

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

March, 2023

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday, March 15, 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

5.1 February 15, 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 of report format**
- 5.4 Finance Officer's Recommendations – **Discussion**
- 5.5 Treasurer's Reports and Recommendations – **Discussion**
- 5.6 February/March warrants – **Discussion/Approval**

6. MANAGER'S REPORT

6.1 4 known leaks 3 repaired. **Discussion**

7. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

- 7.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**
- 7.2 Update on activities related to well drilling. **Discussion/Approval**
- 7.3 Emergency Intertie with City of Trinidad. **Discussion/Approval**
- 7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines. **Discussion/Approval**
- 7.5 Emergency funding request for slow sand filter repairs. **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**

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 to work **Discussion/Approval**
 - 9.2 Progress on submission of new grant proposals to replace the 3 Humboldt crossings under WCSD pipeline. Prop 1 grant submitted November 4th **Discussion**

10. **APPROVAL OF THE WATERLINE REPLACEMENT PROJECT AND NOE**
 - 10.1 “The Westhaven CSD has found that the project is exempt from CEQA pursuant to Section 15302(c) (Replacement and Reconstruction), because the project is for the replacement and reconstruction of water lines in the same location and for the same purpose as the original lines and the replacement is for existing utility system facilities and involves negligible or no expansion of capacity, and none of the exceptions to the exemptions (CEQA Guidelines Section 15300.2) apply to the project because the project is not in an environmentally sensitive habitat area, it will not result in a cumulative impact, or significant affect, the project is not located on a scenic highway or listed hazardous waste site, and the project will not have an effect on a historical resource.”
 - 10.1 a Attachment: Appendix E Notice of Exemption **Discussion/Approval**
 - 10.1 b Attachment: Project Description and Required Findings **Discussion/Approval**

11. **DESIGNATION OF APPLICANT’S AGENT RESOLUTION (CAL-OES)**
 - 11.1 Designation of Applicant’s Agent Resolution for the purpose of seeking reimbursement for districts expenditures in response to earthquake related leaks in December January and February. **Discussion/Approval**
 - 11.2 Discussion of the reimbursement process for those earthquake related expenditures. **Discussion/Approval**

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

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

14. **ADJOURN**

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm.
The next Regular Meeting will be April 19, 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

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.

February 15, 2023 Minutes

Due to an unforeseen computer problems the minutes were not completed in time for this packet.

They will be emailed to you on Monday or Tuesday.

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.

February 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	\$ 39.21	\$ (563)	\$ 5,364
NOV	35	519,450	208	14,841	71	32	\$ 8,253	\$ 39.68	\$ (308)	\$ 5,056
DEC	28	410,820	201	14,672	73	33	\$ 6,567	\$ 32.67	\$ (1,994)	\$ 3,063
JAN	30	445,110	201	14,837	74	34	\$ 7,108	\$ 35.36	\$ (1,453)	\$ 1,610
FEB	32	453,540	201	14,173	71	32	\$ 7,120	\$ 35.42	\$ (1,441)	\$ 169
MAR				-	-	-		\$ -	-	\$ -
APR				-	-	-		\$ -	-	\$ -
MAY				-	-	-		\$ -	-	\$ -
Monthly AVG	31	538,090	204	17,566	86	39	\$ 8,580	\$ 41.92	\$ 1,482	
Total		4,842,810					\$ 77,216		\$ 169	\$ 169
Leak Adjustment			(gal)							
Cummulative Leak Adjustment		54,152					\$ 829			
Net		4,788,658	(After Leak Adjustments)				\$ 76,387			\$ (660.22)

