

WESTHAVEN COMMUNITY SERVICES DISTRICT

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REGULAR MONTHLY BOARD MEETING AGENDA

SEPTEMBER 2023

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday, September 20, 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 August 16, 2023 - Regular meeting minutes. **Discussion/Approval**
- 4.2 August 29, 2023 – Special 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**
 - 5.3.1 Operating Budget
 - 5.3.2 Grant & Special Projects **Discussion/Approval**
- 5.4 Finance Officer's Recommendations – **Discussion/Approval**
- 5.5 Treasurer's Reports and Recommendations – **Discussion/Approval**
- 5.6 Aug/Sept Warrants – **Discussion/Approval**

6. MANAGER'S REPORT

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

7. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

- 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**

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

8.2a Funding agreement for board review. **Discussion/Approval**

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**

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/Approval**

11. CREATION OF DISTRICT FACEBOOK PAGE

11.1 Update on status of district Facebook page **Discussion/Approval**

12. HOT SPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY

12.1 Investigation of hotspot or Access Humboldt for connectivity **Discussion/Approval**

13. RESOLUTION 2023-7 AUTHORIZING GENERAL MANAGER TO ENGAGE PRO BONO LEGAL SERVICES

13.1 Resolution 2023-7 Authorizing the General Manager to engage Pro-Bono legal services on behalf of the district
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 October 18th, 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 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.

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
August 16, 2023

1. CALL TO ORDER

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

Board Members: Verick, Swisher, Hankin

Absent: Cline, Llanos, Martin & Whitlow-Hewett

Staff: Rosenblatt, Levang, Chandler

Guests: Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Rosenblatt motioned to move Item 8.1 (Update on Progress of Technical Assistance Grant for Water Plant from DFA) to after Item 6.1 (Manager's Report).

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

4. AMEND / APPROVE MINUTES

4.1 July 19, 2023 - Regular meeting minutes

Corrections: None

Verick moved to approve July 19, 2023 minutes. Seconded by Hankin; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

5.1 Director's Report-monthly billing and collections

Board packets contained Director's report. Total July, 2023 water sales were \$26,336.57, and total receivables were \$41,956.53.

No discussion.

5.2 Water Consumption and Sales

Board packets contained Water Consumption and Billings-Commodity Charges Only report. July, 2023 gallons billed 613,310; average gallon per day per meter readings 104; per person 47, average monthly charge per accounts \$56.39; total monthly charges \$11,447; monthly deviation from budget +\$2886.

Discussion Sales are higher due to warmer weather and occupied vacation homes. Verick noted a large green patch, possibly caused by a leak, across from the southbound Sixth Avenue exit. Rosenblatt will talk with the homeowners about replacing the water line.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for July, 2023. Total income \$26,324, total expense \$23,723, with a net operating income of \$2601.

Discussion Verick inquired about the report note regarding July being over budget due to the emergency leak detection and repair at the intersection of Kay and Tepona totaling \$2,601, which is the same amount as the net operating income for the month. Levang will double-check the figures.

5.4 Finance Officer's Recommendations.-.No Recommendations.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the July, 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$201,731.58, and CD #2368 \$38,159.72; Operating Reserves \$28,937.07; Umpqua Savings #0648 \$6,625.03; Checking Account as of 8/8/2023 \$481,809.76. **Discussion** The 7/5/2023 DWR Grant reimbursement payment of \$174,302.77 for the water line replacement and well facilities projects is noted in the report and is reflected in the checking account balance.

5.6 January/February Warrants

Verick moved to approve warrants #'s 7485 through 7498 totaling \$22,533.50. Seconded by Hankin; all approved.

6. MANAGER'S REPORT

6.1 Water loss decreased from 9.2 gpm in June to 4.1 gpm in July for 22.0% of total production of 785,820 gallons. One known system leak.

Board packets contained a summary table of 13 months water loss history. July, 2023 water loss is at 22.0%, average water loss in the last 13 months is 37.9%.

Discussion Rosenblatt noted that there were 6-7 days of the known system leak in this meter reading period, which explains the 22% water loss. High water usage in this meter reading period can be attributed to the warm weather.

