

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



April 2024

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday April 17th, at 6:30 p.m. at the Westhaven Fire Hall, 446 6th Avenue.

Submission of Public Comments:

Members of the public are invited to comment on any matter within the authority of the WCSD. Written comments (not to exceed 500 words) may be submitted in writing (by mail or at the WCSD office) or by email to wcsd@suddenlinkmail.com with subject line "Public Comment". Written comments will be included in Board packets if they are submitted at least seven days prior to Board meetings. Oral comments may be submitted at the Board meetings and are limited to ten minutes per individual comment. Public comments may concern items that are not on Board agendas however, the Board is prohibited by law from consideration of any items that are not on published agendas.

1. CALL TO ORDER

2. PUBLIC COMMENT

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

4. AMEND / APPROVE MINUTES

4.1 March 20th, 2024 - Regular meeting minutes. **Discussion/Approval**

5. FINANCIAL REPORTS - Discussion/Approval

5.1 Directors' Report – monthly billing and collections

5.2 Water consumption and Sales

5.3 Income / Expense Reports

5.4 Finance Officer's Recommendations

5.5 Treasurer's Reports and Recommendations

5.6 Warrants

5.7 Savings Certificate update

6. MANAGER'S REPORT

6.1 No known system leaks. Discussion

6.2 Update on progress of construction Projects - Discussion

6.3 Update on progress to fill administrative staff positions - Discussion

6.4 Status of outsourcing bookkeeping tasks – Discussion

6.5 Retired Bookkeeper retention laptop **Discussion/Approval**

7. STATUS OF TRINIDAD EMERGENCY INTERTIE PROJECT

Report on meeting with Trinidad. PACE received comments on 90% design plans and met with the City and GHD to discuss finalizing plans for the Emergency Intertie.

8. REPORT ON PROGRESS OF DRAFT MITIGATED NEGATIVE DECLARATION FOR NEW WATER TREATMENT PLANT.

8.1 Items needed for completion of CEQA. Discussion

a) CDFW drainage recommendations

9. DRAFT OPERATING BUDGET

9.1 GM Rosenblatt will present DRAFT Operating Budget FY 2024-2025 for review- Discussion

10. CONSIDERATION OF REVISED SHUTOFF POLICY. (Hankin/Swisher). Discussion/Action

10.1 Recommendation to approve revised language of RESOLUTION 2013-6 concerning Procedures for Disconnection of Water Service.

The State legislature had adopted new policies concerning discontinuation of water service, to go into effect as of January 1, 2024 (HSC CHAPTER 6. Discontinuation of Residential Water Service [116900 - 116926]). Appropriate response to these new policies requires that WCSD adopt a new water SHUTOFF POLICY, update the WATER SERVICE DISCONNECTION NOTICE, and update the WORKSHEET for amortization of payments of outstanding bills.

10.2 Discussion and approval of changes to RESOLUTION 2016-5 concerning miscellaneous district charges

11. COMMITTEE REPORTS

11.1 Budget Review (Llanos, Cline)

11.2 Update Shutoff Policy (Hankin, Swisher)

11.3 Board Policy Procedures updates (Hankin, Swisher)

11.4 Personnel Policy Procedures updates (Verick, Cline)

11.5 Establishment of New Customers (Hankin, Swisher)

11.6 Update Shutoff Policy (Hankin, Swisher)

12. RESOLUTION 2024-2 CERTIFICATE OF RESOLUTION FOR WESTHAVEN COMMUNITY SERVICES DISTRICT SECTION 125 PREMIUM ONLY PLAN

12.1 Resolution 2024-2 Certificate of resolution for Westhaven Community Services District Section 125 Premium Only Plan, Plan Year Ending May 31st 2024 **Discussion/Approval**

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

14. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

15. ADJOURN

Regular Meetings of the Board occur on the 3rd Wednesday of the month at 6:30 PM.

The next Regular Meeting will be May 15th , 2024 and will be held at the Westhaven Fire Hall, 446 6th 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

<https://www.westhavencsd.org>

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.

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. Electronic versions of the Board Packets are available at <https://www.westhavencsd.org> by the Monday preceding Wednesday Board meetings, but these may not include materials submitted after distribution of Board packets.

WESTHAVEN COMMUNITY SERVICES DISTRICT
Regular Meeting Minutes
March 20, 2024

1. CALL TO ORDER

Board President Llanos called the meeting to order at 6:32 PM. In attendance were:

Board Members: Verick, Cline, Llanos, Swisher, Hankin

Absent:

Staff: Rosenblatt, Whitlow-Hewitt, Martin

Guests: Elaine Weinreb

2. PUBLIC COMMENT

None.

3. AMEND / APPROVE ORDER OF AGENDA ITEMS

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

4. AMEND / APPROVE MINUTES

4.1 February 15, 2024 - Regular meeting minutes Discussion/Approval

No changes were made.

Llanos moved to approve February 15, 2024 minutes. Seconded by Verick; all approved

5. FINANCIAL REPORTS, DISCUSSION AND APPROVALS

5.1 Director's Report-monthly billing and collections

Total February, 2024 water sales were \$23,487.96 and total receivables were \$41,923.64.

The Water loss % was incorrectly reported and should read 20.02%. The exact reason is unclear, staff is looking into it. New remote read water meters are coming on-line and errors in the reading were discovered after the close of the month. Flushing and line disinfection has been occurring as part of the waterline replacement; however, this does not account for much lost water revenue.

5.2 Water Consumption and Sales

In February, 2024 the District billed 456,130 gallons, average gallon per day per meter readings 81; per person 37, average monthly charge per accounts \$44.96; total monthly charges \$7,766; monthly deviation from budget +\$206. No discussion.

5.3 Income & Expense Report

For February, 2024, total income \$31,999, total expense \$21,066, with a net operating income of \$10,933.

5.4 Finance Officer's Recommendations

Cline reported that the early withdrawal penalty from Umpqua bank was higher than expected and wanted to confirm the rate and term of the new CD from CCCU. After some discussion of current funds and upcoming expenses, the board decided to complete the CD purchase for a 24-month term and an APY Rate of 4.66%. Llanos motioned to approve the CD purchase, Seconded by Verrick; all approved.

5.5 Treasurer's Report and Recommendations

Board packets contained a copy of the January, 2024 Treasurer's report. Account balances were as follows: Capital Reserves: \$149,401.56, and CD #2368 \$28,955.65; Operating Reserves: \$39,195.92; Umpqua Savings #0648 \$591.01; Checking Account as of 02/11/2024 \$376,314.40. No discussion.

5.6 Warrants for Feb 16 – Mar 16, 2024

Llanos moved to approve warrants #'s 7692 through 7733, Federal and State payroll tax deposits totaling \$6135.22 for February and January; Seconded by Verrick; all approved.

6. MANAGER'S REPORT

Discussion. Rosenblatt reported on one known system leak and one unknown leak. Approximately 2.6 GPM loss reported this month. Staff is experimenting with recharging the well by shutting it off for a day or two. Discussed screen condition and possible camera inspection.

6.1 Rosenblatt provided an update on the current construction projects. The waterline replacement project has all of the new pipe installed. Final connections testing and disinfection should occur within the next 3 weeks, weather permitting. The well development project is progressing, with some delays due to weather. Rosenblatt anticipates a surplus in the construction budget and is proposing additional line replacement where feasible. The Trinidad intertie project is awaiting responses to PACE's comments from GHD and the City. They are expected by the end of the week.

