

# 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

### APRIL 2020

The regular meeting of the Board of Directors of the Westhaven Community Services District  
**Wednesday, April 15<sup>th</sup>, 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 Attend via ZOOM:

##### 1. By computer or cellphone:

Download Zoom on your device. Then Join Zoom Meeting at <https://humboldtstate.zoom.us/j/194057489>

2. By phone (audio only): Dial (408)638-0968. At the prompt, enter the following meeting ID code:  
194 057 489

#### 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](mailto: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 March 18<sup>th</sup> 2020 meeting minutes. **Discussion/Approval**

##### 6. 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 Report - **Discussion**

5.4 Finance Officer's Recommendations. **Discussion**

5.5 Treasurer's Report and Recommendations. **Discussion**

5.6 March's warrants. **Discussion/Approval**

5.7 Retirement contributions for SEP- IRA Roxanne **Discussion/Approval**

5.8 Preliminary Draft 2020-2021 budget **Discussion/Approval**

##### 6. MANAGER'S REPORT

6.1 Water loss: no known system leaks **Discussion**

6.2 Update on Prop 84 grant status:

Last final report has been submitted to county and is in final review. **Discussion**

6.3 District's COVID 19 response: credit card payments and work from home. **Discussion/Approval**

**7 REVIEW OF COVID 19 WATER SHUT OFF POLICY**

7.1 Review of WCSD Covid 19 water shut off policy and State mandate to utilities. **Discussion/Approval**

**8. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**

8.1 Update on SHN activities required to secure permits for well drilling. **Discussion/Approval.**

8.2 Update Information on progress for Well site 3 with LACO for Bio and wetland study. **Discussion**

**9. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**

9.1 Update on status and scope of technical assistance grant from DFA. **Discussion**

**10. DISTRICT WEB PAGE UPDATE**

10.1 Draft WCSD web page design and content. **Review and Discussion**

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

**12. ADJOURN**

Regular Meetings of the Board occur on the 3<sup>rd</sup> Wednesday of the month at 6:30 Pm. The next Regular Meeting will be **May 20th, 2020**.

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.

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.