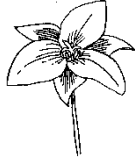


WESTHAVEN COMMUNITY SERVICES DISTRICT

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 September 21, 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 Meeting of the Board of the WCSD 21 Sept 2022

Time: Sep 21, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/82817400654>

Meeting ID: 828 1740 0654

Passcode: 483058

AUDIO ONLY:

Dial: +1 669 444 9171 US

Enter Meeting ID 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. RESOLUTION 2022.14 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2022.11 Regarding AB 361 Remote Meeting Via Zoom

5. AMEND / APPROVE MINUTES

5.1 August 17, 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 Report- **Discussion of report format**

6.4 Finance Officer's Recommendations – **Discussion**

6.5 Treasurer's Report and Recommendations – **Discussion**

6.6 August/September warrants – **Discussion/Approval**

7. MANAGER’S REPORT

7.1 No known’s 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**

11. CALIFORNIA’S NEW SHUT OFF PROTOCOLS

- 11.1 Review WCSD Ordinance 2022-12 Resolution 2022-12 Billing and Collection Procedures Replaces 2013-6 **New item Flow restrictors. Discussion/Approval**
- 11.2 Senate Bill No. 998 Chapter 891 regarding shutoff protocols for water utilities. **Discussion**

12. ORDINANCE 2021.3 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY.REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES DISCUSSION/APPROVAL

12.1 Ordinance 2021.3 Adopting a water conservation program and water supply emergency. **New item Flow restrictors. Discussion/Approval**

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 **October 19, 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 2022-15

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 SEPTEMBER 21, 2022 to OCTOBER 19, 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 19th of October, 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 **21st day of September, 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
August 17, 2022

1. CALL TO ORDER

Board President Verick called the meeting to order at 6:38 PM. In attendance were:

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

Absent: None

Staff: Rosenblatt, Martin, Whitlow-Hewitt & Levang

Guests: Elaine Weinreb

2. PUBLIC COMMENT

Weinreb asked what are the squiggly lines painted on the ground on Westhaven Drive and 6th Avenue. Rosenblatt replied that the surveyors have been marking the maximum area of which the new waterlines would be placed.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Weinreb had not yet been able to join the zoom meeting so it was suggested that we move forward with the agenda and address the public comment once Weinreb is able to join the meeting.

Swisher moved to approve the order of agenda items with the exception that Public Comment would be inserted in when the public was able to connect into the Zoom meeting. Seconded by Verick; all approved.

4. RESOLUTION 2022-12-13 REGARDING AB361 REMOTE MEETING

4.1 Resolution 2022-12-13 regarding Ab361 Remote Meeting Via Zoom

Cline moved to approve Resolution 2022-12 Remote Meeting. Seconded by Verick; all approved.

Hankin noticed that we have two new resolutions using the number 2022-12

Hankin moved to rename Resolution 2022-12 Remote Meeting to Resolution 2022-13. Seconded by Verick: all approved.

5. AMEND / APPROVE MINUTES

5.1 July 20, 2022 regular meeting minutes

The minutes were amended as follows:

- Item 9.1, 2nd to the last sentence, change to read "*He has been waiting 7 months for the additional funding to complete the environmental documentation*".
- Item 8.2, 6th line, change "~~waterlines that were replaced~~", to read "*existing waterlines*".
- Item 10.1, last sentence, change "two days of ~~staff~~ time to remove", to read "*two days of California Conservation Corps crew time and travel to remove*".
- Item 11.1, 3rd line down correct ~~WSCD~~ to *WCSD*.
- Item 11.1, 4th line down, change "a check will go to", to read. "a check *from DWR* will go to".
- Item 11.1, 11th line, which reads, "~~confirmation that the entity receiving water treats the water~~", correct to read "*that the entity supplying the water treats the water*".
- Item 11.1, 12th line change "~~moved on to the concern that with inflation whether or not there is enough funding to complete the project~~", change to read "*moved on to concern that, with inflation, there may not be enough funding to complete the project*".

Hankin moved to approve July 20, 2022 regular meeting minutes as amended. Seconded by Verick; all approved.

6. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

6.1 Director's Report-monthly billings and collections - discussion

Board packets contained Directors report. Total July, 2022 water sales were \$23,758.84, and total receivables were \$28,025.35. Rosenblatt reported there was a service lateral leak July 6 on 7th Avenue. On July 31st there was a leak that will show on next month's reports. Verick asked about the variance in amounts of water that customers were using. Rosenblatt said the customers with high usage was for gardening. In case of water shortages he would call those customers first to request they adjust water usage. There are different conservation standards for food gardening and landscape gardening.

6.2 Water Consumption and Sales - Board packets contained Water Consumption and Billings-Commodity Charges Only report. July, 2022 gallons billed 567,100; average gallon per day per meter readings 99; per person 45, average monthly charge per accounts \$44.18 total monthly charges \$9,056; monthly deviation from budget \$496.

There was discussion regarding that there was little deviation from the budget in July. This time of year water usage is higher and there should be a larger deviation from budget to balance to for lower water usage in the winter months. The concern is that we will be under revenue in this years budget. If we do come up short we need to look closer at what our expectation is for water usage, and if we keep taking funds from the reserve account we need to more seriously review next year's budget and discuss adding money into the operating reserve.

6.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for July, 2022. Total income \$19,973, total expense \$19,935, with a net operating income of \$38. No discussion.

6.4 Finance Officer's Recommendations – No recommendations

6.5 Treasurer's Report and Recommendations – discussion

Board packets contained a copy of the July, 2022. Treasurer's report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,391.44; DWR Reserve CD \$28,902.26; DWR Loan Savings \$11,026.98; Checking Account as of 8/12/2022 \$11,656.56. Cline asked about the \$60,000 that was to be transferred from the Capital reserve to the checking account. Levang said she contacted the County requesting information on where they are in the process, she hasn't heard back yet. Discussion of the formatting on the report at the bottom of the page. Levang will look into why that happened and correct.

6.6 November/December Warrants – discussion/approval

Verick moved to approve warrants #'s 7116 through 7142, one Federal payroll tax deposit and one State payroll tax deposits, and three debit card charges, totaling \$18,189.44. Seconded by Cline; all approved.

7. MANAGER'S REPORT

7.1 Water Loss decreased from 8.3 GPM in May to 2.7 GPM in June for 16.0% of total production of 675,460 gallons. One known system leak.

Board packets contained a summary table of 13 months water loss history. July 2022 water loss is at 16.0%, average water loss in the last 13 months is 24.8%, Rosenblatt reported several leaks in June and one small leak in July.

8. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

8.1 The DWR Small Community Drought Grant work is proceeding.

Rosenblatt reported that the surveyors have been surveying the waterlines. Tom Warnock with PACE Engineers was here on Saturday, August 14. Rosenblatt, Warnock and Llanos, walked and identified where the District waterlines cross with the Moonstone Heights Mutual

Water Association (MHMWA) water lines and identified the horizontal boring portion. They met with Roland Johnson, Vice President of MHMWA Board. They also confirmed the waterline portion of the project is moving forward. Rosenblatt is working with the planner to submit for emergency permits.

8.2 Update on activities related to well drilling. The well driller will be submitting a contract, or purchase order, scheduled to be signed in the next ten days. The Coastal Development Permits have been issued and are in the renewal process. There are other permits specifically for well drilling for which the drillers are responsible. It should take about three weeks after the signed contract for the permits to be submitted. All three wells will be drilled and we will be analyzing their water production. We are putting data loggers in the wells and in the neighboring wells. We are hoping for 3 gallons per minute per well.

8.3 Discussion of the potential financial risk WCSD is facing with multiple grant projects. The concern is that WCSD may need to get a line of credit or a bridge loan to pay contractors in part because it is estimated that it could take 2 ½ months to receive payments once a request has been sent to the State. Hankin stated the risks are (1) cash flow problems and (2) that the funding might turn out to be less than the contractor bids, due to unexpectedly high inflation. Rosenblatt said there is 700 feet of waterline installation that could be eliminated and that the District has already eliminated installation of two fire hydrants from the project. Rosenblatt reported that they put a 20 - 30 % contingency into the grant to account for inflation. Rosenblatt thinks we will be financially okay with the DWR Drought Grant. The contingency plan is to get a bridge loan which is short term loan with a lower interest rate. There was discussion of if and when we got to that point what we will do. How do we shed financial risk before it causes a fiscal threat in short and long term to the District. Llanos added that the concerns are valid, however if it were to happen, we will not be the only Agency at risk and DWR is very aware of these issues. DWR will work with the agencies; they want the projects to succeed, but there are no guarantees.

Discussion ensued on a strategy entailing reducing the scope of the project or identifying if there is a way to shed the project without creating serious negative fiscal problems for the District. The best alternative is to work with DWR. The discussion continued with the board questioning how much the District is willing to spend from the reserve and whether or not to put a cap on how much to spend. There was discussion of creating a new policy but it was decided that it made more sense to proceed on an ad hoc basis. This concern is a greater with the Trinidad Intertie grant.

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

9.1 Update on progress of technical assistance grant for the new Water Plant. Rosenblatt explained that approximately 7 months ago he requested additional funds for design, including \$20,000 to WCSD to reimburse PGE for design work and septic, and to complete environmental permits. DFA approved the additional funding and we are still waiting to receive the funds.

10. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANT TWO CREEK CAPP

10.1 Update on progress of technical assistance grant for writing the Conceptual Area Protection Plan (CAPP) for the Two Creek watershed. Work is being done by Mark Andre and BBW. Mark Andre is preparing a rough draft. Rosenblatt spoke with the Orick Yurok tribal council member and asked for her input on the plan. She is very supportive and interested in the district protecting the environment. The Yurok tribe is knowledgeable on how native plants impact the environment.

11. INTERIM EMERGENCY INTERTIE AGREEMENT

11.1 Explanation of the payment process and potential risk factors. Levang gave an overview of the payment process. It was discussed to request for payment monthly instead of

quarterly to help with the two+ month lag between payment request and receipt of payment. Discussion of working with the contractors to agree to be paid when the District is paid. Llanos agreed to do some research and report back to the board on how other agencies have approached and negotiated with contractors

- 11.2 Interim emergency intertie agreement between the City of Trinidad and Westhaven CSD. At the last WCSD board meeting there were questions the members wanted addressed concerning the agreement with the City of Trinidad. The WCSD Intertie Committee met with the City of Trinidad and made revisions to the agreement. The revised agreement is attached and both the City of Trinidad and the WCSD board are reviewing and approving the same interim agreement. The interim agreement needs to be approved before we can get started on the project. Llanos provided notes from the 8/23/2022 Intertie Committee meeting and gave an overview to the board. Verick offered to make some edits to the draft agreement which is intended to be submitted as suggestions for the actual agreement between the City of Trinidad and WCSD.

Verick moved to approve the attached interim emergency intertie agreement between the City of Trinidad and Westhaven CSD. Seconded by Cline; all approved.

12. ORDINANCE 2022-1 ESTABLISHING REGULATIONS FOR CROSS CONNECTION CONTROL

- 12.1 ORDINANCE 2022-1 Establishing Regulations For Cross Connection Control
This is the second reading of the ordinance

Verick moved to approve Ordinance 2022-1 Establishing Regulations for Cross Connection Control. Seconded by Swisher; all approved.

13. CALIFORNIA NEW SHUT OFF PROTOCOLS

- 13.1 Review WCSD Resolution 2022-12 Establishing Billing and Collection Procedures For Water Service and Procedures for Disconnection and Suspension of Water Service (Replaces Resolution 2013-6)

The attached Resolution did not track the changes so was tabled until next month.

- 13.2 Senate Bill #998 Chapter 891 regarding shutoff protocols for water utilities
Discussion of how the district will cover the additional expenses due to Senate Bill #998 which restricts the Districts ability to collect on water service debts. Proposition 218 distinguishes between what we can charge as fees and water service charges. Swisher pointed out that in the budget we could include uncollected revenues, which is an estimation of cost and addresses proposition 218 requirements for increases in service charges.

14. REVIEW CONFLICT OF INTEREST CODE

- 14.1 Resolution 06-7 A Resolution for the WCSD Adopting a Conflict of Interest Code Pursuant to the Political Reform Act of 1974 – Review and determine if revisions are necessary because of changes in State law or District circumstances. No changes are necessary

Verick made the motion that Resolution 06-7 remains the same, that amendments are unnecessary. Seconded by Cline; all approved.

15. LETTER OF ENGAGEMENT FOR WCSD AUDIT FOR FISCAL YEARS 21-22 & 20-21

- 15.1 Letter of Engagement of The Pun Group to perform WCSD Audit for years ended June 30, 2022 and June 30, 2021. Rosenblatt included the letter of engagement to inform the board of the upcoming audit to be performed by the PUN Group.

16. RETURN TO IN-PERSON MEETINGS

- 16.1 Return to in-person meetings – consensus to continue meeting via Zoom.