6.2 Rosenblatt has been in discussion with a bookkeeping service recommended by Director Verick. The Board approved Paul to pursue an agreement for services. Paul is planning to announce the job opening for Administrative Assistant in the coming week.

7. Report on Progress of Draft Mitigated Negative Declaration for New water Treatment Plant

7.1 The CEQA document requires the footprint of the PG&E installation. Because PG&E has not been responsive, Paul reached out to a former PG&E employee familiar with the work to determine the likely extent of impact. ENPLAN will incorporate the outline into documents.

7.2 CDFW has suggested improvements to the drainage at the site as possible mitigations. These changes would also need to be incorporated into the CEQA documents. Paul is planning to meet at the site with CDFW Staff on Thursday (3/22). Director Llanos will attend if his schedule permits.

8. REVIEW AND APPROVE SUBCOMMITTEES

7.1 Llanos recommended the addition of regular subcommittee reports to the regular meeting agendas. The following subcommittees are currently active:

- Budget Review (Llanos, Cline)
- Update Shutoff Policy (Hankin, Swisher)
- Board Policy Procedures updates (Hankin, Swisher)
- Personnel Policy Procedures updates (Verick, Cline)
- Establishment of New Customers (Hankin, Swisher)

The board approved the recommendation. When the subcommittee has made its final report to the Board it will be removed from the agenda.

9. DRAFT 2024-2025 BUDGET

9.1 Rosenblatt presented a Draft of the 2024 Operating budget

Discussion The board discussed the budget in relation to last year's deficit and concerns about contributing to the reserve funds. GM Rosenblatt will review the spreadsheet and provide an updated version at the next meeting. Rosenblatt will provide Llanos with previous years budgets to review. Adoption of the Budget must occur by the May meeting and allow for 45

days of public comment before it can be approved and adopted before July 1st.

10. GRANT AND ACCOUNT MANAGEMENT

10.1 Llanos recommended the creation of separate bank accounts to manage grant funds. **Discussion:** With the adoption of new bookkeeping practices that will better track funds, separate accounts may not be warranted. Llanos motioned to table the discussion for the next meeting, all agreed.

10.2 Items needed to file the UEI/SAM number. **Discussion:** Rosenblatt is working on getting the needed information to file.

11. DISCUSSION OF PHILOSOPHICAL, POLITICAL AND META ISSUE ASPECTS OF THE DISTRICT'S EXISTENCE AND OPERATION.

No discussion

12. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETING

13. CLOSED FOR BIENNIAL PERFORMANCE REVIEW FOR GENERAL MANAGER

Closed Session Report: The Board and General Manager Paul Rosenblatt met and discussed their biennial evaluation of the General Manager's performance.

12. ADJOURN

Llanos adjourned the meeting at 10:20 PM.

Respectfully Submitted,
Antonio Llanos,
President

Directors Report

Westhaven CSD

Water Pumped This Month	553,100 Gallons
Water Sold This Month	429,420 Gallons
Water Loss	123,680 Gallons
Water Loss (%)	22.36 %

	Amount (\$)	# Of Accounts
Total Water	22,735.86	232
Total Late Charge	237.22	53
Total Adjustments	(8,556.89)	5
Total Current Charges	14,416.19	232
Amount Past Due 1-30 Days	13,224.25	54
Amount Past Due 31-60 Days	2,427.73	24
Amount Past Due Over 60 Days	16,274.34	16
Amount Of Overpayments/Prepayments	(4,574.59)	39
Total Receivables	41,767.92	230

Total Receipts On Account	22,935.59	170
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	1,827	235
Average Water Charge For Active Meters	98.00	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		1		22,040	5.13	1.95
10,001-20,000		1		16,660	3.88	1.58
8,001-10,000		1		9,710	2.26	1.02
6,001-8,000		1		7,000	1.63	0.86
4,001-6,000		16		74,710	17.40	9.74
2,001-4,000		64		181,250	42.21	32.51
1-2,000		114		118,050	27.49	41.82
Zero Usage		37		0	0.00	10.53
<hr style="border-top: 1px dashed black;"/>						
Total Meters		235		429,420	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.

March 2024

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							
2023-24	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	28	546,960	199	19,534	98	45	\$ 8,739	\$ 43.92	\$ 179	\$ 179	
JULY	29	613,310	203	21,149	104	47	\$ 11,447	\$ 56.39	\$ 2,886	\$ 3,065	
AUG	32	800,920	205	25,029	122	55	\$ 13,893	\$ 67.77	\$ 5,332	\$ 8,397	
SEPT	28	514,350	203	18,370	90	41	\$ 9,725	\$ 47.90	\$ 1,164	\$ 9,561	
OCT	32	563,640	203	17,614	87	39	\$ 10,624	\$ 52.34	\$ 2,063	\$ 11,624	
NOV	29	433,020	200	14,932	75	34	\$ 8,394	\$ 41.97	\$ (167)	\$ 11,457	
DEC	30	418,670	208	13,956	67	30	\$ 8,147	\$ 39.17	\$ (414)	\$ 11,043	
JAN	33	477,540	204	14,471	71	32	\$ 9,149	\$ 44.85	\$ 588	\$ 11,632	
FEB	29	456,130	195	15,729	81	37	\$ 8,766	\$ 44.96	\$ 206	\$ 11,837	
MAR	28	429,420	203	15,336	76	34	\$ 8,244	\$ 40.61	\$ (317)	\$ 11,521	
APR								\$ -	\$ -	\$ -	
MAY								\$ -	\$ -	\$ -	
Monthly AVG	30	525,396	202	17,612	87	40	\$ 9,713	\$ 47.99	\$ 1,152		
Total		5,253,960					\$ 97,128		\$ 11,521	\$ 11,521	
Leak Adjustment			(gal)								
Cummulative Leak Adjustment		14,385					\$ 251				
Net		5,239,575	(After Leak Adjustments)				\$ 96,878			\$ 11,270.08	

BUDGETED ANNUAL COMMODITY INCOME: \$ 102,729

BUDGETED COMMODITY PER MONTH: \$ 8,561

BUDGETED COMMODITY PER PERSON PER MONTH: \$ 41.96

SOLD TO DATE

2023-2024	5,253,960	=	99%
2022-2023	5,281,080		OF 22-23

TOTAL BILLINGS TO DATE

2023-2024	\$97,128	=	115%
2022-2023	84,183		OF 22-23

2022-23

JUNE	33	627,530	202	19,016	94	43	\$ 10,026	\$ 50	\$ 1,465	\$ 1,465
JULY	28	567,100	205	20,254	99	45	\$ 9,056	\$ 44	\$ 496	\$ 1,960
AUG	34	741,200	209	21,800	104	47	\$ 11,832	\$ 57	\$ 3,271	\$ 5,232
SEPT	28	581,560	208	20,770	100	45	\$ 9,256	\$ 45	\$ 695	\$ 5,927
OCT	28	496,500	204	17,732	87	40	\$ 7,998	\$ 39	\$ (563)	\$ 5,364
NOV	35	519,450	208	14,841	71	32	\$ 8,253	\$ 40	\$ (308)	\$ 5,056
DEC	28	410,820	201	14,672	73	33	\$ 6,567	\$ 33	\$ (1,994)	\$ 3,063
JAN	30	445,110	201	14,837	74	34	\$ 7,108	\$ 35	\$ (1,453)	\$ 1,610
FEB	32	453,540	201	14,173	71	32	\$ 7,120	\$ 35	\$ (1,441)	\$ 169
MAR	29	438,270	201	15,113	75	34	\$ 6,967	\$ 35	\$ (1,593)	\$ (1,425)
APR	26	441,010	202	16,962	84	38	\$ 7,041	\$ 35	\$ (1,520)	\$ (2,944)
MAY	35	583,430	199	16,669	84	38	\$ 9,320	\$ 47	\$ 759	\$ (2,185)

