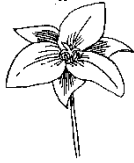


WESTHAVEN COMMUNITY SERVICES DISTRICT

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



REGULAR MONTHLY BOARD MEETING AGENDA

NOVEMBER 2023

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday, November 15th, at 6:30 p.m. at the Westhaven Fire Hall, 446 Sixth Avenue.

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 18, 2023 - Regular 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 Reports – **Discussion/Approval** **New Format**

5.4 Finance Officer's Recommendations – **Discussion/Approval**

5.5 Treasurer's Reports and Recommendations – **Discussion/Approval**

5.6 October/November Warrants – **Discussion/Approval**

6. MANAGER'S REPORT

6.1. One located and repaired system leak. **Discussion**

7. UPDATE ON GRANT FUNDING AND RELATED ACTIVITES

7.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**

7.1a Update on schedule A timeline for Waterline replacement **Discussion/Approval**

7.2 Update on activities related to well facility. **Discussion/Approval**

7.2a Update on schedule B timeline for well facility. **Discussion/Approval**

7.3 Emergency Intertie with City of Trinidad. **Discussion/Approval**

8. **TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**
 - 8.1 Update on progress of technical assistance grant for Water Plant from DFA. **Discussion**
 - 8.2 Update on the Expedited Drinking Water Grant (EDWG) grant funding for the water plant project. **Discussion**

9. **NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS TWO CREEKS CAPP**
 - 9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creek watershed and related conservation work **Discussion**
 - 9.2 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork Two Creeks basin from willing sellers **Discussion**
 - 9.3 Grant proposal for Humboldt crossing removal on the Railroad grade. **Discussion/Approval**

10. **TIME LIMIT FOR PUBLIC COMMENT PERIOD**
 - 10.1 Proposal to limit Public Comment to 5 minutes. **Discussion/Approval**

11. **DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION**
 - 11.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation **Discussion**

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

13. **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 20th, 2023 and will be held at the Westhaven Fire Hall, 446 Sixth Avenue
This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.
Posting locations are: 1) WCSD Office; 2) Westhaven Fire Hall and online at the Westhaven CSD website @
westhavencsd.org

<p>The Westhaven CSD will make a reasonable effort to accommodate the participation of persons with disabilities. If you require such accommodation, contact the WCSD office at 677-0798 at least 48 hours prior to the meeting.</p>
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WESTHAVEN COMMUNITY SERVICES DISTRICT
 Regular Meeting Minutes
 October 18, 2023

1. CALL TO ORDER

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

Board Members: Cline, Llanos, Swisher

Absent: Hankin, Verick, Whitlow-Hewett

Staff: Rosenblatt, Levang, Chandler, Martin

Guests: Paula Levine

2. PUBLIC COMMENT

Guest Paula Levine inquired about the number of residents in the District who desire a water connection but are not presently connected to the WCSD water system. She is researching the benefits of tying into the Humboldt Bay Municipal Water District (HBMWD) and expressed concerns about future firefighting capacities and long-term drought concerns and inquired as to the District's water capacity for these future potential issues. Rosenblatt replied with an estimate of 50-60 existing homes being considered for water service, with 30-40 of those residents having already inquired about service. He further explained that there is not a water source capacity issue, but rather an issue of treating the water produced on a daily basis.

There was further discussion about firefighting capability, and Rosenblatt explained the Trinidad Intertie project and how it will mutually benefit both the Westhaven and Trinidad communities in a major emergency or water loss situation.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

4. AMEND / APPROVE MINUTES

4.1 September 20, 2023 - Regular meeting minutes

Corrections: Item 4.1 Amend/Approve August 16, 2023 Regular meeting minutes: change "Warnock" to "Tom Warnock of PACE Engineering"; last line change "The forester..." to "The District's forester..."

Item 7.1: change "speed bump" to "speed hump"; Item 7.3: delete "the five foot depth of the three known culvert crossings..."

Item 8.2: move the last sentence "There is a willing seller of an adjacent property that is a few hundred feet north and adjacent to the project" to the beginning of the last paragraph and change the following sentence to read "The District will may acquire two-plus acres in the Two Creek/Luffenholtz watershed..."