Minutes August 17, 2022

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

17.1 Discussion of philosophical, political and meta issue aspects of the district's existence and operation. No discussion

18. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

None

Rosenblatt thanked the board for their engagement, participation and hard work.

20. ADJOURN

Verick adjourned the meeting at 9:22 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	1,011,680 Gallons
Water Sold This Month	741,200 Gallons
Water Loss	270,480 Gallons
Water Loss (%)	26.74 %

	Amount (\$)	# Of Accounts
Total Water	26,323.86	232
Total Late Charge	102.95	41
Total Adjustments	-166.19	5
Total Current Charges	26,260.62	232
Amount Past Due 1-30 Days	4,123.61	39
Amount Past Due 31-60 Days	1,645.28	18
Amount Past Due Over 60 Days	4,878.74	12
Amount Of Overpayments/Prepayments	-6,804.89	51
Total Receivables	30,103.36	232

Total Receipts On Account	24,182.61	191
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	3,154	235
Average Water Charge For Active Meters	113.46	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	23,710	3.20	1.67
10,001-20,000		5	61,640	8.32	4.98
8,001-10,000		5	45,200	6.10	3.92
6,001-8,000		15	99,900	13.48	9.58
4,001-6,000		49	243,580	32.86	26.55
2,001-4,000		68	195,900	26.43	28.07
1-2,000		69	71,270	9.62	20.30
Zero Usage		23	0	0.00	4.92
Total Meters		235	741,200	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.

August 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				Avg persons per household: 2.20			CHARGES			
GPD = Gallons per day										
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				-	-	-		-	-	\$ -
OCT				-	-	-		-	-	\$ -
NOV				-	-	-		-	-	\$ -
DEC				-	-	-		-	-	\$ -
JAN				-	-	-		-	-	\$ -
FEB				-	-	-		-	-	\$ -
MAR				-	-	-		-	-	\$ -
APR				-	-	-		-	-	\$ -
MAY				-	-	-		-	-	\$ -
Monthly AVG	31.7	645277	205	20357	99	45	\$ 10,305	\$ 50.14	\$ 1,744	
Total		1,935,830 (gal)					\$ 30,914		\$ 5,232	\$ 5,232
Leak Adjustment		17,759 (gal)					\$ 213			
Cummulative Leak Adjustment										
Net		1,935,830 (After Leak Adjustments)					\$ 30,701			\$ 5,018.77

BUDGETED ANNUAL COMMODITY INCOME: \$ 102,729
 BUDGETED COMMODITY PER MONTH: \$ 8,561
 BUDGETED COMMODITY PER PERSON PERMONTH: \$ 41.96

SOLD TO DATE

2022-2023 1,935,830 = 89%
 2021-2022 2,178,610 OF 21-22

TOTAL BILLINGS TO DATE

2022-2023 \$30,914 = 93%
 2021-2022 \$33,086 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

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

ITEM 6.3

Annual		<u>CURRENT</u>			<u>CUMULATIVE</u>			
<u>OPERATING BUDGET</u>		August 2022	Monthly Budget	Over/Und er	July 2022 thru August 2022	Jul '22 thru June 2023 Budget	Over/ Under	% of Budget
<u>Budget</u>	<u>Income</u>							
249,859	Water Sales	22,395	20,822	1,574	42,015	41,643	372	100.9%
<u>3,282</u>	Water Services	<u>893</u>	<u>274</u>	<u>619</u>	<u>1,246</u>	<u>274</u>	<u>973</u>	455.6%
<u>253,141</u>	Total Income	<u>23,288</u>	<u>21,095</u>	<u>2,193</u>	<u>43,261</u>	<u>41,917</u>	<u>1,344</u>	103.2%
	<u>Expense</u>							
1,086	Source of Supply	0	91	-91	164	181	-17	90.6%
11,536	Pumping	690	961	-271	1,706	1,923	-217	88.7%
49,270	Water Treatment	4,589	4,106	483	7,538	8,212	-674	91.8%
13,725	Transmission & Distribution	4,773 ¹	1,144	3,629	5,491	2,288	3,204	240.0%
11,329	Customer Accounts	597	944	-347	1,034	1,888	-854	54.8%
156,195	Administrative & General	9,827	13,016	-3,189	24,578	26,033	-1,454	94.4%
<u>10,000</u>	Operating Reserves Contrib.	<u>0</u>	<u>833</u>	<u>-833</u>	<u>0</u>	<u>1,667</u>	<u>-1,667</u>	0.0%
<u>253,141</u>	Total Expense	<u>20,476</u>	<u>21,095</u>	<u>-619</u>	<u>40,511</u>	<u>42,190</u>	<u>-1,679</u>	96.0%
	Net Operating Income	2,812	0		2,750			

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
August 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
\$28,907.56	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
\$13,227.31	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)		
\$68,219.72		Checking Account Umpqua 5013				Checking Balance as of 9/16/2022

*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.**

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants August 17, 2022- September 16, 2022

Number	Date	Amount	To Whom	Purpose
Debit 1	8/17/22	\$112.75	Statewide	DWR Drought for white&blue const. marking
Debit 2	8/17/22	\$48.67	Statewide	Blue fectors for fire hydrants
Debit 9040	8/10/22	\$4.50	Safeway	Rubbing alcohol
7143	8/25/2022	\$ 167.41	Cardmember Service	August dental premium pymt
7144	8/25/2022	\$ 2,120.77	Blue Shield of CA	September medical premium pymt
EDD	8/24/2022	\$ 235.05	EDD	August payroll taxes
EFTPS	8/24/2022	\$ 2,075.20	EFTPS	August payroll taxes
7145	9/1/2022	\$ 697.05	K.Martin	Payroll August 16-31
7146	9/1/2022	\$ 544.28	M. Whitlow-Hewett	Payroll August 16-31
7147	9/1/2022	\$ 1,847.16	P.Rosenblatt	Payroll August 16-31
7148	9/1/2022	\$ 760.00	R.Levang	Payroll August 16-31
7149	9/1/2022	\$ 450.00	WVFD	September office rent
7150	9/6/2022	\$ 216.00	David Hankin	Reimbursement for SquareSpace website annual domain fee
7151	9/6/2022	\$ 142.87	AT&T	Plant phone service for 8/20-9/19
7152	9/6/2022	\$ 53.88	B&B Portable Toilets	Rental 7/24-8/20/22
7153	9/6/2022	\$ 2,250.00	Brian McNeill	Annual backflow testing
7154	9/6/2022	\$ 850.00	LACO Assoc	DWR Drought biological & rare plant study
7155	9/6/2022	\$ 327.84	Mendes Supply	Chemicals
7156	9/6/2022	\$ 1,969.00	North Coast Labs	Outside lab-\$1409 for ?????
7157	9/6/2022	\$ 10.00	P. Rosenblatt	reimbursement to cover increase in stamp purchase
7158	9/6/2022	\$ 45.40	Pacific Paper Co	office supplies
7159	9/8/2022	\$ 1,119.00	Humboldt Co Environmen	Water well inspection-DWR Drought Grant
7160	9/9/2022	\$ 140.03	Optimum Business	Office Internet & phone for September
7161	9/9/2022	\$ 728.96	PG&E	Plant 447.64, Office 43.66, Well 237.66
7162	9/9/2022	\$ 15.04	Thomas Home Center	Blind for office window door
7163	9/9/2022	\$ 109.33	Valley Pacific	August fuel
7164	9/9/2022	\$ -	Void	
7165	9/9/2022	\$ 20.00	David Hankin	Annual website domain name fee
Debit 785	9/13/2022	\$ 20.33	McKinleyville Ace	Cement/Primer PVC
7166	9/16/2022	\$ 611.18	K.Martin	Payroll September 1-16
7167	9/16/2022	\$ 761.08	M. Whitlow-Hewett	Payroll September 1-16
7168	9/16/2022	\$ 1,847.16	P. Rosenblatt	Payroll September 1-16
7169	9/16/2022	\$ 584.50	R.Levang	Payroll September 1-16

