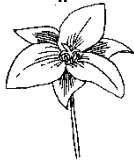


WESTHAVEN COMMUNITY SERVICES DISTRICT

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

SPECIAL BOARD MEETING AGENDA



June 29, 2022

A *Special Meeting* of the Board of Directors of the Westhaven Community Services District will be held **Wednesday the 29th 2022, at 6:30 p.m. Due to the coronavirus pandemic, the meeting will be held via Zoom videoconferencing. By ZOOM meeting.**

Topic: Special Meeting of the WCSD

Time: June 29, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83478508894?pwd=z1DDj1ddhqUgGWPcoUMUbo2eZpjkyh.1>

Meeting ID: 834 7850 8894

Passcode: 831318

AUDIO ONLY:

Dial (408)638-0968. At the prompt, enter the following meeting ID code: 834 7850 8894

Passcode: 831318

1. CALL TO ORDER

2. PUBLIC COMMENT

Members of the public are invited to comment on any matter within the authority of the WCSD. Board discussion of matters not appearing on the published agenda is prohibited by law.

3. Adoption of OPERATING BUDGET FOR FISCAL YEAR 2022-2023

3.1 RESOLUTION 2022-7 OPERATING BUDGET FOR FISCAL YEAR 2022-2023- Discussion/approval

3.2 RESOLUTION 2022-8 RATES FOR WATER SERVICE-Discussion/approval

4. ADJOURN

Regular Meetings of the Board occur on the 3rd Wednesday of the month. The next Regular Meeting will be Wednesday, July 20, 2022 at 6:30pm and will be held via Zoom videoconferencing unless otherwise posted. The agenda for that meeting will be 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.

WCSD RESOLUTION 2022-7
OPERATING BUDGET FOR FISCAL YEAR 2022-2023

WHEREAS,

The State of California, Government Code Section 61110 requires that community services districts adopt an annual budget on or before July 1, now therefore

BE IT RESOLVED,

The Board of Directors of the Westhaven Community Services District hereby adopts the attached Operating Budget for Fiscal Year 2022-2023, beginning July 1, 2022.

BE IT FURTHER RESOLVED,

The rates for water service associated with the attached Operating Budget shall become effective with the July 2021 billing cycle.

PASSED, APPROVED, and ADOPTED this 15th Day of June, 2022 by the following roll call vote:

AYES:

NOES: None

ABSTAIN: None

ABSENT: None

William Verick, President
Westhaven Community Services District

ATTEST:

Roxanne Levang, Secretary
Westhaven Community Services District

WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)		JUNE 2022			
ANNUAL OPERATING BUDGET 1st Approval 5/4/2022		2021-2022	2022-2023	INCREASE (DECREASE)	
					Revenue from monthly bills
					Commodity rate expenses (variable operating costs)
					Base rate expenses (fixed operating costs)
					Expenses part commodity, part base
OPERATING REVENUES					
411.00	WATER SALES	263,647	285,721	22,074	NOTES
	Base Rate Residential	159,029	169,582	10,553	
	Commodity Rate Residential	101,839	113,170	11,331	Estimated residential income is linked to estimated average bill
411.10	Total Residential	260,869	282,752	21,883	229 residential
	Base Rate Business	1,389	1,481	92	
	Commodity Rate Business	889	988	99	
411.20	Total Business	2,278	2,469	191	2 Business (+ WVFD - no charge)
411.70	Other water sales	500	500	0	Emergency no deliveries last 2 fiscal years
421.00	WATER SERVICES	3,319	3,366	47	
421.10	Fire prevention	694	741	47	Merryman's fire system - pays base rate only
421.30	Backflow valve testing charges	2,625	2,625	0	Equals Backflow Program Expense - Not part of water rates
421.40	Water Service charges				Water service repair / relocation
421.50	Other water services	3,000	2,400	(600)	Charges for late payment, returned checks, reconnection, etc.
	TOTAL OPERATING REVENUES	266,466	288,587	22,121	Interest Revenue moved to Capital Budget Total does not include 411.70 & 421.50
	REVENUE PAID TO CAPITAL EXPENSES	46,402	46,402	0	
	TOTAL OP. REV. AFTER CAP. EXPENSE	220,064	242,185	22,121	
OPERATING EXPENSES		COLA 1.2%	2.0%	0.8%	COLA = 10 yr. running avg. of avg. of COLA & CPI
			<i>equals</i>	\$0.00	40.00 Mg/Op - Hrs/Wk- 22-23 Base Wage = Annual Average 29.28/hr
	REGULAR OPERATING EXPENSES		<i>per cust.per mo.</i>		26.00 Op - hours / week - 2022-23 Base Wage = Annual Average 21.15/hr.
	SOURCE OF SUPPLY				12.00 Relief Op- hours/week combined - 2022-23 Annual Average 21.15
					15.00 S/B - hours / week - 2022-23 Base Wage = 23.44/hr.
511.10	Wages - Operator/GM	1,236	536	(700)	1% Mg/Op -apox % of time
511.20	Wages - 2nd & 3rd Operators	1,367	350	(1,017)	1% Op - apox % of time
511.00	Total wages	2,602	886	(1,717)	
512.00	Maintenance, structure, & improvements	200	200	0	Historically \$0 spent. Last year \$340 on an isolated repair
513.00	Purchased water				
	TOTAL SOURCE OF SUPPLY	2,802	1,086	(1,716)	Cost lower dueto change of Mgmt. Operators tracking time differently
PUMPING					
521.10	Wages - Operator/GM	1,236	536	(700)	1% Mg/Op -apox % of time
521.20	Wages - 2nd & 3rd Operators	1,822	2,000	178	6% Op -apox % of time
521.00	Total wages	3,058	2,536	(522)	
522.00	Maint, structure, & improvements	240	800	560	Per income/expense report
523.10	Fuel or power used for pumping - booster	3,900	6,000	2,100	Includes tank fan and shop storage room dehumidifier
523.20	Fuel or power used for pumping - well	2,900	2,200	(700)	Per income/expense report
	TOTAL PUMPING	10,098	11,536	1,438	
WATER TREATMENT					
531.10	Wages - Operator/GM	6,178	6,540	362	14% Mg/Op -apox % of time
531.20	Wages - 2nd & 3rd Operators	20,044	26,930	6,886	74% Op -apox % of time
531.00	Total wages	26,221	33,470	7,249	
532.00	Maint, structure & improvements	800	800	0	Per expense reports (sand filter expense excluded???)
533.10	Chemical	3,900	7,000	3,100	Chlorine & Calcite - may increase with new well(s)
533.20	Outside lab expense	5,400	5,000	(400)	North Coast Labs - increased sampling requirements
533.30	Water testing supplies - WCSD	1,200	3,000	1,800	Reagents and Instrument maintenance.
	TOTAL WATER TREATMENT	37,521	49,270	11,749	
TRANSMISSION & DISTRIBUTION					
541.10	Wages - Operator/GM	2,471	2,100	(371)	5% Mg/Op -apox % of time
541.20	Wages - 2nd & 3rd Operators	3,644	5,000	1,356	14% Op - apox % of time
541.00	Total wages	6,115	7,100	985	
542.00	Maint, structure, & improvements	1,000	2,000	1,000	Per income/expense report
543.00	District Vehicle O&M	2,000	2,000	0	Insurance, fuel, maintenance, etc.
544.00	Backflow Program Expense	2,625	2,625	0	Not part of regular rate calculations - program is self- supporting
	TOTAL TRANSMISSION & DISTRIBUTION	11,740	13,725	1,985	

WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)		JUNE 2022			
ANNUAL OPERATING BUDGET 1st Approval 5/4/2022		2021-2022	2022-2023	INCREASE (DECREASE)	
					Revenue from monthly bills
					Commodity rate expenses (variable operating costs)
					Base rate expenses (fixed operating costs)
					Expenses part commodity, part base
CUSTOMER ACCOUNTS					
551.10	Wages - billing	1,510	2,413	903	15% S/B - apox % of time
551.20	Wages - cash receipts	2,471	2,680	209	2 Mg/Op -Changed to hrs per week to match formulas
551.30	Wages - meter reading - Operator/GM	0	536	536	1% Mg/Op -aprox % of time
551.40	Wages - meter reading - 2nd/3rd Operator	1,822	2,500	678	6% Op -aprox % of time
551.00	Total wages	5,803	8,129	2,326	
551.50	Billing Supplies	1,200	1,200	0	Per income/expense report
552.00	Uncollectible accounts	0	0	0	
553.00	Customer Leak Adjustments	2,000	2,000	0	Based on 10 year average
	TOTAL CUSTOMER ACCOUNTS	9,003	11,329	2,326	
ADMINISTRATIVE & GENERAL					
561.10	Wages - Manager	33,359	37,450	4,091	29 71% of time in budget for admin, 6% paid for by Grants. 71%=29 Hrs/week
561.20	Wages - Clerical	14,597	13,676	(921)	85% S/B -apox % of time
561.00	Total wages	47,956	51,126	3,170	
562.10	Office supplies	1,600	1,600	0	Per income/expense report
562.20	Office equipment	750	750	0	Average over several years.
562.30	Office utilities (phone / electric / internet)	3,600	3,000	(600)	Per income/expense report
562.40	Postage	1,900	1,900	0	Per income/expense report
562.50	Employee / director education	100	350	250	Staff need CPR certification
562.60	Operator certification	120	300	180	Estimate 3 new certifications and 1 renewal
562.70	Employee / director mileage reimbursement	100	100	0	Per income/expense report - current rate 0.56 per mile
563.10	Accountant	7,735	8,380	645	Annual St Financial Tran Rep & Yr end consulting \$880. Est 1/2 of upcoming audt \$7,500.
563.20	Legal	500	500	0	Default-Historical range from \$0 to \$7,657/yr (93-94) 20-21 lowered to \$1000 from \$1500
563.30	Consultants, Engineering etc.	350	350	0	Does not include project expenses
564.00	Property and liability insurance	4,081	5,000	919	SDRMA estimates \$4990 to \$5073
565.10	Wages - Compensated Absences - all employees	11,255	14,517	3,262	Vacation,holiday,sick,etc.
565.20	Payroll Tax Expenses	7,954	9,850	1,896	Current rates
565.30	Workers' Comp. Insurance	3,360	4,240	880	Estimate Per SDRMA
565.40	Employee medical benefits	20,728	23,148	2,420	Manager, 9% increase
565.50	Employee retirement benefits	7,210	8,468	1,258	7% contribution to employee SEP IRA
567.00	Rents & leases	4,800	5,400	600	Per rental agreement, 7/1/22 increases from \$400 to \$450 per month
568.00	Maintenance-general plant	8,000	1,000	(7,000)	Per income/expense report (does not include for new for roof)
569.00	Other admin & general expenses	6,800	6,000	(800)	Per income/expense report -
	TOTAL ADMINISTRATIVE & GENERAL	138,899	145,979	7,080	
	TOTAL REGULAR OPERATING EXPENSE	210,064	232,925	22,861	
OTHER OPERATING EXPENSES					
573.00	Contribution to Operating Reserves	10,000	10,000	0	Operating Reserves currently ≈ \$ 52,091 - target is \$58,231
	TOTAL OPERATING EXPENSES	220,064	242,925	22,861	10.39% Total annual operating revenue required
	OPERATING SURPLUS (DEFICIT)	1	-741	(742)	
	TOTAL FIXED OPERATING EXPENSE	114,711	126,142	11,431	9.97% Expense independent of actual water use
	TOTAL BASE RATE EXPENSE	161,113	172,544	11,431	7.10% Fixed operating expense + DWR debt (increases by 2,690 re DBP loan)
	TOTAL COMMODITY RATE EXPENSE	102,729	114,158	11,429	11.13% Variable operating expense = Commodity Rate expense
	TOTAL EXPENSE TO CUSTOMERS	263,847	286,702	22,855	8.66% Equals Total Operating Expense
	MONTHLY BASE RATE	57.87	61.71	\$3.84	6.64% Total Base Rate expense per month per customer
	COMMODITY RATE CHARGE PER K GAL.	\$15.23	\$15.99	\$0.76	5.02%
	AVG. MONTHLY COMMODITY EXPENSE	41.96	46.41	\$4.44	10.58% Total Commodity Rate exp per mo. per cust (233 active meters only)
	AVERAGE MONTHLY BILL	99.84	108.12	\$8.28	8.29% AVERAGE OF ACTIVE ACCOUNTS ONLY
	PROJECTED ANNUAL GALLONS SOLD	6,747,200	7,137,300	390,100	5.78%

