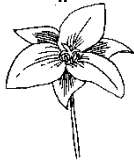


WESTHAVEN COMMUNITY SERVICES DISTRICT

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

REGULAR MONTHLY BOARD MEETING AGENDA



May 2024

The regular meeting of the Board of Directors of the Westhaven Community Services District
Wednesday May 15th, 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 April 17th, 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

6. MANAGER'S REPORT

6.1 No known system leaks. **Discussion**

6.2 Update on progress of construction Projects - **Discussion**

6.3 Status of administrative staff positions - **Discussion**

6.4 Status of outsourcing bookkeeping tasks – **Discussion**

6.5 Status of WCSD Newsletter -**Discussion**

7. PLAN FOR GM ATTESTATION FOR RESOLUTIONS - Discussion

Discussion of ideas for fulfilling the district secretary's regular tasks in the absence of the secretary.

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

GM Rosenblatt is working with PACE and ENPLAN to finalize CDFW drainage recommendations.

9. DEVELOP REGULAR COMMUNICATIONS REGARDING NEW WATER TREATMENT PLANT (Cline, Llanos)

The Board would like to create a procedure for providing information and updates to the community regarding the planned treatment plant project. **Discussion/Approval**

10. 2024-2025 OPERATING BUDGET

Operating Budget FY 2024-2025 is available for public comment with the newsletter. Discuss timeline for final approval and if necessary, schedule a special meeting. - **Discussion/Approval**

11. RESOLUTION 2024-3 CONCERNING PROCEDURES FOR DISCONNECTION OF WATER SERVICE. (Hankin/Swisher).

Recommendation to Adopt RESOLUTION 2024-3 concerning Procedures for Disconnection of Water Service. **Discussion/Approval**

12. FORMATION OF SUBCOMMITTEE FOR CAPP DEVELOPMENT (Llanos, Hankin)

Proposal to form an oversight committee to develop the Two Creek Conceptual Area Protection Plan. **Discussion/Approval**

13. COMMITTEE REPORTS

13.1 Board Policy Procedures updates (Hankin, Swisher)

13.2 Financial Policy Procedures updates (Verick, Cline)

13.3 Establishment of New Customers (Hankin, Swisher)

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

15. ITEMS FROM MEMBERS OF THE BOARD FOR FUTURE MEETINGS

16. ADJOURN

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

The next Regular Meeting will be June 12th, 2024 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.

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.

April 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 | 30 | 489,870 | 208 | 16,329 | 79 | 36 | \$ 9,290 | \$ 44.66 | \$ 729 | \$ 12,250 | |
| MAY | | | | - | - | - | | \$ - | \$ - | \$ - | |
| Monthly AVG | 30 | 522,166 | 203 | 17,495 | 86 | 39 | \$ 9,674 | \$ 47.68 | \$ 1,114 | | |
| Total | | 5,743,830 | | | | | \$ 106,418 | | \$ 12,250 | \$ 12,250 | |
| Leak Adjustment | | | (gal) | | | | | | | | |
| Cummulative Leak Adjustment | | 14,385 | | | | | \$ 251 | | | | |
| Net | | 5,729,445 | (After Leak Adjustments) | | | | \$ 106,167 | | | \$ 11,999.20 | |

BUDGETED ANNUAL COMMODITY INCOME: **\$ 102,729**

BUDGETED COMMODITY PER MONTH: **\$8,561**

BUDGETED COMMODITY PER PERSON PER MONTH: **\$ 41.96**

| SOLD TO DATE | | | | TOTAL BILLINGS TO DATE | | | |
|--------------|-----------|---|----------|------------------------|-----------|---|----------|
| 2023-2024 | 5,743,830 | = | 100% | 2023-2024 | \$106,418 | = | 117% |
| 2022-2023 | 5,722,090 | | OF 22-23 | 2022-2023 | 91,224 | | 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 April 2024

ITEM 5.3

Annual OPERATING BUDGET

| | |
|----------------|---------------------|
| Budget | Income |
| 291,518 | Water Sales |
| 2,546 | Water Services |
| 294,064 | Total Income |