Total \$20,884.44

Checking Account Balance as of 9/16/2022
\$68,219.72

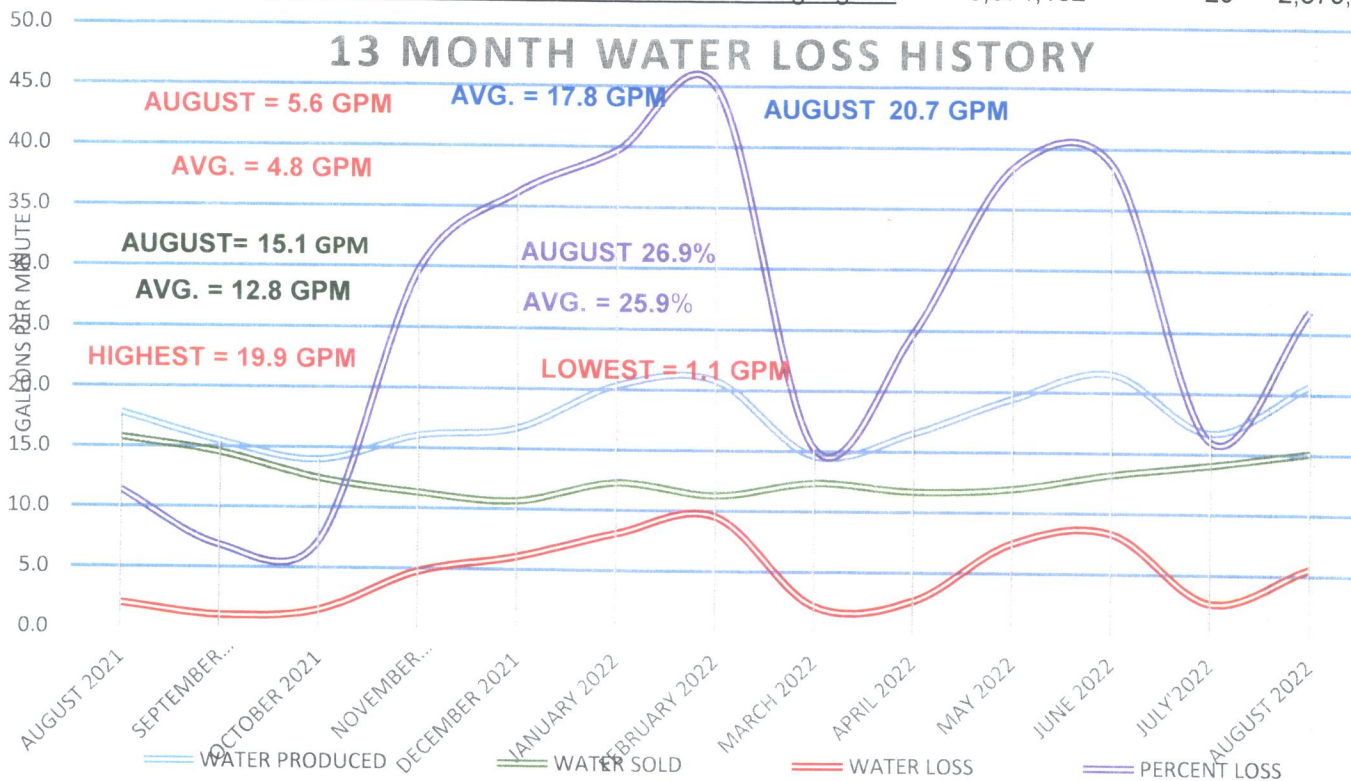
WESTHAVEN CSD • MANAGER'S REPORT
SEPTEMBER 2022

7.1 Water Loss

Water loss increased from 2.7 gpm in July to 25.6 gpm in August for 26.9% of total production of 1,013,980 gallons No known system leaks Discussion

FROM JULY 2003	PRODUCED GPM	SOLD GPM	LOST GPM	%LOSS OF WATER PRODUCED	MONTHLY PRODUCTION GALLONS	MONTHLY SOLD GALLONS	MONTHLY LOSS GALLONS
AUGUST 2022	20.7	15.1	5.6	26.9	1,013,980	741,200	272,780
AVG. ALL	21	15	6	28	929,779	597,690	277,838
24 MO AVG.	18	13	4	23	784,942	591,810	193,132
13 MO AVG.	17.8	12.8	4.8	25.9	782597.1	565471.5	217125.5
MINIMUM MONTH EVER	11.2	10.0	1.1	6.8	488,090	446,110	43,080
	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021	APR 2017		SEPT 2021
MAXIMUM MONTH EVER	34.8	27.0	19.9	61.8	1,523,405	850,410	916,340
	JUL 2004	JUL 2003	NOV 2016	NOV 2016	JUL 2004		NOV 2016

	AVG. LOSS %
SINCE DECEMBER 2016	21
13 MONTH TOTALS	26
SINCE OCT 2021 Submission of DWR Drought grant	29