BUDGETED ANNUAL COMMODITY INCOME: \$ 102,729

BUDGETED COMMODITY PER MONTH: \$8,561

BUDGETED COMMODITY PER PERSON PER MONTH: \$ 41.96

SOLD TO DATE

2022-2023 4,842,810 = 91%
2021-2022 5,315,120 OF 21-22

TOTAL BILLINGS TO DATE

2022-2023 \$77,216 = 96%
2021-2022 \$80,618 OF 21-22

2021-2022

JUNE	28	793,200	205	28,329	138	63	\$ 12,069	\$ 59	\$ 3,508	\$ 3,508
JULY	28	612,060	206	21,859	106	48	\$ 9,314	\$ 45	\$ 754	\$ 4,262
AUG	34	773,350	209	22,746	109	49	\$ 11,702	\$ 56	\$ 3,142	\$ 7,404
SEPT	28	586,540	205	20,948	102	46	\$ 8,874	\$ 43	\$ 313	\$ 7,717
OCT	29	519,020	207	17,897	86	39	\$ 7,846	\$ 38	\$ (714)	\$ 7,003
NOV	33	536,010	207	16,243	78	36	\$ 8,161	\$ 39	\$ (399)	\$ 6,603
DEC	29	446,110	199	15,383	77	35	\$ 6,719	\$ 34	\$ (1,842)	\$ 4,761
JAN	30	529,770	203	17,659	87	40	\$ 8,065	\$ 40	\$ (496)	\$ 4,266
FEB	32	519,060	201	16,221	81	37	\$ 7,866	\$ 39	\$ (694)	\$ 3,571
MAR	30	533,550	201	17,785	88	40	\$ 8,118	\$ 40	\$ (442)	\$ 3,129
APR	27	454,630	200	16,838	84	38	\$ 6,917	\$ 35	\$ (1,643)	\$ 1,486
MAY	30	517,260	200	17,242	86	39	\$ 7,872	\$ 39	\$ (689)	\$ 797

ITEM 5.3

**Westhaven Community Services District
FY 2022-2023 Income / Expense Report
as of February 2023**

	<u>OPERATING BUDGET</u>		<u>CURRENT</u>		<u>CUMULATIVE</u>			
	<u>Budget</u>	<u>Income</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2022 thru Feb 2023</u>	<u>July '22 thru June 2023</u>	<u>Over/Under</u>	<u>% of Budget</u>
Annual								
	249,859	Water Sales	20,822	-3,139	151,630	145,751	5,879	104.0%
	3,282	Water Services	274	79	2,917	1,915	1,002	152.4%
	253,141	Total Income	21,095	-3,059	154,547	147,666	6,881	104.7%
		<u>Expense</u>						
	1,086	Source of Supply	91	-91	191	634	-443	30.1%
	11,536	Pumping	961	6	7,651	6,729	922	113.7%
	49,270	Water Treatment	4,106	27	32,256	28,741	3,515	112.2%
	13,725	Transmission & Distribution	1,144	2,344	55,550	8,006	47,544	693.8%
	11,329	Customer Accounts	944	219	4,513	6,609	-2,096	68.3%
	156,195	Administrative & General	13,016	-667	94,576	91,114	3,462	103.8%
	10,000	Operating Reserves Contrib.	833	-833	0	5,833	-5,833	0.0%
	253,141	Total Expense	21,095	1,005	194,737	147,666	47,071	131.9%
		Net Operating Income	0	0	-40,190			

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. November, 2022 \$2623 for emergency bore for water line replacement for the October leak on S. Highland Ave. \$500 for supplies to repair 11/5 leak on 7th Ave and \$1600 for the vac truck. December Pacific Earthscape emergency pipe repair \$1779 and Wahlund Const 12/2 leak on Stone Lane \$3942. January 2023 \$15,340 in emergency water deliveries. **February over budget \$2,344 due to additional staff time during the storms and leaks.**

² \$816 for RVS annual updates and maintenance

**WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
February 2023**

ITEM # 5.5

<u>BALANCE</u>	<u>CURRENT RATE</u>	<u>TYPE LOCATION</u>	F/Y <u>BUDGETED CONTRIBUTION</u>	F/Y <u>CONTRIBUTIONS YET TO BE MADE</u>	F/Y <u>DEPOSITS TO DATE</u>	F/Y <u>WITHDRAWALS TO DATE</u>
\$201,731.58	1.69800	Capital Reserves Hum Co Fund 2600	\$ 20,000	\$ 20,000	8/23/22 \$ 60,000.00	
					2/27/2023 \$ 30,000.00	
					<p>\$60,000 withdrawal is to help with grant exp. while waiting for reimbursement pymts from funders.</p> <p>Note: We have incomplete financial reports from Humboldt Co. Auditors office. The unreconciled balance as of 6/30/2022 per Auditors office is as shown.</p>	
\$37,844.03	0.24000	Operating Reserve LAIF # 16-12-005	\$ 10,000	\$ 10,000	7/15/22 Interest \$97.90	
					10/14/22 Interest \$178.27	
					1/13/23 Interest \$274.62	
					2/24/2023 15,000	
\$28,918.59	0.50000	DWR CD Reserve CD Umpqua 2368			5/31/22 Interest \$ 2.69	
					6/30/22 Interest \$ 2.62	
\$11,027.81	0.03000	DWR Loan Savings Saving Umpqua 0648			7/1-9/30/22 Interest \$ 8.01	
					10/1-12/31/22 Interest \$ 8.02	
					10/5/22 DWR Qrtly loan payment \$ 13,200.95	
\$478,098.34		Checking Account Umpqua 5013			Checking Balance as of 3/8/2023	

*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) 2022/2023 Regular Operating Budget \$243,151. X 25% = \$60,785.25
As of 3/7/2023 the DWR advance pymt balance for Trinidad Interite is \$464,150
DWR Grant for waterlines/well-pymt request submitted. Net amt to be paid \$237,537. Pymt expected mid April.