CURRENT

CUMULATIVE

| | Apr. 2024 | Monthly Budget | Over/Under | July 2023 thru Mar. 2024 | Jul 2023 thru Mar. 2024 | Over/Under | % of Budget | |
|----------------|-----------------------------|---------------------|--------------|--------------------------|-------------------------|------------|-------------|--------|
| Expense | | | | | | | | |
| 1,972 | Source of Supply | 0 | 164 | -164 | 46 | 1,315 | -1,269 | 3.5% |
| 14,340 | Pumping | 1,144 ⁵ | 1,195 | -51 | 11,662 | 9,560 | 2,102 | 122.0% |
| 45,695 | Water Treatment | 3,100 ³ | 3,808 | -708 | 46,646 | 30,463 | 16,183 | 153.1% |
| 19,354 | Transmission & Distribution | 320 ¹ | 1,613 | -1,293 | 47,932 | 12,903 | 35,029 | 371.5% |
| 18,470 | Customer Accounts | 500 | 1,539 | -1,039 | 7,618 | 12,313 | -4,695 | 61.9% |
| 168,442 | Administrative & General | 10,413 ² | 14,037 | -3,624 | 181,720 | 112,295 | 69,425 | 161.8% |
| 268,273 | Total Expense | 15,477 | 22,356 | -6,879 | 295,624 | 178,849 | 116,775 | 165.3% |
| | Net Operating Income | 8,495 | 2,149 | -48,404 | | | | |

Income & Expense Report Notes:

¹ Transmission & Distribution: July over budget due to emergency leak detection & repair at the intersection of Kay Ave & Tepona totaling \$2,601. September paid \$2250 for backflow testing. Customers are billed for this service. December 2023 \$10,240 in emergency water. January 2024 \$7520 emergency water delivery, \$3350 American Leak Detection, and \$7255 GRS vac truck and leak repair cost.

² Annual Workers Compensation payment of \$3,593 in July. Annual Liability Insurance payment of \$5,716.97 in September. The warrants for Aug. 2023 included 3 payroll periods and 2 months of Federal & State payroll taxes. January 2024, CPA annual St Financial report \$1029. Employee retirement benefit \$9672, new roof \$12,650, Annual membership CA Rural Water Assoc \$631.

³ December 2023 Water treatment was high because Chemical expense was \$1552, twice what the monthly average has been. Outside lab ⁴ This is overstated due to errors on meter readings were discovered after the close of the month. This will self correct at the next meter reading.

⁵ February 2024 Pumping is a little high because a new pup starter was purchased \$1315 including freight

⁶ Last month's notes have not been changed or updated as of 4/14/24 K. Martin 05/12/2024 km