Annual Data DATE GPM

DAILY WELL FLOW

9/13/16	7.4 gpm
9/13/17	8.0 gpm
9/13/18	6.5 gpm
9/13/19	6.8 gpm
9/13/20	5.4 gpm
9/13/21	5.1 gpm
9/13/22	5.0 gpm

Stream flow monthly mean gpm average

MONTH	GPM
9/16	51.4 gpm
9/17	84.2 gpm
9/18	48 gpm
9/19	43 gpm
9/20	38 gpm
9/21	33.5 gpm
9/13/22	30 gpm (Day) all collectors on

WCSD RESOLUTION 2022-12

(Resolution 2013-6 revised)

ESTABLISHING BILLING AND COLLECTION PROCEDURES FOR WATER SERVICE AND PROCEDURES FOR DISCONNECTION AND SUSPENSION OF WATER SERVICE

WHEREAS, WCSD Ordinances Establishing General Water Use Regulations stipulate that billing dates, due dates, disconnection dates, service charges and procedures for collection of past due bills and termination of service shall be established by Resolution of the Board

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the Westhaven Community Services District (the District) hereby establishes the following procedures for billing and collection of payments.

DEFINITIONS

Amortized	means decreased by incremental payments of a scheduled amount over a scheduled period of time.
Disconnected	means turned off, normally by locking the meter supply valve in the off position. Disconnected water services shall continue to accrue liability for the standard monthly Base Rate charges and standard late charges.
Suspended	means rendered unavailable after being disconnected, normally by removal of the meter and locking the meter supply valve in the off position. Suspended water services shall continue to accrue liability for the standard monthly Base Rate charges and standard late charges.

BILLING

1. The billing period for regular water service shall be monthly.
2. Monthly billing shall be comprised of the base rate for the month in which bills are due plus the commodity rate for metered consumption during the previous monthly period.
3. Meters shall be read during the last 7 days of the month.
4. Bills shall be mailed before the end of the month.
5. Bills shall be past due after the 24th day of the following month.
6. After the due date a 1.0% service charge shall be added to past due balances.
(California Government Code 61115 C)

COLLECTION OF PAST DUE AMOUNTS AND DISCONNECTION OF SERVICE

1. At the regular billing time, customers with a ~~new 60 day (two billing periods)~~ past due balance greater than ~~\$25.00 the current Base Rate or a continuing past due balance greater than \$5.00~~ shall have a notice of disconnection included with their bills.
2. The deadline for payment to avoid disconnection shall be the 18th day of the month or the first business day following the 18th day. Payment of the past due balance before the deadline shall be sufficient to avoid disconnection.
3. After the deadline, the minimum payment to avoid disconnection shall be the current month's bill balance, plus an amortized portion of the past due amount. The amortized portion shall be based upon a negotiated monthly schedule over a minimum period of 12 months and beginning with the first month the account became past due.
4. ~~At least 48 hours~~ At least 7 days (excluding weekends and legal holidays) prior to disconnection, the customer shall be given notice of the pending disconnection by contact with an adult person residing at the premises to be disconnected. Contact shall be by telephone, in person or by written notice posted in a conspicuous location at the premises.
5. Every notice of disconnection of service pursuant to section 1. above shall include the following information pursuant to California Government Code sections ~~60372-116908 and 60373~~:
 - (i) The customer's name and address.
 - (ii) The amount of the delinquency.
 - (iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
 - (iv) A description of the process to apply for an extension of time to pay the delinquent charges.
 - (v) A description of the procedure to petition for bill review and appeal.
- ~~5.~~ (vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges.
 - A. ~~The name and address of the customer whose account is delinquent~~
 - B. ~~The amount of the delinquency~~
 - C. ~~The date by which payment or arrangement for payment is required in order to avoid disconnection~~
 - D. ~~The procedure by which a customer may initiate a complaint or request an investigation concerning services or charges, except that if the bill for service contains a description of that procedure, the notice pursuant to subdivision 1. is not required to contain that information~~
 - E. ~~The procedure by which the customer may request amortization of the unpaid charges~~
 - F. ~~The procedure by which a customer may obtain information on the availability of financial assistance, including private, local, state or federal sources, if applicable~~
 - G. ~~The telephone number of a representative of the district who can provide additional information or institute arrangements for payment~~
- ~~6.~~ Every notice of disconnection pursuant to section 4, above, shall include the information in paragraphs A., B., C., F. and G.
- ~~7-6.~~ If payment or arrangement for payment of the minimum amount due specified in the notice of disconnection is not made by the time specified in the notice of disconnection, the service shall be disconnected by being locked off and re-connected only after payment of the minimum amount due plus the reconnection charge (maximum of \$50 if reconnected on a weekday; maximum of \$150 if reconnected on a holiday or weekend) set by Resolution of the Board.

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~~8-7.~~ A customer wishing to pay the minimum amount due at the time that a district employee is in the process of disconnecting the service must also pay the reconnection charge to avoid disconnection.

~~9-8.~~ No disconnection of service shall be effected without compliance with the above conditions, and any service wrongfully disconnected shall be restored without charge for the restoration of service. This restoration of service shall be the limit of the District's liability for wrongful disconnection.

~~10-9.~~ No service shall, by reason of delinquency in payment, be disconnected on any Saturday, Sunday, legal holiday, or at any time during which the business office of the district is not open to the public.

~~10.~~ EXCEPTION: If a customer has a 60 day outstanding balance exceeding the current Base Rate and has not paid outstanding bills by the 18th day following receipt of notice of delinquency, water service shall not be discontinued if ALL of the following conditions are met:

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~~A.~~ The customer, or a tenant of the customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

~~B.~~ The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

~~C.~~ The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of California Government Code section 116906, with respect to all delinquent charges.

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SUSPENSION OF WATER SERVICE CONNECTION

If the minimum amount due on the account plus the reconnection charge has not been paid in full at the end of thirty (30) calendar days from the date a service has been disconnected for non-payment, a certified letter shall be sent to the customer of record and/or property owner of record stating that if after another ninety (90) calendar days the bill and applicable charges have not been paid the water service connection will be declared suspended by the District, at which time a second certified letter will be sent informing the customer of record and/or property owner of the suspension.

A suspended water service connection may be reinstated by application for reconnection of suspended water service and payment of all applicable and accrued District charges, including the most recently calculated System Capacity Charge.

