

WESTHAVEN COMMUNITY SERVICES DISTRICT
Special Meeting Minutes
January 26, 2023

1. CALL TO ORDER

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

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

Absent: None

Staff: Rosenblatt & Levang,

Guests: None

2. PUBLIC COMMENT

None at this time

3. FINANCIAL DISCUSSION TO INCLUDE:

3.1 Fund transfers from Capital and Operating Reserves-Discussion/Approval

There was very little discussion. Rosenblatt suggested transferring \$20,000 to \$30,000 from the Capital Reserve and \$10,000 to 15,000 from the Operating Reserve.

Cline made a motion to approve transferring \$30,000 from the Capital Reserve, Humboldt County Fund, account #2600000, to the checking account and \$15,000 from the Operating Reserve, LAIF Acct # 16-12-005, to the checking account. Seconded by Verick; all approved.

3.2 Loan opportunities such as bridge loans-Discussion/Approval

Rosenblatt doesn't think a bridge loan is in the best interest of the district at this time.

3.3 HAF Grant Funding-Discussion/Approval

Cline reported on the disaster relief funds through HAF. She contacted HAF and they told her they got so many requests, many from CSDs, and they are trying to figure out how to distribute the funds. It doesn't look like HAF relief funds are an option for the District. HAF has provided a list of resources for other emergency services that are available throughout the County, that list is linked to the email Cline sent to Rosenblatt.

4. UPDATE ON WATER LEAK AND HOW THE BOARD AND VOLUNTEERS CAN HELP WITH SHORTAGES IN STAFF-Discussion/Approval

Rosenblatt gave an overview of what he has been doing in efforts to find the leaks. He thanked Swisher for his help.

The District leaks have been getting more dire and harder to find, so Rosenblatt met with Scott Gilbreath and Barry Sutter of the State Division of Drinking Water, and Tom Warnock from PACE. They discussed applying for some urgent-need drinking water funds or requesting additional aid through Cal Warn or Mutual Aid. It was suggested that we request funds to replace the last of the old and undersized waterlines that are not already covered in the current DWR Grant.

Verick asked how the board and volunteers can help. Cline has been helpful calling customers about water shut offs. Swisher and Llanos have been helping. It was requested that Rosenblatt send the board a map of the waterlines and mark the areas of concern. Verick and Hankin said they would appreciate a map, that they could walk the lines and/or can help make phone calls.

5. POSSIBLE REVISION OF VACATION (PTO)POLICY FOR GM.CLOSED SESSION
5.1 Possible Revision of Vacation (PTO) Policy for General Manager Position. Brief Report of Subcommittee (Cline, Hankin). **Discussion/Action**
Closed Session Synopsis

Discussed;

- Additional administrative staff
- Hiring a grant administrator
- Upgrade operator skill set
- Emergency on call Contractor
- Revision to PTO policies

For February regular meeting agenda;

- Follow up discussion of additional staff, grant administrator and revision of PTO policies.
- Cline and Hankin will draft language to be discussed, modified and/or approved.

6. ADJOURN

Verick adjourned the meeting at 8:15 PM.

Respectfully Submitted,
Roxanne Levang
WCSD Secretary