| 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 | |
| | | | | | | | | + Certificate assumed mid year (1/2 * \$1) | |
| Budgeted Task Hours per week:** | | | | | | | | | |
| 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 |
|--|--|---|-------------------|--------------------|--------------------|--------------|-------|---|---|---|---|
| WESTHAVEN COMMUNITY SERVICES DISTRICT (#260) | | | | | | | | | | | |
| 1 | | | | | | | | | | | * Column C determines if expense |
| 2 | | | | | | | | | | | is Fixed (Base) or Variable (Commodity) |
| 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 | Water Sales | | \$ 235,943 | \$ 294,564 | \$ 321,256 | | | | | | Annual Base + Commodity for Estimated Gallons Sold |
| 16 | Other water sales (hydrant, fire) | | | \$ 500 | \$ 500 | | | | | | Emergency delivery |
| 17 | WATER SERVICES | | | | | | | | | | |
| 18 | Backflow valve testing charges | | | | | | | | | | Backflow Program Expense - \$2,625 WCSD pays but is reimbursed by the c |
| 19 | Water Adjustments | | | | | | | | | | Merriman's fire system - pays base rate only |
| 20 | Fire prevention | | | 792 | \$ 848 | | | | | | Water service repair / relocation |
| 21 | Water Service charges | | | | | | | | | | Late fees , shutoff notices and reconnection fees. Assumes 12 late fees and |
| 22 | Other Services | | \$ 4,736.00 | 1,000 | \$ 1,200 | | | | | | |
| 23 | | | | | | | | | | | |
| 24 | TOTAL OPERATING REVENUE | | \$ 240,679 | \$ 294,564 | \$ 323,804 | | | | | | |
| 25 | | | | | | | | | | | |
| 26 | OPERATING EXPENSES | | | | | | | | | | |
| 27 | SOURCE OF SUPPLY | | | | | | | | | | |
| 28 | Total Wages | V | \$ 1,771 | \$ 1,771 | \$ 2,988 | | | | | | See Wages Worksheet (Base Hourly Wage used) |
| 29 | Maintenance, structure, & improvements | V | \$ 200 | \$ 200 | \$ 200 | | | | | | Note: SUMPR |
| 30 | 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 | Total Wages | V | \$ 5,639 | \$ 5,639 | \$ 8,131 | | | | | | See Wages Worksheet (Base Hourly Wage used) |
| 35 | Maint, structure, & improvements | V | \$ 800 | \$ 800 | \$ 325 | | | | | | Per 3 year average |
| 36 | Fuel or power used for pumping - booster | V | \$ 6,200 | \$ 6,200 | \$ 6,575 | | | | | | Includes power for Dry room dehumidifier and heater |
| 37 | Power used for pumping - well | V | \$ 2,500 | \$ 2,500 | \$ 3,150 | | | | | | Per income/expense report |
| 38 | TOTAL PUMPING | | \$ 11,696 | \$ 15,139 | \$ 18,181 | 20.1 | | | | | |
| 39 | | | | | | | | | | | |
| 40 | WATER TREATMENT | | | | | | | | | | |
| 41 | Total Wages | V | \$ 24,896 | \$ 24,896 | \$ 31,691 | | | | | | See Wages Worksheet (Base Hourly Wage used) |
| 42 | Maint, structure & improvements | V | \$ 800 | \$ 800 | \$ 200 | | | | | | Per expense reports (sand filter expense excluded) |
| 43 | Chemical | V | \$ 10,000 | \$ 10,000 | \$ 12,500 | | | | | | Chlorine & Calcite - may increase with new well(s) |
| 44 | Outside lab expense | V | \$ 7,000 | \$ 7,000 | \$ 7,000 | | | | | | MicroBAC (nee North Coast Labs) |
| 45 | Water testing supplies - WCSD | V | \$ 3,000 | \$ 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 | Total Wages | V | \$ 12,729 | \$ 12,729 | \$ 15,381 | | | | | | See Wages Worksheet (Base Hourly Wage used) |
| 50 | Maint, structure, & improvements (emergency repairs) | F | \$ 2,000 | \$ 2,000 | \$ 6,200 | | | | | | Total is average annual cost of \$2040, and \$5960, which is 19 month average |
| 51 | Leak Detection Services | F | \$ - | \$ - | \$ 1,800 | | | | | | |
| 52 | District Vehicle O&M | V | \$ 2,000 | \$ 2,000 | \$ 2,000 | | | | | | Fuel, maintenance, etc. |
| 53 | Backflow Program Expense | V | \$ - | \$ - | \$ - | | | | | | Backflow Program Expense - \$2,625 WCSD pays but is reimbursed by the c |
| 54 | TOTAL TRANSMISSION & DISTRIBUTION | | \$ 62,041 | \$ 16,729 | \$ 25,381 | 51.7 | | | | | |
| 55 | | | | | | | | | | | |
| 56 | CUSTOMER ACCOUNTS | | | | | | | | | | |
| 57 | Total Wages (Meter) | F | \$ 13,175 | \$ 13,175 | \$ 2,571 | | | | | | See Wages Worksheet (Base Hourly Wage used) |
| 58 | Total Wages (Billing) | V | \$ 2,095 | \$ 2,095 | \$ 5,980 | | | | | | See Wages Worksheet (Base Hourly Wage used) |
| 59 | Billing Supplies | F | \$ 1,200 | \$ 1,200 | \$ 1,300 | | | | | | Per income/expense report |
| 60 | Uncollectible accounts | F | \$ - | \$ - | \$ - | | | | | | |
| 61 | Customer Leak Adjustments | F | \$ 2,000 | \$ 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 Actual* | 2023-2024 Budgeted | 2024-2025 Budgeted | % Change 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 REIMBURSEMENT 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 | | | | |
|-------------------------------------|-------------------|-------------------|-------------------|------|
| Payroll | \$ 119,499.00 | \$ 140,458.82 | \$ 140,458.82 | 17.5 |
| Payroll Taxes | \$ 11,285.00 | \$ 11,193.10 | \$ 11,193.10 | -0.8 |
| Benefits (Health, retirement, insr) | \$ 39,166.00 | \$ 44,104.22 | \$ 44,104.22 | 12.6 |
| Grant Payroll reimbursement | \$ - | \$ - | \$ - | |
| TOTAL PERSONNEL | \$ 169,950 | \$ 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

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Summarized for information only

WCSD RESOLUTION 2024-3

(Resolution 2013-6 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.

WHEREAS, substantial changes have been made to California laws pertaining to discontinuation of residential water service (Government Code Chapter 6. Discontinuation of Residential Water Service [116900-116926]) and District policies must be consistent with these changes.

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 and for disconnection and suspension of water service.