Item 13.1 of October 18th, 2023 Agenda: change "~~PACE recommendation of creation of a savings program for replacement of the grant funding solar and battery backup system for the new Water Treatment plant~~" to read "PACE Engineering recommendation of creation of a savings program for replacement of the grant funded solar and battery backup system for the new Water Treatment plant".

Cline moved to approve September 20, 2023 minutes as amended. Seconded by Llanos; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

5.1 Director's Report-monthly billing and collections

Board packets contained Director's report. Total September, 2023 water sales were \$24,432.86, and total receivables were \$39,298.72.

No discussion.

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report September, 2023 gallons billed 514,350; average gallon per day per meter readings 90; per person 41, average monthly charge per accounts \$47.90; total monthly charges \$9,725; monthly deviation from budget +\$1,164.

No discussion.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for September, 2023. Total income \$25,216, total expense \$25,895, with a net operating income of -\$679.

Discussion Cline noted a few minor wording corrections in the report footnotes ("~~less check~~" changed to "*fewer checks*" and "~~more than~~" changed to "*more than*"). Llanos inquired as to the missing note under footnote 3; Levang will clarify what information should be there.

5.4 Finance Officer's Recommendations

No discussion; Hankin absent.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the September, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$208,372.55, and CD #2368 \$28,942.39; Operating Reserves \$38,806.07; Umpqua Savings #0648 \$97.01; Checking Account as of 9/14/2023 \$470,603.37.

Discussion Levang explained the withdrawal of \$6,525.09 from Umpqua Savings account #0648 was for the final DWR payment (after receiving erroneous information that it was previously paid off). We now have the loan pay-off letter. Levang will generate future reports to include lines for clearer readability.

5.6 September/October Warrants

Cline moved to approve warrants #'s 7539 through 7565, two Federal payroll tax deposits and one State payroll tax deposits totaling \$3,291.35, and one debit for \$51.30 totaling \$29,354.85. Seconded by Swisher; all approved.

6. MANAGER'S REPORT

6.1 Water loss decreased from 2.4 gpm in August to 2.0 gpm in September for 13.6% of total production of 595,330 gallons. No known system leaks.

Board packets contained a summary table of 13 months water loss history. Over the last 13 months, water loss averaged 36.6%.

Discussion Rosenblatt said there was a leak on the customer's end but during this time period, no known system leaks; however a substantial leak on Kahlstrom Avenue was discovered and repaired a few days prior to this October Board meeting. He said this is the time of year when leaks surface more readily than in the summer. Rosenblatt said the water loss percentage (volume) went up because the total production decreased.

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding.

7.1a Update on schedule A timeline for Waterline replacement

Discussion Driver Road has been bored and the fused pipe is in the ground from the top of the hill to Westhaven Drive, and will extend to Haven Way and tie in at First Avenue. There will be a new fire hydrant at the intersection of Driver Road and Westhaven Drive that will help support firefighting on Scenic Drive, where there are currently no fire hydrants. Rosenblatt requested that Sixth Avenue be excavated while there is a window of weather available to make the asphalt for the new speed humps. Sixth Avenue, Kahlstrom, Seventh Avenue, north Highland Road, and Driver Road will have new radio-frequency water meters that are read by tablet installed during this project.

7.2 Update on Activities Related to Well Drilling.

7.2a Update on schedule B timeline for well facility

Discussion Excavation has begun at the well facility. The slab for the well control building will be poured at the end of October. The District is working with the contractors and the neighbor adjacent to the area to lessen the visual impact and disruption caused by the construction, such as relocating the dirt pile and installing green cyclone fencing.

7.3 Emergency Intertie with City of Trinidad.

Discussion Rosenblatt has received comment back from GHD, and PACE Engineering is working on incorporating and addressing the added comments on the emergency intertie project. We are nearing 90% (final draft) of the plan. Rosenblatt said we are on schedule with the grant timeline. The plans need to be finalized and the Coastal Development permit ready before going out to bid. The design details are near complete after a revised bio/wetland report. The biologist has been informed of GHD's comments regarding the disturbed right-of-way.

7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines

Discussion Levang said she is changing the reports to be on a quarterly basis and will have them either in November or December.

