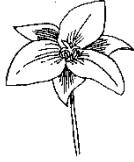


WESTHAVEN COMMUNITY SERVICES DISTRICT

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 15th, 2021 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.

Topic: Westhaven CSD

Time: Sep 15, 2021 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://humboldtstate.zoom.us/j/87316833232>

Audio Only:

Dial (408) 638-096

Meeting ID: 873 1683 3232

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 11th 2021 - Regular meeting minutes **Discussion/Approval**

5. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

5.1 Directors' Report – monthly billing and collections — **Discussion**

5.2 Water consumption and Sales – **Discussion**

5.3 Income / Expense Report. **Discussion**

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

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

5.6 July's warrants – **Discussion/Approval**

6. MANAGER'S REPORT

6.1 Water loss: One system leak **Discussion**

7. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT

7.1 Update on SHN Geologist activities related to well drilling. **Discussion**

7.2 Update on progress for Well site 3. **Discussion**

- 8. TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**
 - 8.1 Update on progress of technical assistance grant from DFA.-**Discussion**

- 9 WESTHAVEN DRIVE WIDENING PROJECT**
 - 9.1 Report on the "Friends of Westhaven" Westhaven drive widening project action committee **Discussion/Approval**

- 10 ORDINANCE 2014-2 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY.REVIEW OF FORESEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES DISCUSSION/APPROVAL**
 - 10.1 Ordinance 2014.2 Adopting a water conservation program and water supply emergency. **Discussion/Approval**

- 11 REPORT FROM COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL 3 ON VERICK PROPERTY**
 - 11.1 Report from committee to negotiate an easement agreement for Well 3 on Verick's property **Discussion/Approval**

- 12 MANAGERS PERFORMANCE REVIEW**
 - 12.1 Annual performance review for WCSD Manager **Discussion/Approval**
 - 12.2 Closed session for Managers performance review **Discussion/Approval**

- 13. KOSTREZWA LETTERS REGARDING LEGAL AGREEMENT AND ALLOTMENT APPLICATION**
 - 13.1 Correspondence from Ms. Kostrzewa regarding legal agreement and allotment application **Discussion**
 - 13.2 Closed Session for review of submitted material. **Discussion/Approval**
 - 13.3 Opportunity for Presentation of additional information by Ms. Kostrzewa **Discussion**

- 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 **September 15, 2021**.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
Regular Meeting Minutes
August 18, 2021

1. CALL TO ORDER

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

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

Absent: None

Staff: Rosenblatt, Levang & Martin

Guests: Elaine Weinreb, Casey Harmen, Steven Phipps & Lucy Kostrzewa

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

Amend agenda by moving item 6, Request from Sixth Avenue Speed Hump Committee to follow item 4, commending Steven Phipps. Move item 5, Kostrezwa Letter to follow the Speed Hump Committee and have item 13, Westhaven Drive Widening Project to follow the Kostrezwa Letter.

Verick moved to approve the order of agenda items as amended. Seconded by Cline; all approved.

4. RESOLUTION 2021-5 COMMENDING STEVEN PHIPPS FOR OUTSTANDING SERVICE RENDERED

4.1 Resolution 2021-5 commending Steven Phipps for his service on the WCSD Board.

Verick commended Phipps for his 12 years of service to the District as a board member, stating that it is good to have a contrarian on the board to slow things down and change minds. Verick read the resolution. Rosenblatt will deliver a framed resolution to Phipps. Phipps said he enjoyed being on the board and thanked everyone.

5. REQUEST FROM SIXTH AVENUE SPEED HUMP COMMITTEE FOR LETTER OF SUPPORT FROM WESTHAVEN CSD BOARD OF DIRECTORS (On agenda as item 6)

5.1 Request from the Sixth Avenue Speed Hump committee for letter of support from the Westhaven CSD Board. Discussion/Approval

Casey Harmon presented to the Board a follow up since her first discussion with the board regarding traffic on Sixth Avenue. Harmon said she has support from the residents who believe, and the County agrees, that speed humps are the best solution for the speeding problem on Sixth Avenue. Harmon has been in communication with Supervisor Madrone who suggested she get a letter of support from the Westhaven CSD. It was suggested that the District state its support and to note that the speed humps will not hinder District operations. The committee has also requested a letter of support from the Westhaven Volunteer Fire Department. Llanos offered to draft a letter. A conversation ensued regarding other options to slow traffic on Sixth Avenue. Llanos said that there is a lot of momentum for adding stop signs at some of the intersections but speed humps were decided, for now, as a solution. The board thanked Harmon for all her work, she added that she had a lot of help and support.

Verick moved that Llanos and Rosenblatt write a letter of support for the Sixth Avenue speed humps. Seconded by Hankin; all approved.

6. KOSTREZWA LETTER REGARDING 401 LIST AND CURRENT ASSESSOR'S PARCEL NUMBERS (On agenda as item 5)

6.1 Letter to Kostrezwa regarding 401 list and current assessor's parcel numbers for committee and presidents revisions.

In the board packet are two documents, Version 1, Committee edits and Version 2 a letter drafted by Verick. Kostrezwa said she had not downloaded the board packet and had not seen either document. The board went into closed session.

6.2 Closed session for review and revision of edits. Discussion/Approval

Verick moved to forward the Committee edits to Kostrezwa with proposed edits on #2 and #5 as a Statement of the Board/District. Verick will write a cover letter to accompany the Board statement of its position. Seconded by Cline; all approved.

6.3 Presentation of findings and revision of potential letter to Ms. Kostrezwa. Discussion/Approval
Verick gave a brief overview of the Board Statement confirming that Kostrezwa property will remain on the 401 list. Kostrezwa thanked the board. She said that at a later date she would like a discussion on the part of the agreement she has with the District stating that she will be treated the same as any other customer on the 401 list. Verick requested that Kostrezwa talk directly to Rosenblatt with any further questions or concerns.

7. WESTHAVEN DRIVE WIDENING PROJECT (On agenda as item 13)

7.1 Report on the "Friends of Westhaven" Westhaven Drive widening project action committee. Discussion / Approval – Discussion/Approval

The committee, consisting of Verick and Cline. The presented 8 items that may have a negative impact on the District if Westhaven Drive is widened. The group reviewed the items for feedback as follows:

1. Road widening would promote further development because of the increased capacity to carry vehicles, which could in turn mean more homes drawing ground water from the same aquifers the WCSD uses. **Absolutely, said Rosenblatt, Swisher disagreed.**
2. Widening the road may mean that many of the WCSD meters located along Westhaven Drive would need to be relocated. **Who's paying for it?**
3. Construction work could damage WCSD water lines that run along, or that cross, Westhaven Drive. **Remove #3**
4. Widening the road may leave a much more restricted area for WCSD to do repair/replacement work on its lines, which could mean that our work would encroach on Westhaven Drive, thus requiring traffic control, encroachment permits, etc. WCSD does not have the personnel to do traffic control when fixing leaks. **In some instances, this might require flagging – we don't have the personnel for flagging.**
5. Elimination of driveway parking for the houses located along Westhaven Drive could mean WCSD would have no place to park when reading meters. **Reduces safety zone, combine 4 & 5**
6. If the road is widened so that the WCSD lines are located, or re-located under Westhaven Drive itself, then working on the lines would certainly require encroachment permits, traffic control and massively more expense. **The District already has an annual encroachment permit for leaks. To work on the waterlines you need permits regardless of the size of the road.**
7. Depending on how road work is done and the kinds and location of fill and gravel, it could make it much more difficult for the WCSD to spot leaks and to fix them. **Remove #7, lines are already under pavement**

8. Westhaven Drive is already over its capacity for safe travel, given that pedestrians must walk in the street because there are no sidewalks or trails. Installing sidewalks along with widening the road would eat up basically all of the safe spaces to locate meters and to read them.

Remove #8

The committee will draft a letter for review and approve at the September board meeting. Hankin recommended the committee have Rosenblatt review the letter prior to the board meeting.

Weinreb expressed appreciation to the board for their civic mindedness. The Board thanked Weinreb for her work on this issue.

8. AMEND / APPROVE MINUTES

7.1 July 21, 2021 regular meeting minutes. Discussion/Approval

Amendments are as follows:

- Add Llanos as a board member that was in attendance.
- Page 1, item 5, 7th line from the bottom change Kostrzewa relinquishing her 2nd Mutual Water Company water share to Kostrezwa relinquishing her “*unauthorized connection*”
- Page 1, item 5, 5th line from bottom change ~~that the~~ to “*that the*” and last line change August 18 to “*September 15*”.
- Page 3, Item 10, 5th line change RCAA to “*RCEA*”.
- Page 3, item 12, 4th line change ~~will a letter~~ to “*will write a letter*”.

Hankin moved to approve the July 21, 2021 minutes as amended. Seconded by Cline; all approved.

9. FINANCIAL REPORTS, DISCUSSIONS AND APPROVALS

8.1 Director’s Report-monthly billings and collections - discussion

Board packets contained Directors report. Total July, 2021 water sales were \$22,593.74, and total receivables were \$25,524.48. No discussion

8.2 Water Consumption and Sales - discussion

Board packets contained Water Consumption and Billings-Commodity Charges Only report. July, 2021 gallons billed 612,060; average gallon per day per meter readings 106; per person 48, average monthly charge per accounts \$45.22; total monthly charges \$9,314; monthly deviation from budget, not on report.

A problem with the spreadsheet was identified. The board requested that this problem be fixed and resubmitted to the board.

8.3 Income & Expense Report – discussion

Board packets contained an Income & Expense report for July, 2021. Total income \$19,451, total expense \$23,341, with a net operating income of -\$3,890. No discussion.

8.4 Finance Officer’s Recommendations – No recommendations

8.5 Treasurer’s Report and Recommendations – discussion

Board packets contained a copy of the July, 2021 Treasurer’s report. Account balances were as follows: Capital Reserves \$231,123.74; Operating Reserves \$52,190.22; DWR Reserve CD \$28,813.82; DWR Loan Savings \$11,031.25; Checking Account as of 8/6/2021 \$29,554.91. No discussion.

