

WCSD RESOLUTION 2019-4

OPERATING BUDGET FOR FISCAL YEAR 2019-2020

WHEREAS,

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

BE IT RESOLVED,

The Board of Directors of the Westhaven Community Services District hereby adopts the attached Operating Budget for Fiscal Year 2019-2020, beginning July 1, 2019.

BE IT FURTHER RESOLVED,

The rates for water service associated with the attached Operating Budget shall become effective with the July 2019 billing cycle.

PASSED, APPROVED, and ADOPTED this Nineteenth Day of June, 2019 by the following roll call vote:

AYES: - 5

NOES:

ABSTAIN:

ABSENT:



David Hankin, President  
Westhaven Community Services District

ATTEST:



Roxanne Levang, Secretary  
Westhaven Community Services District



	A	B	C	D	E	F	G
1							
2							
3	<b>WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)</b>		<b>JUNE 2019</b>				
4							
5	<b>ANNUAL OPERATING BUDGET</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>INCREASE</b>		Revenue from monthly bills
6							Commodity rate expenses (variable operating costs)
7							Base rate expenses (fixed operating costs)
8							Expenses part commodity, part base
9							
10	<b>OPERATING REVENUES</b>						
11	<b>411.00</b>	<b>WATER SALES</b>	<b>234,947</b>	<b>240,498</b>	<b>5,551</b>		<b>NOTES</b>
12		Base Rate Residential	138,276	138,666	390		
13		Commodity Rate Residential	94,518	99,254	4,736		Estimated residential income is linked to estimated average bill
14	411.10	Total Residential	232,794	237,920	5,126		229 residential
15		Base Rate Business	1,208	1,211	3		
16		Commodity Rate Business	825	867	42		
17	411.20	Total Business	2,033	2,078	45		2 Business - WCC, WCA (+ WVFD - no charge)
18	411.70	Other water sales	120	500	380		Emergency deliveries
19							
20	<b>421.00</b>	<b>WATER SERVICES</b>	<b>5,229</b>	<b>5,431</b>	<b>202</b>		
21	421.10	Fire prevention	604	606	2		Merryman's fire system - pays base rate only
22	421.30	Backflow valve testing charges	2,625	2,625	0		Equals Backflow Program Expense - Not part of water rates
23	421.40	Water Service charges					Water service repair / relocation
24	421.50	Other water services	2,000	2,200	200		Charges for late payment, returned checks, reconnection, etc.
25							
26		<b>TOTAL OPERATING REVENUES</b>	<b>238,056</b>	<b>243,228</b>	<b>5,172</b>		Interest Revenue moved to Capital Budget
27							Total does not include 411.70 & 421.50
28		<b>REVENUE PAID TO CAPITAL EXPENSES</b>	<b>49,092</b>	<b>46,402</b>	<b>(2,690)</b>		Increases by one semi-annual DBP Loan payment - will be two in 2018-2019
29							
30		<b>TOTAL OP. REV. AFTER CAP. EXPENSE</b>	<b>188,964</b>	<b>196,826</b>	<b>7,862</b>		
31							
32	<b>OPERATING EXPENSES</b>		<b>COLA 1.5%</b>	<b>1.7%</b>	<b>-18,749</b>		<b>COLA = 10 yr. running avg. of avg. of COLA &amp; CPI</b>