Westhaven Community Services District
 FY 2023-2024 Income / Expense Report
 as of March 2024

ITEM 5.3

Annual OPERATING BUDGET

<u>Budget</u>	<u>Income</u>
291,518	Water Sales
2,546	Water Services
294,064	Total Income

CURRENT

CUMULATIVE

	Mar. 2024	Monthly Budget	Over/Under	July 2023 thru Mar. 2024	July 2023 thru Mar. 2024	Over/Under	% of Budget
<u>Expense</u>							
1,972	0	164	-164	46	1,315	-1,269	3.5%
14,340	166	1,195	-1,029	9,520	9,560	-40	99.6%
45,695	4,009	3,808	201	42,144	30,463	11,681	138.3%
19,354	535	1,613	-1,078	47,371	12,903	34,468	367.1%
18,470	465	1,539	-1,074	6,883	12,313	-5,430	55.9%
168,442	14,393	14,037	356	164,857	112,295	52,562	146.8%
268,273	19,568	22,356	-2,788	270,821	178,849	91,972	151.4%
Net Operating Income	-5,112	2,149		-47,573			

Income and Expense Page 2

Income & Expense Report Notes:

Transmission & Distribution: July over budget due to emergency leak detection & repair at the intersection of Kay Ave & Tepona totaling \$2,601. September paid \$22,250 for backflow testing. Customers are billed for this service. December 2023 \$10,240 in emergency water. January 2024 \$75,200 emergency water delivery, \$33,350 American leak Detection, and \$72,255 GRS vac truck and leak repair cost.

LTSM 57

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(707) 445-8801 • coastccu.org

Westhaven Community Services District
PO Box 2015
Trinidad, CA 95570-2015

SAVINGS CERTIFICATE ACCOUNT AGREEMENT AND TRUTH IN SAVINGS DISCLOSURE

Minimum balance and terms for savings certificates are as posted. Dividends are calculated using the daily balance method and will begin accruing on the day you deposit to the savings certificate. Dividends are computed on the actual amount and are paid and compounded monthly and at maturity, if the maturity date is other than the last day of the calendar month. Dividends are available to the owner(s) of the account any time during the credit union's regular hours of operation on the date of maturity if it is a normal working day. If the date of the maturity falls on a Saturday, Sunday, or legal holiday, dividends will be available on the first day after maturity. Once the savings certificate is opened, you may not make deposits into the account until the maturity date stated on the certificate.

PENALTY REQUIREMENTS: If certificate funds other than dividends are withdrawn prior to maturity, a substantial penalty is imposed as follows:

- A. Accounts with a maturity of one year or less will forfeit up to 60 days' dividends, not to exceed the amount actually earned.
- B. Accounts with a maturity greater than one year will forfeit up to 90 days' dividends, not to exceed the amount actually earned.

EXCEPTION TO PENALTY REQUIREMENT: Penalties shall not be applied if the withdrawal is made subsequent to the death of any owner of the account.

Savings Certificate

MEMBER NUMBER	ACCOUNT TYPE	SPECIFIED DIVIDEND RATE	MINIMUM QUALIFYING PERIOD
XXXXXXXX102	7300	4.55%	12 Months
DATE OF ISSUANCE	MATURITY DATE	PRINCIPAL AMOUNT	MINIMUM QUALIFYING AMOUNT
04/05/2024	04/05/2025	\$ 28,000.25	\$ 500.00

Regulations Prohibit the Payment of Dividends in Excess of Available Earnings

(NON-TRANSFERABLE AS DEFINED IN REGULATION D) The law prohibits payment of dividends in excess of available earnings.

NON-NEGOTIABLE: This original/renewal certificate is subject to the terms and conditions of the Savings Certificate Account Agreement and Truth in Savings Disclosure which is incorporated by reference.

The credit union will give the owner(s) at least 10 days' notice prior to maturity, informing the owner(s) of the amount and maturity date of the certificate. Your certificate will automatically renew at maturity unless the credit union has been notified to make any desired changes on or before the maturity date. You will have a grace period of 10 days after the maturity date to withdraw the funds in the account without being charged an early withdrawal penalty.

Unclaimed Property Law – California

Credit Union shares can escheat to California if:

- 1. The owners' (members') address is in California; or
- 2. No owners' (members') address is shown in the credit union's records but the credit union's principal place of business is in California; or
- 3. The owners' (members') address is in another state, but the credit union's principal place of business is in California and the state in which the member resides does not escheat that item.

Credit Union shares and accumulated dividends earned thereon will escheat to the State Controller if, for more than three years, the owner (member):

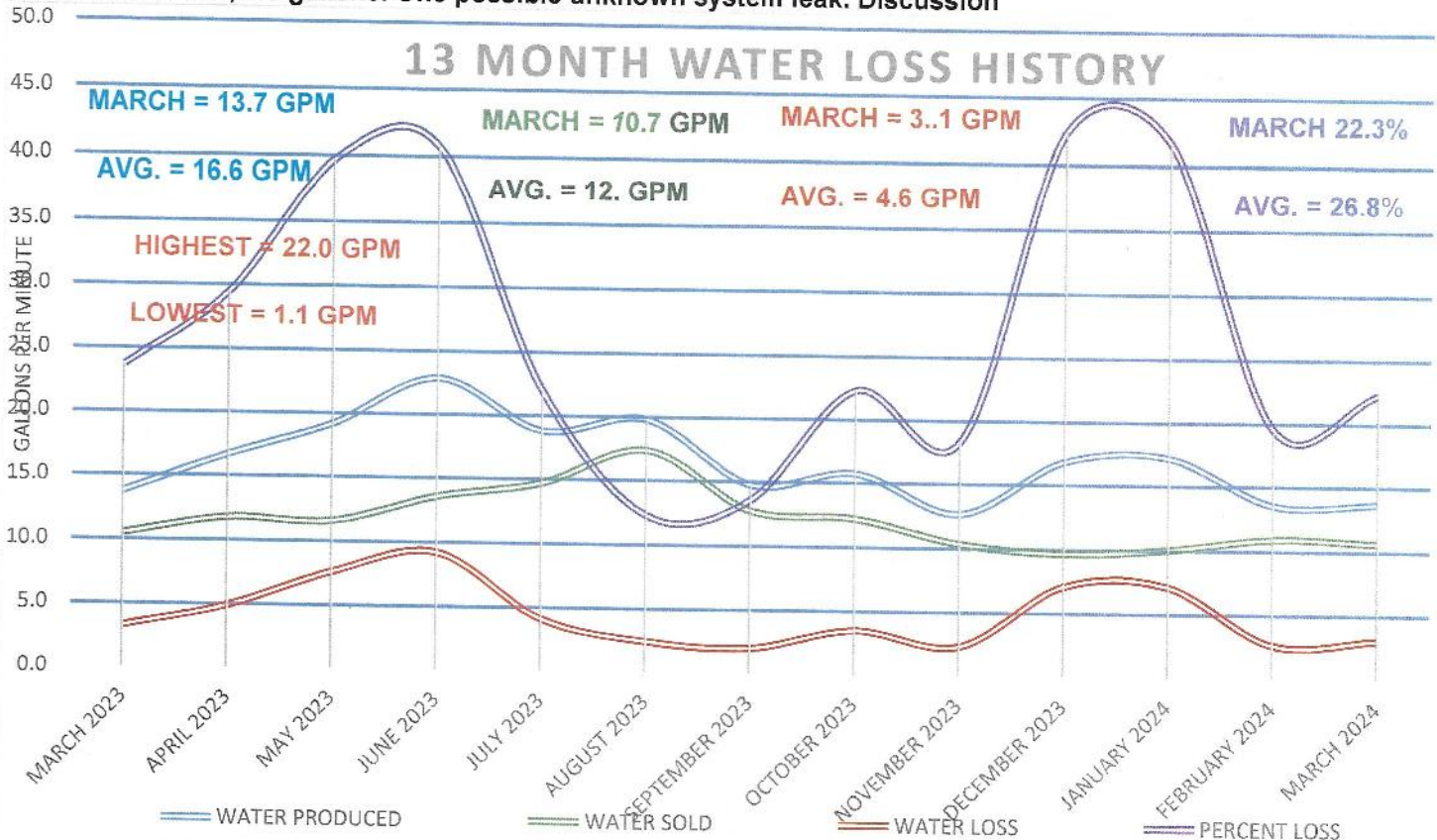
- 1. Has not claimed a cash dividend, paid or withdrawn funds; or
- 2. Has not corresponded in writing with the credit union, indicating an interest in the shares; or
- 3. Has not otherwise indicated an interest which is evidenced by memorandum or other record on file with the credit union (e.g., a pledge on a loan).



