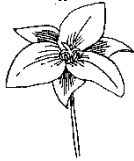


WESTHAVEN COMMUNITY SERVICES DISTRICT

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



REGULAR MONTHLY BOARD MEETING AGENDA

June 2023

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday, June 21st, at 6:30 p.m. at the Westhaven Fire Hall, 446 Sixth Avenue.

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 May 17th, 2023 - 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 Reports - **Discussion**

5.3.1 Operating reserve discussion, tracking and relationship to budgeting process.

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

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

5.6 May/June Warrants – **Discussion/Approval**

6. MANAGER'S REPORT

6.1. One unlocated system leak. **Discussion**

7. UPDATE ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant work proceeding. **Discussion/Approval**

7.1a Approval of notice of award schedule A for Waterline replacement **Discussion/Approval**

7.2 Update on activities related to well facility. **Discussion/Approval**

7.2a Approval of notice of award schedule B for well facility. **Discussion/Approval**

7.3 Emergency Intertie with City of Trinidad. **Discussion/Approval**

7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines.
Discussion/Approval

8. **TECHNICAL ASSISTANCE GRANT FROM DEPT OF FINANCIAL ASSISTANCE**
 - 8.1 Update on progress of technical assistance grant for Water Plant from DFA. **Discussion**
 - 8.2 Authorizing Resolution for the Expedited Drinking Water Grant (EDWG) grant funding for the water plant project. **Discussion/Approval**
9. **NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS TWO CREEKS CAPP**
 - 9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creek watershed and related conservation work **Discussion/Approval**
 - 9.2 NCRP micro grant for appraisals and title reports on two parcels of land in the north fork two creeks basin from willing sellers **Discussion**
10. **2023-2024 BUDGET**
 - 10.1 2023-2024 BUDGET, 2nd reading. **Discussion/Approval**
11. **REVIEW OF DRAFT MITIGATED NEGATIVE DECLARATION FOR NEW WATER TREATMENT PLANT.**
 - 11.1 Review of draft Mitigated Negative Declaration for the new water treatment plant **Discussion/Approval**
12. **CREATION OF DISTRICT FACEBOOK PAGE**
 - 12.1 Creation of district Facebook page **Discussion/Approval**
13. **HOT SPOT OR ACCESS HUMBOLDT FOR CONNECTIVITY**
 - 13.1 Investigation of hotspot or Access Humboldt for connectivity **Discussion/Approval**
14. **DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION**
 - 14.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation **Discussion**
15. **ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS**
16. **ADJOURN**

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 Pm.
The next Regular Meeting will be **July 19th, 2023** and will be held at the Westhaven Fire Hall, 446 Sixth Avenue
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

<p>The Westhaven CSD will make a 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.</p>
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WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
May 17, 2023

1. CALL TO ORDER

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

Board Members: Verick, Swisher, Cline & Llanos (by phone)

Absent: Hankin

Staff: Rosenblatt, Levang, Chandler, Martin & Whitlow-Hewett

Guests: Elaine Weinreb

2. PUBLIC COMMENT

None at this time

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

4. AMEND / APPROVE MINUTES

4.1 April 19, 2023 - Regular meeting minutes

Amend as follows:

Page 2, Item 5.5, first line: remove the period (.) after March, 2023

Verick moved to approve April 19, 2023, minutes as amended. Seconded by Cline; all approved.

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

5.1 Director's Report-monthly billing and collections

Board packets contained the Director's report. Total April, 2023 water sales were \$21,712.38, and total receivables were \$33,455.24.

The \$10,848.53 in past due accounts was questioned by the Board. Rosenblatt explained that State changes have prohibited the District from shutting off water until 60 days. Hankin had offered to review and revise the current policy. Rosenblatt told the board about the new Low Income Home Water Assistance Program (LIHWAP). He is contacting customers that he believes can benefit from the program – 1/2-2/3 of the past due accounts should qualify. Verick noted the possibility of getting a lien on the property if shut-offs are not an option. The District needs to review and rewrite the shut off policy based on the new regulations before liens are enacted. The high-water usage was mentioned. Rosenblatt said that we have not received a leak adjustment from any customers at this time.

5.2 Water Consumption and Sales

Board packets contained the Water Consumption and Billings-Commodity Charges Only report. April, 2023 gallons billed 441,010; average gallon per day per meter readings 84; per person 38, average monthly charge per accounts \$34.86; total monthly charges \$7,041; monthly deviation from budget -\$1,519.

Verick inquired if the budget is based per day or a 30 day billing cycle; Rosenblatt explained this is a 26 day cycle. It is based on the number of days in the fiscal year divided by 12.

5.3 Income & Expense Report

Board packets contained an Income & Expense report for April 2023. Total income \$20,177, total expense \$16,216, with a net operating income of \$3,961. No comment

5.4 Finance Officer's Recommendations - None

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the April 2023 Treasurer's report. Account balances were as follows: Capital Reserves \$201,731.58, and CD #2368 \$28,926.43; Operating Reserves \$37,900.94; Umpqua Savings #0648 \$2,224.46; Checking Account as of 5/12/2023 \$473,989.89. No comment.

5.6 April/May Warrants

Verick moved to approve warrants #'s 7394 through 7406, one Federal payroll tax deposit and one State payroll tax deposit, and three debit card charges, totaling \$13,139.61
Seconded by Cline; all approved.

6. MANAGER'S REPORT

6.1 Water loss increased from 3.3 gpm in March to 4.93 gpm in April for 29.5% of total production of 899,320 gallons. Board packets contained a summary table of 13 months water loss history. April 2023 water loss is at 29.5%, average water loss in the last 13 months is 37.9%. Cline questioned the collectors that before the drought had been turned off. Rosenblatt said he made a judgement call a few years ago to leave them on so he could get an accurate representation of how much water is available year-round. This data will be important for when we are able to add new connections. There was discussion of numerous reports of water flowing on Westhaven Drive. Rosenblatt confirmed this is not a leak as there are no water lines near the leak. It is from ground seep made worse by people driving their cars in the ditch, which causes the water not to flow properly in the ditch. Rosenblatt has requested the County to fix the issue. Martin noted the water table is higher this year due to the high rainfall

7. UPDATES ON GRANT FUNDING AND RELATED ACTIVITIES

7.1 DWR Small Community Drought Grant waterline work proceeding. Discussion/Approval
Rosenblatt said that both the waterline and well project are out for bid. Friday they had a bid walk. Rosenblatt is hoping to start waterline construction soon.