8.6 July/August warrants – Verick moved to approve warrants #'s 6755 - 6786, one electronic Federal P/R ax deposit, one electronic State P/R tax deposit and one electronic check for GovCard, totaling \$41,480.53. Seconded by Cline; all approved.

10. MANAGER'S REPORT**10.1 Water Loss – System leaks – Discussion**

Board packets contained a summary table of 13 months water loss history. July, 2021 water loss is at 12.9%, average water loss in the last 13 months is 19.9%.

The board gave suggestions on how to revise the spreadsheet making it easier to understand. Hankin commented on how the well production is more stable than the stream, all the more reason to get the wells drilled.

11. ONGOING DISCUSSION OF SRF DBP PLANNING GRANT**11.1 Update on SHN activities related to well drilling. Discussion**

Rosenblatt reported that the RFP was sent out to the two drillers, Phish Drilling and Rich Well Drilling. Both are very busy. Rosenblatt mentioned some concerns with the drilling and that he and Vadurro are making final edits to the RFP to reflect changes and available materials. It is a slow process but it is happening. Hankin questioned why the plans keep getting revised, Rosenblatt explained a few things specific to this particular grant process.

11.2 Update on progress for well site 3 with LACO for CDP #2. Discussion

Verick and Rosenblatt will meet tomorrow, Thursday, August 19, 2021 to walk the property to identify what type of foot print drilling a well will have on the property.

12. TECHNICAL ASSISTANCE GRANT FROM STATE DIVISION OF FINANANCIAL ASSITANCE (DFA)**12.1 Update on progress of technical assistance grant from DFA-Discussion**

Rosenblatt reported that a cultural survey was done on 4th Avenue and the proposed wells. He is working on a couple items, and application with PG&E regarding the three phase upgrade, a site analysis is underway for the septic system for the bathroom at the plant. The foot print has changed somewhat. The plan is 90 % complete. The major issues have been resolved.

12. ORDINANCE 2021.2 USE OF DISTRICT PROPERTY FOR RECREATION, SECOND READING

12.1 Ordinance 2021. 2 pertaining to the use of District property for recreation. Discussion / Approval. Martin questioned the dogs under leash control in the ordinance stating that most of the dog walkers at the plant have their dogs under control without a leash. Verick explained from an attorney's perspective uncontrolled dogs on district property presents a danger and at the last meeting it was unanimous that they add that dogs had to be on a leash on District property.

Verick moved to approve the Ordinance 2021.2. Seconded by Hankin; all approved.

14. ORDINANCE 2014-2 ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY EMERGENCY REVIEW OF FORSEEABLE WATER SHORTAGES AND EMERGENCY STRATEGIES. Discussion/approval

14.1 Ordinance 2014.2 Adopting a water conservation program and water supply emergency. Discussion/Approval

Hankin said that a couple things need to be revised on Ordinance 2014.2 but due to time he suggest we postpone until the September meeting. Verick asked Hankin to make the proposed revisions and bring back to the September meeting for review and approval.

15. REVISION OF BOARD POLICY AND PROCEDURE MANUAL

15.1 Revision of Board Policy and Procedure Manual – Discussion/Approval

Verick moved to accept the revisions as presented. Seconded by Cline; all approved.

16. FORMATION OF A COMMITTEE TO NEGOTIATE EASEMENT AGREEMENT FOR WELL #3 ON VERICK PROPERTY

16.1 Formation of a committee to negotiate easement agreement for well #3 on Verick property

Verick did not participate in the discussion since it is his property being discussed. Rosenblatt asked Llanos to be on the committee with him to negotiate an easement agreement for well #3.

Hankin moved that Rosenblatt and Llanos form a committee to negotiate with Verick and draft an easement agreement that is mutually acceptable to the district and Verick. Seconded by Swisher; 4 ayes, Verick abstained.

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. MANAGER'S PERFORMANCE REVIEW

18.1 Annual performance review of WCSD Manager. Discussion/Approval

There was discussion of the procedures used at the last review. The committee consists of the Board President, Verick and Vice President, Cline. They will set up interviews with staff and write up a draft preliminary assessment to be reviewed and presented at a closed session. Rosenblatt will send the committee his performance objectives. Hankin will send the work product from the last performance review to be reviewed at the September meeting.

19. ADD BOARD MEMBER LLANOS AS A SIGNER ON THE UMPQUA BANK ACCOUNTS

19.1 Motion to add Board Member Llanos as a signer on the District bank accounts.
Discussion/Approval

Verick moved to approve adding Board Member Antonio Llanos as a signer of the District Umpqua Bank accounts. Seconded by Hankin; all approved.

20. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

- Ordinance 2014-2 Adopting a Water Conservation Program and Water Supply Emergency. Review and revise. Discussion/Approval
- Manager's Performance Review

21. ADJOURN

Verick adjourned the meeting at 9:15 PM.

Respectfully Submitted,

Roxanne Levang
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	877,100 Gallons
Water Sold This Month	773,350 Gallons
Water Loss	103,750 Gallons
Water Loss (%)	11.83 %

	Amount (\$)	# Of Accounts
Total Water	25,303.29	232
Total Late Charge	75.86	35
Total Adjustments	-4.20	17
Total Current Charges	25,374.95	232
<hr/>		
Amount Past Due 1-30 Days	3,495.56	39
Amount Past Due 31-60 Days	1,395.81	13
Amount Past Due Over 60 Days	2,696.17	5
Amount Of Overpayments/Prepayments	-6,022.32	47
Total Receivables	26,940.17	232

Total Receipts On Account	23,758.08	191
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	0.00	12
Collection Accounts (Amount Owed)	0.00	12
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	3,291	235
Average Water Charge For Active Meters	109.07	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		0		0	0.00	0.00
10,001-20,000		10	129,080		16.69	10.16
8,001-10,000		5	44,220		5.72	3.81
6,001-8,000		13	87,290		11.29	8.30
4,001-6,000		46	224,800		29.07	24.22
2,001-4,000		74	223,090		28.85	30.15
1-2,000		64	64,870		8.39	18.07
Zero Usage		23	0		0.00	5.29
<hr style="border-top: 1px dashed black;"/>						
Total Meters		235	773,350		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. It is not weighted to anticipate seasonal variations in water use. Adjustments for reported customer leaks have **not** been included in the monthly totals.

To compare this year's to last year's trend go to the column on the far right.

DAYS BILLED	GALLONS BILLED	TOTAL NON-ZERO METERS	AVG. GAL/DAY PER METER	AVG. GAL/DAY PER PERSON AT 2.20	AVG. MONTHLY CHARGE PER ACCT.	TOTAL MONTHLY CHARGES	MONTHLY DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION	
2021-2022									
JUNE 28	793,200	205	138	63	\$58.87	\$12,069	\$3,726		
JULY 28	612,060	206	106	48	\$45.22	\$9,314	\$971		
AUG 34	773,350	209	109	49	\$55.99	\$11,702	\$3,359		
AVG. 28	793,200	205	138	63	\$52.15	\$10,692	\$2,348		
TOTAL	2,178,610					\$21,383		\$10,404	
LEAK ADJ.	82,453					\$559			
NET	2,096,157	AFTER LEAK ADJUSTMENTS					\$20,824		\$9,845

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

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2021-2022	2,178,610	=	92%	2021-2022	\$33,086	=	95%
2020-2021	2,368,610		OF 20-21	2020-2021	\$34,957		OF 20-21

2020-2021									
JUN 33	801,120	211	115	52	\$56.53	\$11,928	\$3,584	\$3,584	
JULY 29	785,150	211	128	58	\$54.68	\$11,538	\$3,194	\$6,779	
AUG 28	782,340	213	131	60	\$53.95	\$11,492	\$3,149	\$9,927	
SEP 35	850,140	212	115	52	\$58.75	\$12,455	\$4,111	\$14,038	
OCT 28	747,280	210	127	58	\$45.56	\$9,567	\$1,224	\$15,262	
NOV 28	727,510	210	124	56	\$37.00	\$7,769	-\$574	\$14,688	
DEC 35	914,350	207	126	57	\$45.70	\$9,459	\$1,116	\$15,804	
JAN 28	677,930	205	118	54	\$35.91	\$7,361	-\$982	\$14,822	
FEB 30	513,560	207	83	38	\$37.59	\$7,782	-\$562	\$14,260	
MAR 33	681,830	206	100	46	\$44.32	\$9,129	\$786	\$15,046	
APR 28	669,590	206	116	53	\$38.98	\$8,031	-\$313	\$14,734	
MAY 34	788,600	210	110	50	\$46.74	\$9,815	\$1,471	\$16,205	
AVG. 30	744,950	209	119	54	\$46.38	\$9,694	\$1,350		
TOTAL	8,939,400					\$116,326		\$16,205	
LEAK ADJ.	137,315					\$1,048			
NET	8,802,085	AFTER LEAK ADJUSTMENTS					\$115,278		\$15,157

BUDGETED COMMODITY PER MONTH \$40.63 \$8,288
 BUDGETED ANNUAL COMMODITY INCOME \$99,452

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2020-2021	1,586,270	=	96%	2020-2021	\$23,465	=	96%
2019-2020	1,645,370		OF 19-20	2019-2020	\$24,447		OF 19-20

