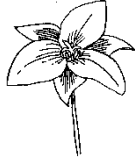


WESTHAVEN COMMUNITY SERVICES DISTRICT

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



REGULAR MONTHLY BOARD MEETING AGENDA

The regular meeting of the Board of Directors of the Westhaven Community Services District will be held

Wednesday November 16, 2022 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 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.

Topic: Regular Monthly Meeting of the Board of the WCSD

Time: Nov 16, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/86829250938>

Meeting ID: 868 2925 0938

Passcode: 375921

Audio Only:

Dial: +1 669 444 9171 US

Enter Meeting ID (if requested) and Passcode

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. **RESOLUTIONS REGARDING AB361 REMOTE MEETING - Approval**
 - 4.1 Approve to Revise Resolution # 2022-14 Regarding AB 361 Remote Meeting Via Zoom to Resolution 2022-11
 - 4.2 Approve to Revise Resolution # 2022-15 Regarding AB 361 Remote Meeting Via Zoom to Resolution 2022-13
 - 4.3 Approve New Resolution 2022-17 Remote Meeting Via Zoom
5. **AMEND / APPROVE MINUTES**
 - 5.1 October 19, 2022 - Regular meeting minutes. **Discussion/Approval**
6. **FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS**
 - 6.1 Directors' Report – monthly billing and collections — **Discussion**
 - 6.2 Water consumption and Sales – **Discussion**
 - 6.3 Income / Expense Reports (September & October 2022)- **Discussion of report format**
 - 6.4 Finance Officer's Recommendations – **Discussion**
 - 6.5 Treasurer's Reports (September & October 2022) and Recommendations – **Discussion**
 - 6.6 October/November warrants – **Discussion/Approval**

- 7. MANAGER'S REPORT**
 - 7.1 One known leak this month **Discussion**

- 8. UPDATE ON GRANT FUNDING AND RELATED ACTIVITES**
 - 8.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**
 - 8.2 Update on activities related to well drilling. **Discussion/Approval**
 - 8.3 Emergency Intertie with City of Trinidad **Discussion/Approval**

- 9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**
 - 9.1 Update on progress of technical assistance grant for Water Plant from DFA. **Discussion**

- 10. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS TWO CREEKS CAPP**
 - 10.1 Update on Technical assistance grants for Conceptual Area Protection Plan (CAPP) for the Two Creek watershed to work with Mark Andre and BBW **Discussion/Approval**
 - 10.2 Progress on Technical assistance grant for writing NCRP IRWM Prop 1 grant to replace the 3 Humboldt crossings under WCSD pipeline. Prop 1 grant submitted November 4th **Discussion**

- 11. MOVE DECEMBER REGULAR MEETING FROM THE 21ST TO THE 14TH. Discussion/Approval**

- 12. UPDATE ON POST MEETING CORRESPONDENCE WITH LUCY KOSTRZEWA**
 - 12.1 Brief update on post meeting correspondence with Lucy Kostrzewa (Hankin to report). **Discussion**

- 13. RETURN TO IN PERSON MEETINGS**
 - 13.1 Return to in person meetings **Discussion/Approval**

- 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 **Discussion**

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

- 16. 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 14, 2022** and will be held via zoom
This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950.
Posting locations are: 1) WCSD Office; 2) Westhaven Fire Hall and online at the Westhaven CSD website @ westhavencsd.org

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
RESOLUTION 2022-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WESTHAVEN COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY AB 361 PASSED 9-20-2021 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE WESTHAVEN COMMUNITY SERVICES DISTRICT FOR THE PERIOD NOVEMBER 16, 2022 to DECEMBER 14, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Westhaven Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the Westhaven Community Services District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect, and

WHEREAS as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance; and

WHEREAS, the Board of Directors does hereby find that the Covid 19 pandemic, and, social distancing orders has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the Westhaven Community Services District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS Meeting agendas are posted at the district office and Fire Hall bulletin boards and online via the districts website www.westhavencsd.org and are open to all via Zoom. .