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants February 16 through March 15, 2023

Number	Date	Amount	To Whom	Purpose
7327	2/16/2023	\$ 1,102.95	K. Martin	Payroll 2/1-2/15/2023
7328	2/16/2023	\$ 623.28	M. Whitlow-Hewett	Payroll 2/1-2/15/2023
7329	2/16/2023	\$ 2,024.96	P. Rosenblatt	Payroll 2/1-2/15/2023
7330	2/16/2023	\$ 991.94	R. Levang	Payroll 2/1-2/15/2023
1	2/13/2023	\$ 26.34	Valley Pacific/Renner	Emergency road repair & plant fuel for tractor
2	2/13/2023	\$ 26.25	Valley Pacific/Renner	Emergency road repair & plant fuel for tractor
3	2/14/2023	\$ 26.26	Valley Pacific/Renner	Emergency road repair & plant fuel for tractor
4	2/16/2023	\$ 29.52	Valley Pacific/Renner	Emergency road repair & plant fuel for tractor
5	2/16/2023	\$ 26.54	Valley Pacific/Renner	Emergency road repair & plant fuel for tractor
7331	2/21/2023	\$ 2,120.82	Blue Shield of CA	March premium \$1783.82/\$337.48
EDD	2/22/2023	\$ 450.94	EDD	State tax deposit for February 2023
EFTPS	2/22/2023	\$ 2,521.96	EFTPS	Federal tax deposit for February 2023
Debit	2/20/2023	\$ 52.25	B&B Portalbe Toilets	Cleaning service
7332	3/1/2023	\$ 716.38	K. Martin	Payroll 2/16-2/28/2023
7333	3/1/2023	\$ 614.83	M. Whitlow-Hewett	Payroll 2/16-2/28/2023
7334	3/1/2023	\$ 2,024.96	P. Rosenblatt	Payroll 2/16-2/28/2023
7335	3/1/2023	\$ 587.63	R. Levang	Payroll 2/16-2/28/2023
7336	3/1/2023	\$ 2,033.10	Kernen Const	Quarry rock crushed and screened
7337	3/1/2023	\$ 596.19	Mendes	Chemicals
7338	3/1/2023	\$ 4,680.00	Puryear Water Delivery	Emergency water for Feb 3 & 4
7339	3/1/2023	\$ 450.00	WVFD	March office rent
7340	3/1/2023	\$ 50.00	Humboldt CSDA	2023 Dues
7341	3/2/2023	\$ 2,500.00	PG&E	DWR 14508 for 4th Avenue wells
7342	3/2/2023	\$ 396.99	Cardmember Service	\$157.11 Dental Ins Feb premium/\$239.88 Adobe Acropro subscription
7343	3/2/2023	\$ 2,071.25	BBW	Renewal of CDFW 1600 LSA Permit
7344	3/7/2023	\$ 601.00	CRWA	Annual membership renewal for 2023
7345	3/7/2023	\$ 13,200.95	DWR Loan	\$437.70 Int/\$12,763.25 Principal
7346	3/7/2023	\$ 1,500.00	Fisch Drilling	Balance of 1st Ave well
7347	3/7/2023	\$ 160.06	Optimum Business	March telephone and internet
7348	3/7/2023	\$ 808.59	PG&E	Plant 538.50, Well 178.07, Office 92.02
7349	3/7/2023	\$ 620.64	Rich Well Drilling	16 sack's of calcite
7350	3/7/2023	\$ 36.25	SHN Consulting	Professional services for January 2023
7351	3/7/2023	\$ 2,471.38	Wahlund Const	Emergency leak repair Highland & 6th Ave.
db216	2/15/2023	\$ 1.26	USPS	Postage to mail large envelope
db294	2/16/2023	\$ 17.79	Bobcat of Eureka	Emergency repairs-parts for borrowed tractor to fix water plant road.
7352	3/9/2023	\$ 53.88	B&B Portable Toilets	Rental 2/5-3/4/2023
7353	3/9/2023	\$ 275.44	McKinleyville CSD	Emergency leak repair @ 650 3rd Ave
7354	3/9/2023	\$ 98.58	Miller Farms	Ethanol free U/L Fuel & spark plugs
7355	3/9/2023	\$ 535.00	North Coast Labs	February outside lab
7356	3/9/2023	\$ 197.85	Thrifty Supply Co	Clamp for repairs
7357	3/9/2023	\$ 280.65	Valley Pacific/Renner	February vehicle& generator fuel