**Westhaven Community Services District
FY 2020-2021 Income / Expense Report
as of August 31, 2021**

ITEM

Annual	<u>OPERATING BUDGET</u>		<u>CURRENT</u>			<u>CUMULATIVE</u>			
	<u>Budget</u>	<u>Income</u>	<u>Aug 2021</u>	<u>Monthly Budget</u>	<u>Over/Under</u>	<u>July 2021 thru Aug 2021</u>	<u>Jul '21 thru Aug 2021 Budget</u>	<u>Over/Under</u>	<u>% of Budget</u>
	263,647	Water Sales	21,379	21,971	-592	40,325 ¹	36,208	4,118	111.4%
	3,319	Water Services	531	277	254	1,002	553	449	181.1%
	266,966	Total Income	21,910	22,247	-337	41,327	36,761	4,566	112.4%
		Expense							
	2,802	Source of Supply	32	234	-202	336	467	-131	71.9%
	10,098	Pumping	235	842	-607	1,026	1,683	-657	61.0%
	37,521	Water Treatment	2,135	3,127	-992	5,579	6,254	-675	89.2%
	11,740	Transmission & Distribution	1,107	978	129	1,656	1,957	-301	84.6%
	9,003	Customer Accounts	591	750	-159	1,526	1,501	26	101.7%
	138,899	Administrative & General	10,840 ²	11,575	-735	28,163	23,150	5,013	121.7%
	10,000	Operating Reserves Contrib.	0	0	0	0	1,667	-1,667	0.0%
	220,063	Total Expense	14,940	17,505	-2,565	38,286	36,677	1,609	104.4%
		Net Operating Income	6,970	4,742		3,041			
		Capital/Other Expense							
	26,402	DWR Loan	2,200	2,200	0	4,400	4,400	0	100.0%
	20,000	Capital Reserve	1,667	1,667	0	3,333	3,333	0	100.0%
	46,402	Total Other Expense	3,867	3,867	0	7,733	7,734	-1	100.0%

Income & Expense Report Notes:

¹ Changed formula subtracting Capital/Other expenses (\$46,402) from budget total so that the percentage of budget amounts would more accurately reflect actual budget percentages.

² Admin & General is over because Property & Liability Ins., \$3682 was paid and Workers comp, \$2936.

* FYI: Under TA Grant, (does not show on Operating Budget Inc/Exp) \$8,000 to PG&E for and Engineering advance for the plant project.

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
August 2021

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>
\$231,123.74	1.69800	Capital Reserves Hum Co Fund 2600	\$20,000	\$ 20,000 *	\$14,952.35 7/16/21 for hydrant	1/1/2021 \$26,143.05
					Note: The last qrtly report we have received from the County was for quarter ended 9/30/2020	
\$52,190.22	0.22000	Operating Reserve LAIF # 16-12-005	\$10,000	\$ 10,000 **	\$42.58	7/15/21 Interest
\$28,813.82	0.50000	DWR CD Reserve CD Umpqua 2368	Held in reserve for the term of the loan - until 2024		\$36.14	September 2020 Interest
\$11,031.25	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)		
\$21,769.15		Checking Account (after warrants) Umpqua 5013				Checking Balance as of 9/9/2021

*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)

2021/2022 Operating Budget \$220,064 X 25% = \$55,016

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants June 18, 2021 - July 15, 2021

Number	Date	Amount	To Whom	Purpose
6787	8/19/2021	\$ 308.00	Standard Life Ins. Co.	August/Sept 2021 dental premium \$241.82/\$66.18
6788	8/19/2021	\$ 59.66	C. Butterworth	Reimburse: Tractor Supply/Safety gear
EFTPS	8/24/2021	\$ 2,004.88	EFTPS	FED P/R tax deposit for August
EDD	8/24/2021	\$ 241.16	EDD	ST P/R tax deposit for August
6789	8/26/2021	\$ 1,927.46	Blue Shield of CA	Sept Healthcare premium \$1606.42/\$321.04
1debit	8/27/2021	\$ 44.16	O'Reilly Auto Parts	Motor oil
2debit	8/27/2021	\$ 9.25	Mid-City Motor World	Filter, oil, gasket
3debit	8/27/2021	\$ 32.02	Pierson Building Center	Supplies for South collector lid
4debit	8/27/2021	\$ 26.50	HWMA	Dump run
6790	9/1/2021	\$ 891.94	C. Butterworth	Payroll 8/16-8/31/2021
6791	9/1/2021	\$ 300.35	K. Martin	Payroll 8/16-8/31/2021
6792	9/1/2021	\$ 1,680.38	P. Rosenblatt	Payroll 8/16-8/31/2021
6793	9/1/2021	\$ 893.96	R. Levang	Payroll 8/16-8/31/2021
6794	9/1/2021	\$ 330.00	US Postal Service	Forever stamps
6795	8/31/2021	\$ 8.75	R. Levang	refund deposit into GovCard to test new system
6796	9/2/2021	\$ 120.57	AT&T	Plant telephone
6797	9/2/2021	\$ 103.88	B&B Portable Toilets	Month rental and cleaning service
6798	9/2/2021	\$ 528.48	USA North 811	Benefit of CA underground facilities safe excavation board/Fee for Regulatory Costs
6799	9/2/2021	\$ 13,200.95	Dept of Water Resources	Quarterly loan payment
6800	9/2/2021	\$ 17.33	McK Ace Home & Garder	Misc materials/supplies
6801	9/2/2021	\$ 132.00	Mendes Supply	Chemicals
6802	9/2/2021	\$ 18.00	P. Rosenblatt	Forever stamps-price increase
6803	9/2/2021	\$ 8,000.00	PG&E	Engineering Advance for project at 1000 4th Ave
6804	9/2/2021	\$ 36.60	Thomas Home Ctr	Misc materials/supplies (paint brushes for hydrants)
6805	9/2/2021	\$ -	Void	Void
6806	9/2/2021	\$ -	Void	Void
6807	9/2/2021	\$ -	Void	Void
6808	9/2/2021	\$ 68.73	Valley Pacific Petroleum	August Fuel
6809	9/2/2021	\$ 400.00	WVFD	September office rent
6810			out of order-hasn't been used yet	
6811	9/2/2021	\$ 423.07	Thrifty Supply Co	Supplies for repair on Driver Rd

Total \$31,808.08

Checking Account Balance as of 9/9/2021
\$21,769.15

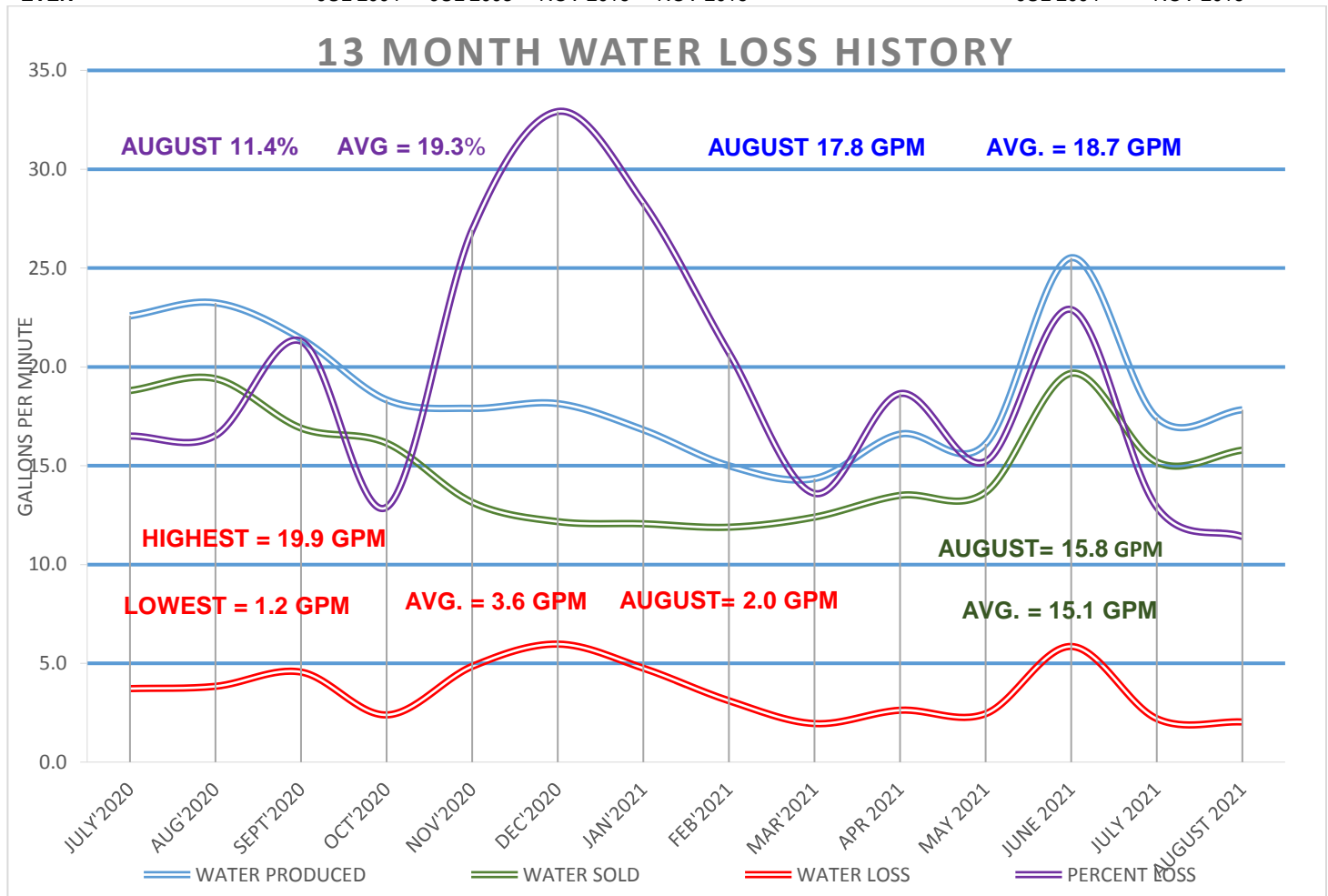
**WESTHAVEN CSD • MANAGER'S REPORT
AUGUST 2021**

6.1 Water Loss

Water loss decreased from 2.2 gpm in July to 2.0 gallons per minute in August equaling 11.4% of total production of 872,960 gallons. One system leak **Discussion**

The table below is a summary of water loss since July 2003.