NOW, THEREFORE, THE BOARD OF DIRECTORS OF WESTHAVEN COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and meeting in person pose a high potential of health risk.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of 9-17-2021

Section 4. Remote Teleconference Meetings. The staff and General Manager and legislative bodies of the Westhaven Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the 14th of DECEMBER, 2022 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Westhaven Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Westhaven Community Services District, this **16th day of NOVEMBER, 2022**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

William Verick, President
Westhaven Community Services District

ATTEST:

Roxanne Levang, Secretary
Westhaven Community Services District

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
October 19, 2022

1. CALL TO ORDER

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

Board Members: Verick, Hankin, Cline, & Llanos

Absent: Swisher

Staff: Rosenblatt & Levang

Guests: Lucy Kostrezewa & Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

4. RESOLUTION 2022-14 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2022-14 Regarding Ab361 Remote Meeting Via Zoom

Verick moved to approve Resolution 2022-14 Remote Meeting. Seconded by Llanos; all approved.

5. LUCY KOSTREZEWA

5.1 Lucy Kostrezewa requested to be put on the agenda. Kostrezewa said that she mainly wanted to check in with the board on where she stands regarding the legal agreement she has with WCSD. There was discussion on where and if she was on the priority list for water service connections. The Board informed Kostrezewa that the letter the Board sent to her in August of 2021 telling her that her property was on the District's 401A top priority list was still valid. The Board further informed Kostrezewa that her property was on the WCSD Section 401A priority list as confirmed in a 2013 WCSD Ordinance. It was agreed that Hankin would email Kostrezewa a copy of that ordinance with the attached Section 401A list. Another issue Kostrezewa wanted to bring to the board was that a closed session had been held regarding her earlier request. She is uncomfortable that she was not included in that discussion. There was discussion that the board held the private session after Kostrezewa implied litigation at a board meeting. Kostrezewa did not remember having made that implication. Several board members did remember. She requested that she be included in conversations that involve the status of potential water service connection for her property. She also emphasized that she wants to avoid any litigation but remains concerned that her agreement with WCSD will not be honored in the future. Kostrezewa asked that she be allowed to address the Board if the WCSD decides to begin a process to refine or revise the Section 401A list. The Board emphasized that it will not be refining and revising the Section 401A list unless and until District has sufficient capacity to begin adding new service connections. Kostrezewa inquired as to how she might address the issue of refinement or revision of the Section 401A list and the Board reemphasized that there will not be any action or process to refine or revise the Section 401A until there is sufficient capacity to begin adding new service connections. The Board will not develop a process for public participation in a process that does not, and may not ever, exist. The Board recommended that Kostrezewa consult the August, 2021 letter the Board sent her if she has questions about her property's status on the Section 401A list. The Board declined periodically to reconfirm that it still meant what it said in the August 2021 letter. Board President Verick said Kostrezewa is welcome to address the Board on any issue she might have during the public comment item on any Board meeting agenda and that the Board

welcomes her written correspondence. The Board requested that Kostrezewa not address WCSD staff regarding her concerns about the status of her property on the Section 401A list. Kostrezewa thanked the board for their time.

6. AMEND / APPROVE MINUTES

6.1 September 21, 2022 regular meeting minutes

Amend minutes as follows”

1. Page 2, Item 7.1, 1st sentence correct ~~decreased~~ to read *increased*.
2. Page 2, Item 8.3, last paragraph, 3rd sentence amend from “common practice to request pay when pay terms,” to “common practice to have “pay when pay” terms. 4th sentence delete “there are no change orders, the budget is what it is, either they accept or they don’t.” Add in the contract that “*the project is grant funded with a fixed budget.*”

Verick moved to approve September 21, 2022 regular meeting minutes as amended. Seconded by Cline; all approved.

7. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

7.1 Director’s Report-monthly billings and collections - Board packets contained Directors report.

Total September, 2022 water sales were \$23,644.64, and total receivables were \$28,341.77. It was verified that the 41,950 gallons of water usage was not a system leak. No further discussion.

7.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. September, 2022 gallons billed 581,560; average gallon per day per meter readings 100; per person 45, average monthly charge per accounts \$44.50 total monthly charges \$9,256; monthly deviation from budget \$696. Next month there will be a leak adjustment of 20,182 gallons.