7.2 Update on Activities Related to Well Drilling. Discussion/Approval

The wells have been drilled; the rest of the project (construction of buildings associated with wells) is out to bid.

7.3 Emergency Intertie with City of Trinidad. Discussion/Approval

Rosenblatt is waiting for response back from City of Trinidad Engineers. PACE is coming soon to survey and will help with the design of the pipeline.

7.4 Updates: Financial grant & project reports, which include task and reimbursement payment timelines-no reports

7.5 Emergency funding request for slow sand filter.

The District was denied the request for funding to replace the slow sand filter. The sand filter was always a part of the new water plant project so when we receive funding the sand filter will be the first part of the project we do.

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

8.1 Update on Progress of DFA Technical Assistance Grant for Water Plant.

Rosenblatt reported receiving a letter from DFA giving WCSD a preliminary grant agreement for the water plant funded through the expedited drinking water grant program.

9. NORTH COAST RESOURCE PARTNERSHIP TECHNICAL ASSISTANCE GRANTS FOR TWO CREEK CAPP

9.1 Update on Conceptual Area Protection Plan (CAPP) for the Two Creek Watershed and related conservation work. Mark Andres is working on completing the CAPP.

9.2

9.2 Progress on submission of new grant proposals to replace the 2 Humboldt crossings under WCSD pipeline. Rosenblatt has reached out to the Coastal Conservancy and is waiting to hear back from them.

9.3 NCRP micro grant for appraisals and title reports on two parcels of land in the North Fork Two Creek basin from willing sellers. Rosenblatt reported that they are waiting on scheduling.

10. 2023-2024 BUDGET**10.1 2023-2024 Budget, 1st Reading. Discussion/Approval**

Rosenblatt explained that the revised projection of water sales is 6,500,000 gallons. Llanos and Rosenblatt analyzed 15-20 years of budgets to project the current gallons sold. Rosenblatt noted a downward trend in both Trinidad and Westhaven's water sales. The adjustment in gallons sold lowered the total budget projection by \$12,000 so Rosenblatt readjusted the expenses by removing the \$12,000 for the roof repair. He suggested paying for the new roof from the capital reserves. Verick inquired about the deficit of \$39,000 and if it is coming out of the operating reserve; Rosenblatt explained the deficit is because of the water we had to purchase. There was discussion about the operating reserve and how it is accounted for in the budget. Rosenblatt is hoping to get some money back from OES to help recover expenses. Verick noted the money that does not get reimbursed has to be made up somehow, and at some point the operational reserve needs to be increased.

Verick moved to approve the 2023-2024 Budget (first reading with second reading in June). Seconded by Cline, to adopt at a special meeting scheduled July 12, 2023; all approved.

11. ADDITIONAL ADMINISTRATIVE/OFFICE STAFF

11.1 Update on proposal for additional part-time office staff to assist GM and enhance general office hours for customer services. Rosenblatt reported that after discussions with Hankin and Verick, he decided to move forward with the hiring of additional office staff. Rosenblatt introduced Christy Chandler, a long-term community member, as the new Office Assistant.

12. REVIEW OF DRAFT MITIGATED NEGATIVE DECLARATION FOR NEW WATER TREATMENT PLANT

12.1 Review of draft Mitigated Negative Declaration for the new water treatment plant. Rosenblatt said the draft Mitigated Negative Declaration for the New Water Treatment Plant is not yet available. The CEQA process for the water plant project is on hold because PG&E recently informed the district that everything to do with PG&E, CEQA and the CDP for the upgraded powerlines are the District's responsibility. The PG&E representative is not responding to questions or phone calls. It was suggested that Rosenblatt contact Supervisor Madrone to have him contact State Senator Mike McGuire regarding PG&E's lack of response. Verick asked Rosenblatt to forward him the draft mitigated negative declaration for the new water treatment plant when it is available.

13. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTANCE AND OPERATION

14.1 Discussion of philosophical, political and meta issue aspects of the District's existence and operation –No discussion

14. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

1. Verick proposed the following ideas for more community involvement such as:
 - a. Creating a Facebook page for WCSD for public interaction and internal private discussions
 - b. Making Board meetings available for the public on Zoom (Rosenblatt noted the issue with internet connectivity at the Fire Hall and suggested trying out a test hotspot connection). Weinreb suggested the possibility of Access Humboldt as a resource to help with recording and/or filming meetings. Verick offered to contact Access Humboldt.
2. Financial reporting for special project expenses and amounts to be reimbursed versus paid for from the Operating Reserves.

15. ADJOURN

Verick adjourned the meeting at 7:40 PM.

Respectfully Submitted by,

Roxanne Levang & Christy Chandler
WCSD Secretary

Directors Report

Westhaven CSD

Water Pumped This Month	964,060 Gallons
Water Sold This Month	583,430 Gallons
Water Loss	380,630 Gallons
Water Loss (%)	39.48 %

	Amount (\$)	# Of Accounts
Total Water	23,811.67	232
Total Late Charge	170.71	47
Total Adjustments	31.96	2
Total Current Charges	24,014.34	232
<hr/>		
Amount Past Due 1-30 Days	3,694.87	44
Amount Past Due 31-60 Days	1,601.48	16
Amount Past Due Over 60 Days	11,506.09	12
Amount Of Overpayments/Prepayments	(7,060.81)	49
Total Receivables	33,755.97	232

Total Receipts On Account	23,713.61	189
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	0.00	13
Collection Accounts (Amount Owed)	0.00	13
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	2,483	235
Average Water Charge For Active Meters	102.64	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		2	22,200		3.81	2.05
8,001-10,000		4	34,070		5.84	3.32
6,001-8,000		11	72,760		12.47	7.81
4,001-6,000		34	157,550		27.00	19.54
2,001-4,000		72	212,080		36.35	33.27
1-2,000		79	84,770		14.53	25.94
Zero Usage		33		0	0.00	8.07
<hr style="border-top: 1px dashed black;"/>						
Total Meters		235	583,430		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.