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

7.1 Update on progress of the Technical Assistance Grant for Water Plant from DFA.

Discussion - No discussion.

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

7.2a Funding agreement for Board review

Discussion A special meeting with Tom Warnock from PACE Engineering has been requested by a member of the Board to review the plans and the budget for the grant regarding the 20% contingency built in to the Engineer's report of \$13.2 million. Exhibit B "Funding Amounts" provided by Tom Warnock from PACE Engineering totals \$13.2 million. Rosenblatt said DFA is amending the agreement to build in another couple of million dollars over our \$13.2 million to \$15 million so we are in the first round of funding. We have executed the agreement with a healthy contingency and are ready to move forward. Rosenblatt will schedule a meeting with Warnock to explain the provisions from DFA and ask any questions about the project. Logistics and legalities for the special meeting were discussed, with plans for connectivity for a Zoom meeting with a visual presentation from Warnock. Verick inquired about the plausibility of the projected completion date of 12/31/25. Rosenblatt said the allocated money funding projects such as the water plant project expires 12/31/25 but there will be more funding allocated from CA Proposition 68 (Parks, Environment, and Water Bond) to complete the project.

Hankin inquired about the obligation in the agreement to have a water conservation program. Rosenblatt said our Ordinance 2014-1 is adequate. He will reach out to the State Water Resources Control Board for guidance regarding their mandate for water conservation and drought reporting. He is confident that our community has a high level of conservation compared to other areas. Hankin also inquired about the requirement to have a general counsel for the District to execute the agreement; Verick is qualified and will serve from time to time as a pro-bono counsel when the need arises if asked to do so by the General Manager. Verick suggested that the Board pass a resolution authorizing the General Manager to engage short-term pro-bono counsel from time to time when the need arises. Swisher inquired about Exhibit D, page 30 of the agreement, and what is the plan if we are not able to raise sufficient funds to cover the project. Rosenblatt said we are 100% covered by grant funding, and the 7% yearly increase on water bills will cover our operating costs. We are nearing where our

staffing capacity needs to be to run the new plant efficiently and will build in the operational costs such as sludge hauling to Eureka, on-site chlorine manufacturing, and the solar power system, when determined. The addition of existing homes to the District for new water service will also help with the operating budget.

8. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

8.1 DWR Small Community Drought Grant work proceeding

8.1a Update on Schedule A timeline for Waterline replacement

Discussion Verick received an approval from Humboldt County Planning Director John Ford approving the Emergency Coastal Development Permit. Rosenblatt had a preconstruction meeting for Schedule A (water line construction), and the project should start in early September. He has asked for an extension for the completion date and is waiting to hear back from DWR. The waterline is 6% under budget for the bid. We have the Emergency Coastal Development Permit, Caltrans Encroachment Permit, completed CEQA, and the County Encroachment Permit is in the works.

8.2 Update on Activities Related to Well Facilities. **Discussion/Approval**

8.2a Update on Schedule B timeline for well facilities

Rosenblatt had a preconstruction meeting, and submittals with the engineer and the state are being finalized. There is a tentative start date in the next few weeks. Hooven, the contractor, was concerned about getting the emergency generator in time; DWR said a time extension should be doable, and if the District needs more funding to finish the project, provided funds are available, the project should be 75-80% built before the District applies for the additional funding. Notification for both projects will be given to the community when a firm date for the beginning of construction is confirmed. Guest Elaine Weinreb suggested Rosenblatt send a press release to Jack Durham.

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

Rosenblatt has received 50% plans that he sent to the county to confirm the proper location for the tie-in of our pump station and flushing hydrant to the City of Trinidad's facility.. A portion of the tie-in may be at Luffenholtz Creek, at the bottom of Westhaven Drive in a county easement but not near the roadway. Rosenblatt is waiting for the green light from the county, and can then proceed with with the engineers to prepare a design for Board review within the next month or so.

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

No update at this time.