7.3 Income & Expense Report – The September, 2022 Income & Expense report will be included in the November, 2022 Board packet.

7.4 Finance Officer’s Recommendations – No recommendations

7.5 Treasurer’s Report and Recommendations – The September, 2022 Treasurer’s report will be included in the November, 2022 Board packet.

7.6 November/December Warrants – discussion/approval Brief discussion regarding emergency water deliveries due to a system leak that has not yet been identified.

Verick moved to approve warrants #'s 7170 through 7189, one Federal payroll tax deposit and two State payroll tax deposits, totaling \$28,541.80. Seconded by Hankin; all approved.

8. MANAGER’S REPORT

8.1 Water Loss increased from 5.6 GPM in August to 7.0 GPM in September for 32.6% of total production of 862,280 gallons. There was one known system leak. Board packets contained a summary table of 13 months water loss history. September 2022 water loss is at 32.6%, average water loss in the last 13 months is 27.5%. Rosenblatt reported a water leak at Westhaven Drive on Labor Day. He said the water tanks are still dropping, and they have been looking for another leak for almost three weeks. He reported that it got dire over the weekend. Rosenblatt said that he and staff are working diligently to find the leak. They spent Sunday isolating and pressure testing the Scenic Drive and Moonstone area. On Wednesday they isolated a stretch of distribution line but were still unable to identify the location of the leak. Rosenblatt had Humboldt Bay Municipal Water District out on Monday to help with leak detection. He may need to order another emergency water delivery on

Thursday. Rosenblatt drew attention to the reduced flow of springs. 49 gpm in October 2019 and just 20 gpm this year. It was clarified that this included all the collectors.

9. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

9.1 The DWR Small Community Drought Grant. Rosenblatt reported that things are proceeding and we have the best planners who are experts on the Trinidad/Westhaven area. They are going over the application's narrative carefully, scrutinizing the semantics, so we get everything correct before submitting. Llanos asked Rosenblatt where Pace is with the project after the results of the survey. Rosenblatt responded they went back and surveyed Driver and Haven Way to develop legal descriptions. Pace Engineering has had some difficulty in obtaining title Documents through remote request. Rosenblatt has been asked to request and obtain the documents in person, but that, due to the leaks, he can't even be in the WCSD office as much as he needs to be. Hankin offered to make the trip to the relevant County offices in person to request the information. Rosenblatt thought he could obtain the needed parcel information from Warnock and the surveyors. If he is able to get a succinct list he would be happy to send Hankin to the County Recorder's office to request the needed records. Rosenblatt asked whether there were any questions on the waterline component of the small community drought grant. Verick asked about the coastal development permit. Rosenblatt said we will get an emergency permit and we will still need to get the Coastal Development Permit. We want to make sure there are no issues with that permit. There was further discussion regarding permits, installing a mile of new waterlines and encroachment permissions from land owners.

9.2 Update on activities related to well drilling. We have the three permits and the American stainless steel casings are on their way. The drillers should receive the casings in a couple weeks. The drillers are aware that the drilling needs to start as soon as possible. Llanos asked if when the well is drilled if it will go immediately into service, or does it get plumbed when the waterline project happens? Rosenblatt said it would first need to have electrical service connected, and a pump house built. Once the wells are drilled we will test them, if there's water and if they're good, we convert them as an amendment to our CDP. If they are not good we will cap them. Discussion ensued about the steps to get the wells operational and how that ties into the plans for the new water treatment plant.

9.3 Emergency Intertie with City of Trinidad. Rosenblatt has requested the City of Trinidad fix an old leak. He is holding off on moving forward with the intertie agreement until Trinidad shows that it can fix the leak in a timely manner. The WCSD committee is in the process of reviewing the agreement between WCSD and Trinidad which includes Verick's modifications. Hankin asked Llanos to send the edits to him. Hankin will forward to Trinidad to have them review it prior to bringing the document to our board for discussion

10. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANCIAL ASSISTANCE (DFA)

10.1 Update on progress of technical assistance grant for Water Plant from DFA. Rosenblatt reported receiving the approval for the additional funding but it is not as much as requested. PACE is getting the environmental studies completed. Discussion ensued. Rosenblatt said that the TA Grant work is 90% complete and then we can submit for the plant construction funding.

11. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANT TWO CREEKS CAPP

11.1 Update on technical assistance grants for Conceptual Area Protection Plan (CAPP) for the Two Creek watershed. Work to be done with Mark Andre and BBW. Rosenblatt said he is working with Mark Andre on the restoration and preservation of the watershed. They are modeling their CAPP on the Jacoby Creek CAPP. The CAPP will allow WCSD to get funding for the watershed.

11.2 Technical assistance grant for \$15K to write a NCRP IRWM Prop 1 grant to replace the 3 Humboldt crossings was awarded. The Prop 1 NCRP IRWM grant application is due November 4th and Mark Andre is writing it. The funds will replace Humboldt crossings between 1st and 2nd Avenues on Transit, at the railroad grade, and 5th Avenue and 6th Avenue at the railroad grade.

11.3 Resolution 2022.16 Authorizing resolution for Prop One grant to replace Humboldt Crossing. Discussion & Approval. Rosenblatt said the funding is competitive but if we could get the crossings replaced that would fix a ticking time bomb. The following edits were suggested:

- change stream crossing *upgrades* to stream crossing **replacements**
- Replacing the crossings will greatly reduce the potential for catastrophic failure that would threaten the water lines and deliver sediment to the downstream channel. The project provides multiple benefits including increased flow conveyance to prevent flooding, protection of water supply lines, reduced maintenance, and improved watershed connectivity. This project represents an important phase in the District's overall Two Creek restoration goals.

Verick moved to approve Resolution 2022.16 as edited. Seconded by Hankin; all approved

12. DISCUSSION ON THE POSTING OF OLD VERSIONS OF ORDINANCES ON THE WEBSITE

12.1 Discussion on posting of old versions of Ordinances on the website. Hankin opened the discussion of posting older/archived versions of ordinances on the website so that you are able to access the history of an ordinance. The group liked the idea and it was decided to include the older versions as well as the current versions of ordinances on the WCSD website.

13. RETURN TO IN-PERSON MEETINGS

13.1 Return to in-person meetings – The group agreed to continue meeting virtually but also to come up with a way for the public to more easily join the meetings. It was discussed to make sure there is a live link to the meeting on the website and that emails are sent out with the link to the meeting.

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

None

16. ADJOURN

Verick adjourned the meeting at 8:30 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	1,049,450 Gallons
Water Sold This Month	496,500 Gallons
Water Loss	552,950 Gallons
Water Loss (%)	52.69 %

	Amount (\$)	# Of Accounts
Total Water	22,489.34	233
Total Late Charge	124.32	56
Total Adjustments	-529.22	9
Total Current Charges	22,084.44	233
<hr/>		
Amount Past Due 1-30 Days	5,936.58	56
Amount Past Due 31-60 Days	1,852.67	16
Amount Past Due Over 60 Days	5,718.95	10
Amount Of Overpayments/Prepayments	-6,823.56	52
Total Receivables	28,769.08	233

Total Receipts On Account	21,657.13	172
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	0.00	12
Collection Accounts (Amount Owed)	0.00	12
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	2,104	236
Average Water Charge For Active Meters	96.52	233

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0	0		0.00	0.00
40,001-50,000		0	0		0.00	0.00
30,001-40,000		0	0		0.00	0.00
20,001-30,000		0	0		0.00	0.00
10,001-20,000		0	0		0.00	0.00
8,001-10,000		2	17,850		3.60	1.90
6,001-8,000		4	26,790		5.40	3.00
4,001-6,000		26	123,170		24.81	16.09
2,001-4,000		79	229,220		46.17	38.25
1-2,000		97	99,470		20.03	33.60
Zero Usage		28	0		0.00	7.17
<hr/>						
Total Meters		236	496,500		100.00	100.00