8. TECHNICAL ASSISTANCE GRANT FROM DEPARTMENT OF FINANCIAL ASSISTANCE (DFA)

8.1 Update on Progress of DFA Technical Assistance Grant for Water Plant.

Discussion Rosenblatt said we are still spending the last of the funds from the Technical Assistance Grant (~\$40,000) to wrap up the design elements of the water plant project to bring our 90% (final draft) plans to 100%.

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

Discussion Rosenblatt said we are starting to move on the EDWG funding, and are in the process of getting the final elements we need from PG&E, such as the location of two additional easements for the guy poles and wires. Their arborist reported that four alder trees will need to be removed along the 3,000 feet of upgraded electrical poles and line. The District will need to obtain the easement for PG&E to proceed. The surveyors and archaeological assessments have been done, and soon the biologists will be out to do their biological assessment so the CEQA process can be completed with projected ground breaking in the summer of 2024.

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

9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creeks Watershed and related conservation work.

Discussion Rosenblatt said we are finalizing the draft CAPP that will be given to CDFW (California Department of Fish & Wildlife) and will help to obtain funding for properties within the watershed for conservation and restoration.

9.2 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork Two Creeks basin from willing sellers

Discussion Rosenblatt is waiting to hear back but is hopeful the District will obtain funding for the micro grant for the appraisal and title reports of two land parcels adjacent to District property in the Two Creeks basin.

9.3 Grant proposal for Humboldt crossing removal on the Railroad grade

Discussion Rosenblatt said there is a November due date for a grant proposal to cover the Humboldt crossing replacements. The new culvert will be steel and built to withstand future major rain events without risk of road collapse or negative impact to our water delivery system. Some funding from the NCRP micro grant will go towards the project, and the two projects can hopefully be packaged together.

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

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

Discussion Rosenblatt will have the document next month and sent out to the Board before the next Board meeting.

11. CREATION OF DISTRICT FACEBOOK PAGE

11.1 Update on status of district Facebook page

Discussion Martin is checking the Facebook page weekly. It was suggested that the construction timeline be posted to the page.

12. HOTSPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY

12.1 Investigation of hotspot or Access Humboldt for connectivity

Discussion No updates; Rosenblatt will contact Access Humboldt when he has time.

13. RENEWABLE ENERGY SYSTEM REPLACEMENT SAVINGS PLAN

13.1 PACE Engineering recommendation of creation of a savings program for replacement of the grant funded solar and battery backup system for the new Water Treatment plant.

Discussion/Approval Rosenblatt said that the RCEA (Redwood Coast Energy Authority) estimated a \$7500-\$8000 savings on PG&E costs plus reduced propane need and cost with the usage of solar power and battery backup system for the water plant. The battery system would allow the plant to run on battery power during power outages that are less than 20 hours and reduce generator use to only 4-5 hours a day to recharge the batteries. Rosenblatt proposed the savings totaling ~\$10,000 a year be put into a savings account separate from capital or operating reserves, and if the money in that account is not needed, it can be put toward capital expenditures or operating costs. Levang noted that the District's financial policy may need to be revised to include this new savings account and process.

Llanos moved to authorize Rosenblatt to proceed with the investigation of a savings account and to authorize PACE Engineering to proceed with the micro grid as planned. Seconded by Cline; all approved.

14. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION

14.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation

No discussion.

15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

It was suggested that Item 11 "Creation of District Facebook Page" and Item 12 "Hotspot or Access Humboldt for Connectivity" be removed from future agendas.

16. ADJOURN

Cline adjourned the meeting at 8:23 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	722,410 Gallons
Water Sold This Month	563,640 Gallons
Water Loss	158,770 Gallons
Water Loss (%)	21.98 %

	Amount (\$)	# Of Accounts
Total Water	25,115.90	232
Total Late Charge	212.81	46
Total Adjustments	(236.25)	5
Total Current Charges	25,092.46	232
<hr/>		
Amount Past Due 1-30 Days	4,909.59	44
Amount Past Due 31-60 Days	2,265.82	18
Amount Past Due Over 60 Days	13,189.45	15
Amount Of Overpayments/Prepayments	(7,014.28)	51
Total Receivables	38,443.04	232