Total \$47,604.66**Chkg Acct Balance as of 3/9/23 \$476,656.94**

Total Operating warrants \$43,604.66

Total Grant & Spec Project Warrants \$4,000

* In the checking account balance \$464,150 is the advance payment for DWR Grant 14620 Trinidad Intertie.

Included in bank balance a \$30,000 deposit from Capital Reserves and \$15,000 from Operating Reserves.

DWR Grantfor waterlines/well-pymt request submitted. Net amt to be paid \$237,537. Pymt expected mid April.

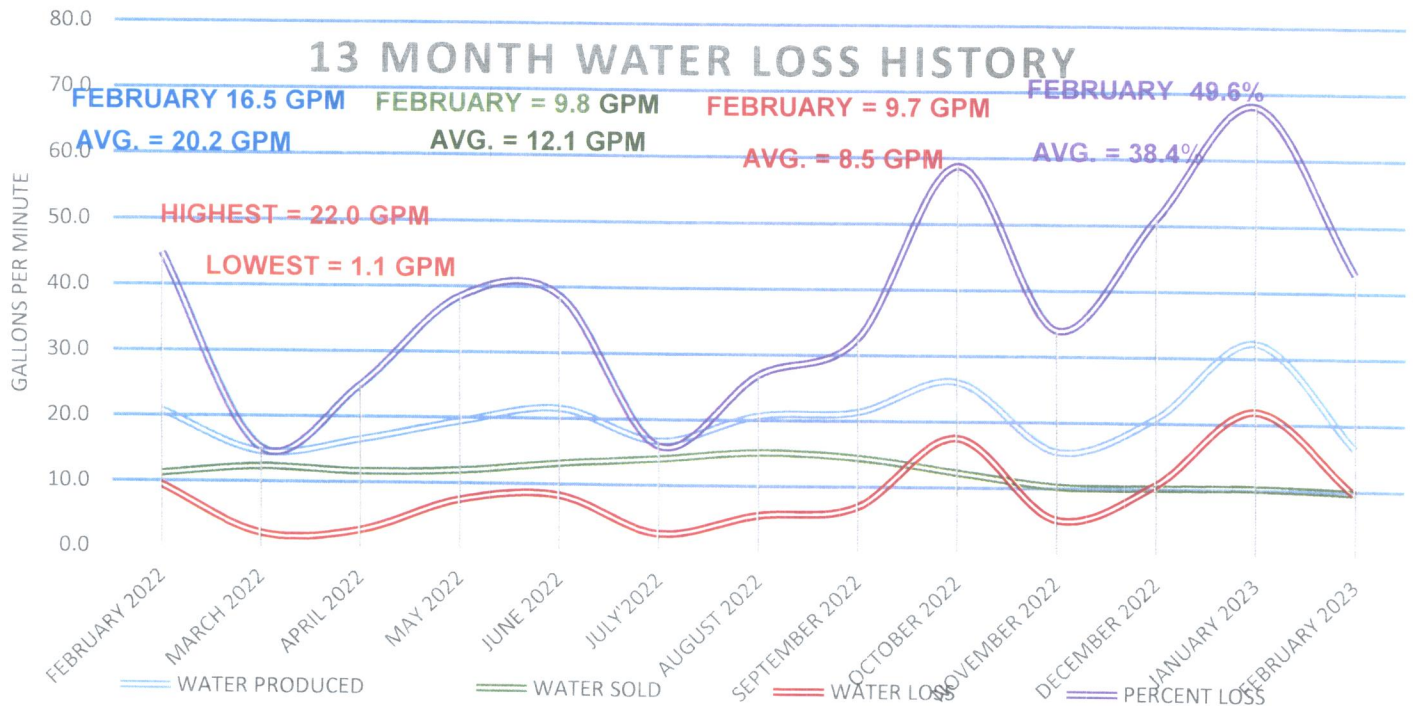
WESTHAVEN CSD • MANAGER'S REPORT
FEBRUARY 2023