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

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

Discussion Rosenblatt said we have the draft CAPP and are working on the streambed alteration agreement with Fish & Wildlife, in which we are promising to do conservation work on the creek. The document will be sent to Fish and Wildlife, tribal entities (Yurok, Trinidad Rancheria, and the Tsurai Ancestral Society, and other agencies for publication. A Yurok placename for the creek exists and an inquiry has been made for future renaming.

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** Appraisals are being made for two parcels totaling five to six acres held by two willing sellers. We have applied for another micro grant to cover the appraisal for the other lots and for grant packaging to submit to various funders. The Coastal

Conservancy denied our grant because it did not fit their parameters, but we have three other funding sources that may be possibilities.

- 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 said we cannot proceed on the Negative Declaration until we have money. It will not be completed until we have the PG&E component. We are working to finish the PG&E component of the draft Neg Dec. The forester was out with PG&E's arborist today and is sounding positive. The locations of two new poles have been determined, with the goal of minimal impact of existing second growth redwood trees.
- 11. CREATION OF DISTRICT FACEBOOK PAGE**
 - 11.1** Update on status of Facebook page
Discussion Rosenblatt said they have worked on it a bit, and will discuss more in the future.
- 12. HOTSPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY**
 - 12.1** Investigation of hotspot or Access Humboldt for connectivity
Discussion Verick has still received no response from Access Humboldt; Hankin will email them to follow up.
- 13. MOMENT OF SILENCE IN HONOR AND REMEMBRANCE OF STEVEN PHIPPS**

The meeting was silent.
- 14. 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**
Discussion A special meeting will be planned with PACE to discuss coming projects.
- 16. ADJOURN**

Verick adjourned the meeting at 7:50 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary

WESTHAVEN COMMUNITY SERVICES DISTRICT
Special Meeting Minutes
August 29, 2023

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:45 PM. In attendance were:

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

Absent: Levang

Staff: Rosenblatt, Chandler, Whitlow-Hewett, Martin

Guests: None

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Rosenblatt motioned to move Item 4 (Presentation by PACE Engineering About the New Surface Water Treatment Plant) to before Item 3 (Discussion/Adoption of Contract with PACE Engineering)

Verick moved to approve the new order of agenda items. Seconded by Llanos, all approved.

4. PRESENTATION BY PACE ENGINEERING ABOUT THE NEW SURFACE WATER TREATMENT PLANT

4.1 Questions about the Zoom Presentation by Tom Warnock district engineer (Pace Engineering) for an overview of the new Surface Water Treatment Plant component **Discussion**

Questions asked by the Board and staff:

(Martin) What are the beads composed of in the micro flock media?

(Warnock) High density polyethylene (HDPE), the same material that comprises water pipes. It has no attrition so will not need to be replaced over time and is NSF approved for public health protection.

(Hankin) Why is the additional 200,000 gallon tank needed?

(Warnock) Half of the 100,000 gallon tank is dedicated to meet the disinfection contact time. More water will be available in case of a large leak, and more water available for firefighting capacity. Rosenblatt added we will have additional capacity to handle winter storm flushes or equipment failure.

(Verick) Will having a much larger tank have any affect on premiums our customers pay for fire insurance?

(Rosenblatt) The ISO fire rating is based on 60% of a water supply to support firefighting capacity. Any offset we get in our ISO rating from putting in larger water mains, more hydrants, and increased storage should at least keep us where we are with regard to being as to maintain fire and homeowner's insurance.

(Llanos) In regard to needed specialized equipment and supply chains, is the contractor or the district responsible for purchasing any equipment?

(Warnock) The contractor is responsible for that equipment. Once the submittals are approved, there is half a year to get in line to get the materials, so the main thing is to get the equipment ordered up front.

(Llanos) If construction is not finished by March 2026, what is the situation regarding payment? Will that money be allocated from a different funding source "if available"?

(Warnock) Those words are in every SRF agreement and in this expedited agreement. It is most likely we will get extensions from the State as needed. We will find a way to make it work.

Rosenblatt noted that his takeaways from his meeting with the funders at DFA are that the \$11 million will likely be amended to \$15 million once we get the bid proposals from the contractor for the design and environmental work, and the funders are already scoping out additional funding sources such as Prop 68 or bond or safe drinking water monies. The next funding source is good through 2027.