33							40.00 Mg/Op - hours / week - 2018 - 2019 Base Wage = 21.42/hr.
34	<b>REGULAR OPERATING EXPENSES</b>		<i>equals</i>		<b>(\$6.73)</b>		26.00 Op - hours / week - 2018 - 2019 Base Wage = 19.32/hr.
35			<i>per cust. per mo.</i>				15.00 S/B - hours / week - 2018 - 2019 Base Wage = 22.31/hr.
36	<b>SOURCE OF SUPPLY</b>						
37	511.10	Wages - Operator	1,225	972	(253)		1.00 Mg/Op - hours / week
38	511.20	Wages - 2nd Operator	1,005	877	(128)		1.00 Op - hours / week
39	511.00	<b>Total wages</b>	<b>2,230</b>	<b>1,849</b>	<b>(381)</b>		
40	511.00	Maintenance, structure, & improvements	350	350	0		Default
41	513.00	Purchased water					
42		<b>TOTAL SOURCE OF SUPPLY</b>	<b>2,580</b>	<b>2,199</b>	<b>(381)</b>		
43							
44	<b>PUMPING</b>						
45	521.10	Wages - Operator	1,225	972	(253)		1.00 Mg/Op - hours / week
46	521.20	Wages - 2nd Operator	1,256	1,096	(160)		1.25 Op - hours / week
47	521.00	<b>Total wages</b>	<b>2,481</b>	<b>2,068</b>	<b>(413)</b>		
48	522.00	Maint, structure, & improvements	200	200	0		Default
49	523.10	Fuel or power used for pumping - booster	3,500	4,000	500		Includes tank fan and shop storage room dehumidifier
50	523.20	Fuel or power used for pumping - well	1,800	1,800	0		Per income/expense report
51		<b>TOTAL PUMPING</b>	<b>7,981</b>	<b>8,068</b>	<b>87</b>		
52							
53	<b>WATER TREATMENT</b>						
54	531.10	Wages - Operator	7,962	6,321	(1,641)		6.50 Mg/Op - hours / week
55	531.20	Wages - 2nd Operator	16,332	14,247	(2,085)		16.25 Op - hours / week
56	531.00	<b>Total wages</b>	<b>24,294</b>	<b>20,567</b>	<b>(3,727)</b>		
57	532.00	Maint, structure & improvements	350	850	500		Default (Sand Filter \$50,000 with district providing sand and staff time not included)
58	533.10	Chemical	5,000	4,000	(1,000)		Chlorine & Calcite - may increase with new well(s) (per QB \$3500)
59	533.20	Outside lab expense	4,400	4,500	100		North Coast Labs - increased sampling requirements
60	533.30	Water testing supplies - WCSD	1,000	1,500	500		Reagents and Instrument maintenance (increased to purchase new chlorine tester)
61		<b>TOTAL WATER TREATMENT</b>	<b>35,044</b>	<b>31,417</b>	<b>(3,627)</b>		
62							
63	<b>TRANSMISSION &amp; DISTRIBUTION</b>						
64	541.10	Wages - Operator	5,818	4,619	(1,199)		4.75 Mg/Op - hours / week
65	541.20	Wages - 2nd Operator	6,533	5,699	(834)		6.50 Op - hours / week
66	541.00	<b>Total wages</b>	<b>12,351</b>	<b>10,318</b>	<b>(2,033)</b>		
67	542.00	Maint, structure, & improvements	500	850	350		Per income/expense report
68	543.00	District Vehicle O&M	2,400	2,400	0		Insurance, fuel, maintenance, etc.
69	544.00	Backflow Program Expense	2,625	2,625	0		Not part of regular rate calculations - program is self-supporting
70		<b>TOTAL TRANSMISSION &amp; DISTRIBUTION</b>	<b>17,876</b>	<b>16,193</b>	<b>(1,683)</b>		Truck mileage averages 430 per month
71							