PASSED, APPROVED, and ADOPTED this Twenty-first Day of September, 2022 by the following roll call

WCSD RESOLUTION 2013-6

vote:

AYES:

NOES: None

ABSTAIN: None

ABSENT: None

William Verick, President
Westhaven Community Services District

ATTEST:

Roxanne Levang, Secretary
Westhaven Community Services District

WCSD ORDINANCE 2021-3
ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY
EMERGENCY ORDINANCE

An Ordinance Amending Ordinance 2014-2 Dated May 21, 2014

WHEREAS, article X, section 2 of the California Constitution declares that waters of the State are to be put to beneficial use, that waste, unreasonable use, or unreasonable method of use of water be prevented, and that water be conserved for the public welfare; and

WHEREAS, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of drought are essential to the public health, safety and welfare; and

WHEREAS, regulation of the time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, installation and use of water-saving devices, provide an effective and immediately available means of conserving water; and

WHEREAS, California Water Code sections 375 et seq. empower any public entity which supplies water at retail or wholesale to adopt and enforce a water conservation program to reduce the quantity of water used by those within its service area after holding a public hearing and making appropriate findings of necessity for the adoption of a water conservation program; and

WHEREAS, Water Code section 375, subdivision (c) defines "public entity" to include a city, county, special district, water authority, or any other municipal public corporation or district; and

WHEREAS, pursuant to Water Code section 376 and Government Code 6061, the Westhaven Community Services District ("WCSD") must publish in a newspaper of general circulation any ordinance or resolution adopting a water conservation program within 10 days after its adoption; and

WHEREAS, Water Code section 377 establishes that, from the publication of an ordinance or resolution pursuant to section 376 until the repeal of the ordinance or end of the emergency, it is a misdemeanor punishable by up to 30 days in county jail and/or a fine of up to \$1,000 for any person to violate a requirement of the water conservation program; and

WHEREAS, Water Code sections 350 et seq. empower the WCSD to declare a water service emergency and to adopt such regulations and restrictions on the delivery of water and water consumption for public use as will in the Board's sound discretion conserve the water supply for the greatest public benefit with particular regard to domestic use, sanitation and fire protection; and

WHEREAS, WCSD does not have sufficient water storage capacity to forecast into the future whether available water is likely to diminish, which means that it is impractical for WCSD to design and implement a multi-step drought response conservation program; and

WHEREAS, WCSD has the ability to monitor water supply and consumption on a weekly or daily basis and is therefore able to observe in close to real time when drought causes water supply to diminish such that water consumption threatens to exceed water supply; and

WHEREAS, current consumption of water supplied by WCSD on a per capita basis averages less than 100 gallons per day, and WCSD customers have, on average, adopted most water conservation measures traditionally included in a water conservation program; and

WHEREAS, given the WCSD's limited water storage capacity, should it be observed that water consumption threatens to exceed water supply a water supply emergency would exist; and

WHEREAS, the remaining, effective means to further conserve water is to adopt in advance, and to implement and enforce, in the event the Board declares a water shortage emergency, those comprehensive water conservation measures that shall be taken should a drought threaten that water supply may be insufficient to meet traditional demand; and

WHEREAS, comprehensive water conservation measures taken to avoid a drought-induced supply shortfall will allow the WCSD to delay or avoid imposing water rationing or more drastic measures to restrict or allocate water consumption; and

WHEREAS, on May 21, 2014, the WCSD held a public hearing and made appropriate findings of necessity for the adoption of a Water Conservation Program and Water Supply Emergency Ordinance; and

WHEREAS, upon the adoption of a resolution finding and declaring the existence of a drought emergency or water shortage emergency pursuant to California Water Code sections 350 et seq. and sections 71640 et seq., the WCSD shall be authorized to implement the provisions of the Water Conservation Program and Water Supply Emergency Ordinance hereby established by this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the WCSD, as follows:

1. This Ordinance is effective immediately upon adoption or as otherwise established by State law; and
2. Pursuant to Water Code section 376 and Government Code section 6061, the WCSD shall publish in a newspaper of general circulation this ordinance adopting a water conservation program within 10 days after its adoption and will also post the ordinance on its website; and
3. This Ordinance establishes regulations to be implemented during times of declared water shortages, or declared water shortage emergencies; and
4. When the WCSD Board of Directors ("Board") finds that in the preceding week water supply, measured as total production capacity and excluding water in storage in the two open reservoirs, was no more than 110% of total production (water sold + system water loss due to leakage) in that same preceding week, the Board may find that a water shortage emergency exists. A water shortage emergency, once declared pursuant to this subparagraph, shall remain in effect until the Board finds that the conditions specified in this paragraph no longer exist.
5. Excepting in the event of a breakage or failure of an impoundment, pipeline or conduit causing an immediate emergency, any Board declaration of a water shortage emergency shall be made after at a public hearing on the declaration of emergency, with notice of the time and place of the hearing published pursuant to Section 6061 of the Government Code at least seven days prior to the date of the hearing in a newspaper printed, published and circulated within Humboldt County, California. Notice of the time and place of the hearing shall also be

posted at the bulletin board at the Westhaven Fire Hall and on the homepage of the WCSD website. At any hearing conducted pursuant to this paragraph, consumers of WCSD-supplied water shall have an opportunity to be heard to protest against the declaration and to present their respective needs to the Board.

6. For the duration of a declared a water shortage emergency, the following mandatory conservation measures shall apply to all WCSD customers:
 - a. Landscape irrigation is prohibited except to maintain existing landscaping unless the General Manager finds that landscape irrigation is necessary for erosion control; or if a state or local Fire Marshal specifies landscape irrigation that is necessary for fire protection.
 - b. Washing down hard or paved surfaces, including but not limited to sidewalks, walkways, driveways, parking areas, tennis courts, patios or alleys, is prohibited except when necessary to alleviate safety or sanitary hazards, and then only by use of hand-held bucket or similar container.
 - c. Using water to wash or clean a vehicle, including but not limited to any automobile, truck, van, bus, motorcycle, boat, motor home, or trailer, whether motorized or not, is prohibited, except by use of a hand-held bucket or similar container.
 - d. All water leakage in customers' water distribution systems shall be repaired within two weeks of the declaration of a water shortage emergency. For purposes of this subparagraph, "water leakage" means leakage from any hoses, fittings, valves, faucets, toilets or above- or below-ground pipes. For purposes of this ordinance, "customer" includes the owner of record and the occupant (if distinct from the owner) of the assessor's parcel to which WCSD supplies water.
 - e. Pursuant to Water Code § 71601(b), the WCSD may conduct an audit of a customer's water use with the aim to determine whether landscape has been irrigated in violation of this Ordinance; or whether the customer has unrepaired leakage in violation of this Ordinance. Audits conducted pursuant to this subparagraph shall be performed in a manner as determined to be appropriate by the General Manager.
 - f. In the event the General Manager determines that there is unrepaired leakage in the customer's water distribution system, the General Manager shall notify the customer of the existence and (if feasible) the location and flow rate of any leakage.
 - g. If, pursuant to subparagraph 6(f) above, a customer has been notified of unrepaired leakage, then the customer shall repair the leakage within 3 days unless other arrangements have been made with the General Manager.
 - h. Upon declaration of a water shortage emergency, the WCSD's leak forgiveness policy is suspended for the duration of the declared water shortage emergency.
7. If the General Manager determines that a customer has violated any of the mandatory water conservation measures in paragraph 6, above, then WCSD shall impose the penalties provided by this paragraph.
 - a. The General Manager shall provide written notice to the customer. The notice shall be dated and shall specify the address, the nature of the violation, list the steps that must