WATER CONSUMPTION AND BILLINGS - COMMODITY CHARGES ONLY

ITEM 6.2

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 2022

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				
2022-23	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	33	627,530	202	19,016	94	43	\$ 10,026	\$ 49.63	\$ 1,465	\$ 1,465	
JULY	28	567,100	205	20,254	99	45	\$ 9,056	\$ 44.18	\$ 496	\$ 1,960	
AUG	34	741,200	209	21,800	104	47	\$ 11,832	\$ 56.61	\$ 3,271	\$ 5,232	
SEPT	28	581,560	208	20,770	100	45	\$ 9,256	\$ 44.50	\$ 695	\$ 5,927	
OCT	28	496,500	204	17,732	87	40	\$ 7,998	\$ 39.20	\$ (563)	\$ 5,364	
NOV				-	-	-	\$ -	-	-	\$ -	
DEC				-	-	-	\$ -	-	-	\$ -	
JAN				-	-	-	\$ -	-	-	\$ -	
FEB				-	-	-	\$ -	-	-	\$ -	
MAR				-	-	-	\$ -	-	-	\$ -	
APR				-	-	-	\$ -	-	-	\$ -	
MAY				-	-	-	\$ -	-	-	\$ -	
Monthly AVG	30.2	602778	206	8298	40	18	\$ 9,634	\$ 19.51	\$ 1,073		
Total		3,013,890					\$ 48,168		\$ 5,364	\$ 5,364	
Cummulative Leak Adj											
Net		3,013,890	(After Leak Adjustments)				\$ 48,168			\$ 5,363.86	

BUDGETED ANNUAL COMMODITY INCOME: \$ 102,729

BUDGETED COMMODITY PER MONTH: \$8,561

BUDGETED COMMODITY PER PERSON PERMONTH: \$ 41.96

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2022-2023	3,013,890	=	92%	2022-2023	\$48,168	=	97%
2021-2022	3,284,170		OF 21-22	2021-2022	\$49,806		OF 21-22

**Westhaven Community Services District
FY 2020-2021 Income / Expense Report
as of October, 2022**

ITEM 6.3

<u>Annual</u>		<u>OPERATING BUDGET</u>			<u>CURRENT</u>			<u>CUMULATIVE</u>		
<u>Budget</u>	<u>Income</u>	<u>Oct. 2022</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2022 thru Oct. 2022</u>	<u>Jul '22 thru June 2023 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>		
249,859	Water Sales	18,561	20,822	-2,261	80,395	83,286	-2,891	96.5%		
3,282	Water Services	-194	274	-468	1,374	1,094	280	125.6%		
253,141	Total Income	18,367	21,095	-2,728	81,769	84,380	-2,612	96.9%		
	Expense									
1,086	Source of Supply	0	91	-91	164	362	-198	45.3%		
11,536	Pumping	780	961	-181	3,328	3,845	-517	86.5%		
49,270	Water Treatment	2,685	4,106	-1,421	13,280	16,423	-3,143	80.9%		
13,725	Transmission & Distribution	13,845 ¹	1,144	12,701	20,746	4,575	16,171	453.5%		
11,329	Customer Accounts	366	944	-578	1,995	3,776	-1,781	52.8%		
156,195	Administrative & General	12,125	13,016	-892	46,946	52,065	-5,119	90.2%		
10,000	Operating Reserves Contrib.	0	833	-833	0	3,333	-3,333	0.0%		
253,141	Total Expense	29,801	21,095	8,706	86,459	84,380	2,079	102.5%		
	Net Operating Income	-11,434	0		-4,691					

Income & Expense Report Notes:

¹ Transmission & Distribution is over budget because of: Annual backflow testing expense of \$2250, which customers reimburse. GR Sundberg vac truck for water on July 31, 2022 waterline repair at 418 7th Avenue. **October, 2022 \$11,729 in emergency water deliveries as staff searched, found and repaired a leak on Highland Avenue.**