WESTHAVEN CSD • MANAGER'S REPORT
February 2024

6.1 Water Loss

Water loss was 123,220 gallons which increased from 2.6 gpm in February to 2.7 gpm in March for 22.3% of total production of 552,640 gallons. One possible 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>
MARCH 2024	13.7	10.7	3.1	22.3	552,640	429,420	123,220
AVG. ALL	21	15	6	29	920,591	566,534	279,376
24 MO AVG.	18	12	7	33	810,491	522,140	288,217
13 MO AVG.	16.6	12.0	4.6	26.8	715,825	516,665	198,911
MINIMUM MONTH EVER	11.2 DEC 2018	9.7 DEC 2018	1.1 SEPT 2021	6.8 SEPT 2021	488,090 APR 2017	410,820 DEC 2022	43,080 SEPT 2021
MAXIMUM MONTH EVER	34.8 JUL 2004	27.0 JUL 2003	22.0 JAN 2023	68.1 JAN 2023	1,523,405 JUL 2004	850,410 SEPT 2020	949,270 NOV 2016
SINCE DECEMBER 2016					Total Production	AVG. LOSS %	Total loss
13 MONTH TOTALS					66,690,493	23	17,229,389
SINCE OCT 2021 Submission of DWR Drought grant					9,305,730	27	2,585,840
					23,964,932	32	8,346,822

DAILY WELL FLOW

- 4/9/17 12.2 gpm
- 4/9/18 6.3 gpm
- 4/9/19 8.0 gpm
- 4/9/20 6.1 gpm
- 4/9/21 5.6 gpm
- 4/9/22 5.2 gpm
- 4/9/23 7.7 gpm
- 4/9/24 10.0 gpm

MONTH TOTAL AVG GPM

- 4/17 meter broken no data available
- 4/18 41 gpm (south collector only)
- 4/19 38 gpm (south collector only)
- 4/20 43 gpm (all collectors on)
- 4/21 23.7 gpm (all collectors on)
- 4/22 38 gpm all collectors on
- 4/23 41 gpm (all collectors)
- 4/24 40 gpm(south needs cleaning)

WCSD		Current Fiscal Year:		2024					
WAGES AND SCHEDULE									
Updated: 4/16/2024, Llanos, Rosenblatt		Annual Cost of Living Adjustment (COLA)						*Check and Update Rates in Column C	
		2022		2.0%					
		2023		2.2%		\$ 1.00		Merit Increase per hour	
		2024		2.6%		\$ 1.00		Operator Certificate increase per hour	
POSITION	Rates*	Totals	General Manager	Operator 1	Operator 2	Secretary/Office Mgr	Bookkeeper	Notes	
STAFF			PR	MWH ⁺	KM				
Base Hourly Wage 2024			\$ 31.68	\$ 22.87	\$ 22.89	\$ 22.00	\$ 23.96	Check Rates For Sec and BKeper	
Base Hourly Wage 2025			\$ 32.50	\$ 24.96	\$ 24.49	\$ 23.00	\$ 24.58	Previous year + COLA + merits etc	
Budgeted Task Hours per week:**								+ Certificate assumed mid year (1/2 * \$1)	
Source of Supply	V	2	1	1				<< **Adjust hours here	
Pumping	V	6	1	3	2				
Water Treatment	V	24	2	12	10				
Transmission and Distribution	V	11	3	5	3				
Customer Account (Meter Reading)	V	2		1	1				
Customer Accounts(Billing)	F	5				5	0		
Admin & General	F	48	33			15	0		
Budgeted hours per week		98.0	40	22	16	20	0		
Budgeted annual Hours (52 wk)		5096	2,080	1,144	832	1,040	0		
Annual Base Wage		\$ 140,459	\$ 67,608	\$ 28,560	\$ 20,372	\$ 23,920	\$ -		
Payroll Tax									
Social Security Tax	6.20%		\$ 4,191.67	\$ 1,770.69	\$ 1,263.04	\$ 1,483.04	\$ -		
Medicare Hospital Tax	1.45%		\$ 980.31	\$ 414.11	\$ 295.39	\$ 346.84	\$ -		
Unemployment Insurance EDD	1.50%		\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00	\$ -	Applies only to first \$7,000	
CA Employment Training Tax	0.10%		\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ -	Applies only to first \$7,000	
Annual Payroll Tax Expense		\$ 11,193	\$ 5,284	\$ 2,297	\$ 1,670	\$ 1,942	\$ -		
Benefits									
Workers Comp Insurance (Water)	5.19%	\$ 6,048	\$ 3,508.84	\$ 1,482.24	\$ 1,057.29				
Workers Comp Insurance (Clerical)	0.58%	\$ 139				\$ 138.74	\$ -		
Medical Benefits (GM Only)	\$ 28,085	\$ 28,085	\$ 28,085.00				\$ -	Manager, 13.58% increase Source?	
Retirement	7.0%	\$ 9,832	\$ 4,732.54	\$ 1,999.17	\$ 1,426.01	\$ 1,674.40	\$ -	7% Contribution to SEP IRA (Define eligibility)	
Annual Benefits		\$ 44,104	\$ 36,326	\$ 3,481	\$ 2,483	\$ 1,813	\$ -		
Annual Wage Expense per Employee		\$ 195,756	\$ 109,218	\$ 34,338	\$ 24,525	\$ 27,675	\$ -		
Hourly Wage Expense per Employee			\$ 52.51	\$ 30.02	\$ 29.48	\$ 26.61	#DIV/0!	Hourly rate including benefits and taxes	