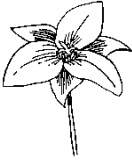
<u>FROM JULY 2003</u>	<u>PRODUCED</u> <u>GPM</u>	<u>SOLD</u> <u>GPM</u>	<u>LOST</u> <u>GPM</u>	<u>LOSS</u> <u>%</u>	<u>LOSS AS</u> <u>% OF SOLD</u>	<u>PRODUCTION</u> <u>GALLONS</u>	<u>LOSS</u> <u>GALLONS</u>
AUGUST 2021	17.8	15.8	2.0	11.4	12.7	702,680	90,620
AVG. ALL	21	15	6	28	42.4	937,784	280,176
24 MO AVG.	17.8	14.5	3.2	18.2	22.2	773,357	142,533
13 MO AVG.	18.7	15.1	3.6	19.3	23.9	808,276	158,738
MINIMUM MONTH EVER	11.2	10.0	1.2	9.8		488,090	55,490
	JAN 2018	FEB 2013	DEC 2018	MAR 2007		APR 2017	DEC 2018
MAXIMUM MONTH EVER	34.8	27.0	19.9	61.8		1,523,405	916,340
	JUL 2004	JUL 2003	NOV 2016	NOV 2016		JUL 2004	NOV 2016



Annual Data	DATE	GPM	Stream flow monthly mean gpm average	MONTH	GPM
WELL FLOW	9/9/16	6.7 gpm		9/16	49.8 gpm
Daily Flow	9/9/17	7.3 gpm		9/17	81.8 gpm
	9/9/18	6.1 gpm		9/18	49 gpm
	9/9/19	6.3 gpm		9/19	50 gpm
	9/9/20	5.2 gpm		9/20	37 gpm
	9/9/21	4.9 gpm		9/9/21	33 gpm (Day)

WESTHAVEN COMMUNITY SERVICES DISTRICT

P.O. Box 2015 (446 B 6th Ave. Westhaven) Trinidad CA 95570 (707) 677-0798 wcsd@suddenlinkmail.com



September 15, 2021

Tribal Council and Cher-ae Heights Community of the Trinidad Rancheria
P.O. Drawer 630
Trinidad, CA 95570

Dear Tribal Council:

Westhaven Community Services District (WCSD) requests inclusion in the planning process for the Rancheria's ongoing transportation development plans, specifically including the Project Approval and Environmental Document phase which is about to begin.

WCSD Board of Directors notes that in the 2017 Trinidad Access Project PSR Westhaven was included as part of the Purpose and Need foundation for that document. Yet neither the citizens of Westhaven nor the Westhaven Community Services District were consulted. That document contains six alternatives for transportation development that would widen Westhaven Drive from Trinidad all the way to Scenic Drive on the west side of Highway 101. A large portion of this includes infrastructure serving WCSD customers. Road development in any form has a potential for significant impact on the District's infrastructure, and the resultant efficiency, safety, quality and cost of service.

Concerns specific to WCSD include: 1) Likely additional residential development creating new demands on local water resources; 2) Construction costs imposed on WCSD by water line changes; 3) Impacts on water lines and maintenance/repair activities during any construction; 4) Restricted work area during ongoing maintenance/repair activities; 5) Cost of flagging personnel for traffic control during ongoing service activities; 6) Reduced service area for monthly meter reading; 7) Reduced safety zone for maintenance and meter reading; 8) Reduced safety for personnel because of likely higher speed traffic; and 9) Access limitations from increase in street parking due to loss of driveway space by some residents.

For an agency with a small budget and limited personnel such as WCSD, the above concerns may be very significant and costly. Participation in planning from the beginning of the process is critical for any development to fairly and competently address community needs. Please include WCSD as a stakeholder in all future transportation planning which may impact our community and/or WCSD's operations.

Specifically, WCSD specifically requests that it be immediately included and be recognized as a stakeholder in the Project Approval and Environmental Document phase which will begin when your leadership has selected a contractor (or any other project that may, conceivably, pertain to widening or other changes to Westhaven Drive.

Cordially,

A handwritten signature in black ink, appearing to read "William Verick", with a horizontal line extending to the right.

William Verick WCSD Board President

CC: CalTrans, HCAOG, Mike McGuire, Bass]

**ADOPTING A WATER CONSERVATION PROGRAM AND WATER SUPPLY
EMERGENCY ORDINANCE**

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 household 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, WCSD long-ago implemented a rate structure designed to encourage water conservation; and

WHEREAS, given the WCSD's lack of 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
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 source capacity and excluding water in storage in the two open reservoirs, was no more than 110% of total consumption in that same preceding week (including any leakage from WCSD's distribution system), 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, pipe line or conduit causing an immediate emergency, any Board declaration of a water shortage emergency shall be made after 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. 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 water shortage emergency, the following mandatory conservation measures shall apply to all WCSD customers:
- a. Landscape irrigation is prohibited 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 seven(7) days 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 three (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.

ITEM 10.1

- b. If, within seven (7) days, 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 a seven (7) days, 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 ten (10) 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 Twenty-First day of May 2014, by the following roll call vote:

AYES: Hankin, Moon, Phipps, Smith, Verick
NOES:
ABSTAIN:
ABSENT:

Gregory Smith, President
Westhaven Community Services District

ATTEST:

Richard Swisher, General Manager
and
Acting Secretary,
Westhaven Community Services District

ITEM 13.1

September 6, 2021

Westhaven Community Services District
PO Box 2015
Trinidad CA 95570

RECEIVED SEP 07 2021

Dear WCSD Board:

I am in receipt of your letter dated August 19, 2021 regarding the 1992 contract between WCSD and myself. Your letter sheds light on why I feel I have been "fighting an uphill battle" in requesting the District fulfill its end of the contract.

Our contract states: " the Board.. shall not discriminate against persons who have signed agreements... based on the agreements, or based on any matter in dispute that led to said agreements"

The original contract stands,, any additional conditions imposed in order to receive a water share amount to unilateral modification of our legal contract.

At the time water becomes available, I plan to approach the board to discuss equity and the required "no greater and no lesser treatment" portion of the contract.

I have submitted a request dated August 19, 2021 for the water share to which I am entitled along with required fees and proof of code septic for both the original parcel and the adjacent parcel which now includes half of the original parcel.

In good faith, I continue to work amicably with this board towards fulfillment of the 1992 contract.


Lucy Kostrzewa

IGH LIGHTED
BY LUCY
ASTRZEWA
SUBMITTED 8/2021

BILL
WESTHAVEN COMMUNITY SERVICES DISTRICT
Board Policies and Procedures Manual

The Board of Directors of the Westhaven Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

- 1.1 The dignity, style, values and opinions of each Director shall be respected.
- 1.2 Responsiveness and attentive listening in communication is encouraged.
- 1.3 ~~The needs of the District's~~ constituents should be the priority of the Board of Directors.
- 1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- 1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- 1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- 1.8 Directors should practice the following procedures:
 - 1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - 1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Manager.
 - 1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - 1.8.4 In presenting items for discussion at Board meetings, see Policy 9.0.
 - 1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and

WESTHAVEN COMMUNITY SERVICES DISTRICT
Board Policies and Procedures Manual

programming, said concerns should be referred directly to the Manager.

- 1.9 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
- 1.10 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- 1.11 ~~When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.~~
- 1.12 Directors should develop a working relationship with the Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- 1.13 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

2.0 ATTENDANCE AT MEETINGS

- 2.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- 2.2 If a Board member misses three consecutive meetings without prior notification, the Board may declare the position vacant and proceed to fill the vacancy in accordance with the provisions of the California Government Code.
- 2.3 If a Board member misses three or more consecutive meetings with prior notification, the Board must vote on whether to accept the absences or to declare the position vacant and proceed to fill the vacancy in accordance with the provisions of the California Government Code.

3.0 REMUNERATION AND REIMBURSEMENT

- 3.1 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage. To receive reimbursement, Directors must have on file with the District a copy of their current auto insurance and driver's license.

4.0 BOARD PRESIDENT

3. Establishing New Service Connection: When the District has sufficient water supply to add new service connections to those parcels within the highest priority for new service connections, the property owner, if requesting a new service connection, shall:

A. Provide the District with evidence that the parcel has a sanitation system sufficient to meet Humboldt County Public Health Department standards for the number and character of dwelling units to be serviced by all service connections on the parcel.

B. Pay retroactive fees for previous unauthorized diversion of WCD water, as established by WCD Resolution 90-5, which fees are agreed between the parties to be \$280.00. *two septic ponds submitted 8/12/21* *514-041-05 now -12* *514-041-011 now -14*

C. Pay all standard fees for each new service connection requested on the parcel. The amount of such fees will be established at such time as the District's cost to expand the WCD water supply and distribution system has been established and will be the same as the amount of such fees required from any other parcel owner within the District who requests a new service connection.

4. Termination of Restrictions: At such time as a new service connection has been provided owner pursuant to this Agreement by the District, the provisions of this Agreement pertaining to limitations on use shall be of no further force and affect.

5. No Admissions: A dispute exists between the parties regarding the subject matter of this agreement. This agreement is not intended to be an admission by any party as to the validity of any other party's claim in regard to that dispute. Rather, this agreement represents an attempt to compromise and settle the dispute on the terms stated in this agreement.

Attorney's Fees: In the event any action is brought to any of the terms or provisions of this

LUCY KOSTRZEWA

DATE 8-16-21

PAY TO WCDSD THE ORDER OF \$ 280 -

Two hundred eighty + 00/100 DOLLARS

MEMO pmt req'd Sect 3.B. 12/9/11

Lucy Kostrowa

A 3/10

RECEIVED AUG 19 2021

August 19, 2021

To: Westhaven Community Services District

From: Lucy Kostrzewa

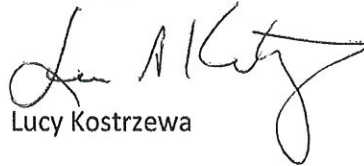
Re: December 1991 legal agreement

Hi Paul:

Please consider this writing a formal request for a water allotment in accordance with our Dec. 91 contract. I submit proof of code septic and fees, as required Section 3.A. of the agreement (excerpt attached), between the District and myself.