be taken to comply with this Ordinance and the name and telephone number of a District staff person from whom additional information can be obtained. In addition, the notice shall advise the customer that suspension of water service to the customer's property will result from continued non-compliance. These provisions are for a first violation within any consecutive twelve month period.

- b. If, within 14 days following receipt of written notice, the customer fails to comply with the requirements of the notice the General Manager provided pursuant to subparagraph 7(a) above, then a second violation shall occur and the General Manager shall issue a second notice to the customer containing the information specified in subparagraph 7(a) above. A customer who has committed a second violation shall be fined in an amount not to exceed Fifty Dollars (\$50.00), which shall be charged to and billed on the customer's account.

If, in the discretion of the General Manager, satisfactory progress is being made on steps to correct the violation, a second notice will not be issued and no further action shall be taken.

- c. If, within 14 days following receipt of written notice, the customer fails to comply with the requirements specified in the notice the General Manager provided to the customer pursuant to subparagraph 7(b) above, a third violation shall occur and the General Manager shall issue a third notice to the customer containing the information specified in subparagraph 7(b) above. A customer who has committed a third violation shall be fined in an amount not to exceed Two Hundred Dollars (\$200.00), which shall be charged to and billed on the water user's account.

The third notice shall also notify the customer that WCSD will suspend water service to the customer's property within thirty (30) calendar days unless the customer is in compliance with the provisions of this Ordinance. Suspension of water service shall conform to the notice requirements and procedures for termination of water service that are established in WCSD Resolution 2013-6. Suspension of water service pursuant to this subparagraph shall remain in effect until the customer is in compliance with the provisions of this Ordinance or until the water supply emergency is no longer in effect, whichever occurs first.

- d. The General Manager shall have the authority to extend any deadlines by a period not to exceed 30 days.

Passed and adopted this nineteenth day of January 2022, by the following vote:

ATTEST:


Roxanne Levang
WCSD Secretary


William Verick, Board President
Westhaven Community Services District

SECRETARY'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Ordinance 02-01 "An Ordinance of the Westhaven Community Services District Establishing the Governing Rules and Regulations for the District" passed and adopted at a regular meeting of the Board of Directors of the Westhaven Community Services District, Westhaven, California, held on the sixteenth day of January, 2002 by the following roll call vote:

AYES: Verick, Cline, Hankin, Swisher, and Llanos

NOES: None

ABSENT: None

ABSTAIN: None

The fight against drought in California has a new tool: The restrictor

#12.1

By [Stephanie Elam](#), CNN

Updated 10:50 AM EDT, Sun August 28, 2022

Calabasas, CA (CNN) — The pretty, cloudless blue skies over perfectly manicured lawns represent an ugly reality for California's Las Virgenes Municipal Water District as it grapples with the historic megadrought ravaging the American West.

Despite a lack of any measurable rain in months, the carpet of lush, green grass likely means homeowners are either not getting the message about the dire need for water conservation, or they are ignoring the warnings.

But now, the water district has found a way to get customers' attention. When customer service representatives are working in the different neighborhoods, they keep an eye out for any water restriction violations. And for repeat offenders, officials are trying something new: adding water restrictors to the pipes, which sharply reduce the home's water supply.

Advertisement

Ad Feedback

Lawns of the rich and famous

The District covers some of the most sought-after real estate in Southern California, northwest of Hollywood and Beverly Hills, including areas along the Ventura Freeway.

Las Virgenes imports all of its water from the State Water Project, which pipes runoff from the northern Sierra Nevada mountains to Southern California. However, at the end of winter, the snowpack was just 4% of normal, forcing unprecedented restrictions. Las Virgenes is only getting 5% of its requested water supplies this year.



RELATED ARTICLE

Would you rip up your lawn for \$6 a square foot? Welcome to drought-stricken California

“We’re having to supplement the water that we have been getting from the State Water Project,” said Mike McNutt, public affairs and communications manager for Las Virgenes, who added the district is pulling water from its Las Virgenes Reservoir, its stash for emergency needs, just south of Thousand Oaks.

Right now, McNutt confirmed it is 72% full; at full capacity, it is a six-month supply. “We’ve had to take significant measures to curb water usage in order for us to ensure that there’s long-term water reliability meaning moving into the fall and winter,” McNutt noted.

Nearly all of California is in severe or worse drought (the highest three designations), per the latest US Drought monitor. Several severely deficient years of rain and snow have punctuated a 20-year long megadrought scientists say is being fueled by warmer and drier conditions brought on by climate change.

When the grass being greener isn’t a good thing

In light of the shortage and the prolonged drought, Las Virgenes has mandated residents cut their outdoor watering by half as required by the unprecedented order from its distributor, the Metropolitan Water District of Southern California.

Outdoor watering makes up 70% of most customer’s water usage, the water district says, so cutting down on irrigation can have a huge impact on conservation.

“They are only allowed to water one day a week outside, Tuesdays and Thursdays, depending on whether your address ends with an odd number or even number,” McNutt explained. On top of that, each set of sprinklers can only be on for eight minutes. “It helps maybe keep some of the grass alive if people want to still continue to have lawns, but they are brown.”

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CNN rode along with Las Virgenes senior field customer service representative Cason Gilmer as he looked for wasted water. When he and his team drive around the coverage area, they keep an eye out for water where it shouldn't be – on sidewalks and running down streets into gutters – or outdoor irrigation on when it should be off.

“When it’s in our face and the sprinklers are going off at noon on Wednesday, it’s an easy target for us,” Gilmer, who noted most customers seem to be doing their part now. “This street in particular was very, very green two months ago.”

Along the ride, the number of homes with vibrant green grass were outnumbered by brown lawns. Some lawns have been replaced with turf and others have been painted green.