	A	B	C	D	E	F	G	H	I	J	K	L
1	WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)											
2												
3	ANNUAL OPERATING BUDGET											
4	4/16/24 Preliminary Draft											
5			*	2022-2023 Actual	2023-2024 Budgeted	2024-2025 Budgeted	% Change	NOTES				
6		Residential Accounts		229	229	229						
7		Business Accounts		2	2	2						
8		Active Meters			204	205						
9		ANNUAL GALLONS SOLD		6,305,520	6,500,000	6,500,000						
10		Base Rate		\$ 61.98	\$ 66.00	\$ 70.68	7.1					
11		Commodity Rate per 1,000 gal		\$ 16.92	\$ 17.09	\$ 19.28	12.8					
12												
13	OPERATING REVENUES											
14	WATER SALES											
15	411.00	Water Sales		\$ 235,943	\$ 294,564	\$ 321,256		Annual Base + Commodity for Estimated Gallons Sold				
16	411.70	Other water sales (hydrant, fire)			\$ 500	\$ 500		Emergency delivery				
17	WATER SERVICES											
18	421.30	Backflow valve testing charges			\$ -	\$ -		Backflow Program Expense - \$2,625 WCSD pays but is reimbursed by the ct				
19		Water Adjustments			\$ -	\$ -						
20	421.10	Fire prevention			\$ 792	\$ 848		Merryman's fire system - pays base rate only				
21	421.40	Water Service charges			\$ -	\$ -		Water service repair / relocation				
22	421.50	Other Services		\$ 4,736.00	\$ 1,000	\$ 1,200		Late fees , shutoff notices and reconnection fees. Assumes 12 late fees and				
23												
24		TOTAL OPERATING REVENUE		\$ 240,679	\$ 294,564	\$ 323,804						
25												
26	OPERATING EXPENSES											
27	SOURCE OF SUPPLY											
28	511.00	Total Wages	V		\$ 1,771	\$ 2,988		See Wages Worksheet (Base Hourly Wage used) Note: SUMPR				
29	512.00	Maintenance, structure, & improvements	V		\$ 200	\$ 200						
30	513.00	Purchased water	V		\$ -	\$ -		Leak relief? Filling tanks See 542.20				
31		TOTAL SOURCE OF SUPPLY		\$ 267	\$ 1,971	\$ 3,188	61.8					
32												
33	PUMPING											
34	521.00	Total Wages	V		\$ 5,639	\$ 8,131		See Wages Worksheet (Base Hourly Wage used)				
35	522.00	Maint, structure, & improvements	V		\$ 800	\$ 325		Per 3 year average				
36	523.10	Fuel or power used for pumping - booster	V		\$ 6,200	\$ 6,575		Includes power for Dry room dehumidifier and heater				
37	523.20	Power used for pumping - well	V		\$ 2,500	\$ 3,150		Per income/expense report				
38		TOTAL PUMPING		\$ 11,696	\$ 15,139	\$ 18,181	20.1					
39												
40	WATER TREATMENT											
41	531.00	Total Wages	V		\$ 24,896	\$ 31,691		See Wages Worksheet (Base Hourly Wage used)				
42	532.00	Maint, structure & improvements	V		\$ 800	\$ 200		Per expense reports (sand filter expense excluded)				
43	533.10	Chemical	V		\$ 10,000	\$ 12,500		Chlorine & Calcite - may increase with new well(s)				
44	533.20	Outside lab expense	V		\$ 7,000	\$ 7,000		MicroBAC (nee North Coast Labs)				
45	533.30	Water testing supplies - WCSD	V		\$ 3,000	\$ 1,700		Reagents and Instrument maintenance.				
46		TOTAL WATER TREATMENT		\$ 49,880	\$ 45,696	\$ 53,091	16.2					
47												
48	TRANSMISSION & DISTRIBUTION											
49	541.00	Total Wages	V		\$ 12,729	\$ 15,381		See Wages Worksheet (Base Hourly Wage used)				
50	542.00	Maint, structure, & improvements (emergency repairs)	F		\$ 2,000	\$ 6,200		Total is average annual cost of \$2040, and \$5960, which is 19 month average				
51	542.30	Leak Detection Services	F		\$ -	\$ 1,800						
52	543.00	District Vehicle O&M	V		\$ 2,000	\$ 2,000		Fuel, maintenance, etc.				
53	544.00	Backflow Program Expense	V		\$ -	\$ -		Backflow Program Expense - \$2,625 WCSD pays but is reimbursed by the ct				
54		TOTAL TRANSMISSION & DISTRIBUTION		\$ 62,041	\$ 16,729	\$ 25,381	51.7					
55												
56	CUSTOMER ACCOUNTS											
57	551.10	Total Wages (Meter)	F		\$ 13,175	\$ 2,571		See Wages Worksheet (Base Hourly Wage used)				
58	551.30	Total Wages (Billing)	V		\$ 2,095	\$ 5,980		See Wages Worksheet (Base Hourly Wage used)				
59	551.50	Billing Supplies	F		\$ 1,200	\$ 1,300		Per income/expense report				
60	552.00	Uncollectible accounts	F		\$ -	\$ -						
61	553.00	Customer Leak Adjustments	F		\$ 2,000	\$ 2,000		Based on 10 year average added per resolution2023-5				
62		TOTAL CUSTOMER ACCOUNTS		\$ 6,780	\$ 18,470	\$ 11,851	-35.8					

WESTHAVEN COMMUNITY SERVICES DISTRICT (#260)				
ANNUAL OPERATING BUDGET (SUMMARY)				
4/16/24 Preliminary Draft				
	2022-2023	2023-2024	2024-2025	% Change
	Actual*	Budgeted	Budgeted	Previous Year
Residential Accounts	229	229	229	
Business Accounts	2	2	2	
Active Meters		204	205	
ANNUAL GALLONS SOLD	6,305,520	6,500,000	6,500,000	
Base Rate	\$ 61.98	\$ 66.00	\$ 70.68	7.1
Commodity Rate per 1,000 gal	\$ 16.92	\$ 17.09	\$ 19.28	12.8
OPERATING REVENUES				
WATER SALES	\$ 235,943	\$ 295,064	\$ 321,756	9.0
WATER SERVICES	\$ 4,736	\$ 1,792	\$ 2,048	
NON-OPERATING REVENUES				
INTEREST REVENUES		\$ -	\$ -	
OTHER NON-OPERATING REVENUES		\$ -	\$ -	
GRANT REIMBUSREMENT FOR WAGES			\$ -	
TOTAL OPERATING REVENUE	\$ 240,679	\$ 296,856	\$ 323,804	9.1
OPERATING EXPENSES**				
SOURCE OF SUPPLY	\$ 267	\$ 1,971	\$ 3,188	61.8
PUMPING	\$ 11,696	\$ 15,139	\$ 18,181	20.1
WATER TREATMENT	\$ 49,880	\$ 45,696	\$ 53,091	16.2
TRANSMISSION & DISTRIBUTION	\$ 62,041	\$ 16,729	\$ 25,381	51.7
CUSTOMER ACCOUNTS	\$ 6,780	\$ 18,470	\$ 11,851	-35.8
ADMINISTRATIVE & GENERAL	\$ 140,014	\$ 168,442	\$ 179,564	6.6
OTHER OPERATING EXPENSES				
LONG TERM DEBT		\$ -	\$ -	
CAPITAL RESERVES CONTRIBUTION		\$ -	\$ 20,000	
OPERATING RESERVES CONTRIBUTION		\$ -	\$ 10,000	
TOTAL OPERATING EXPENSES	\$ 270,678	\$ 266,447	\$ 321,256	20.6
OPERATING SURPLUS OR (DEFICIT)	\$ (29,999)	\$ 30,409	\$ 2,548	
PERSONNEL			<i>Summarized for information only</i>	
Payroll		\$ 119,499.00	\$ 140,458.82	17.5
Payroll Taxes		\$ 11,285.00	\$ 11,193.10	-0.8
Benefits (Health, retirement, insr)		\$ 39,166.00	\$ 44,104.22	12.6
Grant Payroll reimbursement			\$ -	
TOTAL PERSONNEL		\$ 169,950	\$ 195,756	15.2
Notes:				
* Actual Budget from income and expense report				
** Base Wages and included in each operating category Personnel expense Included in Administrative				