DEFINITIONS

- Amortized means paid-off according to a payment schedule.
- Disconnected means water service is turned off, normally by locking the meter supply valve. Customers with disconnected water service must continue to pay the standard monthly Base Rate charges and all standard late charges.
- Suspended means water service is rendered unavailable after having been disconnected, normally by removal of the meter and locking the meter supply valve in the off position. Customers with suspended water service must continue to pay the standard monthly Base Rate charges and all standard late charges.

BILLING

- a. The billing period for regular water service shall be monthly.
- b. 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.
- c. Meters shall be read during the last 7 days of the month.
- d. Bills shall be mailed before the end of the month.
- e. Bills shall be past due after the 24th day of the following month.
- f. After the due date a 1.0% service charge shall be added to past due balances.

COLLECTION OF PAST DUE AMOUNTS AND DISCONNECTION OF WATER SERVICE

1. At the regular billing time, the District will include a notice of disconnection with the water service bill sent to customers who have a 60 day (two billing periods) past due balance greater than the current Base Rate. 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. If a customer receiving a disconnection notice is unable to pay the full past balance in a single payment, then the customer must contact the District's General Manager and arrange for a mutually acceptable amortization schedule by which past due amounts are to be paid off. The amortization schedule shall provide the customer a minimum of 12 months to amortize the past due amount. The amortization period shall begin with the first month the customer's account became past due.
4. After the deadline for payment, the minimum payment to avoid disconnection shall be the current month's bill plus any payment due according to the amortization schedule the customer negotiated with the General Manager according to paragraph 3 above.
5. The customer shall be given at least 7 business days notice before the customer's service can be disconnected. This notice shall be given by telephone or in person to an adult residing at the service location. In the event the District cannot reach an adult residing at the service location, the District shall post the disconnection notice in a conspicuous place on the premises of the service location.
6. An adult at the residence may appeal to the President of the District's Board of Directors a water bill that has been declared "delinquent," or the General Manager's proposed amortization schedule for paying off a delinquent water bill. The General Manager shall not disconnect the customer's service while the appeal is pending. Any such appeal must be made at the next regular meeting of the District's Board of Directors. Anyone lodging an appeal according to this paragraph, must first contact District staff at least three business days before the next Board of Directors meeting and request that the customer's appeal be put on the agenda for the next meeting. District staff may be contacted by stating that: [name and service address] wishes to lodge an appeal. This statement should be signed and dated and placed in an envelope addressed to "WCSD Board President" and should be slipped through the mail slot in the door of the District Office.
7. If payment (or arrangement for payment) of the minimum amount due specified in the notice of disconnection is not made by the date specified in the notice of disconnection, the General Manager shall disconnect service to the residence whose account is delinquent. Service may be re-connected only after the District receives payment of the minimum amount due plus a reconnection charge (currently \$17.50) set by Resolution of the Board and based on what it costs the District to reconnect service. A customer wishing to pay the minimum amount due when a district employee is in the process of disconnecting the service must also pay the reconnection charge to avoid disconnection.
8. The General Manager shall not disconnect a customer's water service unless the District has complied with the above conditions. Any wrongfully disconnected service shall be restored without charge to the customer. Waiver of all reconnection fees shall be the limit of the District's liability for any wrongful disconnection of service.

9. No service shall be disconnected for delinquency of payment 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 the outstanding amount by the 18th day following receipt of notice of delinquency, water service shall NOT be discontinued if ALL three of the following conditions are met:
 - A. The customer, or a tenant of the customer, submits to the District the certification by 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; and
 - B. The customer demonstrates that he or she is financially unable to pay for residential service within the District's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the District'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 if the customer declares that the household's annual income is less than 200 percent of the federal poverty level; and
 - C. The customer is willing to enter into an amortization schedule, or a plan for deferred or reduced payment as described in paragraph 3 above.

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, the District shall provide notice to the customer by certified mail addressed to the customer of record and/or property owner of record. The notice shall state that if the customer's delinquent bill and all applicable charges have not been paid by ninety (90) calendar days after receipt of notice, then the water service connection will be declared suspended by the District. At this time a second certified letter will be sent informing the customer and/or property owner of record that the water service has been declared suspended. The District shall obtain proof of delivery before taking any action which requires notice by certified mail.

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 Fifteenth day of May, 2024, by the following roll call vote:

AYES: Llanos, Verick, Hankin, Swisher, Cline

NOES: None

ABSTAIN: None

ABSENT: None

Antonio Llanos, President
Westhaven Community Services District

ATTEST:

Paul Rosenblatt, General Manager
Westhaven Community Services District