm conditions were very encouraging

13. ORDINANCE 2020-1 PROHIBITING ATV'S DIRT BIKES AND HORSES AT THE WATER TREATMENT PLANT see above

14 ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE METTINGS

- WATER SERVICE PRIORITIES: TRANSFER OF WATER ALLOTTMENTS-Phipps
- MISSION STATEMENT REVIEW AND APPROVAL-Hankin

15 ADJOURN

Hankin adjourned the meeting at 8:33 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	745,900 Gallons
Water Sold This Month	650,870 Gallons
Water Loss	95,030 Gallons
Water Loss (%)	12.74 %

	Amount (\$)	# Of Accounts
Total Water	22,260.03	232
Total Late Charge	93.82	50
Total Adjustments	-59.75	22
Total Current Charges	22,294.10	232
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Amount Past Due 1-30 Days	5,620.60	48
Amount Past Due 31-60 Days	2,072.89	15
Amount Past Due Over 60 Days	1,615.25	7
Amount Of Overpayments/Prepayments	-4,726.45	50
Total Receivables	26,876.39	233

Total Receipts On Account	23,513.85	181
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	-29.01	13
Collection Accounts (Amount Owed)	-29.01	13
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	2,770	235
Average Water Charge For Active Meters	95.95	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		1	43,660	6.71	3.13
30,001-40,000		0	0	0.00	0.00
20,001-30,000		0	0	0.00	0.00
10,001-20,000		4	46,000	7.07	4.02
8,001-10,000		0	0	0.00	0.00
6,001-8,000		13	89,030	13.68	9.14
4,001-6,000		34	166,460	25.58	18.95
2,001-4,000		71	208,320	32.01	31.42
1-2,000		90	97,400	14.96	28.24
Zero Usage		22	0	0.00	5.11
<hr/>					
Total Meters		235	650,870	100.00	100.00

Westhaven Community Services District
 FY 2020-2021 Income / Expense Report
 as of July 31, 2020

ITEM 6.3

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>July 2020</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2020 thru July 2020</u>	<u>Jul '20 thru July 2020 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
249,534	Water Sales	20,788	20,795	-7	20,788 ¹	16,928	3,860	122.8%
3,275	Water Services	945	273	672	945	273	672	346.3%
252,809	Total Income	21,733	21,067	665	21,733	17,201	4,532	126.4%
	Expense							
2,648	Source of Supply	19	221	-201	19	221	-202	8.6%
9,587	Pumping	699	799	-100	699	799	-100	87.5%
35,166	Water Treatment	3,353	2,931	423	3,353	2,931	423	114.4%
8,621	Transmission & Distribution	1,241	718	523	1,241	718	523	172.7%
9,403	Customer Accounts	545	784	-239	545	784	-239	69.6%
130,979	Administrative & General	15,223 ²	10,915	4,308	15,223	10,915	4,308	139.5%
10,000	Operating Reserves Contrib.	0	833	-833	0	9,167	-9,167	0.0%
206,404	Total Expense	21,080	17,200	3,880	21,080	25,534	-4,454	82.6%
	Net Operating Income	652	3,867		653			
	Capital/Other Expense							
26,402	DWR Loan	2,200	2,200	0	2,200	2,200	0	100.0%
20,000	Capital Reserve	1,667	1,667	0	1,667	1,667	0	100.0%
46,402	Total Other Expense	3,867	3,867	0	3,867	3,867	0	100.0%

Income & Expense Report Notes:

¹ Changed formula subtracting Capital/Other expenses (\$46,402) from budget total so that the percentage of budget amounts would more accurately reflect actual budget percentages.

² Admin & General is over because Property & Liability Ins., \$4169 was paid and Workers comp, \$3204.

Westhaven Community Services District
 FY 2020-2021 Income / Expense Report
 as of August 31, 2020

ITEM 5.3

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Aug 2020</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2020 thru Aug 2020</u>	<u>Jul '20 thru Aug 2020 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
249,534	Water Sales	20,412	20,795	-383	41,200 ¹	33,855	7,344	121.7%
3,275	Water Services	602	273	329	1,442	546	896	264.2%
252,809	Total Income	21,014	21,067	-53	42,642	34,401	8,240	124.0%
	Expense							
2,648	Source of Supply	44	221	-177	64	441	-377	14.5%
9,587	Pumping	563	799	-236	1,262	1,598	-336	79.0%
35,166	Water Treatment	2,557	2,931	-374	5,812	5,861	-49	99.2%
8,621	Transmission & Distribution	1,427	718	709	2,536	1,437	1,099	176.5%
9,403	Customer Accounts	339	784	-445	884	1,567	-683	56.4%
130,979	Administrative & General	9,205 ²	10,915	-1,710	24,355	21,830	2,525	111.6%
10,000	Operating Reserves Contrib.	0	833	-833	0	1,667	-1,667	0.0%
206,404	Total Expense	14,135	17,200	-3,065	34,913	34,401	512	101.5%
	Net Operating Income	6,879	3,867		7,729			
	Capital/Other Expense							
26,402	DWR Loan	2,200	2,200	0	4,400	2,200	2,200	200.0%
20,000	Capital Reserve	1,667	1,667	0	3,334	1,667	1,667	200.0%
46,402	Total Other Expense	3,867	3,867	0	7,734	3,867	3,867	50.0%

Income & Expense Report Notes:

¹ Changed formula subtracting Capital/Other expenses (\$46,402) from budget total so that the percentage of budget amounts would more accurately reflect actual budget percentages.

² Admin & General is over because Property & Liability Ins., \$4169 was paid and Workers comp, \$3204.

Westhaven Community Services District
 FY 2020-2021 Income / Expense Report
 as of September 30, 2020

ITEM 5.3

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Sept 2020</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2020 thru Sept 2020</u>	<u>Jul '20 thru Sept 2020 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
249,534	Water Sales	21,344	20,795	550	62,543 ¹	50,783	11,760	123.2%
3,275	Water Services	441	273	168	1,963 ⁴	819	1,144	239.8%
252,809	Total Income	21,785	21,067	718	64,506	51,602	12,904	125.0%
	Expense							
2,648	Source of Supply	39	221	-182	103	662	-559	15.6%
9,587	Pumping	872	799	73	2,306	2,397	-91	96.2%
35,166	Water Treatment	3,644	2,931	714	9,457	8,792	666	107.6%
8,621	Transmission & Distribution	1,712 ³	718	994	4,857	2,155	2,702	225.4%
9,403	Customer Accounts	460	784	-324	1,344	2,351	-1,007	57.2%
130,979	Administrative & General	8,225 ²	10,915	-2,690	32,748	32,745	3	100.0%
10,000	Operating Reserves Contrib.	0	833	-833	0	2,500	-2,500	0.0%
206,404	Total Expense	14,952	17,200	-2,248	50,815	51,601	-786	98.5%
	Net Operating Income	6,833	3,867		13,691			
	Capital/Other Expense							
26,402	DWR Loan	2,200	2,200	0	6,601	6,601	1	100.0%
20,000	Capital Reserve	1,667	1,667	0	5,000	5,000	0	100.0%
46,402	Total Other Expense	3,867	3,867	0	11,601	11,601	1	100.0%

Westhaven Community Services District
 FY 2020-2021 Income / Expense Report
 as of October 31, 2020

ITEM 5.3

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Oct 2020</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2020 thru Oct 2020</u>	<u>Jul '20 thru Oct 2020 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
249,534	Water Sales	18,316	20,795	-2,479	80,859 ¹	83,178	-2,319	97.2%
3,275	Water Services/Other	534	273	261	2,497 ⁴	1,092	1,405	228.7%
252,809	Total Income	18,850	21,067	-2,218	83,356	84,270	-914	98.9%
	Expense							
2,648	Source of Supply	15	221	-206	118	883	-765	13.4%
9,587	Pumping	1,023	799	224	3,329	3,196	133	104.2%
35,166	Water Treatment	3,629	2,931	699	13,086	11,722	1,364	111.6%
8,621	Transmission & Distribution	279 ³	718	-439	5,136	2,874	2,262	178.7%
9,403	Customer Accounts	518	784	-266	1,862	3,134	-1,272	59.4%
130,979	Administrative & General	5,908 ²	10,915	-5,007	38,659	43,660	-5,001	88.5%
10,000	Operating Reserves Contrib.	0	833	-833	0	3,333	-3,333	0.0%
206,404	Total Expense	11,372	17,200	-5,829	62,190	68,801	-6,611	90.4%
	Net Operating Income	7,478	3,867		21,166			
	Capital/Other Expense							
26,402	DWR Loan	2,200	2,200	0	8,801	8,801	0	100.0%
20,000	Capital Reserve	1,667	1,667	0	6,667	6,667	0	100.0%
46,402	Total Other Expense	3,867	3,867	0	15,468	15,467	1	100.0%