May 2023

It is not weighted to anticipate seasonal variations in water use.

Adjustments for reported customer leaks have **not** been included in the monthly totals.

USAGE				CHARGES							
GPD = Gallons per day				Avg persons per household: 2.20							
2022-23	DAYS BILLED	GALLONS BILLED	ACTIVE METERS	GPD BILLED	GPD per METER	GPD per PERSON	TOTAL MONTHLY CHARGES	AVG CHARGE PER ACCOUNT	DEVIATION FROM BUDGET	CUMMULATIVE DEVIATION	
JUNE	33	627,530	202	19,016	94	43	\$ 10,026	\$ 49.63	\$ 1,465	\$ 1,465	
JULY	28	567,100	205	20,254	99	45	\$ 9,056	\$ 44.18	\$ 496	\$ 1,960	
AUG	34	741,200	209	21,800	104	47	\$ 11,832	\$ 56.61	\$ 3,271	\$ 5,232	
SEPT	28	581,560	208	20,770	100	45	\$ 9,256	\$ 44.50	\$ 695	\$ 5,927	
OCT	28	496,500	204	17,732	87	40	\$ 7,998	\$ 39.21	\$ (563)	\$ 5,364	
NOV	35	519,450	208	14,841	71	32	\$ 8,253	\$ 39.68	\$ (308)	\$ 5,056	
DEC	28	410,820	201	14,672	73	33	\$ 6,567	\$ 32.67	\$ (1,994)	\$ 3,063	
JAN	30	445,110	201	14,837	74	34	\$ 7,108	\$ 35.36	\$ (1,453)	\$ 1,610	
FEB	32	453,540	201	14,173	71	32	\$ 7,120	\$ 35.42	\$ (1,441)	\$ 169	
MAR	29	438,270	201	15,113	75	34	\$ 6,967	\$ 34.66	\$ (1,593)	\$ (1,425)	
APR	26	441,010	202	16,962	84	38	\$ 7,041	\$ 34.86	\$ (1,520)	\$ (2,944)	
MAY	35	583,430	199	16,669	84	38	\$ 9,320	\$ 46.83	\$ 759	\$ (2,185)	
Monthly AVG	31	525,460	203	17,237	85	38	\$ 8,379	\$ 41.13	\$ 1,337		
Total		6,305,520					\$ 100,544		\$ (2,185)	\$ (2,185)	
Leak Adjustment		4,379 (gal)					\$ 44				
Cummulative Leak Adjustment		58,531					\$ 873				
Net		6,246,989 (After Leak Adjustments)					\$ 99,671			\$ (3,057.96)	

BUDGETED ANNUAL COMMODITY INCOME: \$ 102,729

BUDGETED COMMODITY PER MONTH: \$8,561

BUDGETED COMMODITY PER PERSON PER MONTH: \$ 41.96

SOLD TO DATE				TOTAL BILLINGS TO DATE			
2022-2023	6,305,520	=	92%	2022-2023	\$100,544	=	97%
2021-2022	6,820,560		OF 21-22	2021-2022	\$103,526		OF 21-22

2021-2022											
JUNE	28	793,200	205	28,329	138	63	\$ 12,069	\$ 59	\$ 3,508	\$ 3,508	
JULY	28	612,060	206	21,859	106	48	\$ 9,314	\$ 45	\$ 754	\$ 4,262	
AUG	34	773,350	209	22,746	109	49	\$ 11,702	\$ 56	\$ 3,142	\$ 7,404	
SEPT	28	586,540	205	20,948	102	46	\$ 8,874	\$ 43	\$ 313	\$ 7,717	
OCT	29	519,020	207	17,897	86	39	\$ 7,846	\$ 38	\$ (714)	\$ 7,003	
NOV	33	536,010	207	16,243	78	36	\$ 8,161	\$ 39	\$ (399)	\$ 6,603	
DEC	29	446,110	199	15,383	77	35	\$ 6,719	\$ 34	\$ (1,842)	\$ 4,761	
JAN	30	529,770	203	17,659	87	40	\$ 8,065	\$ 40	\$ (496)	\$ 4,266	
FEB	32	519,060	201	16,221	81	37	\$ 7,866	\$ 39	\$ (694)	\$ 3,571	
MAR	30	533,550	201	17,785	88	40	\$ 8,118	\$ 40	\$ (442)	\$ 3,129	
APR	27	454,630	200	16,838	84	38	\$ 6,917	\$ 35	\$ (1,643)	\$ 1,486	
MAY	30	517,260	200	17,242	86	39	\$ 7,872	\$ 39	\$ (689)	\$ 797	

**Westhaven Community Services District
FY 2022-2023 Income / Expense Report
as of May 2023**

ITEM 5.3

Annual		<u>OPERATING BUDGET</u>			<u>CURRENT</u>			<u>CUMULATIVE</u>		
<u>Budget</u>	<u>Income</u>	May 2023	Monthly Budget	Over/Under	July 2022 thru May 2023	Jul '22 thru June 2023 Budget	Over/Under	% of Budget		
249,859	Water Sales	23,812	20,822	2,990	212,779	229,037	-16,258	92.9%		
<u>3,282</u>	Water Services	<u>360</u>	<u>274</u>	<u>87</u>	<u>4,047</u>	<u>3,009</u>	<u>1,038</u>	134.5%		
<u>253,141</u>	Total Income	<u>24,172</u>	<u>21,095</u>	<u>3,077</u>	<u>216,826</u>	<u>232,046</u>	<u>-15,220</u>	93.4%		
	<u>Expense</u>									
1,086	Source of Supply	0	91	-91	191	996	-805	19.2%		
11,536	Pumping	983	961	22	10,727	8,652	2,075	124.0%		
49,270	Water Treatment	5,027	4,106	921	46,016	36,953	9,064	124.5%		
13,725	Transmission & Distribution	254 ¹	1,144	-890	60,902	10,294	50,608	591.6%		
11,329	Customer Accounts	647 ²	944	-297	6,064	8,497	-2,433	71.4%		
156,195	Administrative & General	12,345	13,016	-671	126,658	117,146	9,512	108.1%		
<u>10,000</u>	Operating Reserves Contrib.	<u>0</u>	<u>833</u>	<u>-833</u>	<u>0</u>	<u>7,500</u>	<u>-7,500</u>	0.0%		
<u>253,141</u>	Total Expense	<u>19,256</u>	<u>21,095</u>	<u>-1,839</u>	<u>250,558</u>	<u>190,037</u>	<u>60,521</u>	131.8%		
	Net Operating Income	4,916	0		-33,732					

Income & Expense Report Notes:

¹ Transmission & Distribution expenses as of 4/30/23 Wages \$15,206; Emergency water deliveries \$27,069; Vehicle & fuel expense \$1805; Annual Backflow \$2300; Vac Trk \$3200; Emergency repairs/maintenance materials \$6963. See attached transaction detail report.