[Home](#)[Bill Information](#)[California Law](#)[Publications](#)[Other Resources](#)[My Subscriptions](#)[My Favorites](#)Code: Section: [Up^](#) [Add To My Favorites](#)**HEALTH AND SAFETY CODE - HSC****DIVISION 104. ENVIRONMENTAL HEALTH [106500 - 119406]** (*Division 104 added by Stats. 1995, Ch. 415, Sec. 6.*)**PART 12. DRINKING WATER [116270 - 117130]** (*Part 12 added by Stats. 1995, Ch. 415, Sec. 6.*)**CHAPTER 6. Discontinuation of Residential Water Service [116900 - 116926]** (*Chapter 6 added by Stats. 2018, Ch. 891, Sec. 2.*)

116900. This chapter shall be known, and may be cited, as the Water Shutoff Protection Act.

(*Added by Stats. 2018, Ch. 891, Sec. 2. (SB 998) Effective January 1, 2019.*)

116902. For the purposes of this chapter, the following definitions apply:

- (a) "Board" means the State Water Resources Control Board.
- (b) "Community water system" has the same meaning as defined in Section 116275.
- (c) "Covered water system" means a water system or supplier described in Section 116904.
- (d) "Residential service" means water service to a residential connection that includes single-family residences, multifamily residences, mobilehomes, including, but not limited to, mobilehomes in mobilehome parks, or farmworker housing.
- (e) "Urban and community water system" means a public water system, as defined in Section 116275, that supplies water to more than 200 service connections.
- (f) "Urban water supplier" has the same meaning as defined in Section 10617 of the Water Code.

(*Amended by Stats. 2023, Ch. 855, Sec. 2. (SB 3) Effective January 1, 2024.*)

116904. (a) An urban water supplier not regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020.

(b) An urban and community water system regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020. The urban and community water system regulated by the Public Utilities Commission shall file advice letters with the commission to conform to this chapter.

(c) An urban and community water system not described in subdivision (a) or (b) shall comply with this chapter on and after April 1, 2020.

(d) A community water system not described in subdivision (a), (b), or (c) shall comply with this chapter on and after August 1, 2024.

(e) Subject to the availability of funding, the state board shall make funds available for providing training statewide to community water systems with between 15 and 200 service connections to assist in compliance with this chapter.

(*Amended by Stats. 2023, Ch. 855, Sec. 3. (SB 3) Effective January 1, 2024.*)

116906. (a) A covered water system that serves 200 or more service connections shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. A covered water system that serves fewer than 200 service connections shall have a written policy on disconnection of residential service for nonpayment available in English, any language spoken by at least 10 percent of the people residing in its service area, and, upon request of a customer, any of the languages listed in Section 1632 of the Civil Code. Nothing in this section shall be construed to prevent a covered water system from making the policy available in any other language. The policy shall include all of the following:

- (1) A plan for deferred or reduced payments that is available for any customer regardless of whether they meet

the conditions of subdivision (a) of Section 116910. The plan for deferred or reduced payments that is available to any customer regardless of whether they meet the conditions of subdivision (a) of Section 116910 is not required to reduce the total amount due for water service provided.

(2) Alternative payment schedules that are available for any customer regardless of whether they meet the conditions of subdivision (a) of Section 116910.

(3) A formal mechanism for a customer to contest or appeal a bill.

(4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the covered water system's internet website, if an internet website exists. If an internet website does not exist, the covered water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585 and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking Water Account established pursuant to Section 116590.

(Amended by Stats. 2023, Ch. 855, Sec. 4. (SB 3) Effective January 1, 2024.)

116908. (a) (1) (A) A covered water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No fewer than seven business days before discontinuation of residential service for nonpayment, a covered water system shall contact the customer named on the account by telephone or written notice.

(B) When the covered water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the covered water system's policy on discontinuation of residential service for nonpayment. A covered water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the covered water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

(i) The customer's name and address.

(ii) The amount of the delinquency.

(iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.

(iv) A description of the process to apply for an extension of time to pay the delinquent charges.

(v) A description of the procedure to petition for bill review and appeal.

(vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section 116906.

(2) If the covered water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the covered water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the covered water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the covered water system or any other administrative or legal body to which that appeal may be lawfully taken, the covered water system shall not discontinue residential

service while the appeal is pending.

(Amended by Stats. 2023, Ch. 855, Sec. 5. (SB 3) Effective January 1, 2024.)

116910. (a) A covered water system shall not discontinue residential service for nonpayment if all of the following conditions are met:

(1) The customer, or a tenant of the customer, submits to the covered water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

(2) The customer demonstrates that they are financially unable to pay for residential service within the covered water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the covered water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section 116906, with respect to all delinquent charges.

(b) (1) If the conditions listed in subdivision (a) are met, the covered water system shall offer the customer one or more of the following options:

(A) Amortization of the unpaid balance.

(B) Participation in an alternative payment schedule.

(C) A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.

(D) Temporary deferral of payment.

(2) The covered water system may choose which of the payment options described in paragraph (1) the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. A covered water system may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(3) Residential service may be discontinued no sooner than five business days after the covered water system posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

(A) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

(B) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay their current residential service charges for 60 days or more.

(Amended by Stats. 2023, Ch. 855, Sec. 6. (SB 3) Effective January 1, 2024.)

116912. A covered water system that discontinues residential service for nonpayment shall provide the customer with information on how to restore residential service.

(Amended by Stats. 2023, Ch. 855, Sec. 7. (SB 3) Effective January 1, 2024.)

116914. (a) For a residential customer who demonstrates to a covered water system household income below 200 percent of the federal poverty line, the covered water system shall do both of the following:

(1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, a covered water system shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to

an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

(2) Waive interest charges on delinquent bills once every 12 months.

(b) A covered water system shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(Amended by Stats. 2023, Ch. 855, Sec. 8. (SB 3) Effective January 1, 2024.)

116916. (a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If a covered water system furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the covered water system shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount that may be due on the delinquent account.

(c) The covered water system is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the covered water system's rules and tariffs. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the covered water system, or if there is a physical means legally available to the covered water system of selectively terminating service to those residential occupants who have not met the requirements of the covered water system's rules and tariffs, the covered water system shall make service available to those residential occupants who have met those requirements.

(d) If prior service for a period of time is a condition for establishing credit with the covered water system, residence and proof of prompt payment of rent or other credit obligation acceptable to the covered water system for that period of time is a satisfactory equivalent.

(e) Any residential occupant who becomes a customer of the covered water system pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the covered water system for those services during the preceding payment period.

(f) In the case of a detached single-family dwelling, the covered water system may do any of the following:

(1) Give notice of termination at least seven days prior to the proposed termination.

(2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

(Amended by Stats. 2023, Ch. 855, Sec. 9. (SB 3) Effective January 1, 2024.)

116918. A covered water system shall report the number of annual discontinuations of residential service for inability to pay on the covered water system's internet website, if an internet website exists, and to the board. The board shall post on its internet website the information reported.