Tips for updating QuickBooks

You can export a report, change certain format

QuickBooks will update and keep these changes

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas
The updated report must contain the row associated with y
- 7 Inserted text
Make your new text always appear next to a particular row
the text as a formula (e.g. ="inserted text")

QuickBooks will NOT support these changes:

- Font formatting in r
- Inserted rows that o
- Moved data cells

reports in Excel

adding or add new formulas, and then update it with new QuickBooks data

is:

	A	B	C	D	E	F	G	H
1						My Company P&L		
2						Profit & Loss		
3						July through August 2012		
4							07/16/12	Aug 16
5						Ordinary Income/Expense		
6						MONEY IN (aka Income)		
7						40100 - Construction Income		
8						40110 - Design Income	3,054.02	3,900.00
9						40199 - Less Discounts given	0.00	-48.35
10						Total 40100 - Construction Income	3,054.02	3,751.65
11						40500 - Reimbursement Income		
12						40520 - Permit Reimbursement Income	0.00	487.00
13						Total 40500 - Reimbursement Income	0.00	487.00
14						Total Income	3,054.02	29,197.65
15						* Labor Income less Design Income	3,054.02	13,227.00
16						Cost of Goods Sold		

your formula

r by entering

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Westhaven Community Services District
Transaction Detail By Account
November 2018 through June 2020

New Well Expenses as of 6/30/2020					
	Date	Name	Memo	Class	Balance
ADMINISTRATIVE & GENERAL					
563.30 - Consultants					
	06/18/2020	LACO Associates	Coastal Permit Assistance & wetland study	New Well:Verick Property Well	-3,245.00
Total 563.30 - Consultants					-3,245.00
569.00 - Other Admin. & Gen. Expense					
	05/05/2020	Humboldt County Recorder	CEQA dexemption for the DBP lanning project & proposed merger	New Well	-50.00
	05/19/2020	Fidelity National Title Company	Preliminary Report	New Well	-550.00
	05/19/2020	Fidelity National Title Company	Additional Parcel Fees	New Well	-1,050.00
Total 569.00 - Other Admin. & Gen. Expense					-1,050.00
Total ADMINISTRATIVE & GENERAL					-4,295.00
OTHER NON OPERATING EXPENSES					
111.41 New Well Expense					
	11/13/2018	SHN Consulting Engineers	New Well for period ending 10/31/18	New Well	-2,182.75
	12/13/2018	SHN Consulting Engineers	New Well for period ending 11/30/18	New Well	-4,430.45
	01/11/2019	SHN Consulting Engineers	New Well for period ending 12/31/2018	New Well	-5,139.45
	02/21/2019	SHN Consulting Engineers	New Well for period ending 1/31/2019	New Well	-7,563.60
	03/15/2019	SHN Consulting Engineers	New Well for period ending 2/28/2019	New Well	-7,943.60
	04/11/2019	SHN Consulting Engineers	New Well for period ending 3/31/2019	New Well	-9,268.15
	05/15/2019	SHN Consulting Engineers	for April 2019	New Well	-21,590.25
	07/01/2019	SHN Consulting Engineers	for May 2019	New Well	-24,122.75
	07/01/2019	SHN Consulting Engineers	Wetland BIO study	New Well	-26,995.15
	07/31/2019	SHN Consulting Engineers	Wetland BIO study	New Well	-30,743.90
	08/31/2019	SHN Consulting Engineers	Professional services	New Well	-31,526.10
	12/18/2019	SHN Consulting Engineers	Additional scope of work	New Well	-33,026.10
	12/20/2019	Humboldt County Planning Division	Application Assistance-Exploratory test wells for possible future use by WCSD	New Well	-33,317.10
	01/09/2020	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/2019	New Well	-34,817.10
	02/28/2020	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/2019	New Well	-35,701.05
	02/29/2020	SHN Consulting Engineers	For professional services for period ending February 29, 2020	New Well	-37,073.10
	03/16/2020	Humboldt County Planning Division	Coastal Development Permit for new well sites on district properties	New Well	-42,832.10
	03/31/2020	SHN Consulting Engineers	For professional services for period ending March 31, 2020	New Well	-45,241.59
Total 111.41 New Well Expense					-45,241.59
Total OTHER NON OPERATING EXPENSES					-45,241.59
TOTAL					-49,536.59

Westhaven Community Services District
Transaction Detail By Account
November 2018 through August 2020

NEW WELL EXPENSE REPORT AS OF August 31, 2020									
	Type	Date	Num	Name	Memo	Class	Amount		
ADMINISTRATIVE & GENERAL									
569.00 · Other Admin. & Gen. Expense									
569.03 · GOVERNMENTAL FEES									
	Bill	05/05/2020		Humboldt County Recorder	CEQA dexemption for the DBP lanning project & proposed merger	New Well	-50.00		
	Check	07/30/2020	6380	Humboldt County Recorder	CEQA Resolution 2020.5 well drilling and water line installation exemption	New Well	-50.00		
	Check	07/30/2020	6381	Humboldt County Recorder	CEQA Resolution 2020.6 well drilling and water line installation exemption	Verick Property	-50.00		
Total 569.03 · GOVERNMENTAL FEES								-150.00	
569.00 · Other Admin. & Gen. Expense - Other									
	Bill	05/19/2020	FFHO-FTO200431H-1	Fidelity National Title Company	Preliminary Report	New Well	-500.00		
	Bill	05/19/2020	FFHO-FTO200431H-1	Fidelity National Title Company	Additional Parcel Fees	New Well	-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	
OTHER NON OPERATING EXPENSES									
111.41 New Well Expense									
	Bill	11/13/2018	98481	SHN Consulting Engineers	New Well for period ending 10/31/18	New Well	-2,182.75		
	Bill	12/13/2018	98882	SHN Consulting Engineers	New Well for period ending 11/30/18	New Well	-2,247.70		
	Bill	01/11/2019	99244	SHN Consulting Engineers	New Well for period ending 12/31/2018	New Well	-709.00		
	Bill	02/21/2019	99797	SHN Consulting Engineers	New Well for period ending 1/31/2019	New Well	-2,424.15		
	Bill	03/15/2019	99986	SHN Consulting Engineers	New Well for period ending 2/28/2019	New Well	-380.00		
	Bill	04/11/2019	100286	SHN Consulting Engineers	New Well for period ending 3/31/2019	New Well	-1,324.55		
	Bill	05/15/2019	100692	SHN Consulting Engineers	for April 2019	New Well	-12,322.10		
	Bill	07/01/2019	101035	SHN Consulting Engineers	for May 2019	New Well	-2,532.50		
	Bill	07/01/2019	101728	SHN Consulting Engineers	Wetland BIO study	New Well	-2,872.40		
	Bill	07/31/2019	101951	SHN Consulting Engineers	Wetland BIO study	New Well	-3,748.75		
	Bill	08/31/2019	102228	SHN Consulting Engineers	Professional services	New Well	-782.20		
	Check	12/18/2019	6157	SHN Consulting Engineers	Additional scope of work	New Well	-1,500.00		
	Bill	12/20/2019	PLI19-2426	Humboldt Planning Division	Application Assistance-Exploratory test wells for possible future use by WCSD	New Well	-291.00		
	Bill	01/09/2020		SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/2019	New Well	-1,500.00		
	Bill	02/28/2020	104263	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/2019	New Well	-883.95		
	Bill	02/29/2020	104499	SHN Consulting Engineers	For professional services for period ending February 29, 2020	New Well	-1,372.05		
	Bill	03/16/2020	Well	Humboldt Planning Division	Coastal Development Permit for new well sites on district properties	New Well	-5,759.00		
	Bill	03/31/2020	104725	SHN Consulting Engineers	For professional services for period ending March 31, 2020	New Well	-2,409.49		
	Bill	05/19/2020	105288	SHN Consulting Engineers	For professional services for period ending April 30, 2020	New Well	-2,458.75		
	Bill	06/08/2020	105386	SHN Consulting Engineers	For professional services for period ending May 31, 2020	New Well	-2,251.25		
	Bill	06/18/2020	46645	LACO Associates	Coastal Permit Assistance & wetland study	Verick Property	-3,245.00		
	Bill	07/28/2020	46871	LACO Associates	Coastal Permit Assistance & wetland study June 4- to July 4, 2020	Verick Property	-827.50		
	Bill	08/17/2020	46955	LACO Associates	Coastal permit assistance & wetland study July 5- to August 1, 2020	Verick Property	-1,760.00		
Total 111.41 New Well Expense								-55,784.09	
Total OTHER NON OPERATING EXPENSES								-55,784.09	
TOTAL								-56,934.09	

