

WESTHAVEN COMMUNITY SERVICES DISTRICT

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REGULAR MONTHLY BOARD MEETING AGENDA

MAY 2020

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday, May 20th, 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/94545293661>

2. By phone (audio only): Dial (408)638-0968. At the prompt, enter the following meeting ID code: **945 4529 3661**

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 April 15th 2020 meeting minutes. **Discussion/Approval**

4.2 April 29th 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 Report - **Discussion**

5.4 Finance Officer's Recommendations.

5.4.1 **Capital reserve policies: re-deposit of reimbursed funds.** Cline to lead discussion. **Discussion/Approval**

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

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

6. MANAGER’S REPORT

- 6.1 Water loss: no system leaks found. **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**
- 6.4 Replacement of flushing point at 62 Seadrift lane **Discussion/Approval**

7. 2020-2021 BUDGET

7.1 **2020-2021 Budget. Motion to reconsider budget motion adopted at special meeting on xx/xx/2020.** Adopted motion was: *Adopt budget option # 3 as the 2020/2021 budget with the understanding that the Board will negotiate with Rosenblatt regarding how much the District will pay towards his dependents health insurance (employee contribution rate between 30% and 60%), the difference will not be added to the customer water rate. The difference will be taken from the operating reserves and the District will make up the difference over 1 to 3 years.* Hankin to lead discussion. Vote (only those who voted to affirm the motion adopted at the special meeting). **Discussion/Approval**

7.1B. If Motion 7.1 is approved, then:

7.1.B.1 **Move to apply the 2019-20 budget for the month of July 2020. Discussion/Approval; and**

7.1.B.2 **Adopt revised budget motion** calling for Manager’s dependent health insurance to be a specified value between 30% (existing) and 60% (previous budget option #3) of total dependent insurance costs. **Discussion/Approval.**

7.1.C. **If Motion 7.1 fails, then Verick leads discussion of how District could/should negotiate with Rosenblatt** and what mechanism could be used to pay additional health benefit costs when they are not part of the agreed upon annual budget and compensation package for the District Manager. (Note: “Bonus” payments cannot be made to public employees.) **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. IRA CONTRIBUTIONS: POLICY AND PROCEDURES MANUAL LANGUAGE.

- 10.1 Proposed revision of policy and procedures manual regarding IRA contributions for District employees. **Discussion/Approval**

11. DISTRICT WEB PAGE UPDATE

- 11.1 Draft WCSD web page design and content. Hankin to Lead **Review and Discussion**

12. WCSD Board and Staff Contact Information. Distribute to Board.

13. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

14. ADJOURN

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm. The next Regular Meeting will be **JUNE 17th, 2020**.and will be held via Zoom details will be in the agenda. 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.