(Martin) Is there any state money coming from federal infrastructure funds?

(Rosenblatt) No, but sometimes there is pass-through money.

4.2 Questions regarding the Expedited Drinking Water Grant Program funding component of the Surface Water Treatment Plant Project. **Discussion**

Questions asked by the Board and staff:

(Hankin) Why are the costs of construction management and observation as high as they are and are these upper bound figures? Would the amount going toward consulting services be reduced and remaining funds potentially be available?

Verick said the costs are time and materials, and no guarantee of all of that being spent. We can move that allocation of funds into something else. Llanos noted the costs cover the 2-year long project for 1 or 2 staff people from Redding, plus a per diem.

(Warnock) If the amount of money in the budget allocated for design is not fully spent, that money will be able to be spent somewhere else. \$704,000 in the budget is for the two-year construction window. Construction management covers coordination with the contractor to get submittals, process pay requests, process contract change orders, and to be the middle person between the owner, funding agency, contractor, PG&E, and DDW. The construction observer is the key person overseeing activities of multiple projects and logistics of materials, monitoring the prevailing wage activities of the laborers, documentation, start-up, and training.

5. ITEMS RELEVANT TO ADOPTION OF THE PACE ENGINEERING CONTRACT FOR THE SURFACE WATER TREATMENT PLANT PROJECT.

5.1 Adoption of contract with Pace Engineering **Discussion/Approval.**

Verick moved to adopt the contract with Pace Engineering. Seconded by Cline, all approved.

6. ADJOURN

Verick adjourned the meeting at 8:37 PM.

Respectfully Submitted,
Christy Chandler
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	912,370 Gallons
Water Sold This Month	800,920 Gallons
Water Loss	111,450 Gallons
Water Loss (%)	12.22 %

	Amount (\$)	# Of Accounts
Total Water	29,029.96	232
Total Late Charge	193.11	47
Total Adjustments	(1.78)	2
Total Current Charges	29,221.29	232
Amount Past Due 1-30 Days	4,917.76	42
Amount Past Due 31-60 Days	1,872.49	21
Amount Past Due Over 60 Days	12,460.09	14
Amount Of Overpayments/Prepayments	(5,707.83)	43
Total Receivables	42,763.80	232

Total Receipts On Account	28,414.02	184
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	3,408	235
Average Water Charge For Active Meters	125.13	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		0		0	0.00	0.00
20,001-30,000		1		21,010	2.62	1.46
10,001-20,000		11		146,820	18.33	11.20
8,001-10,000		6		51,950	6.49	4.42
6,001-8,000		13		86,660	10.82	8.09
4,001-6,000		46		224,570	28.04	23.42
2,001-4,000		75		218,400	27.27	29.67
1-2,000		56		51,510	6.43	15.53
Zero Usage		27		0	0.00	6.20
<hr style="border-top: 1px dashed black;"/>						
Total Meters		235		800,920	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.

August 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				-	-	-		-	-	\$ -	
OCT				-	-	-		-	-	\$ -	
NOV				-	-	-		-	-	\$ -	
DEC				-	-	-		-	-	\$ -	
JAN				-	-	-		-	-	\$ -	
FEB				-	-	-		-	-	\$ -	
MAR				-	-	-		-	-	\$ -	
APR				-	-	-		-	-	\$ -	
MAY				-	-	-		-	-	\$ -	
Monthly AVG	30	653,730	202	21,904	108	49	\$ 11,360	\$ 56.03	\$ 2,799		
Total		1,961,190 (gal)					\$ 34,079		\$ 8,397	\$ 8,397	
Leak Adjustment		(gal)									
Cummulative Leak Adjustment		-					\$ -				
Net		1,961,190 (After Leak Adjustments)					\$ 34,079			\$ 8,397.03	

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	1,961,190	=	101%	2023-2024	\$34,079	=	110%
2022-2023	1,935,830		OF 22-23	2022-2023	30,914		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 August 2023**