Total Receipts On Account	25,948.14	182
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	
Turned Off Accounts (Amount Owed)	0.00	13
Collection Accounts (Amount Owed)	0.00	13
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	2,398	235
* Average Water Charge For Active Meters	108.26	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		1	38,350	6.80	2.87
20,001-30,000		0	0	0.00	0.00
10,001-20,000		2	23,660	4.20	2.14
8,001-10,000		1	9,090	1.61	0.88
6,001-8,000		8	51,940	9.22	5.71
4,001-6,000		25	121,710	21.59	14.99
2,001-4,000		76	218,370	38.74	35.25
1-2,000		93	100,520	17.83	31.07
Zero Usage		29	0	0.00	7.10
<hr/>					
Total Meters		235	563,640	100.00	100.00

WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY

ITEM 5.2

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

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

October 2023

It is not weighted to anticipate seasonal variations in water use.

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

USAGE				CHARGES							
GPD = Gallons per day				Avg persons per household: 2.20							
2023-24	DAYS BILLED	GALLONS BILLED	ACTIVE METERS	GPD BILLED	GPD per METER	GPD per PERSON	TOTAL MONTHLY CHARGES	AVG CHARGE PER ACCOUNT	DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION	
JUNE	28	546,960	199	19,534	98	45	\$ 8,739	\$ 43.92	\$ 179	\$ 179	
JULY	29	613,310	203	21,149	104	47	\$ 11,447	\$ 56.39	\$ 2,886	\$ 3,065	
AUG	32	800,920	205	25,029	122	55	\$ 13,893	\$ 67.77	\$ 5,332	\$ 8,397	
SEPT	28	514,350	203	18,370	90	41	\$ 9,725	\$ 47.90	\$ 1,164	\$ 9,561	
OCT	32	563,640	203	17,614	87	39	\$ 10,624	\$ 52.34	\$ 2,063	\$ 11,624	
NOV				-	-	-	\$ -	-	-	\$ -	
DEC				-	-	-	\$ -	-	-	\$ -	
JAN				-	-	-	\$ -	-	-	\$ -	
FEB				-	-	-	\$ -	-	-	\$ -	
MAR				-	-	-	\$ -	-	-	\$ -	
APR				-	-	-	\$ -	-	-	\$ -	
MAY				-	-	-	\$ -	-	-	\$ -	
Monthly AVG	30	607,836	203	20,339	100	46	\$ 10,886	\$ 53.66	\$ 2,325		
Total		3,039,180					\$ 54,428		\$ 11,624	\$ 11,624	
Leak Adjustment			(gal)								
Cummulative Leak Adjustment		14,385					\$ 251				
Net		3,024,795	(After Leak Adjustments)				\$ 54,177			\$ 11,373.68	

BUDGETED ANNUAL COMMODITY INCOME: \$ 102,729

BUDGETED COMMODITY PER MONTH: \$8,561

BUDGETED COMMODITY PER PERSON PER MONTH: \$ 41.96

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2023-2024	3,039,180	=	101%	2023-2024	\$54,428	=	113%
2022-2023	3,013,890		OF 22-23	2022-2023	48,168		OF 22-23

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

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

ITEM 5.3

Annual		<u>OPERATING BUDGET</u>			<u>CURRENT</u>			<u>CUMULATIVE</u>		
<u>Budget</u>	<u>Income</u>	<u>Oct. 2023</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2023 thru Oct. 2023</u>	<u>Jul 2023 thru Oct. 2024 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>		
291,518	Water Sales	25,050	24,293	757	103,997	97,173	6,824	107.0%		
<u>2,546</u>	Water Services	<u>442</u>	<u>212</u>	<u>230</u>	<u>2,448</u>	<u>849</u>	<u>1,599</u>	288.5%		
<u>294,064</u>	Total Income	<u>25,492</u>	<u>24,505</u>	<u>987</u>	<u>106,445</u>	<u>98,021</u>	<u>8,424</u>	108.6%		
	<u>Expense</u>									
1,972	Source of Supply	0	164	-164	0	657	-657	0.0%		
14,340	Pumping	1,187	1,195	-8	3,761	4,780	-1,019	78.7%		
45,695	Water Treatment	3,508	3,808	-300	14,953	15,232	-279	98.2%		
19,354	Transmission & Distribution	1,807 ¹	1,613	194	7,970	6,451	1,519	123.5%		
18,470	Customer Accounts	801	1,539	-738	2,899	6,157	-3,258	47.1%		
168,442	Administrative & General	<u>13,700 ²</u>	<u>14,037</u>	<u>-337</u>	<u>74,155</u>	<u>56,147</u>	<u>18,008</u>	132.1%		
268,273	Total Expense	<u>21,003</u>	<u>22,356</u>	<u>-1,353</u>	<u>103,738</u>	<u>89,424</u>	<u>14,314</u>	116.0%		
	Net Operating Income	4,489	2,149		2,707					