**Westhaven Community Services District
FY 2020-2021 Income / Expense Report
as of September 2022**

ITEM 6.3

Annual		<u>OPERATING BUDGET</u>			<u>CURRENT</u>			<u>CUMULATIVE</u>		
<u>Budget</u>	<u>Income</u>	Sept. 2022	Monthly Budget	Over/Under	July 2022 thru Sept. 2022	Jul '22 thru June 2023 Budget	Over/Under	% of Budget		
249,859	Water Sales	19,819	20,822	-1,003	61,834	62,465	-631	99.0%		
3,282	Water Services	321	274	48	1,568	821	748	191.1%		
253,141	Total Income	20,140	21,095	-955	63,402	63,285	117	100.2%		
	<u>Expense</u>									
1,086	Source of Supply	0	91	-91	164	272	-108	60.4%		
11,536	Pumping	512	961	-449	2,548	2,884	-336	88.3%		
49,270	Water Treatment	2,943	4,106	-1,163	10,595	12,318	-1,723	86.0%		
13,725	Transmission & Distribution	1,439 ¹	1,144	295	6,901	3,431	3,470	201.1%		
11,329	Customer Accounts	587	944	-357	1,628	2,832	-1,204	57.5%		
156,195	Administrative & General	10,393	13,016	-2,623	34,822	39,049	-4,227	89.2%		
10,000	Operating Reserves Contrib.	0	833	-833	0	2,500	-2,500	0.0%		
253,141	Total Expense	15,874	21,095	-5,221	56,658	63,285	-6,627	89.5%		
	Net Operating Income	4,266	0		6,744					

Income & Expense Report Notes:

¹ Transmission & Distribution is over budget because of: Annual backflow testing expense of \$2250, which customers reimburse. GR Sundberg vac truck for water on July 31, 2022 waterline repair at 418 7th Avenue

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
October 2022

ITEM # 6.5

<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>
\$171,123.74	1.69800	Capital Reserves Hum Co Fund 2600		\$ 20,000	8/23 \$	60,000.00
Note: The last report we have received from the County was for quarter ended 9/30/2020						
\$52,569.41	0.24000	Operating Reserve LAIF # 16-12-005		\$ 10,000	\$97.90 7/15/22 Interest \$178.27 10/14/22 Interest	
\$28,910.57	0.50000	DWR CD Reserve CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$ 2.69 5/31/22 Interest \$ 2.62 6/30/22 Interest \$ 8.01 7/1-9/30/22 Interest	
\$2,226.73	0.03000	DWR Loan Savings Saving Umpqua 0648	Accumulates for Semi-Annual payments of \$13,200.95 to Dept of Water Resources	Automatic Monthly deposit from checking of \$2200.23 (annual total \$26,402.76)	\$ 13,200.95 10/5/22 DWR Qrtly loan payment	
\$79,788.76		Checking Account Umpqua 5013			Checking Balance as of 11/8/2022	

*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)

2022/2023 Regular Operating Budget \$243,151. X 25% = \$60,785.25

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
September 2022

ITEM # 6.5

<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>
\$171,123.74	1.69800	Capital Reserves Hum Co Fund 2600		\$ 20,000	8/23 \$	60,000.00
					Note: The last report we have received from the County was for quarter ended 9/30/2020	
\$52,391.14	0.24000	Operating Reserve LAIF # 16-12-005		\$ 10,000	\$97.90	7/15/22 Interest
\$28,910.57	0.50000	DWR CD Reserve CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$ 2.69	5/31/22 Interest
					\$ 2.62	6/30/22 Interest
					\$ 8.01	7/1-9/30/22 Interest
\$13,227.42	0.03000	DWR Loan Savings Saving Umpqua 0648	Accumulates for Semi-Annual payments of \$13,200.95 to Dept of Water Resources	Automatic Monthly deposit from checking of \$2200.23 (annual total \$26,402.76)		
\$79,788.76		Checking Account Umpqua 5013				Checking Balance as of 9/30/2022

*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)

2022/2023 Regular Operating Budget \$243,151. X 25% = \$60,785.25

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants October 19 thru November 11, 2022