² \$816 for RVS annual updates and maintenance

Westhaven Community Services District
Special Projects
July 1, 2022 through May 31, 2023

	<u>New Water Plant</u>	<u>Special Projects</u>	<u>TA Grant</u>	<u>TOTAL</u>	<u>Description</u>
Ordinary Income/Expense					
Expense					
ADMINISTRATIVE & GENERAL					
568.00 · Maintenance - General Plant	32.28	0.00	752.98	785.26	TA: \$753 - B & B Portable Toilets
Total ADMINISTRATIVE & GENERAL	<u>32.28</u>	<u>0.00</u>	<u>752.98</u>	<u>785.26</u>	New plant: \$32 misc materials
Total Expense	<u>32.28</u>	<u>0.00</u>	<u>752.98</u>	<u>785.26</u>	
Net Ordinary Income	-32.28	0.00	-752.98	-785.26	
Other Income/Expense					
Other Income					
OTHER NON-OPERATING REVENUES					
499.00 · Revenues from Other Activities	0.00	9,500.00	0.00	9,500.00	
Total OTHER NON-OPERATING REVENUES	<u>0.00</u>	<u>9,500.00</u>	<u>0.00</u>	<u>9,500.00</u>	For meter installation at 100 Moonstone Beach Road
Total Other Income	0.00	9,500.00	0.00	9,500.00	
Other Expense					
OTHER NON OPERATING EXPENSES					
111.30 · DWR Intertie 14620	0.00	446.00	0.00	446.00	PACE non refundable grant expense
Total OTHER NON OPERATING EXPENSES	<u>0.00</u>	<u>446.00</u>	<u>0.00</u>	<u>446.00</u>	
CAPITAL EXPENSES					
111.70 · General Plant	334.25	4,440.00	0.00	4,774.25	\$300 - Water plant project, septic for monitoring well notification permit
599.00 · Expenses of Other Activit	0.00	3,465.99	0.00	3,465.99	\$4440 - For meter installation at 100 Moonstone Beach Rd
Total CAPITAL EXPENSES	<u>334.25</u>	<u>7,905.99</u>	<u>0.00</u>	<u>8,240.24</u>	\$3466 - Moonstone property new meter & supplies
Total Other Expense	<u>334.25</u>	<u>8,351.99</u>	<u>0.00</u>	<u>8,686.24</u>	
Net Other Income	-334.25	1,148.01	0.00	813.76	

WESTHAVEN COMMUNITY SERVICES DISTRICT
Treasurer's Report
May 2023

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>
\$201,731.58	1.69800	Capital Reserves Hum Co Fund 2600		\$ 20,000		8/23/22 \$ 60,000.00 2/27/2023 \$ 30,000.00
						\$60,000 withdrawal is to help with grant exp. while waiting for reimbursement pymts from funders.
\$28,931.75	0.50000	Capital Reserves CD Umpqua 2368			\$ 8.01	Accumulated interest this Fiscal Year CD matures 12/24/2024
\$37,900.94	0.24000	Operating Reserve LAIF # 16-12-005		\$ 10,000	\$97.90 7/15/22 Interest \$178.27 10/14/22 Interest \$274.62 1/13/23 Interest 2/24/2023 \$56.91 3/31/2023 Interest	15,000
\$4,424.71	0.03000	Savings Umpqua 0648			\$ 8.01 7/1-9/30/22 Interest \$ 8.02 10/1-12/31/22 Interest \$ 13,200.95 10/5/22 DWR Qrtly loan payment \$ 13,200.95 3/7/23 DWR FINAL loan payment	
\$510,593.11		Checking Account Umpqua 5013				Checking Balance as of 6/16/2023

*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) 2022/2023 Regular Operating Budget \$243,151. X 25% = \$60,785.25

As of 5/31/2023 the DWR advance pymt balance for Trinidad Interite is \$460,673.75