Income & Expense Report Notes:

¹ Transmission & Distribution: July over budget due to emergency leak detection & repair at the intersection of Kay Ave & Tepona totaling \$2,601. September paid \$2250 for backflow testing. Customers are billed for this service.

² Annual Workers Compensation payment of \$3,593 in July. Annual Liability Insurance payment of \$5,716.97 in September. The warrants for Aug. 2023 included 3 payroll periods and 2 months of Federal & State payroll taxes.

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
October 2023

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>
\$147,554.26	2.30000	Capital Reserves		\$ 20,000 ***	\$ 557.93	7/1/22
		Hum Co Fund 2600			\$ 635.27	10/1/2022
					\$ 773.11	1/1/2023
					\$ 1,966.31	Total from 1st audited reports since 2020
\$28,945.09	0.50000	Capital Reserves				
		CD Umpqua 2368 (matures 12/24/2024)			\$ 34.10	July-Oct 2023
\$38,806.07	0.03590	Operating Reserve		\$ 10,000	\$ 299.54	2023 Q2 Int
		LAIF # 16-12-005			\$346.81	2023 Q3 Int
\$94.01	0.03000	Savings				9/6/2023
		Umpqua 0648				\$6,525.09
					**** Withdrew \$ for final DWR Loan pymt	
					Maint. Fee \$	3.00
\$ 423,446.52		Checking Account Umpqua 5013				Checking Balance as of 11/10/2023

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

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

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

**** Staff was incorrectly informed that the Spring DWR Loan payment was the final payment. DWR apologized, the person giving us the information was new to their position.

As of 9/30/2023 the DWR advance pymt balance for Trinidad Interite is \$417,900 (For construction/implementation)

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants October 17, 2023 - November 10, 2023

Number	Date	Amount	To Whom	Purpose
B&B	10/1/2023	\$51.30	B&B Portable Toilet	Cleaning service
Amazon	10/17/2023	\$438.16	Amazon	Fraudulent charge, being disputed
Adobe	10/17/2023	\$239.88	Adobe	Adobe Acropro annual subscription
7566	10/25/2023	\$ 2,408.76	Blue Shield of CA	November Healthcare premium
DB243294	10/25/2023	\$ 82.86	Don's Rent-All	DWR 14508 marking paint for waterline const
DB43151	10/25/2023	\$ 576.99	Advances Display&Signs	New logo decals & signs
7567	10/26/2023	\$ 7.32	K. Martin	Reimbursed for purchase of stopwatch battery
7568	11/1/2023	\$ 610.71	C. Chandler	Payroll 10/16-10/31/2023
7569	11/1/2023	\$ 812.98	K. Martin	Payroll 10/16-10/31/2023
7570	11/1/2023	\$ 878.69	M. Whitlow-Hewett	Payroll 10/16-10/31/2023
7571	11/1/2023	\$ 2,048.04	P. Rosenblatt	Payroll 10/16-10/31/2023
7572	11/1/2023	\$ 690.82	R. Levang	Payroll 10/16-10/31/2023
7573	11/1/2023	\$ 53.88	B & B Portable Toilet	Rental 9/17-10/14/23
7574	11/1/2023	\$ 150.00	Dun & Martinek	Easement agreement prep/review
7575	11/1/2023	\$ 1,600.00	GR Sundberg	Vac Truck for leak on Kalhstom
7576	11/1/2023	\$ 508.00	Mendes Supply	Chemicals
7577	11/1/2023	\$ 2,845.00	Planwest Partners	Coastal Development Permit for Intertie
7578	11/1/2023	\$ 305.71	Cardmember Service	Oct & Nov Dental Insurance premium
7579	11/1/2023	\$ 450.00	WVFD	November office rent
EDD	11/2/2023	\$ 311.47	EDD	October State P/R tax deposit
EFTPS	11/3/2023	\$ 2,651.08	EFTPS	October Fed P/R tax deposit
7580	11/2/2023	\$ 1,254.58	BFW & Assoc	MND & tree work associated with the utility conductionring for the new water plant
7581	11/2/2023	\$ -	Void	Void
7582	11/2/2023	\$ 36,945.46	PACE Engineers	Services for Intertie June - September 2023
7583	11/9/2023	\$ 850.80	Humboldt Tax Collector	Annual tax assessment fee 7 properties
7584	11/9/2023	\$ 19.36	Miller Farms	Hearing protector replacement pods
7585	11/9/2023	\$ 230.00	North Coast Labs	October outside lab expense
7586	11/9/2023	\$ 160.11	Optimum Busness	Office telephone and Internet for November
7587	11/9/2023	\$ 763.33	PG&E	Plant \$508.01, Well \$227.88, Office \$27.44
7588	11/9/2023	\$ 30.15	Thrifty Supply	Water meter coup
7589	11/9/2023	\$ 132.00	USPS	2 rolls forever stamps
7590	11/9/2023	\$ 100.10	Valley Pacific	October fuel

