

WCSD RESOLUTION 2020-3

OPERATING BUDGET FOR FISCAL YEAR 2020-2021

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 2020-2021, beginning August 1, 2020.

BE IT FURTHER RESOLVED,

The rates for water service associated with the attached Operating Budget shall become effective with the August 2020 billing cycle.

PASSED, APPROVED, and ADOPTED this 29th Day of July, 2020 by the following roll call vote:

AYES: Verick, Cline, Phipps & Swisher

NOES: None

ABSTAIN: None

ABSENT: Hankin



David Hankin, President
Westhaven Community Services District

ATTEST:



Roxanne Levang, Secretary
Westhaven Community Services District

	A	B	C	D	E	F	G
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8		WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)		JUNE 2020			
9							
10		ANNUAL OPERATING BUDGET	2019-2020	2020-2021	INCREASE		
11		Approved July 29, 2020			(DECREASE)		
12							Revenue from monthly bills
13							Commodity rate expenses (variable operating costs)
14							Base rate expenses (fixed operating costs)
15		OPERATING REVENUES					Expenses part commodity, part base
16		411.00 WATER SALES	240,498	250,035	9,537		NOTES
17		Base Rate Residential	138,666	148,784	10,118		
18		Commodity Rate Residential	99,254	98,591	(663)		Estimated residential income is linked to estimated average bill
19		411.10 Total Residential	237,920	247,374	9,454		229 residential
20		Base Rate Business	1,211	1,299	88		
21		Commodity Rate Business	867	861	(6)		
22		411.20 Total Business	2,078	2,160	82		2 Business - WCC, WCA (+ WVFD - no charge)
23		411.70 Other water sales	500	500	0		Emergency deliveries (FY 2019-20 no deliveries as of 4/10/2020)
24							
25		421.00 WATER SERVICES	5,431	3,275	(2,156)		
26		421.10 Fire prevention	606	650	44		Merryman's fire system - pays base rate only
27		421.30 Backflow valve testing charges	2,625	2,625	0		Equals Backflow Program Expense - Not part of water rates
28		421.40 Water Service charges					Water service repair / relocation
29		421.50 Other water services	2,200	2,100	(100)		Charges for late payment, returned checks, reconnection, etc.
30							
31		TOTAL OPERATING REVENUES	243,229	252,809	9,580		Interest Revenue moved to Capital Budget
32							Total does not include 411.70 & 421.50
33		REVENUE PAID TO CAPITAL EXPENSES	46,402	46,402	0		Increases by one semi-annual DBP Loan payment - will be two in 2018-2019
34							
35		TOTAL OP. REV. AFTER CAP. EXPENSE	196,827	206,407	9,580		
36							
37		OPERATING EXPENSES	COLA 1.7%	1.8%	11,364		COLA = 10 yr. running avg. of avg. of COLA & CPI
38					\$4.08		40.00 Mg/Op - hours / week - 2020-21 Base Wage = 24/hr.
39		REGULAR OPERATING EXPENSES					25.50 Op - hours / week - 2020-21 Base Wage = 19.67/hr. (hrs = Op 21, + relief OP 6)
40							15.00 S/B - hours / week - 2020-21 Base Wage = 22.71/hr.
41		SOURCE OF SUPPLY					Op relief - hours/week - 2020-21 Base Wage = 18.32 (6 hrs/week)
42		511.10 Wages - Operator	972	1,098	(126)		1.00 Mg/Op - hours / week
43		511.20 Wages - 2nd Operator	877	1,350	(473)		1.50 Op - hours / week
44		511.00 Total wages	1,849	2,448	(599)		
45		512.00 Maintenance, structure, & improvements	350	200	(150)		Default (\$0 spent FY 2019-20 as of 4/10/2020)
46		513.00 Purchased water					
47		TOTAL SOURCE OF SUPPLY	2,199	2,648	449		
48							
49		PUMPING					
50		521.10 Wages - Operator	972	1,647	45		1.50 Mg/Op - hours / week
51		521.20 Wages - 2nd Operator	1,096	1,800	80		2.00 Op - hours / week
52		521.00 Total wages	2,068	3,448	1,380		
53		522.00 Maint, structure, & improvements	200	240	40		Default
54		523.10 Fuel or power used for pumping - booster	4,000	4,200	200		Includes tank fan and shop storage room dehumidifier
55		523.20 Fuel or power used for pumping - well	1,800	1,700	(100)		Per income/expense report
56		TOTAL PUMPING	8,068	9,588	1,520		
57							
58		WATER TREATMENT					
59		531.10 Wages - Operator	6,321	6,589	268		6.00 Mg/Op - hours / week
60		531.20 Wages - 2nd Operator	14,247	18,902	4,655		21.00 Op - hours / week
61		531.00 Total wages	20,567	25,492	4,925		
62		532.00 Maint, structure & improvements	850	675	(175)		Per expense reports (sand filter expense excluded)
63		533.10 Chemical	4,000	3,500	(500)		Chlorine & Calcite - may increase with new well(s)
64		533.20 Outside lab expense	4,500	4,500	0		North Coast Labs - increased sampling requirements (Actual spent \$500 less. Left the same due to higher lab cost)
65		533.30 Water testing supplies - WCSD	1,500	1,000	(500)		Reagents and Instrument maintenance.
66		TOTAL WATER TREATMENT	31,417	35,167	3,750		
67							
68		TRANSMISSION & DISTRIBUTION					
69		541.10 Wages - Operator	4,619	2,196	(2,423)		2.00 Mg/Op - hours / week
70		541.20 Wages - 2nd Operator	5,699	900	(4,799)		1.00 Op - hours / week
71		541.00 Total wages	10,318	3,097	(7,221)		