(Amended by Stats. 2023, Ch. 855, Sec. 10. (SB 3) Effective January 1, 2024.)

116920. (a) The Attorney General, at the request of the board or upon the Attorney General's own motion, may bring an action in state court to do either of the following:

(1) Restrain by temporary or permanent injunction the use of any method, act, or practice declared in this chapter to be unlawful.

(2) Restore to any person in interest any money or property, real or personal, that may have been acquired by any method, act, or practice declared by this chapter to be unlawful.

(b) For a covered water system regulated by the Public Utilities Commission, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by a covered water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

(Amended by Stats. 2023, Ch. 855, Sec. 11. (SB 3) Effective January 1, 2024.)

116922. All written notices required under this chapter shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the covered water system's service area.

(Amended by Stats. 2023, Ch. 855, Sec. 12. (SB 3) Effective January 1, 2024.)

116924. Where provisions of existing law are duplicative of this chapter, compliance with one shall be deemed compliance with the other. Where those provisions are inconsistent, the provisions of this chapter shall apply. Nothing in this chapter shall be construed to limit or restrict the procedural safeguards against the disconnection of residential water service existing as of December 31, 2018.

(Added by Stats. 2018, Ch. 891, Sec. 2. (SB 998) Effective January 1, 2019.)

116926. This chapter does not apply to the termination of a service connection by a covered water system due to an unauthorized action of a customer.

(Amended by Stats. 2023, Ch. 855, Sec. 13. (SB 3) Effective January 1, 2024.)

WCSD RESOLUTION ~~2013~~2024-6?

(Resolution ~~2011~~2013-2-6 revised)

ESTABLISHING BILLING AND COLLECTION PROCEDURES FOR WATER SERVICE AND PROCEDURES FOR DISCONNECTION AND SUSPENSION OF WATER SERVICE

WHEREAS, WCSD Ordinances Establishing General Water Use Regulations stipulate that billing dates, due dates, disconnection dates, service charges and procedures for collection of past due bills and termination of service shall be established by Resolution of the Board

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the Westhaven Community Services District (the District) hereby establishes the following procedures for billing and collection of payments.

DEFINITIONS

Amortized	means decreased by incremental payments of a scheduled amount over a scheduled period of time.
Disconnected	means turned off, normally by locking the meter supply valve in the off position. Disconnected water services shall continue to accrue liability for the standard monthly Base Rate charges and standard late charges.
Suspended	means rendered unavailable after being disconnected, normally by removal of the meter and locking the meter supply valve in the off position. Suspended water services shall continue to accrue liability for the standard monthly Base Rate charges and standard late charges.

BILLING

1. The billing period for regular water service shall be monthly.
2. Monthly billing shall be comprised of the base rate for the month in which bills are due plus the commodity rate for metered consumption during the previous monthly period.
3. Meters shall be read during the last 7 days of the month.
4. Bills shall be mailed before the end of the month.
5. Bills shall be past due after the 24th day of the following month.
6. After the due date a 1.0% service charge shall be added to past due balances.
(California Government Code 61115 C)

COLLECTION OF PAST DUE AMOUNTS AND DISCONNECTION OF SERVICE

1. At the regular billing time, customers with a new 60 day (two billing periods) past due balance greater than \$25.00 the current Base Rate or a continuing past due balance greater than \$5.00 shall have a notice of disconnection included with their bills. A copy of this Resolution shall be included with the notice of disconnection.
2. The deadline for payment to avoid disconnection shall be the 18th day of the month or the first business day following the 18th day. Payment of the past due balance or some other agreed upon amount (see 3., below) before the deadline shall be sufficient to avoid disconnection.
3. After the deadline, the minimum payment to avoid disconnection shall be the current month's bill balance plus an amortized portion of the past due amount. The amortized portion shall be based upon a negotiated monthly schedule over a minimum period of 12 months and beginning with the first month the account became past due.
4. ~~At least 48 hours~~ At least 7 days (excluding weekends and legal holidays) prior to disconnection, the customer shall be given notice of the pending disconnection by contact with an adult person residing at the premises to be disconnected. Contact shall be by telephone, in person or by written notice posted in a conspicuous location at the premises.
5. Every notice of disconnection of service pursuant to section 1. above shall include the following information: pursuant to California Gov'ternment Code sections 60372-116908 and 60373:
 - (i) The customer's name and address.
 - (ii) The amount of the delinquency.
 - (iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.
 - (iv) A description of the process to apply for an extension of time to pay the delinquent charges.
 - (v) A description of the procedure to petition for bill review and appeal.
 - (vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges.
 - A. ~~The name and address of the customer whose account is delinquent~~
 - B. ~~The amount of the delinquency~~
 - C. ~~The date by which payment or arrangement for payment is required in order to avoid disconnection~~
 - D. ~~The procedure by which a customer may initiate a complaint or request an investigation concerning services or charges, except that if the bill for service contains a description of that procedure, the notice pursuant to subdivision 1. is not required to contain that information~~
 - E. ~~The procedure by which the customer may request amortization of the unpaid charges~~
 - F. ~~The procedure by which a customer may obtain information on the availability of financial assistance, including private, local, state or federal sources, if applicable~~
 - G. ~~The telephone number of a representative of the district who can provide additional information or institute arrangements for payment~~
6. ~~Every notice of disconnection pursuant to section 4, above, shall include the information in paragraphs A., B., C., F. and G.~~
7. If the District is unable to make contact with a customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave a notice of imminent discontinuation of residential service for nonpayment and the District's policy for discontinuation of residential service for nonpayment. CA Govt Code section 116909 (2)

7. If an adult at the residence appeals the water bill to the District's Board of Directors, the General Manager shall not discontinue residential service while the appeal is pending. CA Govt Code 116909 (3)

7.6. If payment or arrangement for payment of the minimum amount due specified in the notice of disconnection is not made by the time specified in the notice of disconnection, the service shall be disconnected by being locked off and re-connected only after payment of the minimum amount due plus ~~the a~~ reconnection charge ~~(maximum of \$50 if reconnected on a weekday; maximum of \$150 if reconnected on a holiday or weekend)~~ set by Resolution of the Board and based on the cost of labor required to reconnect the water service.

8.7. A customer wishing to pay the minimum amount due at the time that a district employee is in the process of disconnecting the service must also pay the reconnection charge to avoid disconnection.

9.8. No disconnection of service shall be effected without compliance with the above conditions, and any service wrongfully disconnected shall be restored without charge for the restoration of service. This restoration of service shall be the limit of the District's liability for wrongful disconnection.

10.9. No service shall, by reason of delinquency in payment, be disconnected on any Saturday, Sunday, legal holiday, or at any time during which the business office of the district is not open to the public.

10. EXCEPTION: If a customer has a 60 day outstanding balance exceeding the current Base Rate and has not paid outstanding bills by the 18th day following receipt of notice of delinquency, water service shall not be discontinued if ALL of the following conditions are met:
- A. The customer, or a tenant of the customer, submits to the urban and community water system District the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.
 - B. The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.
 - C. The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of California Government Code section 11690606, with respect to all delinquent charges. CA Govt Code 116910.

SUSPENSION OF WATER SERVICE CONNECTION

If the minimum amount due on the account plus the reconnection charge has not been paid in full at the end of thirty (30) calendar days from the date a service has been disconnected for non-payment, a certified letter shall be sent to the customer of record and/or property owner of record stating that if after another ninety (90) calendar days the bill and applicable charges have not been paid the water service connection will be declared suspended by the District, at which time a second certified letter will be sent informing the customer of record and/or property owner of the suspension.