Westhaven Community Services District
Transaction Detail By Account
July 2018 through September 2020

	Type	Date	Name	Memo	Class	Amount
ADMINISTRATIVE & GENERAL						
569.00 · Other Admin. & Gen. Expense						
569.03 · GOVERNMENTAL FEES						
	Bill	05/05/2020	Humboldt County Recorder	CEQA dexemption for the DBP lanning project f	New Well	-50.00
	Check	07/30/2020	Humboldt County Recorder	CEQA Resolution 2020.5 well drilling and water	New Well	-50.00
	Check	07/30/2020	Humboldt County Recorder	CEQA Resolution 2020.6 well drilling and water	Verick Property Well	-50.00
Total 569.03 · GOVERNMENTAL FEES						<u>-150.00</u>
569.00 · Other Admin. & Gen. Expense - Other						
	Bill	05/19/2020	Fidelity National Title Company	Preliminary Report	New Well	-500.00
	Bill	05/19/2020	Fidelity National Title Company	Additional Parcel Fees	New Well	-500.00
Total 569.00 · Other Admin. & Gen. Expense - Other						<u>-1,000.00</u>
Total 569.00 · Other Admin. & Gen. Expense						<u>-1,150.00</u>
Total ADMINISTRATIVE & GENERAL						<u>-1,150.00</u>
OTHER NON OPERATING EXPENSES						
111.41 New Well Expense						
	Bill	11/13/2018	SHN Consulting Engineers	New Well for period ending 10/31/18	New Well	-2,182.75
	Bill	12/13/2018	SHN Consulting Engineers	New Well for period ending 11/30/18	New Well	-2,247.70
	Bill	01/11/2019	SHN Consulting Engineers	New Well for period ending 12/31/2018	New Well	-709.00
	Bill	02/21/2019	SHN Consulting Engineers	New Well for period ending 1/31/2019	New Well	-2,424.15
	Bill	03/15/2019	SHN Consulting Engineers	New Well for period ending 2/28/2019	New Well	-380.00
	Bill	04/11/2019	SHN Consulting Engineers	New Well for period ending 3/31/2019	New Well	-1,324.55
	Bill	05/15/2019	SHN Consulting Engineers	for April 2019	New Well	-12,322.10
	Bill	07/01/2019	SHN Consulting Engineers	for May 2019	New Well	-2,532.50
	Bill	07/01/2019	SHN Consulting Engineers	Wetland BIO study	New Well	-2,872.40
	Bill	07/31/2019	SHN Consulting Engineers	Wetland BIO study	New Well	-3,748.75
	Bill	08/31/2019	SHN Consulting Engineers	Professional services	New Well	-782.20
	Check	12/18/2019	SHN Consulting Engineers	Additional scope of work	New Well	-1,500.00
	Bill	12/20/2019	Humboldt County Planning Division	Application Assistance-Exploratory test wells for	New Well	-291.00
	Bill	01/09/2020	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/	New Well	-1,500.00
	Bill	02/28/2020	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/	New Well	-883.95
	Bill	02/29/2020	SHN Consulting Engineers	For professional services for period ending Febr	New Well	-1,372.05
	Bill	03/16/2020	Humboldt County Planning Division	Coastal Development Permit for new well sites c	New Well	-5,759.00
	Bill	03/31/2020	SHN Consulting Engineers	For professional services for period ending Marc	New Well	-2,409.49
	Bill	05/19/2020	SHN Consulting Engineers	For professional services for period ending April	New Well	-2,458.75
	Bill	06/08/2020	SHN Consulting Engineers	For professional services for period ending May	New Well	-2,251.25
	Bill	06/18/2020	LACO Associates	Coastal Permit Assistance & wetland study	Verick Property Well	-3,245.00
	Bill	07/28/2020	LACO Associates	Coastal Permit Assistance & wetland study June	Verick Property Well	-827.50
	Bill	08/17/2020	LACO Associates	Coastal permit assistance & wetland study July :	Verick Property Well	-1,760.00
	Bill	09/10/2020	Robin Jordan	Deed Packets 4th Ave wells	New Well	-412.00
	Bill	09/15/2020	Humboldt County Planning Division	Coastal Development Permit for new well sites c	Verick Property Well	-5,771.00
	Bill	09/19/2020	Robin Jordan	Deed Packets-Verick property	Verick Property Well	-156.75
Total 111.41 New Well Expense						<u>-62,123.84</u>

New Well Transactions as of 10/31/2020

	Type	Date	Name	Memo	Class	Amount
ADMINISTRATIVE & GENERAL						
569.00 - Other Admin. & Gen. Expense						
569.03 - GOVERNMENTAL FEES						
	Bill	05/05/2020	Humboldt County Recorder	CEQA dexemption for the DBP lanning project &	New Well	-50.00
	Check	07/30/2020	Humboldt County Recorder	CEQA Resolution 2020.5 well drilling and water	New Well	-50.00
	Check	07/30/2020	Humboldt County Recorder	CEQA Resolution 2020.6 well drilling and water	Verick Property Well	-50.00
	Total 569.03 - GOVERNMENTAL FEES					-150.00
569.00 - Other Admin. & Gen. Expense - Other						
	Bill	05/19/2020	Fidelity National Title Company	Preliminary Report	New Well	-500.00
	Bill	05/19/2020	Fidelity National Title Company	Additional Parcel Fees	New Well	-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						
OTHER NON OPERATING EXPENSES						
111.41 New Well Expense						
	Bill	11/13/2018	SHN Consulting Engineers	New Well for period ending 10/31/18	New Well	-2,182.75
	Bill	12/13/2018	SHN Consulting Engineers	New Well for period ending 11/30/18	New Well	-2,247.70
	Bill	01/11/2019	SHN Consulting Engineers	New Well for period ending 12/31/2018	New Well	-709.00
	Bill	02/21/2019	SHN Consulting Engineers	New Well for period ending 1/31/2019	New Well	-2,424.15
	Bill	03/15/2019	SHN Consulting Engineers	New Well for period ending 2/28/2019	New Well	-380.00
	Bill	04/11/2019	SHN Consulting Engineers	New Well for period ending 3/31/2019	New Well	-1,324.55
	Bill	05/15/2019	SHN Consulting Engineers	for April 2019	New Well	-12,322.10
	Bill	07/01/2019	SHN Consulting Engineers	for May 2019	New Well	-2,532.50
	Bill	07/01/2019	SHN Consulting Engineers	Wetland BIO study	New Well	-2,872.40
	Bill	07/31/2019	SHN Consulting Engineers	Wetland BIO study	New Well	-3,748.75
	Bill	08/31/2019	SHN Consulting Engineers	Professional services	New Well	-782.20
	Check	12/18/2019	SHN Consulting Engineers	Additional scope of work	New Well	-1,500.00
	Bill	12/20/2019	Humboldt County Planning Division	Application Assistance-Exploratory test wells for	New Well	-291.00
	Bill	01/09/2020	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/	New Well	-1,500.00
	Bill	02/28/2020	SHN Consulting Engineers	Professional services Addendum #2 dated 9/25/	New Well	-883.95
	Bill	02/29/2020	SHN Consulting Engineers	For professional services for period ending Febr	New Well	-1,372.05
	Bill	03/16/2020	Humboldt County Planning Division	Coastal Development Permit for new well sites c	New Well	-5,759.00
	Bill	03/31/2020	SHN Consulting Engineers	For professional services for period ending Marc	New Well	-2,409.49

New Well Transactions as of 10/31/2020

			Bill	05/19/2020	SHN Consulting Engineers	For professional services for period ending April	New Well	-2,458.75
			Bill	06/08/2020	SHN Consulting Engineers	For professional services for period ending May	New Well	-2,251.25
			Bill	06/18/2020	LACO Associates	Coastal Permit Assistance & wetland study	Verick Property Well	-3,245.00
			Bill	07/28/2020	LACO Associates	Coastal Permit Assistance & wetland study June	Verick Property Well	-827.50
			Bill	08/17/2020	LACO Associates	Coastal permit assistance & wetland study July	Verick Property Well	-1,760.00
			Bill	09/10/2020	Robin Jordan	Deed Packets 4th Ave wells	New Well	-412.00
			Bill	09/15/2020	Humboldt County Planning Division	Coastal Development Permit for new well sites d	Verick Property Well	-5,771.00
			Bill	09/19/2020	Robin Jordan	Deed Packets-Verick property	Verick Property Well	-156.75
			Bill	10/17/2020	BB Portable Toilets	Rental for on-call	New Well	26.17
			Check	10/22/2020	City of Trinidad	1 gallon PA50	New Well	17.00
								-62,080.67
								-62,080.67
								-63,230.67

**WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
October 2020**

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>
\$242,425.45	1.69800	Capital Reserves Hum Co Fund 2600	\$20,000	\$ 20,000	*	
\$52,008.50	1.41000	Operating Reserve LAIF # 16-12-005	\$10,000	\$ 10,000	**	\$188.67 July 2020 Quarterly Interest \$110.20 10/15/20 Interest
\$28,706.34	0.50000	DWR CD Reserve CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$	36.14 September 2020 Interest
\$4,431.74	0.03000	DWR Loan Savings Saving Umpqua 0648	Accumulates for Semi-Anr 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
\$41,669.57		Checking Account (after warrants) Umpqua				Checking Balance as of 11/13/2020

*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 annual 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 July 15 - August 19, 2020

Number	Date	Amount	To Whom	Purpose
6363	7/16/2020	\$ 784.14	C. Butterworth	Payroll July 1-15 2020
6364	7/16/2020	\$ -	Void	
6365	7/16/2020	\$ 664.50	R. Levang	Payroll July 1-15 2020
6366	7/16/2020	\$ 164.43	S. Thomas	Payroll July 1-15 2020
6377	7/16/2020	\$ 1,369.28	P. Rosenblatt	Payroll July 1-15 2020
6368	7/16/2020	\$ 581.05	PG& E	Plant \$353.13; Office \$42.90; Well \$185.02
EDD	7/20/2020	\$ 151.13	EDD	July payroll State tax deposit
EFTPS	7/20/2020	\$ 1,647.14	EFTPS	July payroll Federal tax deposit
6369	7/20/2020	\$ -	Void	
6370	7/20/2020	\$ 154.00	Standard Life Ins Co	Employee dental for August 2020
6371	7/22/2020	\$ 1,836.19	Blue Shield of CA	Employee Medical August 2020 District \$1565.47/Emp \$270.72
6372	7/22/2020	\$ 4,168.99	SDRMA	20/21 Liability Ins Renewal
6373	7/22/2020	\$ 3,204.06	SDRMA	20/21 Workers Comp
6374	7/22/2020	\$ 89.40	Cardmember Services	VISA printer toner
6375	8/1/2020	\$ 720.43	C. Butterworth	Payroll July 16-31, 2020
6376	8/1/2020	\$ 1,535.52	P. Rosenblatt	Payroll July 16-31, 2020
6377	8/1/2020	\$ 677.27	R. Levang	Payroll July 16-31, 2020
6378	8/1/2020	\$ 192.46	Sean Thomas	Payroll July 16-31, 2020
6379	7/30/2020	\$ 13.80	C. Butterworth	Mileage reimbursement
6380	7/30/2020	\$ 50.00	Humboldt Co. Recorder	CEQA Exemption for well drilling & water line
6381	7/30/2020	\$ 50.00	Humboldt Co. Recorder	CEQA Exemption for well drilling & water line
6382	8/1/2020	\$ -	Void	
6383	8/1/2020	\$ -	Void	
6384	8/11/2020	\$ 74.95	AT&T	Plant telephone
6385	8/11/2020	\$ 611.00	GR Sundberg	Leak repair
6386	8/11/2020	\$ 260.60	Mendes	Chemicals
6387	8/11/2020	\$ 360.00	North Coast Labs	Outside lab testing
6388	8/11/2020	\$ 19.52	Arcata Stationers	Office supplies
6389	8/11/2020	\$ 4,710.00	SHN Consulting	Consulting services for April & May
6390	8/11/2020	\$ 118.22	Suddenlink	Office telephone and Internet
6391	8/11/2020	\$ 12.66	Thrifty Supply Co	Plant maintenance supplies
6392	8/11/2020	\$ 56.00	U.S. Postal Service	Annual post office box rent
6393	8/11/2020	\$ 150.00	Underground Service Alert	2020 Membership fee
6394	8/11/2020	\$ 824.03	USA Blue Book	Testing supplies
6395	8/11/2020	\$ 18.47	Valley Pacific Petroleum	July fuel
6396	8/11/2020	\$ 154.00	Standard Life Ins Co	September dental premium
6397	8/11/2020	\$ 21.74	P. Rosenblatt	Postage & motion light reimbursement
6398	8/11/2020	\$ 521.81	PG&E	Utilities: Plant \$318.21; office \$36.52; Well \$167.08
6399	8/11/2020	\$ 400.00	WVFD	August office rent
6400	8/12/2020	\$ 827.50	LACO	April & May Consultant fees on new well
6401	8/12/2020	\$ 589.54	CCCU	Correcting 2018/2019 IRA contribution for Vincent & Levang
6402	8/17/2020	\$ 697.99	C. Butterworth	Payroll 8/1-8/15/2020
6403	8/17/2020	\$ 1,535.52	P. Rosenblatt	Payroll 8/1-8/15/2020
6404	8/17/2020	\$ 608.11	R. Levang	Payroll 8/1-8/15/2020
6405	8/17/2020	\$ 225.93	S. Thomas	Payroll 8/1-8/15/2020

Total \$30,851.38**Checking Account Balance as of 8/17/2020**
\$27,463.06

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants August 20, 2020 - September 15, 2020

Number	Date	Amount	To Whom	Purpose
EDD	8/24/2020	173.95	EDD	State payroll taxes for August 2020
EFTPS	8/24/2020	1726.46	EFTPS	Federal payroll taxes for August 2020
6406	8/24/2020	1836.19	Blue Shield	Heath Ins WCSD \$1565.47/Emp \$270.72
6407	8/24/2020	4500.00	GR Sunberg	New Hydrant at 62 Sea Drift Ln
6408	9/1/2020		Void	paper jam
6409	9/1/2020	1535.52	P. Rosenblatt	Payroll 8/16-8/31/2020
6410	9/1/2020	651.04	R. Levang	Payroll 8/16-8/31/2020
6411	9/1/2020	209.19	S. Thomas	Payroll 8/16-8/31/2020
6412	9/1/2020	851.26	C. Butterworth	Payroll 8/16-8/31/2020
6413	9/1/2020	50.60	C. Butterworth	Mileage reimbursement for 8/1-8/31/2020
6414	9/1/2020	5.18	R. Levang	Mileage reimbursement for 8/1-8/31/2020
6415	9/1/2020	85.97	AT&T	Plant telephone 8/20-9/19/2020
6416	9/1/2020	494.04	Thrifty Supply Co	\$66.28 Supplies/\$427.76
6417	9/1/2020	400	WVFD	September office rent
6418	9/3/2020	576.87	Apex Auto	Air/fuel sensor and ignition coil
6419	9/3/2020	13,200.95	Dept Water Resources	1984 CA Safe Drinking Water Bond loan pymt
6420	9/3/2020	1,760.00	LACO	Verick Well Professional Services 7/5 - 8/1, 2020
6421	9/3/2020	67.11	McKinleyville Ace Hardware	\$30.11 Repair Scenic & Westhaven/\$37 supplies
6422	9/3/2020	-	Void	
6423	9/3/2020	29.53	Miller Farms Nursery	\$21.53 fuel & trimmer line/\$8 chain sharpen
6424	9/3/2020	355.00	North Coast Labs	Outside lab services
6425	9/3/2020	25.65	Arcata Stationers	Office supplies
6426	9/3/2020	112.61	Valley Pacific Petroleum	August fuel
6427	9/3/2020	871.09	McKinleyville CSD	8th Ave & 9th & Spring leak investigation
6428	9/3/2020	215.00	USPS	2 rolls Forever & 3 roll postcard stamps
6429	9/3/2020	208.36	Mendes Supply	Chemicals
6430	9/14/2020	526.11	PG&E	Plant \$314.85; Well \$172.45; Office \$38.81
6431	9/14/2020	412.00	Robin Jordan Prof.Service	Creation of deeds, 4th Street well property
6432	9/14/2020	113.23	RVS Software	Billing supplies, envelopes
6433	9/14/2020	117.96	Suddenlink	Office Internet and telephone for September
Total		<u>\$31,110.87</u>		Checking Account Balance as of 9/10/2020 \$36,356.55

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants September 16, 2020 - October 20, 2020