72		542.00 Maint, structure, & improvements	850	1,000	150		Per income/expense report
73		543.00 District Vehicle O&M	2,400	1,900	(500)		Insurance, fuel, maintenance, etc.
74		544.00 Backflow Program Expense	2,625	2,625	0		Not part of regular rate calculations - program is self-supporting
75		TOTAL TRANSMISSION & DISTRIBUTION	16,193	8,622	(7,571)		
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11		Approved July 29, 2020			(DECREASE)		Commodity rate expenses (variable operating costs)
12							Base rate expenses (fixed operating costs)
13							Expenses part commodity, part base
77		CUSTOMER ACCOUNTS					
78	551.10	Wages - billing	1,519	1,559	40		1.50 S/B - hours / week
79	551.20	Wages - cash receipts	1,702	1,098	20		1.00 Mg/Op - hours / week
80	551.30	Wages - meter reading - Operator	972	2,196	1,224		2.00 Mg/Op - hours / week
81	551.40	Wages - meter reading - 2nd Operator	877	1,350	45		1.50 Op - hours / week
82	551.00	Total wages	5,070	6,204	1,134		
83	551.50	Billing Supplies	1,200	1,200	0		Per income/expense report
84	552.00	Uncollectible accounts	0	0	0		
85	553.00	Customer Leak Adjustments	1,725	2,000	275		Based on 10 year average
86		TOTAL CUSTOMER ACCOUNTS	7,995	9,404	1,409		
87							
88		ADMINISTRATIVE & GENERAL					
89	561.10	Wages - Manager	23,338	29,103	5,765		26.50 Mg/Op - hours / week
90	561.20	Wages - Clerical	13,668	14,029	361		13.50 S/B - hours / week
91	561.00	Total wages	37,006	43,133	6,127		
92	562.10	Office supplies	850	1,000	150		Per income/expense report
93	562.20	Office equipment	1,000	1,000	0		Average over several years.
94	562.30	Office utilities (phone / electric / internet)	4,200	3,500	(700)		Per income/expense report
95	562.40	Postage	1,775	1,700	(75)		Per income/expense report
96	562.50	Employee / director education	500	100	(400)		Did not use last fiscal period
97	562.60	Operator certification	120	120	0		Annual average - triennial expense - PR & MB
98	562.70	Employee / director mileage reimbursement	300	300	0		Per income/expense report - current rate 0.575 per mile
99	563.10	Accountant	6,100	7,658	1,558		Annual State Financial Transaction Report \$1040 & 1/2 audit \$6,618
100	563.20	Legal	1,500	500	(1,000)		Default-Historical range from \$0 to \$7,657/yr (93-94) 20-21 lowered to \$1000 from \$
101	563.30	Consultants, Engineering etc.	2,000	500	(1,500)		Does not include project expenses
102	564.00	Property and liability insurance	3,212	4,081	869		Increase property & liability 38% per SDRMA letter dated 3/13/2020
103	565.10	Wages - Compensated Absences - all employees	11,199	11,010	(189)		Vacation, holiday, sick, etc.
104	565.20	Payroll Tax Expenses	7,263	7,954	691		Current rates
105	565.30	Workers' Comp. Insurance	3,575	3,360	(215)		Estimate Per SDRMA
106	565.40	Employee medical benefits	18,650	20,226	1,576		Manager - Medical & Dental ins estimated 10% dental premium increase 2/1/2021
107	565.50	Employee retirement benefits	905	6,238	5,333		7% SEP IRA - went from 1 eligible employee to 3. Increased contribution from 5.29
108	567.00	Rents & leases	4,800	4,800	0		Per rental agreement
109	568.00	Maintenance-general plant	8,000	8,000	0		Per income/expense report (Includes \$7000 for roof)
110	569.00	Other admin & general expenses	6,000	5,800	(200)		Per income/expense report -
111		TOTAL ADMINISTRATIVE & GENERAL	118,955	130,980	12,025		
112							
113		TOTAL REGULAR OPERATING EXPENSE	184,827	196,407	11,580		
114							Double check payroll amounts
115		OTHER OPERATING EXPENSES					
116	573.00	Contribution to Operating Reserves	12,000	10,000	(2,000)		Operating Reserves currently = \$ 49,000 - target is \$49,738
117							
118		TOTAL OPERATING EXPENSES	196,827	206,407	9,580	4.87%	Total annual operating revenue required
119							
120		OPERATING SURPLUS (DEFICIT)	1	0	(1)		
121							
122		TOTAL FIXED OPERATING EXPENSE	94,080	104,331	10,251	10.90%	Expense independent of actual water use
123							
124		TOTAL BASE RATE EXPENSE	140,482	150,733	10,251	7.30%	Fixed operating expense + DWR debt (increases by 2,690 re DBP loan)
125							
126		TOTAL COMMODITY RATE EXPENSE	100,121	99,452	(669)	-0.67%	Variable operating expense = Commodity Rate expense
127							
128		TOTAL EXPENSE TO CUSTOMERS	240,603	250,184	9,581	3.98%	Equals Total Operating Expense
129							
130		MONTHLY BASE RATE	50.46	54.14	\$3.68	7.30%	Total Base Rate expense per month per customer
131							
132		COMMODITY RATE CHARGE PER K GAL.	\$14.88	\$14.74	-\$0.14	-0.94%	
133							
134		AVG. MONTHLY COMMODITY EXPENSE	40.90	40.63	-\$0.27	-0.67%	Total Commodity Rate expense per mo. per customer (232 active meters only)
135							
136		AVERAGE MONTHLY BILL	91.36	94.77	\$3.41	3.73%	AVERAGE OF ACTIVE ACCOUNTS ONLY
137							
138		PROJECTED ANNUAL GALLONS SOLD	6,726,700	6,747,200	20,500	0.30%	