DWR Grant for waterlines/well-pymt of \$238,448.82 received 5/24/2023

WESTHAVEN COMMUNITY SERVICES DISTRICT

Warrants May 16 through June 13, 2023

Number	Date	Amount	To Whom	Purpose
7407	5/16/2023	\$ 292.64	C. Chandler	Payroll May 1-15 2023
7408	5/16/2023	\$ 561.60	K. Martin	Payroll May 1-15 2023
7409	5/16/2023	\$ 741.21	M. Whitlow-Hewett	Payroll May 1-15 2023
7410	5/16/2023	\$ 2,024.96	P. Rosenblatt	Payroll May 1-15 2023
7411	5/16/2023	\$ 736.96	R. Levang	Payroll May 1-15 2023
7412	5/18/2023	\$ 1,991.25	LACO	Intertie/Environmental pd with adv. pymt funds
7413	5/18/2023	\$ 840.00	PACE	Intertie/Planning/Design pd with adv pymt funds
7414	5/18/2023	\$ 4,100.00	Fidellity Nat Title Co	To create easement docs/5 properties
7415	5/18/2023	\$ 4,440.00	PACE	Special Project/sand filter
7416	5/18/2023	\$ 53.88	B&B Portable Toilets	Water plant special project
7417	5/18/2023	\$ 558.10	Mendes	May chemicals
7418	5/18/2023	\$ 900.00	North Coast Labs	April outside lab
7419	5/18/2023	\$ 864.00	North Coast Journal	Advertisements for bids-DWR Drought 14508
7420	5/18/2023	\$ 13.16	Pacific Paper Co	Office supplies-ink gel refills
7421	5/18/2023	\$ 16.14	Thomas Home Ctr	Water plant special project
7422				
7423	5/19/2023	\$ 420.00	USPS	4 rolls Forever; 2 postcard; 3 additional ounce
Debit654	5/22/2023	\$ 51.45	B&B Portable Toilets	Cleaning service
7424	5/24/2023	\$ -	VOID	
7425	5/24/2023	\$ 96,860.11	PACE	DWR Drought Engineering
7426	5/24/2023	\$ 2,408.76	Blue Shield of CA	June premium payment
7427	5/30/2023	\$ 88,050.90	Fisch Drilling	Well drilling DWR grant
Debit844	5/30/2023	\$ 36.28	Mid-City Motors	SILC2: Super long life coo
7428	5/31/2023	\$ 800.00	Cornerstone Computers	Sec/BK new computer
7429	6/1/2023	\$ 477.91	C. Chandler	Payroll May 16-31 2023
7430	6/1/2023	\$ 771.19	K. Martin	Payroll May 19-31 2023
7431	6/1/2023	\$ 715.63	M. Whitlow-Hewett	Payroll May 19-31 2023
7432	6/1/2023	\$ 2,007.25	P. Rosenblatt	Payroll May 19-31 2023
7433	6/1/2023	\$ 900.60	R. Levang	Payroll May 19-31 2023
ACH 153	6/7/2023	\$ 157.11	Member Services	Visa-May dental premium (paid by phone)
7434	5/22/2023	\$ 53.88	B&B Portable Toilets	Rental 4/30-5/27/2023 Special projects
7435	6/7/2023	\$ 25.02	Miller Farms	Spark plugs; hearing protectors
7436	6/7/2023	\$ 77.61	Pacific Paper	Copy paper, correction tape & rubber bands
7437	6/7/2023	\$ 786.93	PG&E	Utilities: Plant 472.58, Well 248.27, Office 66.08
7438	6/7/2023	\$ 18.96	Thomas Home Ctr	Blinds for office door
7439	6/7/2023	\$ 1,142.36	USA Blue Book	Hach Free Chlorine SwifTest supplies
7440	6/7/2023	\$ 163.10	Valley Pacific Petroleum	May fuel
7441	6/7/2023	\$ 450.00	WVFD	June office rent
EDD	6/8/2023	\$ 267.15	EDD	State payroll taxes for May
EFTPS	6/8/2023	2449.56	EFTPS	Federal payroll taxes for May
7442	6/8/2023	\$ 4.95	Katie Swisher	Customer refund on overpymt final bill
7443	6/16/2023	\$ 381.38	C. Chandler	Payroll June 1-15, 2023
7444	6/16/2023	\$ 623.29	K. Martin	Payroll June 1-15, 2023
7445	6/16/2023	\$ 817.31	M. Whitlow-Hewett	Payroll June 1-15, 2023
7446	6/16/2023	\$ 2,007.25	P. Rosenblatt	Payroll June 1-15, 2023
7447	6/16/2023	\$ 746.81	R. Levang	Payroll June 1-15, 2023
7448	6/16/2023	\$ 30.13	R. Levang	Mileage to come in office to train staff
Total		<u>\$221,836.78</u>		Checking Account Balance as of 6/16/2023

\$510,593.11

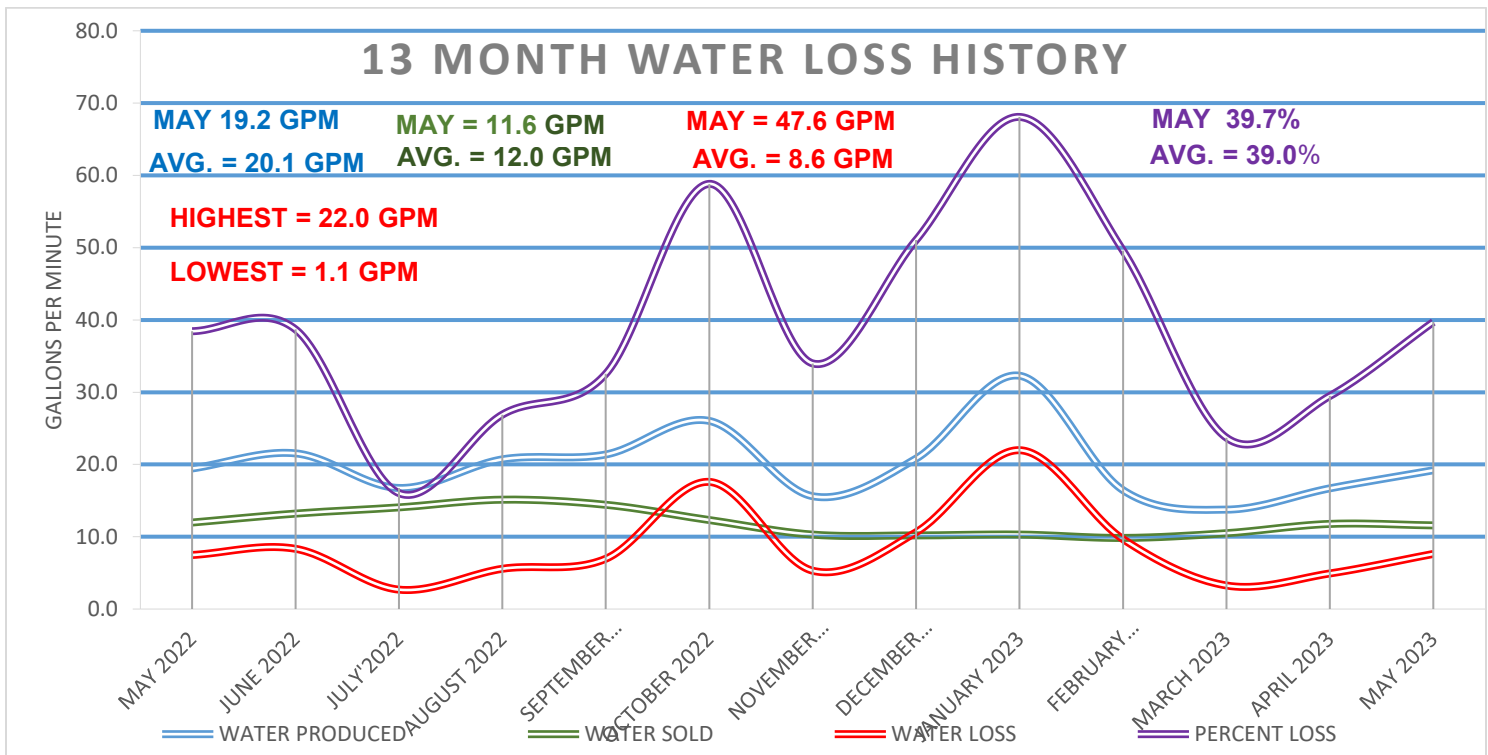
Total Operating warrants		\$24,478.89
Total Special Projects		\$4,615.35
Total Intertie 14620		\$2,831.25
Total DWR Drought 14508		\$189,911.29
Total Grant & Spec Project Warrants		\$197,357.89
DWR total advance pymt received	\$	464,150.00
Advance pymt balance as of 5/31	\$	460,673.75