Number	Date	Amount	To Whom	Purpose
6434	9/16/2020	\$ 5,771.00	Hum. Planning Division	Permits for Verick property well
6435	9/16/2020	\$ 807.12	C. Butterworth	Payroll 9/1-9/15/2020
6436	9/16/2020	\$ 1,535.52	P. Rosenblatt	Payroll 9/1-9/15/2020
6437	9/16/2020	\$ 680.15	R. Levang	Payroll 9/1-9/15/2020 + \$2.88 mileage reimbursement
6438	9/16/2020		Void	
6439	9/16/2020	\$ 175.72	S. Thomas	Payroll 9/1-9/15/2020
6440	9/26/2020	\$ 1,836.19	Blue Shield of CA	October premium: \$1565.47/\$270.72
6441	9/26/2020	\$ 154.00	Standard Life Ins. Co	October Dental premium:\$120.91/\$33.09
6442	9/26/2020	\$ 21.69	C. Butterworth	Reimburse for gloves
6443	9/26/2020	\$ 32.60	P. Rosenblatt	Reimburse:Pump repair \$23.85, Pump supplies \$4.65, Certified mail \$4.10
EFTPS	9/28/2020	\$ 1,818.96	EFTPS	September Fed P/R deposit
EDD	9/28/2020	\$ 186.65	EDD	September State P/R deposit
6444	9/29/2020	\$ 931.66	Cardmember Services	LD \$321.88 toner; Keenan \$609.78 PRV repair
6445	10/1/2020	\$ 807.11	C. Butterworth	Payroll 9/16-9/30/2020
6446	10/1/2020	\$ 108.78	K. Martin	Payroll 9/16-9/30/2020
6447	10/1/2020	\$ 1,535.52	P. Rosenblatt	Payroll 9/16-9/30/2020
6448	10/1/2020	\$ 651.05	R. Levang	Payroll 9/16-9/30/2020
6449	10/1/2020	\$ 192.46	S. Thomas	Payroll 9/16-9/30/2020
6450	10/5/2020	\$ -	Void	
6451	10/5/2020	\$ -	Void	
6452	10/5/2020	\$ 43.88	Ace Hardware	Plant supplies
6453	10/5/2020	\$ 208.36	Mendes Supply	Chemicals
6454	10/5/2020	\$ 40.11	Miller Farms	Plant supplies
6455	10/5/2020	\$ 360.00	North Coast Labs	Outside lab test
6456	10/5/2020	\$ 52.33	P. Rosenblatt	USPS certified mail \$7.85; Don's Rent-All pipe locator \$44.48
6457	10/5/2020	\$ 172.52	Rogers Machinery	Repair kit for booster pump
6458	10/5/2020	\$ -	Void	
6459	10/5/2020	\$ 924.69	USA Blue Book	Clorine testing materials
6460	10/5/2020	\$ 86.85	Valley Pacific Petroleum	September fuel
6461	10/5/2020	\$ 400.00	WVFD	October office rent
6462	10/5/2020	\$ 906.10	CM&M	Accounting services for year end 6/30/2019/2020
6463	10/5/2020	\$ 540.84	PG&E	Plant \$320.83; Well \$1810.33; Office \$39.68
6464	10/5/2020	\$ 371.04	Thrifty Supply	materials & leak repair on Westhaven Dr.
6465	10/5/2020	\$ 178.63	AT&T	Plant telephone
6466	10/6/2020	\$156.75	Robin Jordan Prof.Services	Creation deed packets Apr 514-112-014/004
6467	10/16/2020	\$ 744.89	C. Butterworth	Payroll 10/1-10/15/2020
6468	10/16/2020	\$ 469.49	K. Martin	Payroll 10/1-10/15/2020
6469	10/16/2020	\$ 1,535.52	P. Rosenblatt	Payroll 10/1-10/15/2020
6470	10/16/2020	\$ 610.75	R. Levang	Payroll 10/1-10/15/2020

Total \$25,048.93

Checking Account Balance as of 10/16/2017
\$30,110.36

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants October 28, 2020 - November 18, 2020

Number	Date	Amount	To Whom	Purpose
6471	10/28/2020	\$ 17.00	City of Trinidad	unknown
6472	10/28/2020	\$ 235.00	USPS	3 rolls Forever stamps/ 2 rolls postcard stamps
6473	11/3/2020	\$ 697.99	C. Butterworth	Payroll 10/16-10/31/2020
6474	11/3/2020	\$ -	K. Martin	Void
6475	11/3/2020	\$ 1,535.52	P. Rosenblatt	Payroll 10/16-10/31/2020
6476	11/3/2020	\$ 677.27	R. Levang	Payroll 10/16-10/31/2020
6477	11/3/2020	\$ 508.44	S. Thomas	PTO 31.05 hours
6478	11/5/2020	\$ 1,652.57	Blue Shield of CA	Health Ins Nov Premium WCSD \$1381.85 Emp \$270.72
6479	11/5/2020	\$ 154.00	Standard Life Ins	Dental Nov Premium WCSD \$120.91 Emp \$33.09
6480	11/5/2020	\$ 86.27	AT&T	Plant telephone
6481	11/5/2020	\$ 26.17	BB Portable Toilets	TA Grant expense (On call rental fee)
6482	11/5/2020	\$ 13.44	Ace Hardward	Office & Plant supplies
6483	11/5/2020	\$ 260.45	Mendes Supply	October chemicals
6484	11/5/2020	\$ 100.94	Pacific Paper	Office Supplies
6485	11/5/2020	\$ 550.12	PG&E	Utilities-Plant \$339.71, Office \$40.93, Well \$169.48
6486	11/5/2020	\$ 236.28	Suddenlink	Office phone & Internet for October & November
6487	11/5/2020	\$ 10.02	Thomas Home Center	TA Grant expense
By Phone	11/5/2020	\$ 39.99	Northern Tool	Automatic membership fee-will be credited on the next statement
6488	11/5/2020	\$ 77.28	Valley Pacific/Renner	October fuel
6489	11/5/2020	\$ 400.00	WVFD	November office rent
6490	11/5/2020	\$ 356.27	K. Martin	corrected payroll 10/16-10/31/2020
6491	11/5/2020	\$ 29.01	Pamela Carpenter	Customer Acct 135 refund
92556	11/11/2020	\$ 118.14	Suddenlink	Phone pymt to avoid disruption of service. Original check is in transit
	11/17/2020	Payroll- Will email the board updated Warrant List Tuesday 11/17/2020		

Total \$7,782.17

**Checking Account Balance as of 11/13/2020
\$41,669.57**

**WESTHAVEN CSD • MANAGER’S REPORT
OCTOBER 2020**

6.1 Water Loss

Water loss decreased from 4.6 gallons per minute in September to 2.4 gpm in October equaling 12.9% of total production of 747,280 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>
OCT'2020	18.3	16.1	2.4	12.9	14.9	747,280	96,410
AVG. ALL	21.6	15.1	6.5	28.8	43.1	946,279	286,021
24 MO AVG.	17.3	14.1	3.2	17.6	22.4	765,071	140,359
13 MO AVG.	17.7	14.6	3.0	17.0	20.7	772,217	133,658
MINIMUM MONTH	11.2	10.0	1.2	9.8		488,090	55,490
EVER	JAN 2018	FEB 2013	DEC 2018	MAR 2007		APR 2017	DEC 2018
MAXIMUM MONTH	34.8	27.0	19.9	61.8		1,523,405	916,340
EVER	JUL 2004	JUL 2003	NOV 2016	NOV 2016		JUL 2004	NOV 2016

Well Annual Data 11/11/16 5.9 gpm 11/11/2017 5.9 gpm 11/11/2018 5.0 gpm 11/11/2019 5.4 gpm 11/11/2020 4.7 gpm

6.1 Manager’s Report there were no system leaks. **Discussion**

6.2 District’s COVID 19 response: credit card payments. **Discussion**

ORDINANCE 2013-1
(Ordinance 97-3 REVISED)

AN ORDINANCE ESTABLISHING PRIORITIES FOR PROVIDING WATER SERVICE ALLOTMENTS

Be it ordained by the Board of Directors of the Westhaven Community Services District, Humboldt County, California, as follows:

ARTICLE 1
GENERAL PROVISIONS

Section 101 Short Title

This Ordinance shall be known and may be cited as "Westhaven Community Services District Water Service Allotment Code."

Section 102 Words and Phrases

For the purpose of this Ordinance, all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural.

Section 103 Effect of Definition

The definition of a word applies to any of its variants.