I look forward to a fulfillment of the terms of the contract, and hope to work with you and board amicably to that end.

Thanks again Paul


Lucy Kostrzewa

Attach:

Hum Co Septic approval for 514-041-012 (formerly -010,-05)

Hum Co Septic Approval for 514-041-014 (formerly -07, -11)

Check # 1825 for the prescribed \$280



lucykos@gmail.com

RECEIVED
APR 18 2017

ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) PERMIT APPLICATION

HUMBOLDT CO. DIVISION
OF ENVIRONMENTAL HEALTH

Application is hereby made to the Humboldt County Department of Health & Human Services, Division of Environmental Health (DEH) for a permit to construct, repair, modify, or destroy an onsite wastewater treatment system as specified below in compliance with all county ordinances and state law regulating construction of OWTS.	Type <input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Destruction <input type="checkbox"/> Gray Water <input type="checkbox"/> Modification <input type="checkbox"/> Permit Renewal
--	--

Site Address 884 9th TRINIDAD (WESTMAREN) CA	Owner's Name Lucy Kostorzewa 16/17-103
Assessor's Parcel No. (APN) 514-041-010	Mailing Address 281 9th
Previous APNs 514-041-05	City/State/Zip TRINIDAD CA
Directions to Site	Phone 707-296-8782
	Applicant Name "
	Mailing Address
	City/State/Zip
	Phone

<input type="checkbox"/> Standard System <input checked="" type="checkbox"/> Non-Standard System *Please note that non-standard systems require an operating permit pursuant to HCC Title VI, Division I, Chapter 6. The owner/operator will be subject to permit fees and inspections.	Installation Will Serve:	No. of Units: 1
	<input checked="" type="checkbox"/> Residence <input type="checkbox"/> Commercial <input type="checkbox"/> Multiple Housing <input type="checkbox"/> Mobile Home Park	No. of bedrooms per unit: 3
		Water Supply: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private

- Terms of Permit
- DEH personnel will be notified a minimum of 48 hours prior to final inspection. Please note that some systems may require several inspections. Should situations arise that prohibit a final inspection at the appointed time, the applicant or the applicant's agent shall notify DEH and reschedule the appointment. Failure to do so may result in additional charges to the applicant at the current hourly rate.
 - An inspection by DEH personnel, or other qualified professional (when approved by DEH), will be obtained prior to covering the system.
 - An inspection will not be performed unless a copy of the approved OWTS design is available at the job site.
 - Any deviation from the approved plan without prior approval from DEH may result in revocation of this permit.

The issuance of a permit in no way implies a DEH guarantee of perfect and indefinite operation of this OWTS. Approval is based upon information submitted by the applicant. Field conditions that vary significantly from the approved application information may void this permit.

The undersigned applicant for an OWTS permit certifies as follows:

Contractors' License Law Certification <input type="checkbox"/> The applicant's contractor is licensed under the provisions of the Contractors' License Law, under the license number below, which is in full effect. OR <input type="checkbox"/> The applicant is exempt from the provisions of the Contractor's License Law (owner/builder)	I hereby acknowledge that I have read this application and that the information provided is correct. I agree to comply with all County Ordinances and State Law regulating construction of onsite wastewater treatment systems. This permit shall expire if work authorized is not commenced: 1. New Construction - Prior to 1 year following the <u>Building Issuance Date</u> . 2. Repair, Modification or Destruction - Prior to 1 year from the date of system design approval.
--	--

Signature of Owner/Owner's Agent <i>Lucy Kostorzewa</i>	Date 4-18-17
--	-----------------



Humboldt County Department of Health and Human Services
DIVISION OF ENVIRONMENTAL HEALTH

100 H Street - Suite 100 - Eureka, CA 95501
 Voice: 707-445-6215 - Fax: 707-441-5699 - Toll Free: 800-963-9241
 envhealth@co.humboldt.ca.us



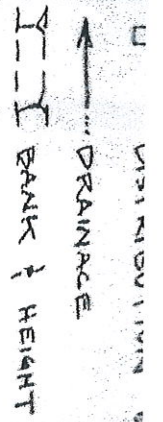
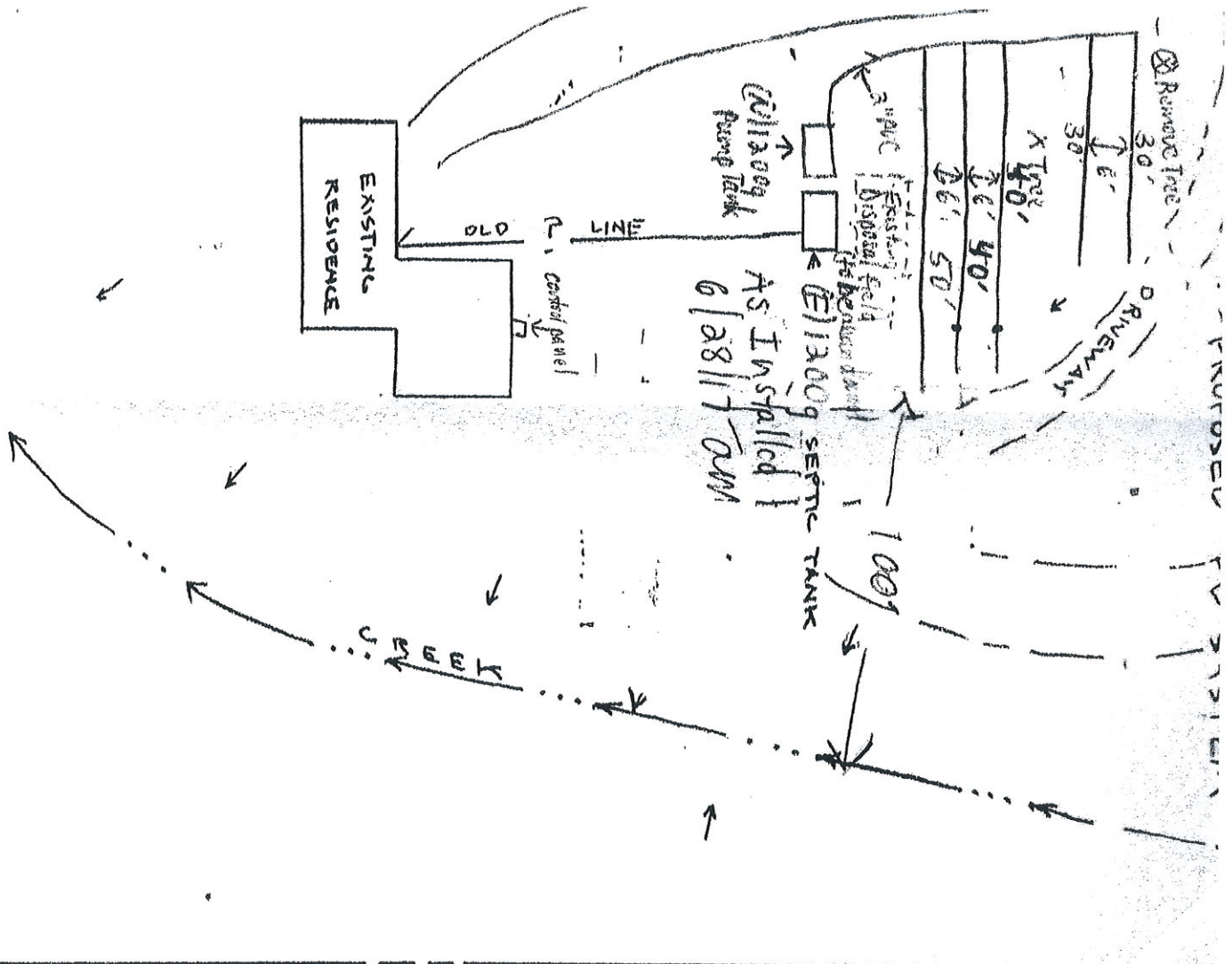
**INSPECTION REQUIREMENTS FOR
 PRESSURE DISTRIBUTION SYSTEM**

Page 1 of 6

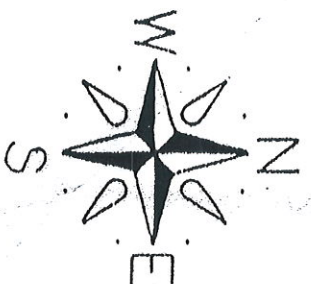
Name: *Kostrzewa* AP#: *514-041-010* Contractor: *Stov's Septic Service*

The installer shall contact Division of Environmental Health (DEH) personnel to arrange for inspection of the following system components, prior to backfilling or covering the system. A copy of the DEH approved SDS plans must be maintained on site during construction.

	OK (initial & date)	Comments
Appropriate fall on building sewer line to septic tank	AM 6/29/17	
Building sewer and absorption field piping of approved size and materials with watertight joints	↓	
Cleanouts installed in building sewer line, as necessary	-	
Septic tank & Pump chamber watertight, level and on competent base	existing septic tank	
Sanitary tees & effluent filter installed properly	AM 6/28/17	
Watertight risers installed over tank manholes to finished grade, with locking lids	↓	
Position & length of pump and alarm floats	AM 6/29/17	
Leachfield location as per plan	AM 6/28/17	
Trenches installed parallel to natural ground contour	↓	2 at 50' 2 at 40' & 2 at 30'
Depth of gravel or plastic chambers inside trenches, with level trench bottoms	↓	
Valves & cleanouts installed on laterals, inside irrigation cans	↓	
Squirt test (minimum 3 feet)	AM 6/29/17	
Control panel installed with audible & visual alarm, elapsed time meter, event/dose counter, & manual on/off switch	↓	<u>Control box location</u> On front of house next to breaker box.
Other specify/		



APPROXIMATE SCALE
 1 INCH = 30 FEET



CEDAR AVE.