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1							
2							
3		<b>WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)</b>		<b>JUNE 2019</b>			
4							
5		<b>ANNUAL OPERATING BUDGET</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>INCREASE</b>		
6				<b>approved 4/17/2019</b>	<b>(DECREASE)</b>		Revenue from monthly bills
7							Commodity rate expenses (variable operating costs)
8							Base rate expenses (fixed operating costs)
9							Expenses part commodity, part base
72		<b>CUSTOMER ACCOUNTS</b>					
73	551.10	Wages - billing	1,527	1,519	(8)		1.50 S/B - hours / week
74	551.20	Wages - cash receipts	2,144	1,702	(442)		1.75 Mg/Op - hours / week
75	551.30	Wages - meter reading - Operator	1,225	972	(253)		1.00 Mg/Op - hours / week
76	551.40	Wages - meter reading - 2nd Operator	1,005	877	(128)		1.00 Op - hours / week
77	<b>551.00</b>	<b>Total wages</b>	<b>5,901</b>	<b>5,069</b>	<b>(832)</b>		
78	551.50	Billing Supplies	1,200	1,200	0		Per income/expense report
79	552.00	Uncollectible accounts	0	0	0		
80	553.00	Customer Leak Adjustments	1,200	1,725	525		Based on average since 2003
81		<b>TOTAL CUSTOMER ACCOUNTS</b>	<b>8,301</b>	<b>7,994</b>	<b>(307)</b>		
82							
83		<b>ADMINISTRATIVE &amp; GENERAL</b>					
84	561.10	Wages - Manager	29,398	23,338	(6,060)		24.00 Mg/Op - hours / week
85	561.20	Wages - Clerical	10,691	13,668	2,977		13.50 S/B - hours / week
86	<b>561.00</b>	<b>Total wages</b>	<b>40,089</b>	<b>37,006</b>	<b>(3,083)</b>		
87	562.10	Office supplies	850	850	0		Per income/expense report
88	562.20	Office equipment	1,000	1,000	0		Average over several years
89	562.30	Office utilities (phone / electric / internet)	3,800	4,200	400		Per income/expense report-increase in PG&E
90	562.40	Postage	1,775	1,775	0		Per income/expense report
91	562.50	Employee / director education	500	500	0		
92	562.60	Operator certification	75	120	45		Annual average - triennial expense - PR & MB
93	562.70	Employee / director mileage reimbursement	300	300	0		Per income/expense report - current rate 0.535 per mile
94	563.10	Accountant	5,100	6,100	1,000		Annual State Financial Transaction Report \$700 & 1/2 audit \$5400
95	563.20	Legal	1,500	1,500	0		Default - Historical range from \$0 to \$7,657 / yr (93-94)
96	563.30	Consultants, Engineering etc.	2,000	2,000	0		Does not include project expenses
97	564.00	Property and liability insurance	2,400	3,212	812		Increase property 11% / liability 5%
98	565.10	Wages - Compensated Absences - all employees	13,855	11,199	(2,656)		Vacation,holiday,sick,etc.
99	565.20	Payroll Tax Expenses	8,232	7,263	(969)		Current rates
100	565.30	Workers' Comp. Insurance	3,897	3,575	(322)		Estimate Per SDRMA - Apr 2019 12% increase
101	565.40	Employee medical benefits	4,770	18,650	13,880		Manager - Medical & Dental insurance estimated 14% increase 9/1/2019
102	565.50	Employee retirement benefits	5,239	905	(4,334)		5.2% SEP IRA - Sec/BK the only eligible employee
103	567.00	Rents & leases	4,800	4,800	0		Per rental agreement
104	568.00	Maintenance-general plant	1,000	8,000	7,000		Per income/expense report (Roof \$7000.)
105	569.00	Other admin & general expenses	6,000	6,000	0		Per income/expense report -
106		<b>TOTAL ADMINISTRATIVE &amp; GENERAL</b>	<b>107,182</b>	<b>118,955</b>	<b>11,773</b>		
107							
108		<b>TOTAL REGULAR OPERATING EXPENSE</b>	<b>178,964</b>	<b>184,826</b>	<b>5,863</b>		
109							Double check payroll amounts
110		<b>OTHER OPERATING EXPENSES</b>					
111	573.00	Contribution to Operating Reserves	10,000	12,000	2,000		Operating Reserves currently ≈ \$ 49,000 - target is \$49,205
112							
113		<b>TOTAL OPERATING EXPENSES</b>	<b>188,964</b>	<b>196,826</b>	<b>7,863</b>	<b>4.16%</b>	<b>Total annual operating revenue required</b>
114							
115		<b>OPERATING SURPLUS (DEFICIT)</b>	<b>2</b>	<b>0</b>	<b>(2)</b>		
116							
117		<b>TOTAL FIXED OPERATING EXPENSE</b>	<b>90,996</b>	<b>94,080</b>	<b>3,084</b>	<b>3.39%</b>	Expense independent of actual water use
118							
119		<b>TOTAL BASE RATE EXPENSE</b>	<b>140,088</b>	<b>140,482</b>	<b>394</b>	<b>0.28%</b>	Fixed operating expense + DWR debt (increases by 2,690 re DBP loan)
120							
121		<b>TOTAL COMMODITY RATE EXPENSE</b>	<b>95,343</b>	<b>100,121</b>	<b>4,778</b>	<b>5.01%</b>	Variable operating expense = Commodity Rate expense
122							
123		<b>TOTAL EXPENSE TO CUSTOMERS</b>	<b>235,431</b>	<b>240,603</b>	<b>5,172</b>	<b>2.20%</b>	Equals Total Operating Expense
124							
125		<b>MONTHLY BASE RATE</b>	<b>50.32</b>	<b>50.46</b>	<b>\$0.14</b>	<b>0.28%</b>	Total Base Rate expense per month per customer
126							
127		<b>COMMODITY RATE CHARGE PER K GAL.</b>	<b>\$14.17</b>	<b>\$14.88</b>	<b>\$0.71</b>	<b>5.04%</b>	
128							
129		<b>AVG. MONTHLY COMMODITY EXPENSE</b>	<b>38.95</b>	<b>40.90</b>	<b>\$1.95</b>	<b>5.01%</b>	Total Commodity Rate expense per mo. per customer (232 active meters only)
130							
131		<b>AVERAGE MONTHLY BILL</b>	<b>89.27</b>	<b>91.36</b>	<b>\$2.09</b>	<b>2.35%</b>	<b>AVERAGE OF ACTIVE ACCOUNTS ONLY</b>
132							
133		<b>PROJECTED ANNUAL GALLONS SOLD</b>	<b>6,726,700</b>	<b>6,726,700</b>	<b>0</b>	<b>0.00%</b>	