Section 104 Separability

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

ARTICLE 2
DEFINITIONS

Section 201 Water Service Allotment

means the right to one (1) water service connection to the Westhaven Community Services District (WCSD) water system. Each dwelling connected shall require a separate water service allotment. Each water service allotment shall be subject to regular monthly charges for water service as set by Resolution of the Board, regardless of the presence or absence of a water service connection.

Section 202 Water Service Connection

means the pipeline and all appurtenant facilities and fittings including without limitation: meter stop or service valve, meter and meter box used to extend water service from a water main to a property, the laying thereof and the tapping of the main. Where services are divided at the curb of the property line to serve several customers, each branch service shall be deemed a separate service.

Section 203 Water Source

means a water source other than the WCSD water system

Section 204 Contaminated

means having bacterial, chemical, or radiological properties that render the water non-potable as per California Domestic Water Quality and Monitoring Regulations.

Section 205 Insufficient

means inadequate production of water to supply the needs of the dwelling, as established by WCS D surveys of 1989 and 1991 or as established by volumetric production testing conducted according to WCS D standards and specifications, or as established by the presence of a water storage tank and records of bulk water deliveries made necessary by insufficient on-site availability of water.

Section 206 Dwelling

means a residence which includes plumbing and fixtures for a functional kitchen and bathroom.

Section 207 Parcel

means a property with a single Assessor's Parcel Number.

ARTICLE 3

OBLIGATION TO WESTHAVEN MUTUAL WATER COMPANY SHAREHOLDERS

Section 301 Water Service for WMWC Shareholder

The WCS D shall provide water service allotments, subject to the limitations contained in WCS D water use and billing regulations, to all parcels to which a share of stock in the Westhaven Mutual Water Company (WMWC) was attached as of December 31, 1987, except that parcels from which a water service allotment has been transferred, by means of the WCS D procedure for transfer of service allotments, shall be reassigned to Section 501.

Water service connections shall be provided to supply one dwelling only for each WMWC share of stock except that where the WMWC had authorized connection to more than one dwelling per share of stock by the acceptance of regular monthly payments for additional connections those additional connections shall also be provided the equivalent number of water service allotments within this section.

Section 302 Water Service for Other Customers of the WMWC.

The District shall provide water service allotments, subject to the limitations contained in WCS D water use and billing regulations, to all parcels where, in the absence of a share of WMWC stock, authorized water service was provided by the WMWC by the acceptance of regular monthly payments. Service connections to these parcels shall be provided only to the extent provided by the WMWC. Additional service to these parcels shall be considered under the appropriate section of Article 4 of this Ordinance.

ARTICLE 4

PRIORITY FOR NEW SERVICES

The WCS D shall fulfill new water service allotment requests only to the extent that adequate capacity to serve those parcels has been demonstrated to the satisfaction of the California Department of Public Health.

In the event that the WCS D's capacity to provide new water service allotments is limited to fewer than the total number of parcels within any section below, the Board of Directors shall establish policy, as needed, by Resolution, to govern the further prioritization of parcels within a section.

Section 401 A Parcels with Contaminated or Insufficient Water Sources Containing Dwellings Constructed Prior to December 31, 1987

Assuming adequate capacity, the WCSD shall offer water service allotments to parcels within the District containing dwellings constructed prior to December 31, 1987 and having contaminated or insufficient water sources. Applicants shall pay all the standard fees for a new service connection.

Section 401 B Parcels with Contaminated or Insufficient Water Sources Containing Dwellings Constructed After December 31, 1987

If all requests for water service allotments in Section 401 A have been fulfilled, then remaining water service capacity will be offered to other parcels within the District containing dwellings constructed after December 31, 1987 and having contaminated or insufficient water sources. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health. Applicants shall pay all the standard fees for a new service connection.

Section 402 Parcels with Sufficient Water Sources Containing Dwellings Constructed Prior to December 31, 1987

If all requests for water service allotments in Sections 401 A and 401 B have been fulfilled, then any remaining water service capacity will be offered to other parcels within the District containing dwellings constructed prior to December 31, 1987 and having sufficient water sources. Applicants shall pay all the standard fees for a new service connection.

Section 403 Undeveloped Parcels and Parcels with Sufficient Water Sources Containing Dwellings Constructed After December 31, 1987

If all requests for water service allotments in Sections 401 A, 401 B and 402 have been fulfilled, then any remaining water service capacity will be offered to: (1) undeveloped parcels within the District boundaries; and (2) those parcels containing dwellings constructed after December 31, 1987 and having sufficient water sources. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

Section 404 Annexed Parcels

If all requests for water service allotments in Sections 401 A, 401 B, 402 and 403 have been fulfilled, then any remaining water service capacity will be offered to parcels annexed to the District after December 31, 1987. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

ARTICLE 5

WATER SERVICE ALLOTMENTS TRANSFERRED AWAY

Section 501 Parcels from Which Water Service Allotments Have Been Transferred

Parcels from which water service allotments have been transferred shall be assigned to Section 501.

If all requests for water service allotments in Section 401 A, 401 B, 402, 403 and 404 have been fulfilled, then any remaining water service capacity will be offered to parcels from which water service allotments have been transferred. Service to parcels in this Section shall not be provided without proof of a sewage disposal permit from the Humboldt County Department of Environmental Health.

ARTICLE 6
REASSIGNMENT OF NEW WATER SERVICE ALLOTMENTS

Section 601 Parcels Provided with Water Service After December 31, 1987.

Parcels formerly assigned to Sections 401 A, 401 B, 402, 403, 404 and 501 which have been provided with water service allotments after December 31, 1987 shall be reassigned to Section 601.

APPROVED: August 21, 2013

Gregory Smith, President
Westhaven Community Services District

ATTEST:

Richard Swisher, Manager
Westhaven Community Services District

SECRETARY'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Ordinance 2013-1, an Ordinance "Establishing Priorities for Providing Water Service Allotments Within the District," passed and adopted at a regular meeting of the Board of Directors of the Westhaven Community Services District, Westhaven, California, held on the Twenty-first day of August, 2013 by the following roll call vote:

AYES: Smith, Verick, Hankin, Moon, Phipps

NOES: None

ABSENT: None

ABSTAIN: None

Sarah Jordan, Secretary
Westhaven Community Services District

WCSD RESOLUTION 2014-2 (02-3 REVISED)

TRANSFER OF WATER SERVICE ALLOTMENTS

WHEREAS, the Westhaven Community Services District is obligated by District ordinances to provide water service on demand to certain parcels within the District; and

WHEREAS, limited water source capacity precludes provision of service to parcels other than those with an existing water service allotment; and

WHEREAS, the Board of Directors of the District recognizes that changing land use preferences or requirements may cause a parcel owner to desire to transfer a water service allotment from one assessor's parcel to another; and

WHEREAS, the Board also recognizes that transfer of water service allotments must not adversely affect the District's ability to achieve its stated purpose "to supply the inhabitants of the District with safe water" and further recognizes that provision of safe water includes provision of an uninterrupted supply of water to the users; and

WHEREAS, the Board wishes to establish an equitable policy and accompanying procedures for implementing the transfer of water service allotments where such transfer will not threaten the District's ability to provide an uninterrupted supply of water to the users; therefore

BE IT RESOLVED, the Board of Directors of the Westhaven Community Services District establishes the following conditions governing the transfer of water service allotments:

1. A permit to transfer a water service allotment will be considered for approval by the Board upon completion of a permit application provided by the District and payment of a non-refundable application fee.
2. The application will be forwarded to the Board by the Manager and will contain a checklist indicating verification of the following conditions:
 - A. The applicant has provided copies of recorded grant deeds showing the applicant to be the owner of record of all parcels involved in the transfer.
 - B. The transfer will not increase the total number of water service allotments in the District.
 - C. The applicant shall agree to pay to the District all costs associated with the transfer including administrative costs and costs associated with the physical transfer and/or extension of District facilities. Failure to pay the costs of the transfer within sixty (60) days of billing by the WCSD shall result in suspension of the water service connection. A suspended water service connection may be reinstated by application for reconnection of suspended water service and payment of all applicable and accrued district charges, including the most recently calculated system capacity charge.
3. Upon completion of the transfer, the parcel from which the allotment has been transferred shall be reassigned to Section 501 or to the equivalent Section in subsequent revisions of WCSD Ordinance 2013-1, Establishing Priorities for Providing Water Service Allotments.