Number	Date	Amount	To Whom	Purpose
7190	10/19/2022	\$ 208.00	US Postal Service	Postage stamps 2 rolls of Forever & Postcard
Debit	10/7/2022	\$ 6.49	Murphy's Mrkt	Rubbing Alcohol
15006DB	10/12/2022	\$ 275.00	CRWA	Water trmt certification class for Whitlow-Hewett
0001DB	10/18/2022	\$ 239.88	Adobe Acropro	Annual subscription
2444DB	10/19/2022	\$ 5.38	McKinleyville Ace	Reducer for Rayipa, valve repair
7191	10/20/2022	\$ 355.00	North Coast Lab	Outside lab
7192	10/20/2022	\$ 139.63	Optimum Business	October office telephone & Internet
7193	10/20/2022	\$ 735.52	PG&E	Well \$222.77, Plant \$470.09, Office \$42.66
7194	10/20/2022	\$ 195.01	Thrifty Supply Co.	Concrete valve box & lid
7195	10/20/2022	\$ 190.02	Valley Pacific	September fuel
000DB	10/20/2022	\$ 53.45	B&B Portable Toilets	Cleaning service
149062DB	10/24/2022	\$ 53.88	B&B Portable Toilets	Cleaning service
7196	10/26/2022	\$ 2,120.82	Blue Shield of CA	Nov. premium emp \$337.48/employer \$1783.34
7197	10/26/2022	\$ -	Void	Void
7198	10/26/2022	\$ 640.00	Norcal Water Delivery	Emergency water delivery
7199	10/26/2022	\$ 169.41	Cardmember Service	October dental premium
DB 8188	10/26/2022	\$ 175.66	Statewide	Thermoplastic roll red for in front of fire hydrants
2444DB	10/31/2022	\$ 12.91	McKinleyville Ace	No receipt
7200	11/1/2022	\$ 952.33	K. Martin	Payroll 10/16-10/31/2022
7201	11/1/2022	\$ 1,025.35	M. Whitlow-Hewett	Payroll 10/16-10/31/2022
7202	11/1/2022	\$ 1,847.16	P. Rosenblatt	Payroll 10/16-10/31/2022
7203	11/1/2022	\$ 663.99	R. Levang	Payroll 10/16-10/31/2022
7204	11/1/2022	\$ -	VOID	VOID
7205	11/1/2022	\$ 37.35	Melissa Merryman	Balance on account #199
7206	11/2/2022	\$ 140.18	AT&T	Plant telephone
7207	11/2/2022	\$ 9,116.51	B&B Portable Toilets	\$107.76 Sept-Nov rental; Water delivery \$9008.75
7208	11/2/2022	\$ 1,487.20	Cunningham, Malone & Morton	Yr end adjs, audit prep & transferring of reports to auditor/suralink
7209	11/2/2022	\$ 2,622.74	Heryford Electric	Emergency bore for waterline replacement Highland Ave leak
7210	11/2/2022	\$ 415.05	Hum County DHHS	Annual hazardous waste & materials fee
7211	11/2/2022	\$ 844.56	Hum Co Tax Collector	Annual assessment fees on 7 District porperties
7212	11/2/2022	\$ 480.00	Norcal Water Delivery	Emergency delivery due to leak on Highland Av
7213	11/2/2022	\$ 139.63	Optimum Business	November office phone and internet
7214	11/2/2022	\$ 484.41	PG&E	Utilities plant \$361.83, well \$122.58
7215	11/2/2022	\$ 9.26	Thomas Home Center	Sand paper
7216	11/2/2022	\$ 1,128.57	Thrifty Supply Co.	New concrete valve box, lid, and supplies for vault repair
7217	11/2/2022	\$ 80.23	Pacific Paper	Copy paper & post-it notes
7218	11/2/2022	\$ 167.69	Valley Pacific	151.68 Oct fuel & 16.01 gas for weedwhacker
7219	11/2/2022	\$ 450.00	WVFD	November office rent
EDD	11/4/2022	\$ 237.07	EDD	State Tax Deposit for October 2022
EFTPS	11/4/2022	\$ 2,104.46	EFTPS	Fed Tax Deposit for October 2022
11122	11/10/2022	\$ 244.18	Harland Clarke	500 laser Voucher Checks