WESTHAVEN CSD • MANAGER'S REPORT
MAY 2023

6.1 Water Loss

Water loss increased from 4.9 gpm in April to 7.6 gpm in May for 39.7% of total production of 967,740 gallons. 1 or more unknown system leak. Discussion

<u>FROM JULY 2003</u>	<u>PRODUCED GPM</u>	<u>SOLD GPM</u>	<u>LOST GPM</u>	<u>%LOSS OF WATER PRODUCED</u>	<u>MONTHLY PRODUCTION GALLONS</u>	<u>MONTHLY SOLD GALLONS</u>	<u>MONTHLY LOSS GALLONS</u>
MAY 2023	19.2	11.6	7.6	39.7	967,740	583,430	384,310
AVG. ALL	21	15	6	29	929,243	576,568	283,195
24 MO AVG.	19	13	7	32	835,891	546,920	288,971
13 MO AVG.	20.1	12.0	8.6	39.0	900,689	524,829	375,860
MINIMUM MONTH EVER	11.2	9.8	1.1	6.8	488,090	410,820	43,080
	DEC 2018	DEC 2018	SEPT 2021	SEPT 2021	APR 2017		SEPT 2021
MAXIMUM MONTH EVER	34.8	27.0	22.0	68.1	1,523,405	850,410	949,270
	JUL 2004	JUL 2003	JAN 2023	JAN 2023	JUL 2004		NOV 2016
					AVG. LOSS %		
SINCE DECEMBER 2016					60,807,503	23	15,348,539
13 MONTH TOTALS					11,708,960	39	4,886,180
<u>SINCE OCT 2021 Submission of DWR Drought grant</u>					16,826,902	35	6,465,972



DAILY WELL FLOW

- 6/13/16 8.5 gpm
- 6/13/17 10.8 gpm
- 6/13/18 7.7 gpm
- 6/13/19 5.3 gpm
- 6/13/20 5.4 gpm
- 6/13/21 4.9 gpm
- 6/13/22 5.2 gpm
- 6/13/23 6.4 GPM

MONTH TOTAL AVG GPM

- 6/16 49.5 gpm
- 6/17 94.6 gpm (all collectors on)
- 6/18 53 gpm (all collectors on)
- 6/19 31 gpm (south collector only)
- 6/20 41 gpm (2 collectors on)
- 6/21 36.5 gpm (2 collectors on)
- 6/22 36 gpm (all collectors on)
- 6/13/23 38 gpm (Day) (all collectors on)

NOTICE OF AWARD

Date of Issuance:

Owner: Westhaven Community Services District Owner’s Project No.:

Engineer: PACE Engineering, Inc. Engineer’s Project No.: 2973.02A

Project: Westhaven Well and Pipeline Replacement Project – Schedule A

Contract Name: Westhaven Well and Pipeline Replacement Project – Schedule A

Bidder: GR Sundberg, Inc.

Bidder’s Address: 5211 Boyd Road, Arcata, CA 95521

You are notified that Owner has accepted your Bid dated **May 26, 2023** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Westhaven Well and Pipeline Replacement Project – Schedule A

The Contract Price of the awarded Contract is **\$1,391,974.00**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Engineer **three** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Westhaven Community Services District

By *(signature)*: _____

Name *(printed)*: _____

Title: _____

Copy: Engineer

NOTICE OF AWARD

Date of Issuance:

Owner: Westhaven Community Services District Owner's Project No.:

Engineer: PACE Engineering, Inc. Engineer's Project No.: 2973.02B

Project: Westhaven Well and Pipeline Replacement Project – Schedule B

Contract Name: Westhaven Well and Pipeline Replacement Project – Schedule B

Bidder: Hooven & Co., Inc.

Bidder's Address: 3445 Central Avenue, McKinleyville, CA 95519

You are notified that Owner has accepted your Bid dated **May 25, 2023** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Westhaven Well and Pipeline Replacement Project – Schedule B

The Contract Price of the awarded Contract is **\$1,359,000.00**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Engineer **three** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Westhaven Community Services District