ITEM 5.3

<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
Annual								
<u>Budget</u>	<u>Income</u>	<u>Aug 2023</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2023 thru Aug 2023</u>	<u>Jul 2023 thru Aug. 2024 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
291,518	Water Sales	28,964	24,293	4,671	54,810	48,586	6,223	112.8%
2,546	Water Services	450	212	238	928	424	503	218.6%
294,064	Total Income	29,414	24,505	4,908	55,737	49,011	6,727	113.7%
	Expense							
1,972	Source of Supply	0	164	-164	0	329	-329	0.0%
14,340	Pumping	918	1,195	-277	1,881	2,390	-509	78.7%
45,695	Water Treatment	3,465	3,808	-342	7,341	7,616	-274	96.4%
19,354	Transmission & Distribution	301 ¹	1,613	-1,312	3,594	3,226	368	111.4%
18,470	Customer Accounts	752 ²	1,539	-787	1,481	3,078	-1,597	48.1%
168,442	Administrative & General	27,199 ³	14,037	13,162	42,416	28,074	14,343	151.1%
268,273	Total Expense	32,635	22,356	10,279	56,714	44,712	12,001	126.8%
	Net Operating Income	-3,221	2,149		-976			

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

² Annual Workers Compensation payment of \$3,593 in July. Annual Liability Insurance payment of \$5716.97 in September. The warrants for Aug. 2023 included 3 pay periods and 2 months of Federal & State payroll taxes. Less check were distributed in July, more than usual in August. 2023

³ Admin/General is over budget in August due to a \$15,000 invoice for the 20/21 & 21/22 audit.

**WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
August 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>
\$207,737.28	1.69800	Capital Reserves Hum Co Fund 2600		\$ 20,000 ***	\$ 1,424.28 FY 19-20 Int \$ 2,591.18 FY 20-21 Int \$ 1,990.24 FY 21-22 Int	
\$38,459.26	0.50000	Capital Reserves CD Umpqua 2368 (matures 12/24/2024)				
\$28,937.77	0.24000	Operating Reserve LAIF # 16-12-005		\$ 10,000	\$21.18 Jan-Aug 2023 Interest	
\$100.00	0.03000	Savings Umpqua 0648				9/6/2023 \$6,525.09 **** Withdrew fund for \$13,200.84 DWR Loan pymt

\$467,415.03

Checking Account Umpqua 5013

Checking Balance as of 9/14/2023

*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

*** We received the interest amounts for the fiscal years listed. We still have not received an audited quarterly report since 9/20/2020

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

As of 6/30/2023 the DWR advance pymt balance for Trinidad Interite is \$445,705.66

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants August 16 - September 16, 2023

