

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 29th Day of June, 2022 by the following roll call vote:

AYES: Verick, Hankin, Cline, Swisher, and Llanos

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

	2021-2022	2022-2023	INCREASE (DECREASE)	NOTES
<b>411.00 WATER SALES</b>	<b>263,647</b>	<b>285,721</b>	<b>22,074</b>	
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
<b>411.10 Total Residential</b>	<b>260,869</b>	<b>282,752</b>	<b>21,883</b>	229 residential
Base Rate Business	1,389	1,481	92	
Commodity Rate Business	889	988	99	
<b>411.20 Total Business</b>	<b>2,278</b>	<b>2,469</b>	<b>191</b>	2 Business (+ WVFD - no charge)
<b>411.70 Other water sales</b>	<b>500</b>	<b>500</b>	<b>0</b>	Emergency no deliveries last 2 fiscal years
<b>421.00 WATER SERVICES</b>	<b>3,319</b>	<b>3,366</b>	<b>47</b>	
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.
<b>TOTAL OPERATING REVENUES</b>	<b>266,466</b>	<b>288,587</b>	<b>22,121</b>	Interest Revenue moved to Capital Budget Total does not include 411.70 & 421.50
<b>REVENUE PAID TO CAPITAL EXPENSES</b>	<b>46,402</b>	<b>46,402</b>	<b>0</b>	
<b>TOTAL OP. REV. AFTER CAP. EXPENSE</b>	<b>220,064</b>	<b>242,185</b>	<b>22,121</b>	

OPERATING EXPENSES

	COLA 1.2%	COLA 2.0%	0.8%	COLA = 10 yr. running avg. of avg. of COLA & CPI
		<i>equals</i>	<i>\$0.00</i>	40.00 Mg/Op - Hrs/Wk- 22-23 Base Wage = Annual Average 29.28/hr
		<i>per cust.per mo.</i>		26.00 Op - hours / week - 2022-23 Base Wage = Annual Average 21.15/hr.
				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.
<b>REGULAR OPERATING EXPENSES</b>				
<b>SOURCE OF SUPPLY</b>				
Wages - Operator/GM	1,236	536	(700)	1% Mg/Op -apox % of time
Wages - 2nd & 3rd Operators	1,367	350	(1,017)	1% Op - apox % of time
<b>511.00 Total wages</b>	<b>2,602</b>	<b>886</b>	<b>(1,717)</b>	
512.00 Maintenance, structure, & improvements	200	200	0	Historically \$0 spent. Last year \$340 on an isolated repair
513.00 Purchased water				
<b>TOTAL SOURCE OF SUPPLY</b>	<b>2,802</b>	<b>1,086</b>	<b>(1,716)</b>	Cost lower dueto change of Mgmt, Operators tracking time differently
<b>PUMPING</b>				
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
<b>521.00 Total wages</b>	<b>3,058</b>	<b>2,536</b>	<b>(522)</b>	
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
<b>TOTAL PUMPING</b>	<b>10,098</b>	<b>11,536</b>	<b>1,438</b>	
<b>WATER TREATMENT</b>				
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
<b>531.00 Total wages</b>	<b>26,221</b>	<b>33,470</b>	<b>7,249</b>	
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.
<b>TOTAL WATER TREATMENT</b>	<b>37,521</b>	<b>49,270</b>	<b>11,749</b>	
<b>TRANSMISSION &amp; DISTRIBUTION</b>				
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
<b>Total wages</b>	<b>6,115</b>	<b>7,100</b>	<b>985</b>	
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
<b>TOTAL TRANSMISSION &amp; DISTRIBUTION</b>	<b>11,740</b>	<b>13,725</b>	<b>1,985</b>	



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
<b>CUSTOMER ACCOUNTS</b>					
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 -approx % of time
551.40	Wages - meter reading - 2nd/3rd Operator	1,822	2,500	678	6% Op -approx % of time
551.00	<b>Total wages</b>	<b>5,803</b>	<b>8,129</b>	<b>2,326</b>	
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
	<b>TOTAL CUSTOMER ACCOUNTS</b>	<b>9,003</b>	<b>11,329</b>	<b>2,326</b>	
<b>ADMINISTRATIVE &amp; GENERAL</b>					
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	<b>Total wages</b>	<b>47,956</b>	<b>51,126</b>	<b>3,170</b>	
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 -
	<b>TOTAL ADMINISTRATIVE &amp; GENERAL</b>	<b>138,899</b>	<b>145,979</b>	<b>7,080</b>	
	<b>TOTAL REGULAR OPERATING EXPENSE</b>	<b>210,064</b>	<b>232,925</b>	<b>22,861</b>	
<b>OTHER OPERATING EXPENSES</b>					
573.00	Contribution to Operating Reserves	10,000	10,000	0	Operating Reserves currently ≈ \$ 52,091 - target is \$58,231
	<b>TOTAL OPERATING EXPENSES</b>	<b>220,064</b>	<b>242,925</b>	<b>22,861</b>	10.39% <b>Total annual operating revenue required</b>
	<b>OPERATING SURPLUS (DEFICIT)</b>	<b>1</b>	<b>-741</b>	<b>(742)</b>	
	<b>TOTAL FIXED OPERATING EXPENSE</b>	<b>114,711</b>	<b>126,142</b>	<b>11,431</b>	9.97% Expense independent of actual water use
	<b>TOTAL BASE RATE EXPENSE</b>	<b>161,113</b>	<b>172,544</b>	<b>11,431</b>	7.10% Fixed operating expense + DWR debt (increases by 2,690 re DBP loan)
	<b>TOTAL COMMODITY RATE EXPENSE</b>	<b>102,729</b>	<b>114,158</b>	<b>11,429</b>	11.13% Variable operating expense = Commodity Rate expense
	<b>TOTAL EXPENSE TO CUSTOMERS</b>	<b>263,847</b>	<b>286,702</b>	<b>22,855</b>	8.66% Equals Total Operating Expense
	<b>MONTHLY BASE RATE</b>	<b>57.87</b>	<b>61.71</b>	<b>\$3.84</b>	6.64% Total Base Rate expense per month per customer
	<b>COMMODITY RATE CHARGE PER K GAL.</b>	<b>\$15.23</b>	<b>\$15.99</b>	<b>\$0.76</b>	5.02%
	<b>AVG. MONTHLY COMMODITY EXPENSE</b>	<b>41.96</b>	<b>46.41</b>	<b>\$4.44</b>	10.58% Total Commodity Rate exp per mo. per cust (233 active meters)
	<b>AVERAGE MONTHLY BILL</b>	<b>99.84</b>	<b>108.12</b>	<b>\$8.28</b>	8.29% <b>AVERAGE OF ACTIVE ACCOUNTS ONLY</b>
	<b>PROJECTED ANNUAL GALLONS SOLD</b>	<b>6,747,200</b>	<b>7,137,300</b>	<b>390,100</b>	5.78%