PASSED, APPROVED AND ADOPTED this Nineteenth day of March, 2014, by the following roll call vote:

AYES: Smith, Verick, Hankin, Moon, Phipps

NOES: None

ABSTAIN: None

ABSENT: None

Gregory Smith, President
Westhaven Community Services District

ATTEST:

Sarah Jordan, Secretary,
Westhaven Community Services District

WCSD MISSION AND GOALS

It is the mission of the Westhaven Community Services District to help support the continuing good health and well-being of the District residents by providing a reliable and secure source of drinking water **meeting all state and federal standards.**

GOALS

Source water protection

District water sources, including the infrastructure associated with collection of water, are responsibly monitored and maintained in compliance with all state and federal regulations in an environmentally sound and sustainable manner.

Water treatment and distribution

District water treatment and distribution infrastructure components are maintained and operated to produce the highest quality water possible while meeting or exceeding all state and federal water quality regulations.

Number of Customers

District policy is to add additional users to our water system as supply and regulatory approval allows, following Ordinance 2013-1, *Establishing Priorities for Providing Water Service Allotments.*

Transparency

The District is a public agency and its directors are elected by the public to act on the public's behalf. We exist for you. The District is committed to both electoral and participatory democracy. The District is committed to be transparent to the public and our customers regarding the District's finances, its budgeting, the quality of the water it supplies, its operations, and the plans it has to maintain and upgrade WCSD facilities. Transparency is important because an informed public is better able to monitor the District's performance, to hold the staff and directors accountable, and to provide **relevant critique** and insight to the District. The District will work better for everyone if members of the community ask questions, express concerns and make suggestions to the District's staff and directors. We welcome your input.

Financial responsibility

District financial policies and procedures are formulated and maintained to comply with all state and federal regulations and to provide long-range financial stability and security while striving to ensure that ratepayers experience the lowest monthly rates feasible.

Customer service

District customer service policies and procedures emphasize accessibility, transparency, and prompt resolution of customer inquiries and complaints.

Employment

District employment policies and procedures are formulated and maintained to comply with all state and federal regulations and to encourage long-term stability in the District workforce by providing a secure and supportive workplace environment, a clear and equitable framework for conflict resolution, and tangible recognition of excellence and achievement.

Safety

District safety policies and procedures are formulated and maintained to provide for the workplace safety of district employees and volunteers as well as the safety of the general public in circumstances where District operations might expose the public to hazardous conditions.

Westhaven DBP - Schedule for Drilling Test Wells #1 and #2 and Conducting Geo Borings
PLANNING PROJECT SCHEDULE
Status Update 11/9/20

2020

Task	Approx Duration	Est Completion Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Execute Addendum #4		1/29/20		X										
Finalize Planning Project Description (PD)	3-6 weeks	3/15/20			X									
Cultural Resources Study	3 months after PD	6/15/20						X						
Plan for Restoration		4/30/20					X							
Submit CDP Application	5 weeks after PD	4/21/20				X								
Inquire with NCRWQCB and CDFW	2 weeks after PD	3/30/20			X									
Inquire with Yuroks	2 weeks after PD	3/30/20			X									
Conduct an Agency Site Visit	After hearing back on inquiries						?							
County Approve CDP	4.5 months min.	Assume 6 months	Approved 9/3/20, appeals ended 10/6/20. Merger approved 10/15/20, appeals end 11/18/20.											
CEQA review (Notice of Exemption)		6/21/20						X						
DFA complete env review, releases funds	1-2 months after CEQA complete?													
Submit CDFW 1600 application (if needed)	4 weeks prep	5/31/20	Turned out not to be needed.											
CDFW 1600 approved (if needed)	3+ months later	10/21/20	Turned out not to be needed.											
Submit NCRWQCB 401 application (if needed)	4 weeks prep	5/31/20	Turned out not to be needed.											
NCRWQCB 401 approved (if needed)	3+ months later	10/21/20	Turned out not to be needed.											
Submit County Encroachment Permit app	3 weeks prep	5/31/20	Paul confirmed with Public Works that an EP is not needed for the planning project.											
County Encr. Permit approved (if needed)	2+ months later	9/21/20	Turned out not to be needed.											
Preliminary Site Work for Well Drilling	1 week/site	11/7/20												
Drilling Temporary Wells	3 weeks	11/30/20												
Restoring Temporary Wells	3 weeks	12/21/20												

ORDINANCE 2020-1
WESTHAVEN COMMUNITY SERVICES DISTRICT (“WCSD”)

AN ORDINANCE CONCERNING ANIMALS AND VEHICLES PROHIBITED FROM THE WCSD PROPERTY

Be it ordained by the Board of Directors of the Westhaven Community Services District, Humboldt County, California, as follows:

ARTICLE 1 GENERAL PROVISIONS

Section 101 Short Title: This Ordinance shall be known and may be cited as “Prohibitions Concerning Horses and Motorcycles.”

Section 102 Words and Phrases: For the purpose of this Ordinance, all words used herein in the present tense shall include the future; all words in the plural number shall include the singular number; and all words in the singular number shall include the plural.

Section 103 Effect of Definition: The definition of a word applies to any of its variants.

Section 104 Severability: If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

ARTICLE 2 DEFINITIONS

Section 201 Motorcycles means motorcycles, motor scooters and motorized dirt bikes or all terrain vehicles (“ATVs”) that are not being used on official WCSD business by District staff or by contractors working for the District.

Section 202 Horses means horses, mules and donkeys that are not being used on official WCSD business by District staff or by contractors working for the District.

Section 203 District Property means the WCSD’s water treatment plant and all appurtenant real property.

WCSD Ordinance 2020-1
Prohibitions Concerning Horses and
Motorcycles

ARTICLE 3 POLICY

Section 301 Prohibitions Concerning Horses and Motorcycles: Horses and Motorcycles are prohibited from District Property unless authorized in writing in advance by the WCSD General Manager.

Approved: November 18, 2020

President
Westhaven Community Services District

ATTEST:

Secretary
Westhaven Community Services District

SECRETARY’S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Ordinance 2020-1 “Prohibitions Concerning Horses and Motorcycles,” passed and adopted at a regular meeting of the Board of Directors of the Westhaven Community Services District, Westhaven, California, held on the 18th day of November, 2020 by the following roll call vote:

AYES:

NOES:

ABSENT:

November 9, 2020

Dear Westhaven Community Services Board of Directors-

It has come to the attention of our local neighbors that something needs to be done about the speed at which people drive on Sixth Avenue and Westhaven Drive. In talking with several neighbors, many agree that this is an issue and want to take some action to make changes. After emailing with Steve Madrone (our District 5 Supervisor) he suggested getting a petition together to implement "Traffic Calming Devices" aka speed humps and signage to try and reduce the speed at which people are driving.

We have gathered signatures from 77% of the residents living on Sixth Ave. and the immediate surrounding area. The county petition states that they are in favor of implementing "Traffic Calming Devices". Many people have voiced their concerns and want something done. I have spoken with Paul Rosenblatt (WCSD manager) and our local Westhaven Volunteer Fire Chief, Sean Worth. They both agree that the speed at which people drive on Sixth Ave. needs to be addressed.

According to the county we need 66% of residents in agreement. There are several different "Traffic Calming Devices" available. The county does not pay for this, it is up to the neighbors to gather these funds. I have created a GoFundMe page titled **Help Westhaven "Slow Your Roll" Speed Hump & Signs**". The GoFundMe page can be found at this address:

https://www.gofundme.com/f/6th-ave-speed-humps-amp-slow-down-signs?utm_source=customer&utm_medium=copy_link&utm_campaign=p_cf+share-flow-1

I urge our local Westhaven Community Services Board of Directors to please support this project. Many of our neighbors are concerned about the safety of our local residents and would like some sort of Traffic Calming Device(s) installed. Please feel free to contact me with any questions or concerns.

Sincerely,

Casey Harmon
(707)845-3818
482 6th Ave.
caseyharmon22@gmail.com

A Eureka police vehicle sits off Broadway following a crash on Wednesday morning. Both the officer in the vehicle and the driver of a Toyota Tacoma were hospitalized following the crash.

HUMBOLDT COUNTY

Water district, tribe discuss service deal for hotel project

By Isabella Vanderheiden
ivanderheiden@times-standard.com

The Humboldt Bay Municipal Water District agreed on Thursday to send a draft of an agreement to the Cher-Ae Heights Indian Community of the Trinidad Rancheria to pursue a feasibility study for an extension of water service.

The tribe made the request for water service from the district after the California Coastal Commission deemed the tribe's water supply inadequate for the proposed multi-story Hyatt hotel at the Cher-Ae Heights Casino.