8.1 Water Loss

Water loss decreased from 22.0 gpm in January to 9.7 gpm in February for 49.6% of total production of 899,320 gallons. 4 known system leaks 3 repaired. 141,200 gallons trucked water delivered Discussion

FROM JULY 2003	PRODUCED GPM	SOLD GPM	LOST GPM	%LOSS OF WATER PRODUCED	MONTHLY PRODUCTION GALLONS	MONTHLY SOLD GALLONS	MONTHLY LOSS GALLONS
FEBRUARY 2023	16.5	9.8	9.7	49.6	899,320	453,540	445,780
AVG. ALL	21	15	6	29	931,871	583,594	283,808
24 MO AVG.	19	13	6	30	834,737	561,076	273,661
13 MO AVG.	20.2	12.1	8.5	38.4	902,671	528,255	374,416
MINIMUM MONTH	11.2	9.8	1.1	6.8	488,090	410,820	43,080
EVER	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021	APR 2017		SEPT 2021
MAXIMUM MONTH	34.8	27.0	22.0	68.1	1,523,405	850,410	949,270
EVER	JUL 2004	JUL 2003	JAN 2023	JAN 2023	JUL 2004		NOV 2016

	AVG. LOSS %		
SINCE DECEMBER 2016		58,639,803	23 14,643,549
13 MONTH TOTALS		11,734,722	38 4,867,412
SINCE OCT 2021 Submission of DWR Drought grant		14,659,202	36 5,760,982



DAILY WELL FLOW

- 3/8/17 11.4 gpm
- 3/8/18 5.7 gpm
- 3/8/19 5.3 gpm
- 3/8/20 5.4 gpm
- 3/8/21 4.9 gpm
- 3/8/22 5.2 gpm
- 3/8/23 6.4 GPM

MONTH TOTAL AVG GPM

- 3/17 no data
- 3/18 38 gpm (south collector only)
- 3/19 38 gpm (south collector only)
- 3/20 36 gpm (2 collectors on)
- 3/21 27.4 gpm (2 collectors on)
- 3/22 38 gpm (all collectors on)
- 3/8/23 40 gpm (Day) (all collectors on)

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: (Public Agency): _____
Westhaven Community Services District

County Clerk
County of: Humboldt

(Address)

Project Title: Westhaven Emergency Waterline Replacement Project

Project Applicant: Westhaven Community Services District

Project Location - Specific:

Kay/Highland/Kahlstrom/6th/7th Avenues, Tepona & Spring Ln, Haven Wy, Driver Rd

Project Location - City: Westhaven Project Location - County: Humboldt

Description of Nature, Purpose and Beneficiaries of Project:

To address significant water leaks in waterlines installed in the lat 1960's, Westhaven CSD isseeking a Coastal Development Permit to replace approximately 5,650 feet of existing waterlines located in roadways, where construction would be located within the footprint of the existing waterlines.

Name of Public Agency Approving Project: Humboldt County

Name of Person or Agency Carrying Out Project: Westhaven Community Services District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15302(c) (Replacement and Reconstruction)
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The project is for the replacement of water lines in the same location and for the same purpose as the original lines. The replacement is for existing utility system facilities and involves negligible or no expansion of capacity. None of the exceptions to the exemptions (CEQA Guidelines Section 15300.2) apply to the project. The project is not in an environmentally sensitive habitat area, will not result in a cumulative impact, or significant affect. The project is not located on a scenic highway or listed hazardous waste site. The project will not have an effect on a historical resource.

Lead Agency
Contact Person: Paul Rosenblatt Area Code/Telephone/Extension: 707-677-0798

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

ITEM 11-1



Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Westhaven Community Services District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Westhaven Community Services District,
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Westhaven Community Services District, a public entity established under the
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this 15th day of March, 2023

William Verick President

(Name and Title of Governing Body Representative)

Barbara Cline Vice President

(Name and Title of Governing Body Representative)

David Hankin Financial Officer

(Name and Title of Governing Body Representative)

CERTIFICATION

Roxanne Levang

I, _____, duly appointed and _____ of
 (Name) (Title)

Westhaven Community Services District, do hereby certify that the above is a true and
 (Name of Applicant)

correct copy of a resolution passed and approved by the Board of Directors
 (Governing Body)

of the Westhaven Community Services District on the 15th day of March, 2023.
 (Name of Applicant)

Board Secretary

 (Signature)

 (Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."