

**WESTHAVEN COMMUNITY SERVICES DISTRICT**  
Special Meeting Minutes  
April 29, 2020

**1. CALL TO ORDER**

Board President Hankin called the meeting to order at 6:35 PM. In attendance via Zoom were:  
Board Members: Hankin, Verick, Cline & Phipps  
Staff: Rosenblatt, Butterworth and Levang

**2. PUBLIC COMMENT**

None at this time

**3. ITEMS RELEVANT TO THE ADOPTION OF A DRAFT BUDGET FOR PUBLIC COMMENT AND REVIEW**

- 3.1 FLSA and the State of California employment laws, minimum wage requirements, and associated salary for exempt employees (WCSD Manager) and how they affect the Westhaven CSD 2020-2021 budget. Swisher to lead discussion. Swisher started the discussion stating that the District falls under Federal laws, however we are required to pay California State labor Law minimum wage. CA Labor Law states that an exempt employee must be paid double the CA state minimum wage. Finding the answer to that requirement and how it applies to the district was not easy. The short answer to this complicated question is, yes we do need to follow the CA Labor Law salary requirement. Discussion ensued about the information and labor law codes included in the meeting packet and whether or not Rosenblatt should be paid as an exempt employee.
- 3.2 SEP IRA contribution @ 7% for district manager as negotiated in original contract and SEP IRA contributions for existing employees. Hankin to lead discussion. Hankin reported to the board that he researched this issue. The original district contribution amount has been 5.2% after two years of employment. When Rosenblatt was hired they agreed to pay 7% contribution effective immediately. Hankin explained the reason the board offered Rosenblatt 7% was to try and match the benefits he had at the City of Trinidad. All employees as of Rosenblatt's date of starting as the General Manager, September 1, 2018, should have had the district contribution increased to 7%. It was noted that Rosenblatt accepted less of a wage because of his health insurance package. After discussion the board agreed to retroactively pay 7% of Rosenblatt's income from the start date of 9/1/2018 through the end of 2019. It was agreed to apply the same rate to Levang and Vincent starting 9/1/2018 and to take these funds from the operating reserve. A formal motion is tabled until the next regular board meeting. Also at the next meeting the board will discuss the personnel policy and how this benefit change will apply to Butterworth and Thomas.
- 3.3 Consideration of three alternative 2020-2021 draft annual budget options. Rosenblatt to lead. Hankin put a document on the Zoom screen showing a breakdown of the three budget options. Rosenblatt gave an overview of the budgets. The two options for actual consideration are option 2 and option 3. The difference of the two options are that option 2 has the increase in Rosenblatt's wage to be compliant with state labor laws and option 3 offsets the increase to the budget by increasing the employee contribution to his dependents health insurance from 30% to 60%. Discussion ensued with the board seeming to favor an intermediate option somewhere between budget option 2 and 3.

Verick moved to adopt option # 3 as the 2020/2021 budget with the understanding that the board will negotiate with Rosenblatt how much the District will pay towards his dependents health insurance, between the 30/60% of an employee contribution, the difference will not be

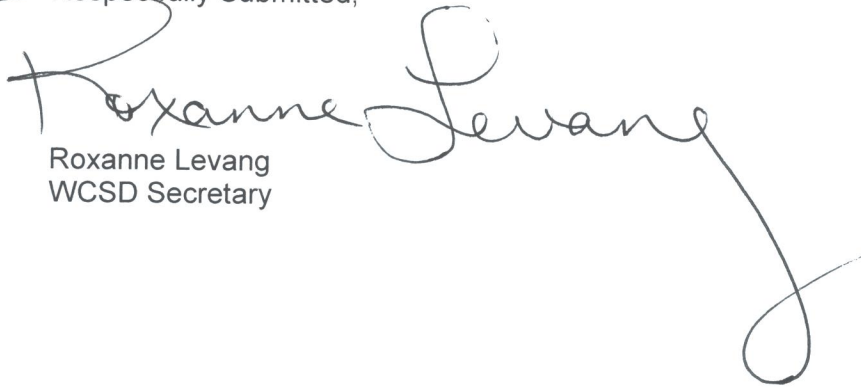
added to the customer water rate. The difference will be taken from the operating reserve and the District will make up the difference over 1 to 3 years. Seconded by Cline; all approved.

Rosenblatt was directed to post the budget to the public as soon as possible. It was clarified that with the adoption of the 20/21 budget Rosenblatt will continue to be an exempt employee.

**4. ADJOURN**

Hankin adjourned the meeting at: 7:50 p.m.

Respectfully Submitted,

A large, stylized handwritten signature in black ink that reads "Roxanne Levang". The signature is written in a cursive style with a long, sweeping tail that loops back under the name.

Roxanne Levang  
WCSD Secretary