Number	Date	Amount	To Whom	Purpose
7499	8/16/2023	\$ 510.05	C. Chandler	Payroll 8/1-8/15/23
7500	8/16/2023	\$ 524.76	K. Martin	Payroll 8/1-8/15/23
7501	8/16/2023	\$ 806.07	M. Whitlow-Hewett	Payroll 8/1-8/15/23
7502	8/16/2023	\$ 2,046.95	P. Rosenblatt	Payroll 8/1-8/15/23
7503	8/16/2023	\$ 622.41	R. Levang	Payroll 8/1-8/15/23
7504	8/18/2023	\$ 53.88	B&B Portable Toilets	Rental 6/25-7/22/23
7505	8/18/2023	\$ 590.00	North Coast Labs	July outside lab
7506	8/18/2023	\$ 66.87	Pacific Paper	Office supplies
7507	8/18/2023	\$ 437.70	RVS Software	Envelops and water bills
7508	8/18/2023	\$ 70.00	USPS	Annual post office box fee
7509	8/18/2023	\$ 106.93	Valley Pacific	July fuel
7510	8/18/2023	\$ 1,250.54	Wahlund Const	Emergency repair Kay Avenue
7511	8/18/2023	\$ 74.08	RVS Software	Late notices
7512	8/23/2023	\$ 408.76	Blue Shield	Sept healthcare premium 2014.63/394.13
7513	9/1/2023	\$ 458.49	C. Chandler	Payroll 8/16/23-8/31/2023
7514	9/1/2023	\$ 823.47	K. Martin	Payroll 8/16/23-8/31/2023
7515	9/1/2023	\$ 857.60	M. Whitlow-Hewett	Payroll 8/16/23-8/31/2023
7516	9/1/2023	\$ 2,046.95	P. Rosenblatt	Payroll 8/16/23-8/31/2023
7517	9/1/2023	\$ 791.22	R. Levang	Payroll 8/16/23-8/31/2023
EFTPS	9/1/2023	2,588.72	EFTPS	Federal tax deposit for July 2023
EDD	9/1/2023	\$ 301.20	EDD	St tax deposit for July 2023
7518	9/1/2023	\$ 450.00	WVFD	Sept 2023 office rent
ByPhone	9/6/2023	\$ 639.42	Member Services	Visa: Dental Premium 157.11; Optimum 482.31 4 months telephone/Internet (Did not receive an invoice for 4 months)
7519	9/6/2023	\$ 53.88	B&B Portable Toilets	Rental 7/23-8/19/23
7520	9/6/2023	\$ 70.77	Badger Meter	Replacing meter at Strait/McClure Sea Drift
7521	9/6/2023	\$ 1,200.00	Dun & Martinek	Review titles, prepare easements on 3 properties
7522	9/6/2023	\$ 13,200.84	DWR Loan	Final pymt on loan
7523	9/6/2023	\$ 507.83	Mendes Supply	Chemicals
7524	9/6/2023	\$ 169.23	Optimum Business	Sept telephone & Internet
7525	9/6/2023	\$ 32.67	Pacific Paper	Office supplies, copy paper
7526	9/6/2023	\$ 790.35	PG&E	470.21 plant; 49.41 office; 270.73 Wells
7527	9/6/2023	\$ 5,716.97	SDRMA	23-24 Property/liability Insurance
7528	9/6/2023	\$ 7,000.00	The PUN GROUP	20/21 & 21/22 audit (Balance \$8000)
7529	9/6/2023	\$ 300.00	Underground Service A	2023 Membership fee
7530	9/6/2023	\$ 186.23	Valley Pacific	August fuel
7531	9/6/2023	\$ -	Void	Void
7532	9/6/2023	\$ 153.00	US Postal Service	3 rolls postcard stamps
7533	9/8/2023	\$ 285.00	North Coast Labs	August outside lab
7534	9/16/2023	\$ 353.75	C. Chandler	Payroll 9/1-9/15/23

7535	9/16/2023	\$ 698.44	K. Martin	Payroll 9/1-9/15/23
7536	9/16/2023	\$ 648.78	M. Whitlow-Hewett	Payroll 9/1-9/15/23
7537	9/16/2023	\$ 2,046.95	P. Rosenblatt	Payroll 9/1-9/15/23
7538	9/16/2023	\$ 707.25	R. Levang	Payroll 9/1-9/15/23
EFTPS	9/16/2023	\$ 2,568.60	EFTPS	Federal tax deposit for August 2023