Total

\$30,253.98

Checking Account Balance as of 11/11/2022

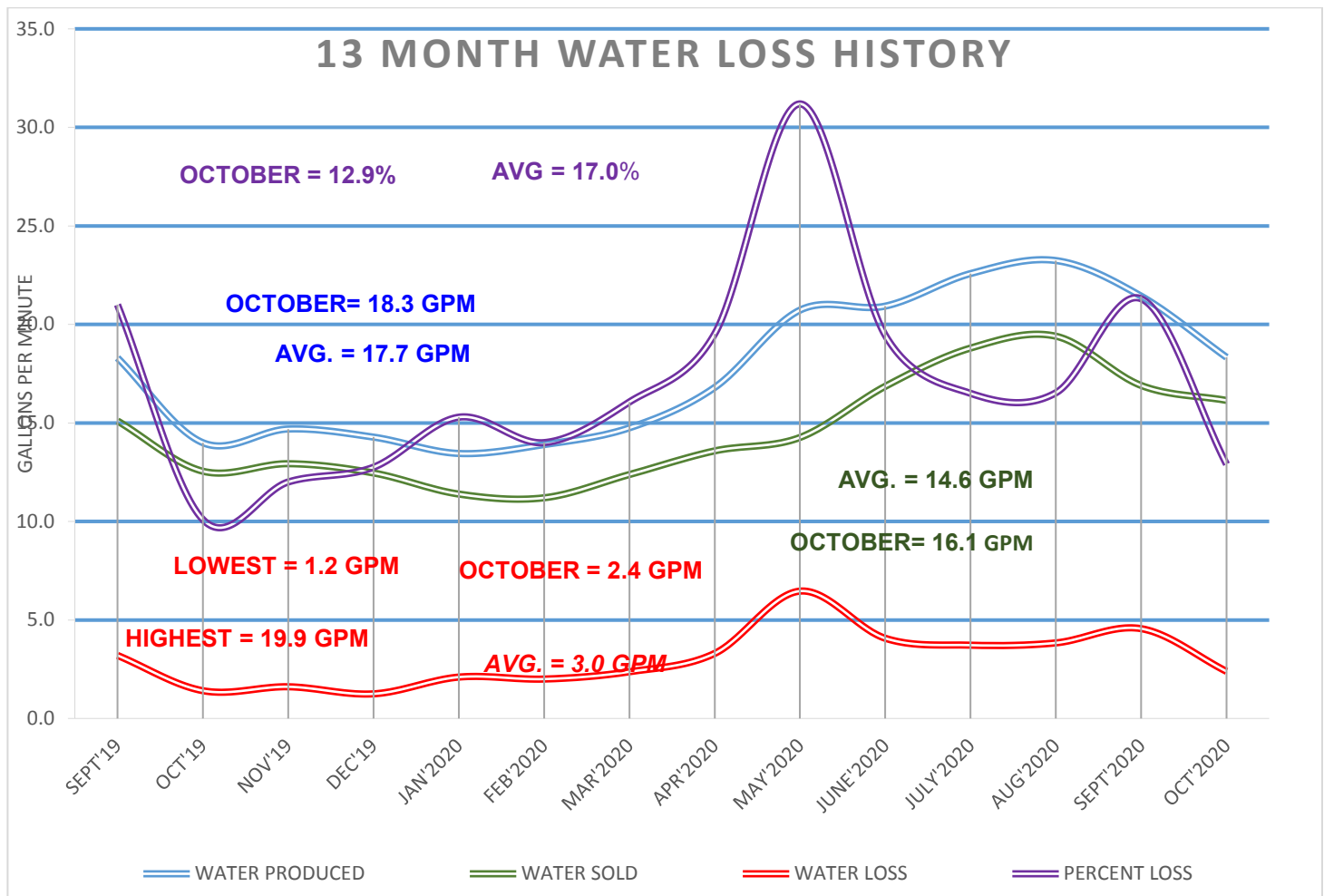
\$74,499.64

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 EVER	11.2	10.0	1.2	9.8		488,090	55,490
	JAN 2018	FEB 2013	DEC 2018	MAR 2007		APR 2017	DEC 2018
MAXIMUM MONTH EVER	34.8	27.0	19.9	61.8		1,523,405	916,340
	JUL 2004	JUL 2003	NOV 2016	NOV 2016		JUL 2004	NOV 2016



Well Annual Data: 11/2017 = 16.5 gpm, 12/2017 = 13.4 gpm, 1/2018 = 5.0 gpm, 1/4/2019 = 5.4 gpm, 1/11/2020 = 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