Total \$58,207.54

Checking Account Balance as of 11/10/2023

\$423,446.52

Total Operating warrants \$16,824.46

Total Special Projects \$1,359.76

Total Intertie 14620 \$39,790.46

Total DWR Drought 14508 \$232.86

Total Grant & Spec Project Warrants \$41,383.08

DWR total advance pymts received as of \$ 464,150.00

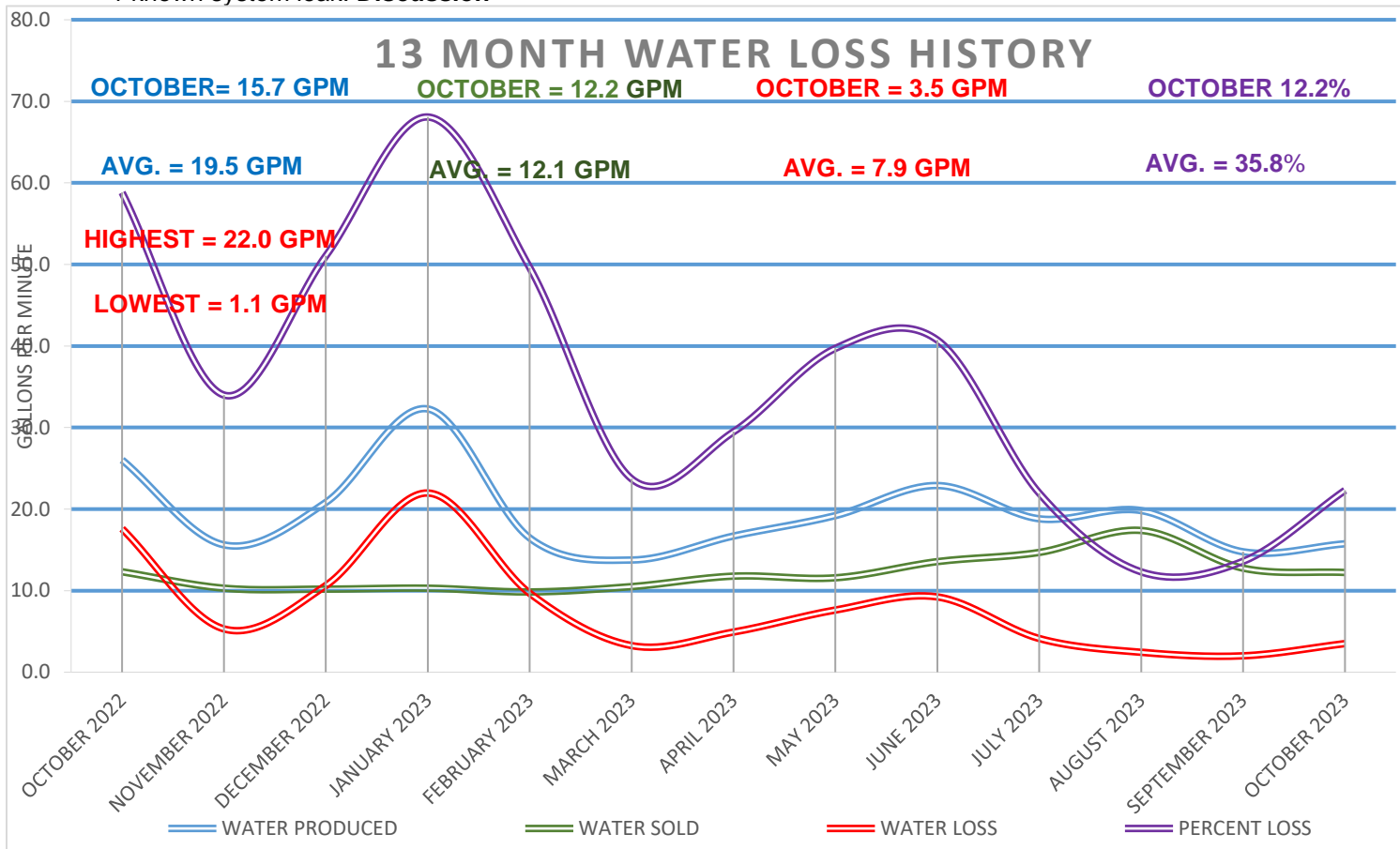
*Advance pymt balance as of 6/30/2023 \$ 417,900.00