Total \$53,216.61

Checking Account Balance as of 9/16/2023
\$462,959.83

Total Operating warrants \$51,962.73

Total Special Projects \$53.88

Total Intertie 14620

Total DWR Drought 14508 \$1,200.00

Total Grant & Spec Project Warrants \$1,253.88

DWR total advance pymts received as of 7/7/2023 \$ 464,150.00

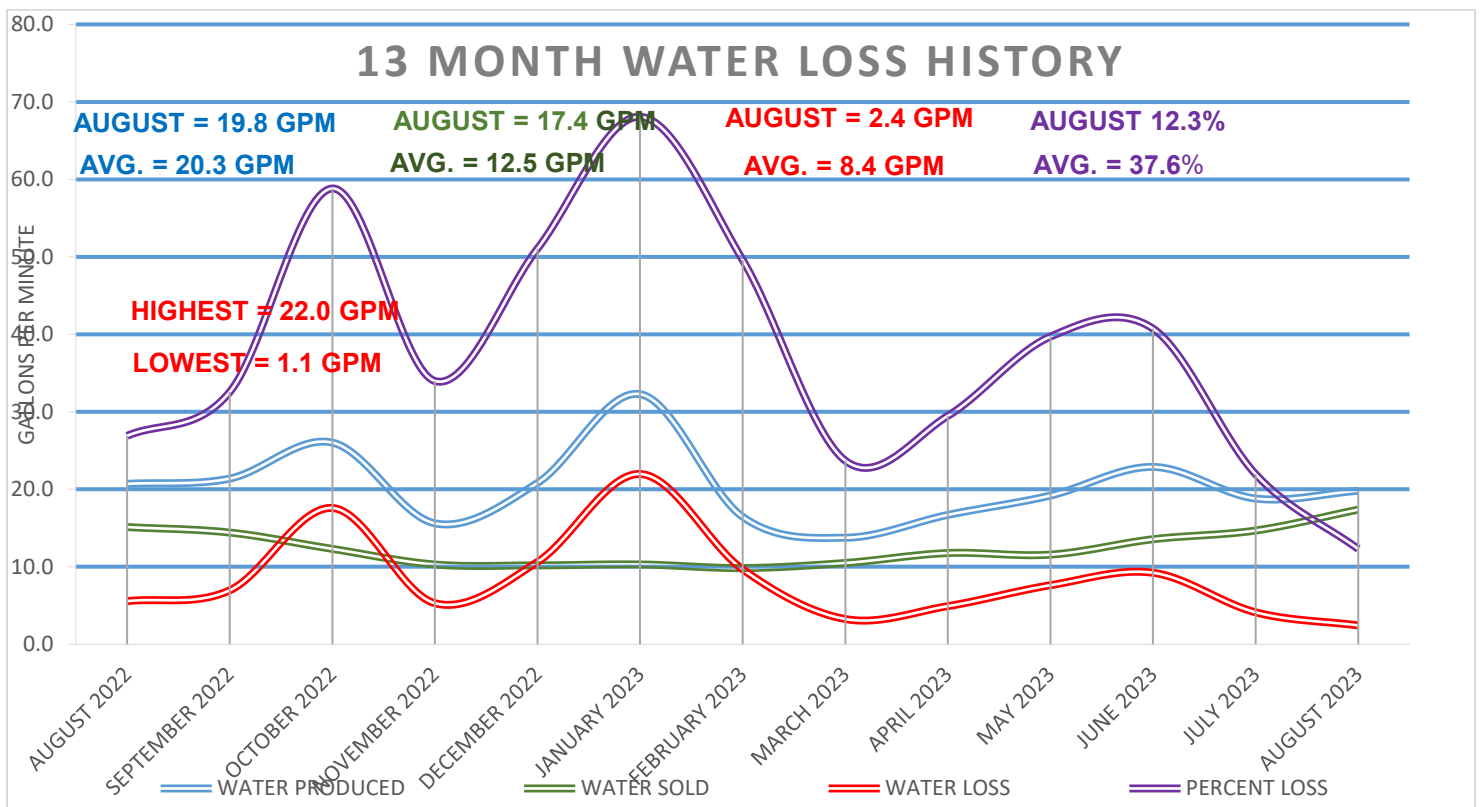
*Advance pymt balance as of 6/30/2023 \$ 445,705.66

WESTHAVEN CSD • MANAGER'S REPORT
AUGUST 2023

6.1 Water Loss

Water loss decreased from 4.1 gpm in July to 2.4 gpm in August for 12.3% of total production of 800,290 gallons.
No known system leaks. Discussion

<u>FROM JULY 2003</u>	<u>PRODUCED GPM</u>	<u>SOLD GPM</u>	<u>LOST GPM</u>	<u>%LOSS OF PRODUCTION WATER PRODUCED</u>	<u>MONTHLY GALLONS</u>	<u>MONTHLY SOLD GALLONS</u>	<u>MONTHLY LOSS GALLONS</u>
AUGUST 2023	19.8	17.4	2.4	12.3	913,290	800,920	112,370
AVG. ALL	21	15	6	29	928,559	581,829	282,415
24 MO AVG.	19	12	7	33	836,606	537,861	298,745
13 MO AVG.	20.3	12.5	8.4	37.6	907,055	544,006	363,048
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
					AVG. LOSS %		
SINCE DECEMBER 2016					63,429,513	23	16,009,359
13 MONTH TOTALS					11,791,710	38	4,719,630
<u>SINCE OCT 2021 Submission of DWR Drought grant</u>					19,448,912	34	7,126,792