A suspended water service connection may be reinstated by application for reconnection of suspended water service and payment of all applicable and accrued District charges, including the most recently calculated System Capacity Charge.

PASSED, APPROVED, and ADOPTED this Sixteenth Day of October, 2013 by the following roll call vote:

WCSD RESOLUTION 2013-6

AYES: Smith, Verick, Hankin, Moon, Phipps

NOES: None

ABSTAIN: None

ABSENT: None

Gregory Smith, President
Westhaven Community Services District

ATTEST:

Sarah Jordan, Secretary
Westhaven Community Services District

~~48 Hour~~ 7 Day Disconnection Notification Charge - \$7.50 *

For the second and subsequent notifications.

Reconnection Charge -- approx.. \$17.50, but based on actual labor costs*

Returned Check Charge - \$10.00 plus bank's charges to WCSD *

* **WCSD Resolution 2016-5**

FINANCIAL ASSISTANCE

Humboldt County Department of Health
And Human Services
Social Services Branch
(707) 269-3590

Redwood Community Action Agency
Utilities Payment Assistance
(707) 444-3834

Social Security and Medicare
Eligibility Information
(800) 772-1213

~~48 Hour~~ 7 Day Disconnection Notification Charge - \$7.50 *

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WESTHAVEN COMMUNITY SERVICES DISTRICT



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

wcsd@suddenlinkmail.com

**WATER
SERVICE
NOTICE**

WESTHAVEN COMMUNITY SERVICES DISTRICT



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

wcsd@suddenlinkmail.com

**WATER
SERVICE
NOTICE**

7 DAY NOTICE - WATER SERVICE DISCONNECTION

NAME: ROBERTS& ACCOUNT: 14

ADDRESS: 725 SECOND AVE

DATE: August 21, 2020 11 AM
DAY

IF THE MINIMUM SHOWN BELOW IS NOT PAID

DISCONNECTION WILL OCCUR ON:

DATE: Waived TIME: 12:00 NOON
DAY

PAST DUE BALANCE 228.15

MONTHS AMORTIZED 48

MINIMUM INSTALLMENT 4.75

CURRENT BALANCE

48 HR NOTICE CHARGE 7.50

MINIMUM PAYMENT 12.25

ACCOUNT TOTAL 235.65

Disconnected services will not be reconnected before payment of the minimum payment plus the reconnection charge.

Questions? Call the WCSD office at 677-0798

7 DAY NOTICE - WATER SERVICE DISCONNECTION

NAME: ACCOUNT:

ADDRESS:

DATE: August 21, 2020 TIME: A.M.
DAY

IF THE MINIMUM SHOWN BELOW IS NOT PAID

DISCONNECTION WILL OCCUR ON:

DATE: Waived TIME: 12:00 NOON
DAY

PAST DUE BALANCE

MONTHS AMORTIZED

MINIMUM INSTALLMENT #DIV/0!

CURRENT BALANCE

48 HR NOTICE CHARGE

MINIMUM PAYMENT #DIV/0!

ACCOUNT TOTAL 0.00

Disconnected services will not be reconnected before payment of the minimum payment plus the reconnection charge.

Questions? Call the WCSD office at 677-0798

WCSD RESOLUTION 2016-5
(Amending Resolution 2014-6)
MISCELLANEOUS DISTRICT CHARGES

BE IT RESOLVED, the Board of Directors of the Westhaven Community Services District establishes the following charges, to become effective October 1, 2016

Application Charge – New Service Allotment - \$35

WCSD Ordinance 2014-1, Section 401

Application Charge – Change of Ownership - \$35

WCSD Ordinance 2014-1, Section 402

Application Charge – Billing to Renter - \$15

WCSD Ordinance 2014-1, Section 403

Application Charge – Transfer of Service Allotment - \$60

WCSD Ordinance 2014-1, Section 405

Backflow Valve Testing Charge – Annual – for non-resident property owners - \$105 per year billed in July

WCSD Ordinance 2007-1, Section 405

Backflow Valve Testing Charge – Monthly – for resident property owners - \$8.75 per month surcharge added to monthly water bill

WCSD Ordinance 2007-1, Section 405

Emergency Water Delivery Charge – \$100 Call-Out Charge plus a Commodity Charge based on current commodity charges for WCSD customers per delivery

WCSD Ordinance 2014-1, Section 811; WCSD Resolution 96-2

Forty-Eight Hour Disconnection Notification Charge - \$7.50

For the second and subsequent 48-hour notifications of disconnection for non-payment.

WCSD Ordinance 2014-1, Section 602

New Service Installation Charge

For all service connections shall be equal to the total cost to the WCSD for labor and materials to make the connection, excluding the cost of the meter, but including the cost of mainline extension, if required

WCSD Ordinance 2014-1, Section 401

Reconnection Charge - \$17.50

For turn on after disconnection for non-payment or for water waste

WCSD Ordinance 2014-1, Section 602

Returned Check Charge - \$10 plus bank charges to WCSD

Shall be added to the account balance for checks returned due to insufficient funds

System Capacity Charge - \$8,700

For new service connections for parcels in Sections other than 301 and 302 of WCSD Ordinance 2013-1 and for parcels re-instating suspended water service allotments.

WCSD Ordinance 2014-1, Section 401 and WCSD Resolution 2013-6.

WCSD Labor Charge - \$50 per hour per WCSD employee after the first 0.5 hours per calendar year

For work performed on private property by WCSD personnel at the request of the property owner.

WCSD RESOLUTION 2016-5

PASSED, APPROVED, and ADOPTED this Twenty-first day of September, 2016 by the following roll call vote:

AYES: Hankin, Moon, Phipps, Smith, Verick

NOES: None

ABSTAIN: None

ABSENT: None



Gregory Smith, President
Westhaven Community Services District

ATTEST:



Richard Swisher
Westhaven Community Services District



ITEM 12.1

WCSD RESOLUTION 2024-2
Certificate of Resolution
For Westhaven Community Services District
Section 125 Premium Only Plan
Plan Year Ending May 31, 2025

The undersigned Secretary or Principal of Westhaven Community Services District (the Employer) hereby certifies that the following resolutions were duly adopted by the Board of Directors of the Westhaven Community Services District (WCSD) on **June 1, 2024** and that such resolutions have not been modified or rescinded as of the date hereof:

WHEREAS, IRS code Section 125 allows an employer to set up a Premium Only Plan (Plan), where an employee's insurance premium contributions can be deducted from his or her payroll on a pre-tax basis. And

WHEREAS, this can save employees up to 40% on income taxes and payroll taxes. And

WHEREAS, the employer also saves on these taxes.

RESOLVED, that the form of Amended Section 125 Premium Only Plan effective **June 1, 2024** presented to this meeting is hereby approved and adopted, and that the WCSD's proper officer (General Manager) is hereby authorized and directed to execute and deliver to the Administrator of the Plan (Bookkeeper/Secretary) one or more counterparts of the Plan.

RESOLVED, that the Bookkeeper/Secretary shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the General Manager shall act as soon as possible to notify all eligible employees of the WCSD of the adoption of the amended Plan by delivering to each eligible employee a copy of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

PASSED, APPROVED and ADOPTED this 10th day of April, 2024 at a Meeting of the Westhaven Community Service District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Antonio Llanos President
Westhaven Community Services District

_____, Secretary
Westhaven Community Services District