WCSD RESOLUTION 2022-8
(Amending Resolution 2021-7)
RATES FOR WATER SERVICE

BE IT RESOLVED, the Board of Directors of the Westhaven Community Services District hereby establishes the following rates for water service, to become effective for the billing due in July 2022:

Monthly Base Rate (minimum rate) for each water service account

\$61.71 The monthly base rate for each water service account shall be billed in advance.

Monthly Commodity Rate for water consumed

Commodity rates for water consumed during the monthly period prior to the month in which the bill is due shall be based upon meter readings obtained at approximately thirty-day intervals and shall be added to the base rate as follows:

\$15.99 per 1,000 gallons billed in increments of 10 gallons

Monthly Rate for water service to the Westhaven Volunteer Fire Department

Water shall be provided to the WVFD parcel free of charge.

Monthly Rates for Private Fire Protection Service Connection

Monthly charges for private fire protection water service connections shall be equal to the base rate shown above plus five (5) times the commodity rate shown above for all consumption recorded on the meter, except that no charge will be made for water used to extinguish fires where such fires have been reported to an official fire fighting agency and have also been reported to the District within forty-eight hours of their occurrence.

Rates for fractions of a month

When accounts are closed during a billing period the closing bill shall be the prorated portion of the current months' base rate plus the commodity charge based upon the meter reading on the closing day.

Rate for water leak adjustments

Per WCSD Resolution 2019-2 customers may request billing adjustments following water leaks. Adjustments will be made only under the conditions established by Resolution 2019-2 and at the rate shown below.

The adjustment will be calculated as 75% of the difference between the actual commodity charge for the billing periods affected by the leak (one or two billing periods) and the average monthly charge(s) based on the previous 12 months use or the longest period of the customer's use, if less than 12 months.

Budgetary effect of leak adjustments

Based on analysis of leak adjustments granted from 2011-2021 an annual expense of \$2000 has been included in the operating budget for 2021-2022. This amount represents \$0.72 per customer per month in the commodity rates calculation.

Annual rate adjustment

The base and commodity rates shall be adjusted annually to provide, at a minimum, a balanced operating budget, including contributions to reserve funds, in the upcoming fiscal year. The Board may approve additional adjustments as needed to ensure responsible fiscal management of the District. Customers shall be notified, and a Public Hearing shall be conducted prior to adjustments taking effect.

PASSED, APPROVED, and ADOPTED this fifteenth day of June, 2022 by the following roll call vote:

AYES:

NOES: None

ABSTAIN: None

ABSENT: None

William Verick, President
Westhaven Community Services District

ATTEST:

Roxanne Levang, Secretary
Westhaven Community Services District