Balance is for Construction and implementation

**WESTHAVEN CSD • MANAGER'S REPORT
November 2023**

6.1 Water Loss

Water loss increased from 2.0 gpm in September to 3.5 gpm in October for 22.3% of total production of 725,630 gallons.
1 known system leak. **Discussion**



<u>FROM JULY 2003</u>	<u>PRODUCED GPM</u>	<u>SOLD GPM</u>	<u>LOST GPM</u>	<u>%LOSS OF WATER PRODUCED</u>	<u>MONTHLY PRODUCTION GALLONS</u>	<u>MONTHLY SOLD GALLONS</u>	<u>MONTHLY LOSS GALLONS</u>
OCTOBER 2023	15.7	12.2	3.5	22.3	725,630	563,640	158,770
AVG. ALL	21	15	6	29	926,361	579,967	281,083
24 MO AVG.	19	12	7	34	841,083	536,712	304,237
13 MO AVG.	19.5	12.1	7.9	35.8	864,339	525,178	338,914
MINIMUM MONTH EVER	11.2	9.8	1.1	6.8	488,090	410,820	43,080
	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021	APR 2017	DEC 2022	SEPT 2021
MAXIMUM MONTH EVER	34.8	27.0	22.0	68.1	1,523,405	850,410	949,270
	JUL 2004	JUL 2003	JAN 2023	JAN 2023	JUL 2004	SEPT 2020	NOV 2016
SINCE DECEMBER 2016					63,495,433	23	16,249,109
13 MONTH TOTALS					11,236,410	36	4,405,880
SINCE OCT 2021 Submission of DWR Drought grant					20,769,872	33	7,366,542

DAILY WELL FLOW

11/9/16 6.0 gpm
 11/9/17 6.4 gpm
 11/9/18 5.5 gpm
 11/9/19 6.2 gpm
 11/9/20 4.9 gpm
 11/9/21 4.7 gpm
 11/9/22 4.8 gpm
 11/9/23 4.8 gpm

MONTH TOTAL AVG GPM

11/16 46.1 gpm
 11/17 77.8 gpm (all collectors on)
 11/18 49 gpm (all collectors on)
 11/19 43 gpm (all collector only)
 11/20 37 gpm (all collectors on)
 11/21 39.5 gpm (all collectors on)
 11/22 29 gpm all collectors on
 8/11/23 36 gpm (Day) (all collectors on)