TIONS

PREPARED BY: TC BRUNDAGE (707) 725-1510
 POB 125, FORTUNA, CA 95540

SITE MAP
 FOR
 DIGGINS
 884 9TH AVE.
 WESTHAVEN, CA.
 A.P. No. 514-041-05

FIGURE 1



Humboldt County Department of Health and Human Services DIVISION OF ENVIRONMENTAL HEALTH

100 H Street - Suite 100 - Eureka, CA 95501
Voice: 707-445-6215 - Fax: 707-441-5699 - Toll Free: 800-963-9241
envhealth@co.humboldt.ca.us

SPECIFICATIONS FOR LOW-PRESSURE PIPE WASTE WATER TREATMENT SYSTEMS

NAME: *Kostrzewa*

AP# *514-041-010*



1. The disposal field shall be installed in the area indicated on the HCDEH approved site plan.

2. The disposal field shall consist of *5* trenches.

Trench length = *2 at 30', 3 at 50'*

Trench depth = *22"*

Trench width = *18"*

Separation between laterals = *6'*

TRENCH BOTTOMS MUST BE LEVEL.

3. Force main shall be of *2* inch schedule 40 PVC in compact native soils at a depth of 12 inches.

4. Pressurized laterals shall be of *1 1/4* inch schedule 40 PVC with *5/8* *2* inch diameter clean holes facing down, spaced *4* feet apart. Laterals shall be set level on pea gravel.

5. Dose volume = *120* gallons. The effluent pump shall be sized to achieve a 3 foot minimum discharge head throughout the pressurized laterals.

6. Ball valves shall be placed at the head of each lateral.

7. Tanks must be concrete & IAPMO approved.

Septic Tank = *1200* gallons (*existing*)

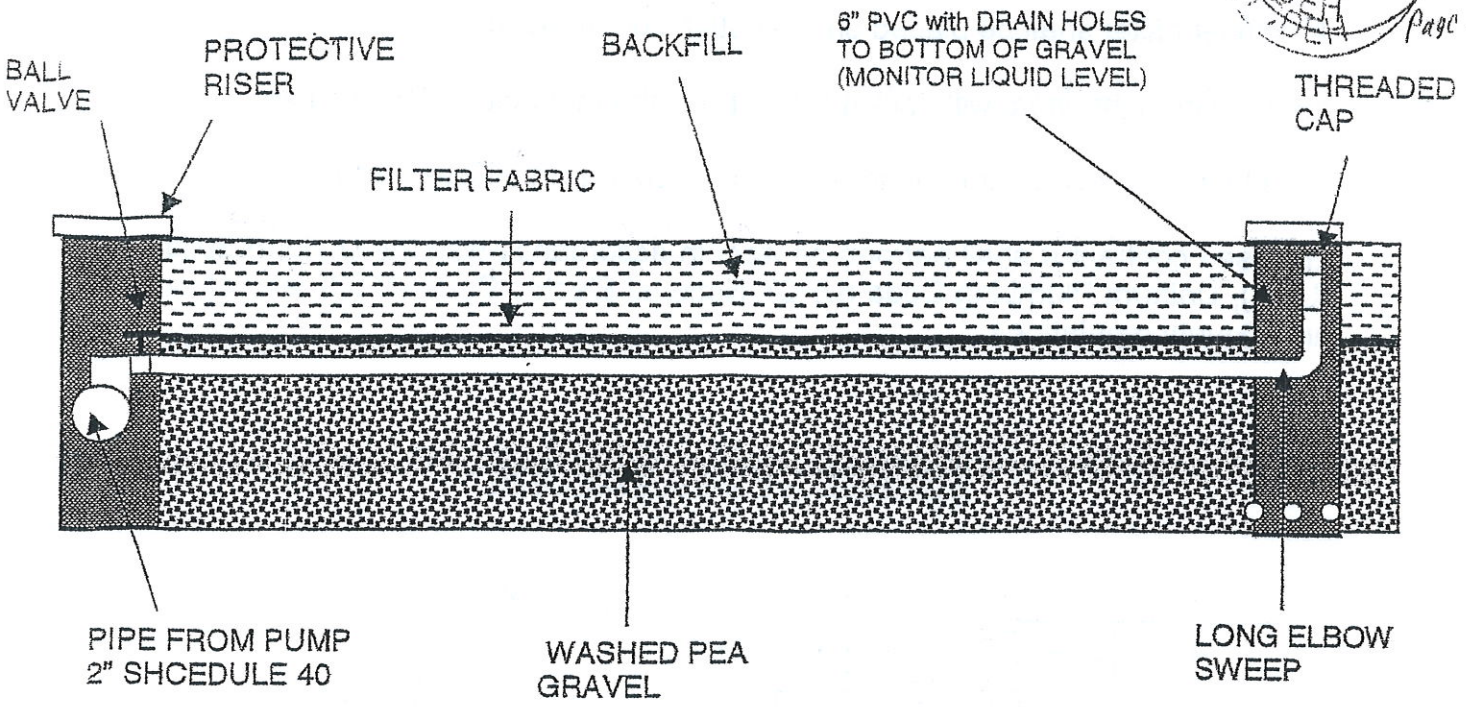
Pump Chamber = *1200* gallons (*new*)

Both septic tank and pump chamber shall be tested for water tightness.