By *(signature)*: _____

Name *(printed)*: _____

Title: _____

Copy: Engineer

	A	B	C	D	E	F	G
1							Item 11
2	WESTHAVEN COMMUNITY SERVICES DISTRICT (f						
3							
4		ANNUAL OPERATING BUDGET	2022-2023	2023-2024	INCREASE		Revenue from monthly bills
5		Approved May 17, 2023			(DECREASE)		Commodity rate expenses (variable operating costs)
6							Base rate expenses (fixed operating costs)
7							Expenses part commodity, part base
8		OPERATING REVENUES					NOTES
9	411.00	WATER SALES	\$ 285,721	\$ 294,564	8,843		
10		Base Rate Residential	\$ 169,582	\$ 181,370	11,788		
11		Commodity Rate Residential	\$ 113,170	\$ 110,149	(3,021)		Estimated residential income is linked to estimated average bill
12	411.10	Total Residential	\$ 282,752	\$ 291,518	8,766		229 residential
13		Base Rate Business	\$ 1,481	\$ 1,584	103		
14		Commodity Rate Business	\$ 988	\$ 962	(26)		
15	411.20	Total Business	\$ 2,469	\$ 2,546	77		2 Business (+ WVFD - no charge)
16	411.70	Other water sales	\$ 500	\$ 500	0		Emergency no deliveries last 2 fiscal years
17							
18	421.00	WATER SERVICES	\$ 3,366	\$ 3,417	51		Total includes Fire & backflow, excludes other water services
19	421.10	Fire prevention	\$ 741	\$ 792	51		Merryman's fire system - pays base rate only
20	421.30	Backflow valve testing charges	\$ 2,625	\$ 2,625	0		Equals Backflow Program Expense - Not part of water rates
21	421.40	Water Service charges					Water service repair / relocation
22	421.50	Other water services	\$ 2,400	\$ 1,000	(1,400)		Charges for late payment, returned checks, reconnection, etc.
23							
24		TOTAL OPERATING REVENUES	\$ 288,587	\$ 297,481	8,894		Total does not include 411.70 & 421.50
25							
26		REVENUE PAID TO CAPITAL EXPENSES	\$ 46,402	\$ 20,000	(26,402)		Annual contribution to Capital Reserve. The \$26,402 difference is from the DWR loan that has been paid in full.
27							
28		TOTAL OP. REV. AFTER CAP. EXPENSE	\$ 242,185	\$ 277,481	35,296		
29							
30		OPERATING EXPENSES	COLA 2%	2.2%	0.20%		COLA = 10 yr. running avg. of avg. of COLA & CPI
31							40/37.50 Mg/Op - Hrs/Wk- 23/24 Base Wage = 31.68/hr (less 6% for grant admin)
32							22.00 Op 1 - hours / week - 23/24 Base Wage = 22.87/hr.
33		REGULAR OPERATING EXPENSES					16.00 Op 2- hours/week 23/24 Base wage = 22.89/hr (14 Operator/2 Clerical per week)
34							10.00 Office Asst base wage = 20/hr
35		SOURCE OF SUPPLY					15.00 S/B - hours / week -23/24 Base Wage = 23.96/hr.
36	511.10	Wages - Operator/GM	\$ 536	\$ 725	\$ 189		1 Mg/Op - apox hours/week
37	511.20	Wages - 2nd & 3rd Operators	\$ 350	\$ 1,047	\$ 697		1 Op - apox hours/week
38	511.00	Total wages	\$ 886	\$ 1,771	\$ 885		
39	512.00	Maintenance, structure, & improvements	\$ 200	\$ 200	\$ -		Historically \$0 spent. Est amount does not include Earthquake Leak Expense
40	513.00	Purchased water	\$ -	\$ -	\$ -		Emergency water deliveries were accounted for under Transmission & Distribution
41		TOTAL SOURCE OF SUPPLY	\$ 1,086	\$ 1,971	\$ 885		
42							
43		PUMPING					
44	521.10	Wages - Operator/GM	\$ 536	\$ 1,450	\$ 914		1 Mg/Op - apox hours/week
45	521.20	Wages - 2nd & 3rd Operators	\$ 2,000	\$ 4,190	\$ 2,190		4 Op -apox hours/week
46	521.00	Total wages	\$ 2,536	\$ 5,639	\$ 3,103		
47	522.00	Maint, structure, & improvements	\$ 800	\$ -	\$ (800)		Per income/expense report
48	523.10	Fuel or power used for pumping - booster	\$ 6,000	\$ 6,200	\$ 200		Includes tank fan and shop storage room dehumidifier
49	523.20	Fuel or power used for pumping - well	\$ 2,200	\$ 2,500	\$ 300		Per income/expense report
50		TOTAL PUMPING	\$ 11,536	\$ 14,339	\$ 2,803		
51							
52		WATER TREATMENT					
53	531.10	Wages - Operator/GM	\$ 6,540	\$ 2,899	\$ (3,641)		2 Mg/Op -apox hours/week
54	531.20	Wages - 2nd & 3rd Operators	\$ 26,930	\$ 21,996	\$ (4,934)		21 Op --apox hours/week
55	531.00	Total wages	\$ 33,470	\$ 24,896	\$ (8,574)		
56	532.00	Maint, structure & improvements	\$ 800	\$ 800	\$ -		Per expense reports (sand filter expense excluded???)
57	533.10	Chemical	\$ 7,000	\$ 10,000	\$ 3,000		Chlorine & Calcite - may increase with new well(s)
58	533.20	Outside lab expense	\$ 5,000	\$ 7,000	\$ 2,000		North Coast Labs - increased sampling requirements
59	533.30	Water testing supplies - WCSD	\$ 3,000	\$ 3,000	\$ -		Reagents and Instrument maintenance.
60		TOTAL WATER TREATMENT	\$ 49,270	\$ 45,696	\$ (3,574)		
61							
62		TRANSMISSION & DISTRIBUTION					
63	541.10	Wages - Operator/GM	\$ 2,100	\$ 4,349	\$ 2,249		3 Mg/Op - apox hours/week
64	541.20	Wages - 2nd & 3rd Operators	\$ 5,000	\$ 8,380	\$ 3,380		8 Op - apox hours/week
65	541.00	Total wages	\$ 7,100	\$ 12,729	\$ 5,629		
66	542.00	Maint, structure, & improvements	\$ 2,000	\$ 2,000	\$ -		Total reflects normal business with minor leak repairs. FY 22-23 had unprecedented leaks with the following expenses: Vac Trk \$3200; Emergency leak Contractor invoices of \$8345; Leak repair supplies, including inventory for the future, \$2500.
67	543.00	District Vehicle O&M	\$ 2,000	\$ 2,000	\$ -		Fuel, maintenance, etc.
68	544.00	Backflow Program Expense	\$ 2,625	\$ 2,625	\$ -		Not part of regular rate calculations - program is self- supporting
69		TOTAL TRANSMISSION & DISTRIBUTION	\$ 13,725	\$ 19,354	\$ 5,629		