3

DAILY WELL FLOW

- 9/15/16 6.5 gpm
- 9/15/17 7.0 gpm
- 9/15/18 6.5 gpm
- 9/15/19 6.9 gpm
- 9/15/20 5.4 gpm
- 9/15/21 5.2 gpm
- 9/15/22 5.4 gpm
- 9/15/23 5.6 gpm

MONTH TOTAL AVG GPM

- 9/16 52.6 gpm
- 9/17 82.5 gpm (all collectors on)
- 9/18 48 gpm (all collectors on)
- 9/19 43 gpm (all collector only)
- 9/20 38 gpm (all collectors on)
- 9/21 33.5 gpm (all collectors on)
- 9/22 30 gpm all collectors on
- 9/15/23 33 gpm (Day) (all collectors on)

Westhaven Community Services District DWR Waterlines/Wells	Agreement Number: 4600014508
	Expiration Date: 3/29/2024

Date of Invoice:	Period April 1 to June 30, 23
Period Covered by this Invoice:	From: 4/1/2023 To: 6/30/2023

Invoice #: 3

Remaining Budget Amount	\$3,603,891
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	Budgeted Amounts	Amount Billed this Invoice	10% Retention Withheld from Grant Share Payment	Net Amount to Be Paid by DWR this Invoice	Total Billed in Previous Invoices	Total Billed To Date	Total Retention Withheld to Date
<i>Task 1 - Direct Project Administration</i>	\$134,040.00	\$2,838.38	\$283.84	\$2,554.54	\$2,903.16	\$5,741.54	\$574.15
<i>Task 2 - General Costs</i>	\$89,995.00	\$14,018.75	\$1,401.88	\$12,616.88	\$15,194.77	\$29,213.52	\$2,921.35
<i>Task 3 - Engineering Services</i>	\$811,270.00	\$52,217.00	\$5,221.70	\$46,995.30	\$291,037.86	\$343,254.86	\$34,325.49
<i>Task 4 - Construction</i>	\$3,085,528.00	-\$9,749.10	-\$974.91	-\$8,774.19	\$148,480.74	\$138,731.64	\$13,873.16
Grand Total	\$4,120,833.00	\$59,325.03	\$5,932.50	\$53,392.53	\$457,616.53	\$516,941.56	\$51,694.16

DWR Payments to date				Remaining Budget Amount: \$3,603,891.44	
5/24/2023	238,448.82			NET AMOUNT TO BE PAID BY DWR THIS INVOICE: \$53,392.53	
7/5/2023	<u>174,302.77</u>				
Total as of 7/31/2023	412,751.59			Payment approximately 6 weeks after Invoice has been submitted	

WESTHAVEN COMMUNITY SERVICES DISTRICT

RESOLUTION 2023-7

AUTHORIZING GENERAL MANAGER TO ENGAGE PRO BONO LEGAL SERVICES

COME NOW THE WCSD AND RESOLVE AS FOLLOWS:

WHEREAS the Westhaven Community Services District (WCSD) from time to time needs the short-term services of an attorney to provide legal advice or other legal services with regard to short-term, discrete issues that may arise during the day to day operation of the District;

and

WHEREAS, the ability to obtain such legal services quickly and efficiently when needed can facilitate District operations;

WHEREAS it is possible for the District to obtain pro bono legal services for short term engagements;

NOW THEREFORE LET IT BE RESOLVED that the Board of Directors of the WCSD, meeting in legal and regular session convened on this day, September 20, 2023, do hereby authorize the District General Manager to engage, on behalf of the District, pro-bono legal services, such as legal advice, opinion letters that grant-awarding entities may require as part of the grant application process, or other pro bono legal services the District may need to address discrete issues on a short term basis.

PASSED, APPROVED, and ADOPTED this 20th day of September, 2023 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Christy Chandler
Secretary
Westhaven Community Services District

William Verick
President