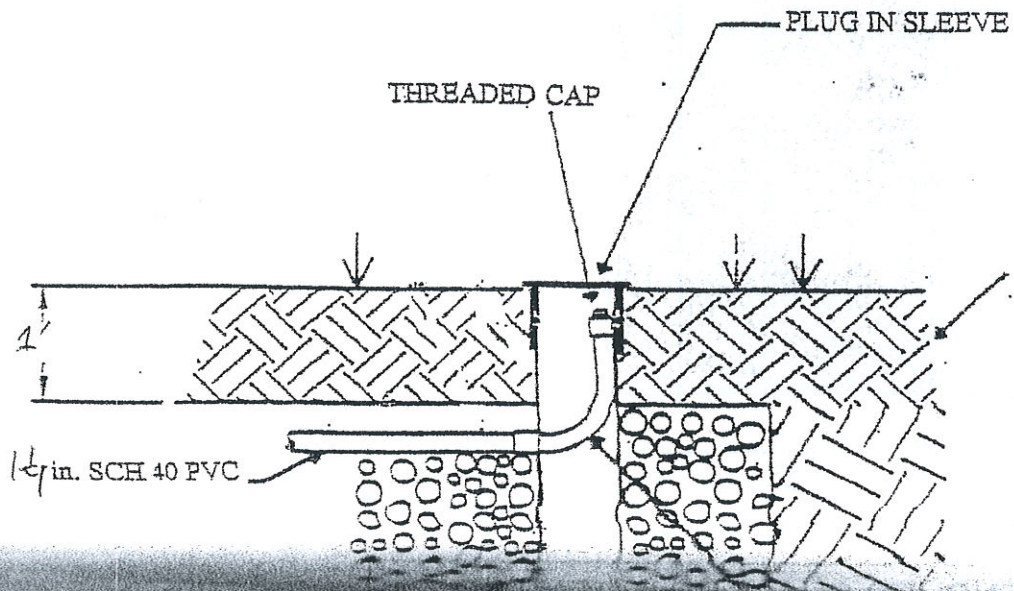
cover

TRENCH DETAIL

APPROVED
 a m...
 11/4/2017
 DEH
 Page 5 of 6



LATERAL END DETAIL



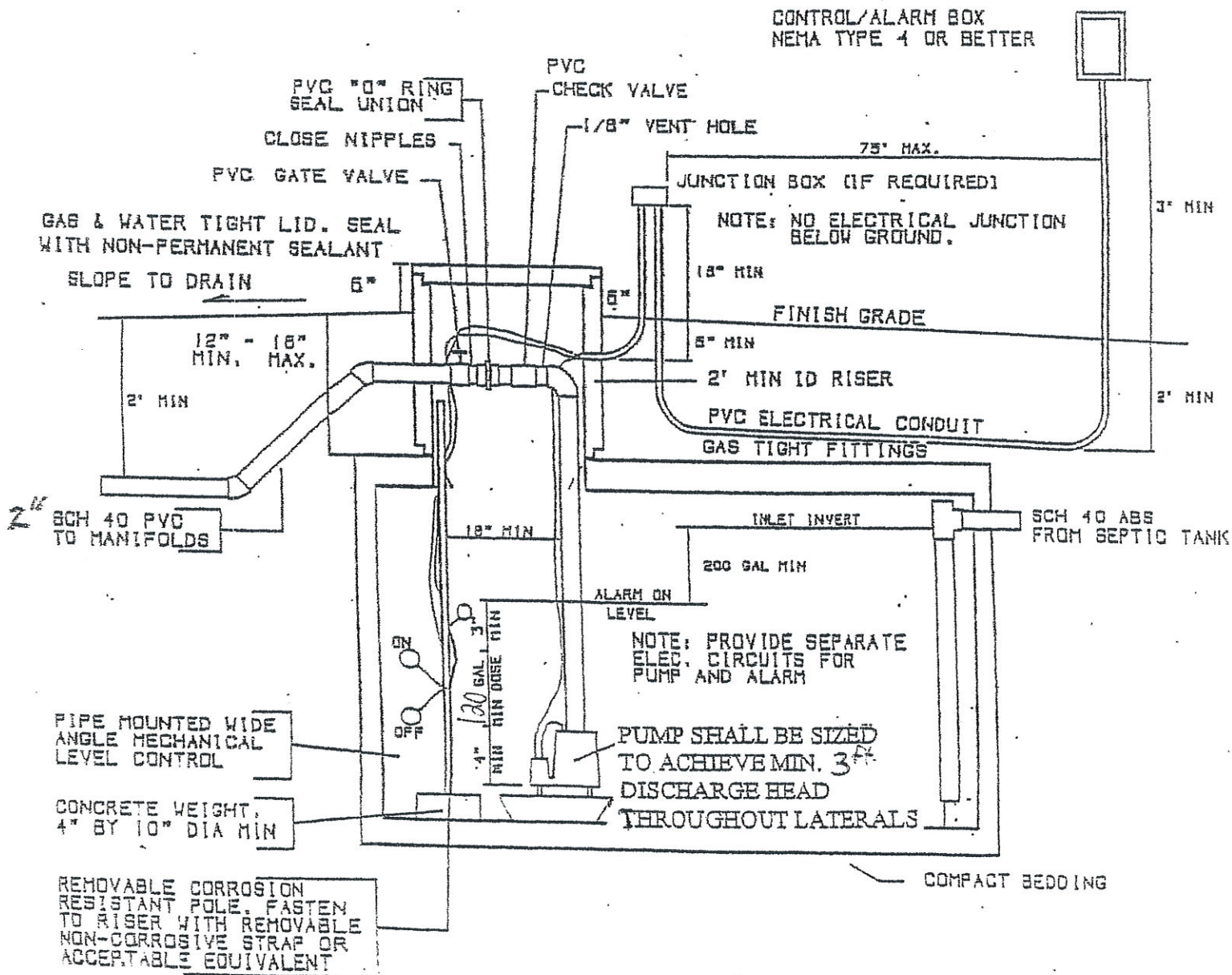
MONITOR LIQUID LEVEL

UNDISTURBED SOIL

AP#514-041-010

APPROVED
I. DEH
4/24/17
Page 6 of 6

PUMP CHAMBER DETAIL



Select pump controls that provide flexibility in adjusting the on and off depth within the pump chamber. The control box should be equipped with an elapsed time meter (ETM) and dose counter (CT). Electrical controls should be placed outside the dosing chamber if possible. An overflow or high-water alarm should be located inside the residence or other observable location. We recommend the Orenco® Simplex Control Panel (S 1 ROETMCT) utilizing the Standard Factory 3 Floor Assembly for this system. The three floors of the Standard Factory 3 Floor Assembly are: On High Alarm, and Redundant Off.



18/19-0308 - see also 20/21-120

ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) PERMIT APPLICATION BLD-2018-48022

Application is hereby made to the Humboldt County Department of Health & Human Services, Division of Environmental Health (DEH) for a permit to construct, repair, modify, or destroy an onsite wastewater treatment system as specified below in compliance with all county ordinances and state law regulating construction of OWTS.		Type <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Gray Water <input type="checkbox"/> Repair <input type="checkbox"/> Modification <input type="checkbox"/> Destruction <input type="checkbox"/> Permit Renewal
Site Address 915 8th AVE Westhaven CA 95570		Owner's Name Lucy Kostrewna
Assessor's Parcel No. (APN) 514-041-014 (LLA 12/20)		Mailing Address 884 9th AVE
Previous APNs 514-041-05		City/State/Zip TRINIDAD CA 95570
Directions to Site 101 N, when dr exit, rt. on when drive, rt on 8th Ave.		Phone 707-296-8782
<input checked="" type="checkbox"/> Standard System <input type="checkbox"/> *Non-Standard System *Please note that non-standard systems require an operating permit pursuant to HCC Title VI, Division I, Chapter 6. The owner/operator will be subject to permit fees and inspections.		Applicant Name RECEIVED
Installation Will Serve: <input checked="" type="checkbox"/> Residence <input type="checkbox"/> Commercial <input type="checkbox"/> Multiple Housing <input type="checkbox"/> Mobile Home Park		Mailing Address OCT 04 2018
No. of Units: 1		City/State/Zip same
No. of bedrooms per unit: 3?		Phone
Water Supply: <input type="checkbox"/> Public <input checked="" type="checkbox"/> Private		HUMBOLDT CO. DIVISION OF ENVIRONMENTAL HEALTH
<p align="center">Terms of Permit</p> <ol style="list-style-type: none"> DEH personnel will be notified a minimum of 48 hours prior to final inspection. Please note that some systems may require several inspections. Should situations arise that prohibit a final inspection at the appointed time, the applicant or the applicant's agent shall notify DEH and reschedule the appointment. Failure to do so may result in additional charges to the applicant at the current hourly rate. An inspection by DEH personnel, or other qualified professional (when approved by DEH), will be obtained prior to covering the system. An inspection will not be performed unless a copy of the approved OWTS design is available at the job site. Any deviation from the approved plan without prior approval from DEH may result in revocation of this permit. 		
<p>The issuance of a permit in no way implies a DEH guarantee of perfect and indefinite operation of this OWTS. Approval is based upon information submitted by the applicant. Field conditions that vary significantly from the approved application information may void this permit.</p> <p align="center">The undersigned applicant for an OWTS permit certifies as follows:</p>		
<p>Contractors' License Law Certification</p> <input type="checkbox"/> The applicant's contractor is licensed under the provisions of the Contractors' License Law, under the license number below, which is in full effect. OR <input type="checkbox"/> The applicant is exempt from the provisions of the Contractor's License Law (owner/builder)	<p>I hereby acknowledge that I have read this application and that the information provided is correct. I agree to comply with all County Ordinances and State Law regulating construction of onsite wastewater treatment systems. This permit shall expire if work authorized is not commenced:</p> <ol style="list-style-type: none"> New Construction - Prior to 1 year following the <u>Building Issuance Date</u>. Repair, Modification or Destruction - Prior to 1 year from the date of system design approval. 	
Signature of Owner/Owner's Agent <i>Lucy Kostrewna</i>	Date 9-19-18	



INSPECTION REQUIREMENTS FOR CONVENTIONAL SEWAGE DISPOSAL SYSTEM (SDS)

APPROVED
a Molloy
8/12/21
DEH
Page 1 of 6

Name: Kostrzewa

AP#: 514-041-011

Contractor:

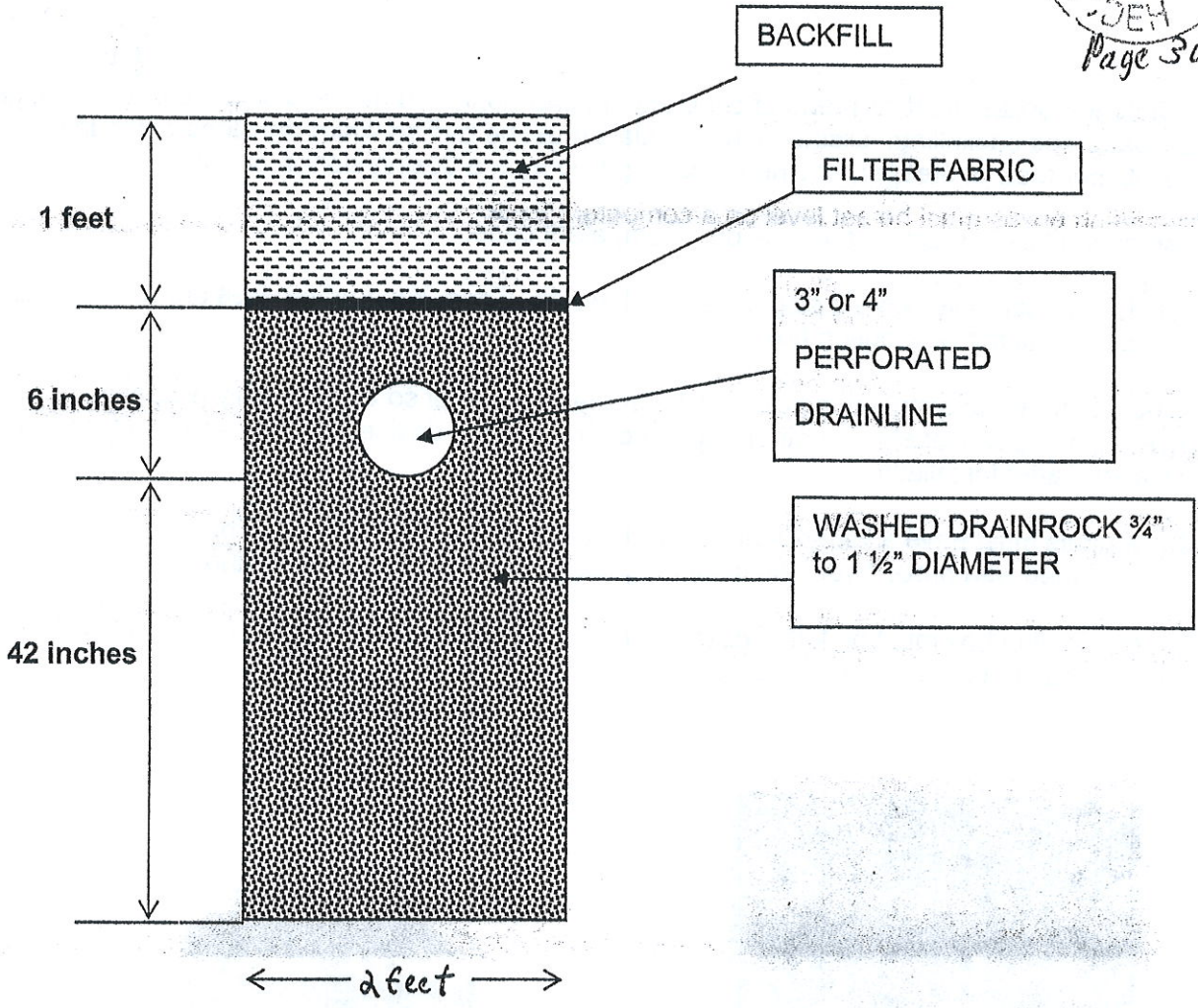
The installer shall contact Division of Environmental Health (DEH) personnel to arrange for inspection of the following system components, prior to backfilling or covering the system. A copy of the DEH approved sewage disposal system (SDS) plans must be maintained on site during construction.