	A	B	C	D	E	F	G
1							Item 11
2		WESTHAVEN COMMUNITY SERVICES DISTRICT (H					
3							
4		ANNUAL OPERATING BUDGET	2022-2023	2023-2024	INCREASE		Revenue from monthly bills
5		Approved May 17, 2023			(DECREASE)		Commodity rate expenses (variable operating costs)
6							Base rate expenses (fixed operating costs)
7							Expenses part commodity, part base
70							
71		CUSTOMER ACCOUNTS					
72	551.10	Wages - billing	\$ 2,413	\$ 2,193	\$ (220)		2 S/B - apox hours/week
73	551.20	Wages - cash receipts/clerical support	\$ 2,680	\$ 10,982	\$ 8,302		12 Clerical - apox hours/week
74	551.30	Wages - meter reading - Operator/GM	\$ 536	\$ -	\$ (536)		0 Mg/Op - apox hours/week
75	551.40	Wages - meter reading - 2nd/3rd Operator	\$ 2,500	\$ 2,095	\$ (405)		2 Op - apox hours/week
76	551.00	Total wages	\$ 8,129	\$ 15,270	\$ 7,141		
77	551.50	Billing Supplies	\$ 1,200	\$ 1,200	\$ -		Per income/expense report
78	552.00	Uncollectible accounts	\$ -	\$ -	\$ -		
79	553.00	Customer Leak Adjustments	\$ 2,000	\$ 2,000	\$ -		Based on 10 year average
80		TOTAL CUSTOMER ACCOUNTS	\$ 11,329	\$ 18,470	\$ 7,141		
81							
82		ADMINISTRATIVE & GENERAL					
83	561.10	Wages - Manager	\$ 37,450	\$ 44,940	\$ 7,490		31 GM - Apox hours/week (Less Grant Admin covered by grants)
84	561.20	Wages - Clerical	\$ 13,676	\$ 14,253	\$ 577		13 S/B --apox hours/week
85	561.00	Total wages	\$ 51,126	\$ 59,193	\$ 8,067		
86	562.10	Office supplies	\$ 1,600	\$ 1,600	\$ -		Per income/expense report
87	562.20	Office equipment	\$ 750	\$ 750	\$ -		Average over several years.
88	562.30	Office utilities (phone / electric / internet)	\$ 3,000	\$ 3,000	\$ -		Per income/expense report
89	562.40	Postage	\$ 1,900	\$ 1,500	\$ (400)		Per income/expense report
90	562.50	Employee / director education	\$ 350	\$ 350	\$ -		Staff need CPR certification
91	562.60	Operator certification	\$ 300	\$ 300	\$ -		Estimate 3 new certifications and 1 renewal
92	562.70	Employee / director mileage reimbursement	\$ 100	\$ 300	\$ 200		Per income/expense report - current rate 0.56 per mile
93	563.10	Accountant	\$ 8,380	\$ 9,900	\$ 1,520		Annual St Financial Tran Rep & Yr end consulting \$2400. Est 1/2 of upcoming audt \$7,500.
94	563.20	Legal	\$ 500	\$ 500	\$ -		Default-Historical range from \$0 to \$7,657/yr (93-94) 20-21 lowered to \$1000 from \$1500
95	563.30	Consultants, Engineering etc.	\$ 350	\$ 350	\$ -		Does not include project expenses
96	564.00	Property and liability insurance	\$ 5,000	\$ 5,500	\$ 500		SDRMA estimates \$5364 to \$5501
97	565.10	Wages - Compensated Absences - all employees	\$ 14,517	\$ 16,348	\$ 1,831		Vacation,holiday,sick,etc.
98	565.20	Payroll Tax Expenses	\$ 9,850	\$ 11,285	\$ 1,435		Current rates
99	565.30	Workers' Comp. Insurance	\$ 4,240	\$ 5,163	\$ 923		Estimate Per SDRMA
100	565.40	Employee medical benefits	\$ 23,148	\$ 24,190	\$ 1,042		Manager, 13.58% increase
101	565.50	Employee retirement benefits	\$ 8,468	\$ 9,813	\$ 1,345		7% contribution to employee SEP IRA
102	567.00	Rents & leases	\$ 5,400	\$ 5,400	\$ -		Per rental agreement, \$450 per month
103	568.00	Maintenance-general plant	\$ 1,000	\$ 2,000	\$ 1,000		Per income/expense (New roof to be paid for out of capital reserve)
104	569.00	Other admin & general expenses	\$ 6,000	\$ 11,000	\$ 5,000		Per income/expense report -
105		TOTAL ADMINISTRATIVE & GENERAL	\$ 145,979	\$ 168,443	\$ 22,464		
106							
107		TOTAL REGULAR OPERATING EXPENSE	\$ 232,925	\$ 268,273	\$ 35,348		
108							
109		OTHER OPERATING EXPENSES					
110	573.00	Contribution to Operating Reserves	\$ 10,000	\$ 10,000	\$ -		Operating Reserves currently = \$ 37,844. - target is \$68,085 per Financial Procedure Manual
111							
112		TOTAL OPERATING EXPENSES	\$ 242,925	\$ 278,273	\$ 35,348	14.55%	Total annual operating revenue required
113							
114		OPERATING SURPLUS (DEFICIT)	\$ (741)	\$ (792)	\$ (51)		
115							
116		TOTAL FIXED OPERATING EXPENSE	\$ 126,142	\$ 164,538	\$ 38,396	30.44%	Expense independent of actual water use
117							
118		TOTAL BASE RATE EXPENSE	\$ 172,544	\$ 184,538	\$ 11,994	6.95%	Fixed operating expense, including \$20,000 contribution to Capital reserve
119							
120		TOTAL COMMODITY RATE EXPENSE	\$ 114,158	\$ 111,111	\$ (3,047)	-2.67%	Variable operating expense = Commodity Rate expense
121							
122		TOTAL EXPENSE TO CUSTOMERS	\$ 286,702	\$ 295,648	\$ 8,946	3.12%	Equals Total Operating Expense
123							
124		MONTHLY BASE RATE	\$ 61.71	\$ 66.00	\$ 4.29	6.95%	Total Base Rate expense per month per customer
125							
126		COMMODITY RATE CHARGE PER K GAL.	\$ 15.99	\$ 17.09	\$ 1.10	6.90%	
127							
128		AVG. MONTHLY COMMODITY EXPENSE	\$ 46.41	\$ 45.17	\$ (1.24)	-2.68%	Total Commodity Rate exp per mo. per cust (233 active meters only)
129							
130		AVERAGE MONTHLY BILL	\$ 108.12	\$ 111.17	\$ 3.05	2.82%	AVERAGE OF ACTIVE ACCOUNTS ONLY
131							
132		PROJECTED ANNUAL GALLONS SOLD	7,137,300	6,500,000	-637,300	-8.93%	Projected gallons sold vs actual gallons over 10 years