According to an Oct. 30 letter from the Coastal Commission's executive director, John Ainsworth, "...my conclusion is that based on the provided information, the proposed water source for the hotel is not consistent

HOTEL » PAGE 3

NCHEZ — THE ASSOCIATED PRESS
ree-week bout with



NCHEZ — THE ASSOCIATED PRESS
room at home on
ring at home after a
luded a 12-day stay in the

g the pandemic's early
aid Jim Mangia, president
ief executive of St. John's
hild and Family Center.
y caught the virus in es-
low-wage jobs or on pub-
sit and brought it back to

CASES » PAGE 3

BUSINESS

✓ Dow Jones
29,080.17 (-317.46)

TODAY'S GOOD NEWS

Good news, on the daily

weeks later, she still has bouts of nausea and chills, which she nurses with oregano tea. She can't work and risks falling behind on \$1,200 in monthly bills. The

Hotel

FROM PAGE 1

with Section 30250(a) of the Coastal Act, and that the Commission's condition has not been met."

"The Limited Evaluation indicates that the two wells would not provide sufficient water for the hotel at full occupancy," the letter reads. "...Even assuming the most optimistic water yield (i.e., the maximum yield from the wells is 12,960 (gallons per day), but the hotel requires 14,184 (gallons per day) at full occupancy.)"

Despite this decision, the Trinidad Rancheria is moving forward.

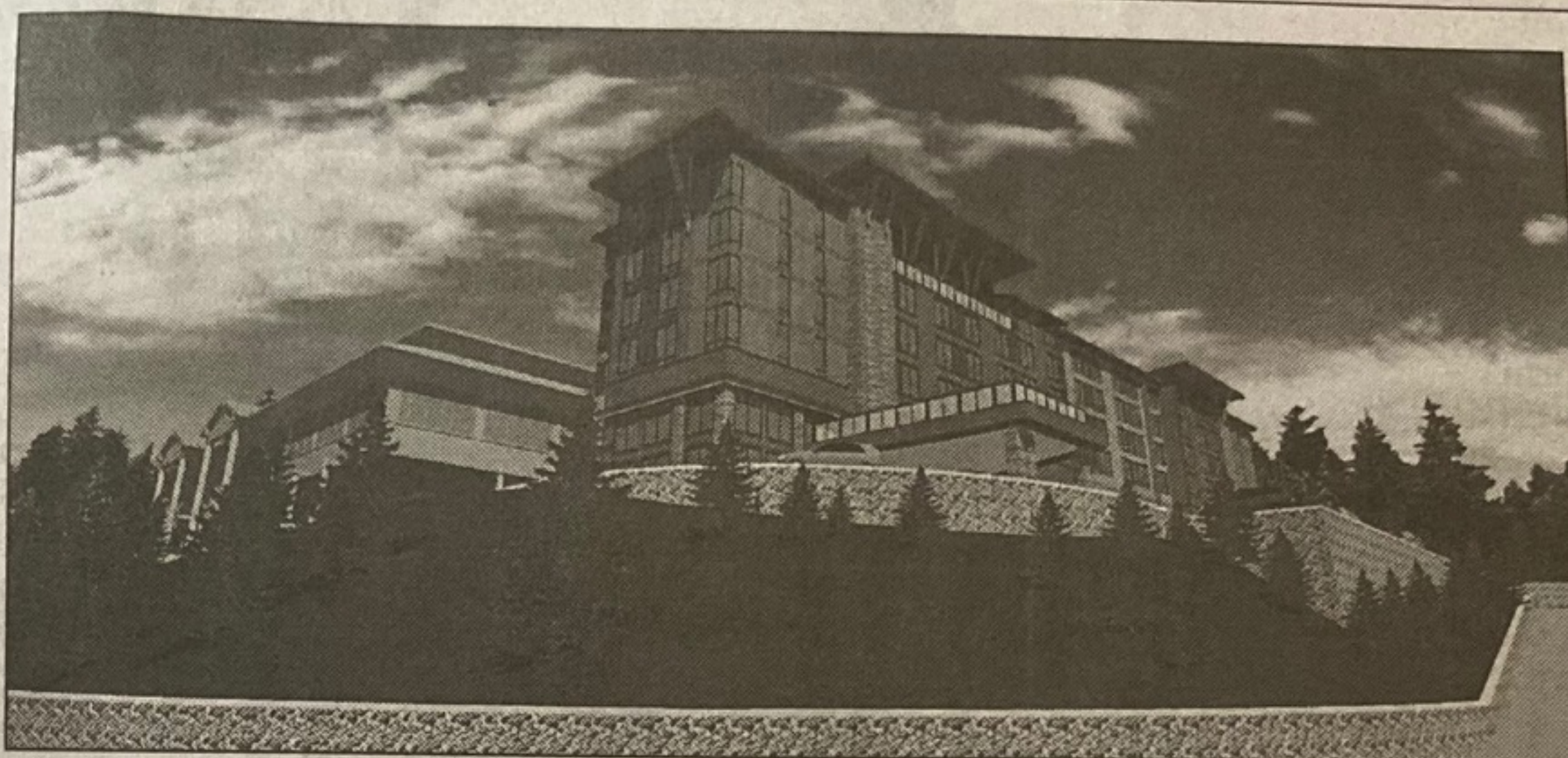
As written in the draft agreement presented to the water district on Thursday, the tribe requested an extension of water service to the Trinidad Rancheria as the tribe "...intends to develop a hotel, residential housing, and other uses on the tribe's Lands."

Three community members expressed their concerns about the project in written letters read during public comment, one of whom was 5th District Supervisor Steve Madrone.

Supervisor Madrone voiced his concern that the water extension study exclusively involved the

following social restrictions, and he feared they were becoming depressed.

Gomez and his wife had done the right things — wearing masks, social dis-



CONTRIBUTED

The Humboldt Bay Municipal Water District is considering an extension of water service to the Cher-Ae Heights Indian Community of the Trinidad Rancheria to supplement water for various projects, namely the Hyatt Hotel.

tribe and the water district, while the outline "... discusses identifying all possible customers in the process along with other info."

"It is inappropriate and disrespectful to the Trinidad and Westhaven communities to consider extending water service to their communities without their request or input," Madrone said. "As you and your board know, this has been looked at many times over the years and the community has always turned down that option due to the cost and growth inducement. A waterline extension alone has the potential to double the density of development."

Water district director Bruce Rupp said the writ-

to return if his condition worsened.

Five days later, he did. He'd be at Providence Cedars-Sinai Tarzana Medical Center for 12 days with acute respiratory failure.

ected, did the same while looking after their children.

Gomez has a lot to be thankful for this Thanksgiving. But he's going to celebrate it only with his wife and kids.

POWERBALL

Wednesday's drawing: 13, 15, 17, 45, 63

Mega Number: 13

Saturday's estimated jackpot: \$168 million

chief executive officer for the Trinidad Rancheria. "However, I don't agree that the rancheria should expend their resources to explore the potential service areas for Westhaven and the city of Trinidad."

Hostler-Carmesin did agree that it would be short-sighted to not seek participation from the surrounding communities in the feasibility study.

"If the Westhaven water district indicates that they do need fire suppression ability then they should be a part of the feasibility study for that request, as well as the city of Trinidad," said Hostler-Carmesin. "I believe water is an issue, it will continue to be an issue. Luffenholtz Creek is considered to be in the beginning drought stages, so I believe the whole area is in need of water."

However, Hostler-Carmesin said the rancheria will not speak for Trinidad or Westhaven. "Our request is specific to Trinidad Rancheria."

After additional discussion regarding the language of two items, the water board unanimously approved the draft agreement. Trinidad Rancheria Tribal Council will review the agreement during its Nov. 20 meeting.

Isabella Vanderheiden can be reached at 707-441-0504.

ka, Cal-Farm Insur Eureka and later Jose, Glenmoor H Fremont, and bookkeeper for mont McDonalds es.

Ardie was intro friends to her fu band, Edward Ke was serving with Guard and station moa CA. They 1944 in Ferndale Sunday. They ha ed in Ferndale years until mov mont in 1968. 7 sons who were their life, Edw Scott and Ross.

She and Ed ing, camping, p and socializing and friends.

loved travelli throughout the

After Ed pas 1989, she con to Jazz Fe friends, and a to travel. She whether she her piano or of many Jazz F

Ardie was a fan. While l mont, she an many sporting Bay Area, and and A's seas ers for many she was no attend game ued to follow television.

In later y Stan Hall w very much companion

She had terests in bridge, music, pl knitting. S of hand-kr sweaters give away. up for a game wit grandchild

She loved and her Wherever made friend

she was s less, gene person. S such a p

Officer

in a collision with an uninvolved mo

ing to me," Watson said. "Obviously, this was a traumatic