	OK (initial & date)	Comments
Appropriate fall on building sewer line to septic tank and effluent sewer line to D-box	JW 8/4/21	No residence yet
Building sewer, effluent sewer and absorption field piping of approved size and materials with watertight joints	JW 8/3/21	
Cleanouts installed in building sewer line, as necessary		No residence yet.
Septic tank watertight		Tank filled to baffle
Sanitary tees & effluent filter installed properly	JW 8/3/21	
Watertight risers installed over tank with locking lids	↓	Traffic Rated risers/lids
Distribution box installed on competent base, with outlet pipes at the same level, to provide equal distribution to all trenches	JW 8/4/21	
Leachfield location as per plan	JW 8/3/21	As Built: 9 x 44 trenches
Depth of gravel trenches, with level trench bottoms	↓	
Trenches installed parallel to natural ground contour	↓	
Other (specify)		



DRAINFIELD SPECIFICATIONS

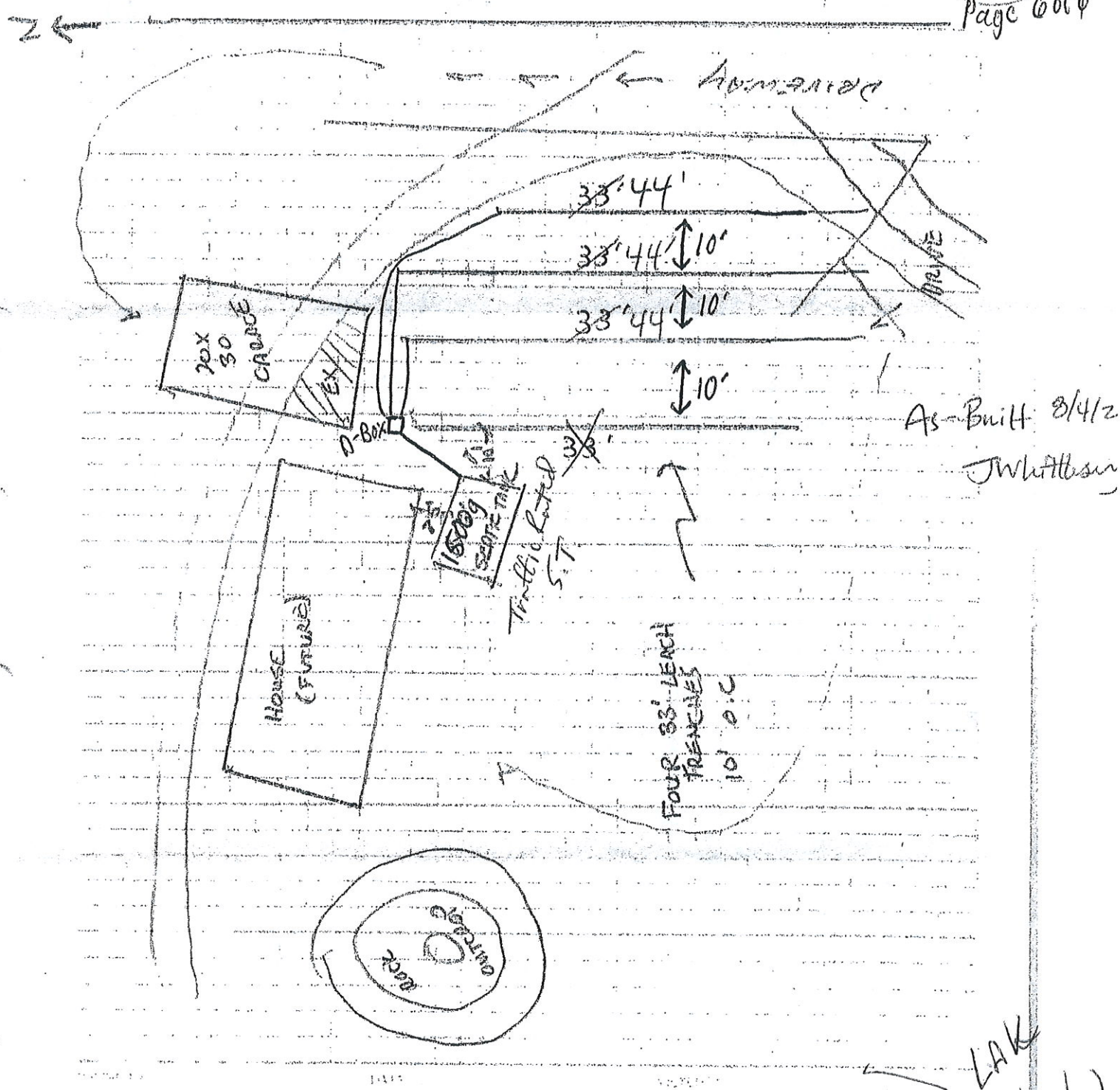
APPROVED
a Molinsky
6/27/19
DEH
Page 3 of 6



TRENCHES SHALL BE INSTALLED ON
NATURAL GROUND CONTOUR.
TRENCH BOTTOMS MUST BE LEVEL.

514-041-011
SEPTIC LAYOUT DETAIL

APPROVED
A Molodtsov
6/27/19
Page 6 of 6



As-Built 8/1/2
JWhitless

THIS IS THE SOUTH HALF OR
THE ORIGINAL APN 514-041-05.

now appended to adjacent lot
SI has APN# = 514-041-014 ATTACH A 1/2

LAK
8/18/21

HIGHLIGHTED
BY LUCY
KASTRZWA
SUBMITTED 8/2021

BILL

ITEM 13-2

WESTHAVEN COMMUNITY SERVICES DISTRICT
Board Policies and Procedures Manual

The Board of Directors of the Westhaven Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

- 1.1 The dignity, style, values and opinions of each Director shall be respected.
- 1.2 Responsiveness and attentive listening in communication is encouraged.
- 1.3 The needs of the District's constituents should be the priority of the Board of Directors.
- 1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- 1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- 1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- 1.8 Directors should practice the following procedures:
 - 1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - 1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Manager.
 - 1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - 1.8.4 In presenting items for discussion at Board meetings, see Policy 9.0.
 - 1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and

WESTHAVEN COMMUNITY SERVICES DISTRICT
Board Policies and Procedures Manual

programming, said concerns should be referred directly to the Manager.

- 1.9 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
- 1.10 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- 1.11 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- 1.12 Directors should develop a working relationship with the Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- 1.13 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

2.0 ATTENDANCE AT MEETINGS

- 2.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- 2.2 If a Board member misses three consecutive meetings without prior notification, the Board may declare the position vacant and proceed to fill the vacancy in accordance with the provisions of the California Government Code.
- 2.3 If a Board member misses three or more consecutive meetings with prior notification, the Board must vote on whether to accept the absences or to declare the position vacant and proceed to fill the vacancy in accordance with the provisions of the California Government Code.

3.0 REMUNERATION AND REIMBURSEMENT

- 3.1 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage. To receive reimbursement, Directors must have on file with the District a copy of their current auto insurance and driver's license.

4.0 BOARD PRESIDENT

3. Establishing New Service Connection: When the District has sufficient water supply to add new service connections to those parcels within the highest priority for new service connections, the property owner, if requesting a new service connection, shall:

A. Provide the District with evidence that the parcel has a sanitation system sufficient to meet Humboldt County Public Health Department standards for the number and character of dwelling units to be serviced by all service connections on the parcel.

B. Pay retroactive fees for previous unauthorized diversion of WCSD water, as established by WCSD Resolution 90-5, which fees are agreed between the parties to be \$280.00. *two septic ponds submitted 8/12/21* *514-041-05 now -12* *514-041-01 now -14*

C. Pay all standard fees for each new service connection requested on the parcel. The amount of such fees will be established at such time as the District's cost to expand the WCSD water supply and distribution system has been established and will be the same as the amount of such fees required from any other parcel owner within the District who requests a new service connection.

4. Termination of Restrictions: At such time as a new service connection has been provided owner pursuant to this Agreement by the District, the provisions of this Agreement pertaining to limitations on use shall be of no further force and affect.

5. No Admissions: A dispute exists between the parties regarding the subject matter of this agreement. This agreement is not intended to be an admission by any party as to the validity of any other party's claim in regard to that dispute. Rather, this agreement represents an attempt to compromise and settle the dispute on the terms stated in this agreement.

Attorney's Fees: In the event any action is brought to any of the terms or provisions of this

LUCY KOSTRZEWA

DATE 8-16-21

PAY TO WCSD THE ORDER OF \$ 280 -
two hundred eighty + 00/100 DOLLARS

MEMO pmt req'd Sect 3.B. 12/9/21 agreement

[Handwritten signature]

R.S.

TRAVERSE & KARJOLA
Attorneys at Law
P. O. BOX 1245
SUITE E 732 FIFTH STREET
EUREKA, CALIFORNIA 95501

*Bryan -
This is total
of what we get
from Diggins*

John / 2009



Westhaven Community Services District
Post Office Box 2015
Trinidad, CA 95570

Attn: Accts. Receivable

LUCY A. KOSTRZEWA
ROBERT DIGGINS
LIC. N8978949 N8092567
884 - 9TH AVE. PH. 677-0452
WESTHAVEN, CA 95570

3850

90-7224
3211

12/31 19 91

PAY TO THE ORDER OF WCSO \$ 200 DOLLARS

Two hundred eighty + 00/100

COAST CENTRAL CREDIT UNION
1800-851-8727
1551 GIUNTOLO LANE, ARCATA, CA 95521

MEMO *Acct. # 60*

⑆321172248⑆3850⑆⑆25400366449⑆