Neighbors can rat on each other, celebrities included

If anyone from the water district spots water waste, they can leave a door tag to let the homeowner know they are not in compliance and what they need to do. They also send mailers. The water district also fines abusers, resulting in charges which can reach thousands of dollars depending on the size of the infraction.



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But the affluent haven of Calabasas, inside the water district’s territory, is home to many A-listers with deep pockets. Some of those household names – celebrities, musicians and athletes – have used far more water than they should have, according to recent data.

People like Kevin Hart, Dwyane Wade, and according to the Los Angeles Times, Kourtney Kardashian, as well as sister Kim.

None replied to CNN’s request for comment. However, in a statement to the Times, Wade and his wife, actress Gabrielle Union, said they have “taken drastic steps to reduce water usage in accordance with the new city guidelines and have since we

moved into our home.”

Las Virgenes said all of those celebrities are in good standing now.

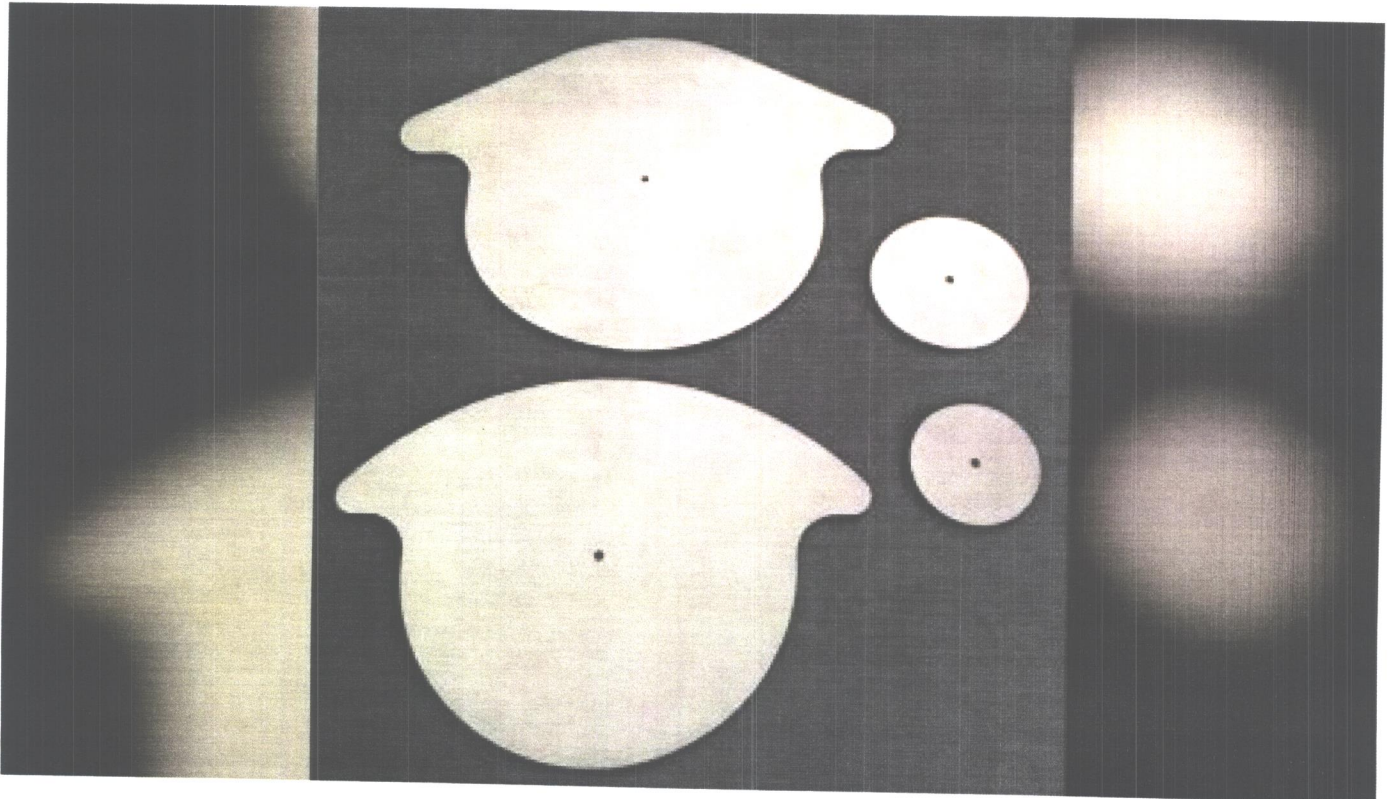
“Those specific celebrities have been working very closely with the district. They do want to do the right thing ... in order to achieve a much more efficient water usage tier,” McNutt said.

[A disastrous megaflood is coming to California, experts say, and it could be the most expensive natural disaster in history](#)

And when fines are not enough, it's time to bring in the restrictor

With so many wealthy residents, Las Virgenes has learned some customers respond more to losing water than they do losing money.

“We try to get public education and notification and stuff about drought out there, but a lot of people throw the mailers away. They ignore it,” said Gilmer, who created a simple, yet effective way to get users' attention one gallon at a time. “I call it a bit of a last resort.”



Stephanie Elam/CNN

The restrictors have a small hole in the middle, which sharply reduces water flow to the home.

The water restrictor is a slim circle of food grade stainless steel with a small hole in the middle, which fits right into the offending customer's water meter, which technicians can usually access right on the street since the meters are district property.

"This particular restrictor will give you around one gallon a minute. Normally, a three-quarter-inch meter is 25 to 30 gallons a minute. So at 25 to 30 gallons a minute, you can run your dishwasher and run your sink and have somebody in the shower and maybe even have your irrigation on and nobody knows the difference," Gilmer explained. "With the restrictor in ... your sink works fine. Your shower works OK. Your irrigation will not work. It just won't supply the amount of water that's demanded."



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Gilmer even tried it at his own house to see what it was like having his water restricted.

"The big part was that you can't do two things at once. So if I was in the shower and my wife tried to do dishes, my shower was done. I just got out," Gilmer said with a slight smile. "My wife demanded I take it off after a day and a half."

California drought could cut state's hydropower in half this summer

After a customer uses more than 150% of their water allocation four times, they will be in line to get the flow restrictor installed. Las Virgenes says about 1,600 connections, or just more than 7% of its customer base falls into this category.

"It's not meant to be punitive," McNutt said. "It's meant to tell people ... this drought is incredibly serious and what we need you to do is do your part."

McNutt added Las Virgenes is leading by example in California as it is "using these flow restriction devices for conservation purposes."

"We're kind of leading this charge moving forward of how do we get people to stop using so much water with the advancement of climate change."