

Minutes

Weott Community Services District

200 Lum Street, PO Box 218, CA 95571

Phone/Fax (707) 946-2367 Email: weottcsd.ca@gmail.com

Website: <https://www.weottcsd.com>



In Remembrance

Weott Fire Chief Tom Milligan

Unapproved

Date: May 4, 2021

Time: 7:00PM

Location: Weott Community Center

Present: Chairperson M. Gauna, Vice-Chair L. Iglesias, Director C. Hays, Director A. Aitken

Absent: Operations/General Manager G. Neumann and Administrative Manager J. Santibanez

Others Present: N. Driver, L. Amaral, L. Campbell, M. Powell, M. Morrison, D. Wheeler, J. Johnson, A. Branslam, R. Kent, V. Kent, A. Hunt, C. Buck

Call to Order: Chairperson M. Gauna called the meeting to order at 7:04PM

Minutes of the March 23, 2021 were tabled until the next meeting on May 25, 2021, because there were many additions and corrections to the minutes.

Public/Board Comments: Vice-Chairperson L. Iglesias offered a public apology to the community for his unacceptable behavior displayed at the last meeting of April 27, 2021. He also informed the audience of the death of past Weott VFD Fire Chief Thomas Milligan on April 29, 2021. Future memorial services were discussed with family and friends to be announced soon.

A concise overview and discussion of the Brown Act was presented by Nick Driver current Executive Director for Agnes Johnson School. We also received various literature handouts supporting the presentation. Key points included public agenda meeting postings and subsequent minutes for public review.

Public comments continued to include helpful documentation procedures. It was questioned, "Why is mobile banking being used to transfer funds, from a personal phone"? Another question, "Why is quick books being used, when there are other better and cheaper programs that can be researched and used?" Another public issue about office hours and the consistency of them was expressed.

Operator's Report: Vice-Chair L. Iglesias and Director A. Aitken read General Manager G. Neumann's report dated for April 27, 2021. There was a question on the installation of a water meter on Weott Heights R. whether it was completed as stated on the report

Minutes of the March 23, 2021 were tabled until the next meeting on May 25, 2021, because there were many additions and corrections to the minutes.

Financial Report: Tabled until Administrative Manager J. Santibanez returns to the next board meeting.

Unfinished Business: Suspend current proposed rate increase.

Director A. Aitken motioned to suspend the current proposed increase.

Vice-Chair second. No further discussion motioned passed unanimously.

Discuss how to handle how the school has been charged for sewer service.

Brief history of sewer service for school indicated that the rate was changed from one hundred and fifty-five dollars a month until 2009 when it was changed to forty-seven dollars a month. Public and Board discussion on service pipe size and rates for the school commenced and a consensus was made to have the school resume the proper rate payment for the verified service size after notification to the school. No motion needed for this action.

Community Center Application Changes. M. Gauna, asked "Why is the Community Center Contract tabled?", when M. Gauna made a motion to accept the contract, 2nd by Jeff O'Neil several years ago, and this contract has been used by all who have rented the center in the past. Director A. Aitkin motioned to continue the current rental contract for the Weott Community Center as written. Vice-Chair L. Iglesias second

Discussion: to insert a revision date to the contract was suggested by public and to further review all contracts annually was accepted by the Board. Motioned passed unanimously.

Discuss letter from customer regarding his sew being hooked up was revied by the Board. Discussion as to why after years of conflict and law enforcement activity, the Board should re-visit this issue. Board concluded after review that no further action is warranted, and that customer is required to hook up his own sewer line to his home.

New Business: Review volunteer liability waiver for community members that would like to help WCSD It was discussed to have an Advisory or Ad Hoc

committee, to work with the Board, on current policies, and new policies, since there are very few policies on file. M. Gauna, asked "How do we go about getting volunteers to be on the Ad Hoc Committee?", the response was to put on the agenda and ask for volunteers, how many, and to vote for volunteers to be on the Ad Hoc Committee. Discussion from board and public concluded by requesting Insurance company to confirm coverage for this activity. And if not to explore necessary insurance coverage for such activity.

Board discussion of current issues, review polices that may need to be changed and to review the current evaluation form used, and to make appropriate changes with the help of an Ad Hoc Committee.

Select an additional authorized check signer Vice-Chairman, L. Iglesias, volunteered to be the third signature signer on the checking and savings account for the Weott Community Service District at US Bank. (currently it is the general manager and the Weott Community Service District Chairperson.)

Correspondence: None

Public Comment: Jean Johnson reported a broken wooden water drain cover by the stop sign on the corner of the street going to the Agnes J. Johnson Charter School, but is on the main street, question, "Who's is responsible for the water drain, is it the Weott Community Service District or Humboldt County Roads?" it will be addressed.

No Closed Session

Adjourned 9:30PM

WCSD Chairperson, Marcella Gauna

WCSD, Vice-Chairperson, Lou Iglesias

Weott Community Services District Operations & Compliance Report for the Regular Meeting of the Board of Directors May 25, 2021

Drinking Water: Total water production (A & B combined)- 1,061,334 US Gallons

Maintaining compliance with all applicable regulations, rules, statutes (Fed & State) for water quality, treatment techniques, monitoring, reporting.

Additional, required samples in the next two months: Disinfection Byproducts, Lead & Copper, Nitrites/Nitrates, Perchlorate.

Obtained waiver for Hexavalent Chromium sampling for this year

Completed & submitted the (required) annual electronic report to the Division of Drinking Water

Calibrated all plant equipment (portable turbidimeter, process turbidimeters, pH meter, chlorine colorimeter, and ultra-sonic, transit time flow meters) in accord with manufacturer's recommended instructions

The lamp assembly for A System process turbidimeter needs to be replaced. These units provide continuous light required for monitoring turbidity of filtered water and are only rated for so many hours. It's been about 4.5 years since it has been replaced. It is approaching its hours-limit. A new lamp assembly has been ordered from the manufacturer. When it arrives, I will install it.

Pad-lock at A Tank was cut. No evidence of vandalism or of tampering with water storage. Replaced lock with new. Would like to put remote camera up in case of future issues

Waste Water: Total volume of effluent discharged to leach field: 114,043 Gallons

Effluent quality continues to meet or exceed requirements of discharge permit for all monitored parameters (BOD, NFR, Total Nitrogen, Settleable Solids, pH, & Temp.)

Looking forward- need to have solids pumped from chlorine contact basin and community septic tank at WWTP

May 26...meeting with volunteer engineers/geologists from the Community Engineering Corps. Re: the special ground water quality study to determine whether continuous chlorination of the WWTP effluent should be employed (required by the Regional Water Quality Control Board)

Grant Application Status: I emailed the person processing our applications twice to no avail. Contacted the project engineer from SHN helping in the application process since he has had better luck getting a response from the Water Board Dept. of Financial Assistance. He emailed them (and CC'd me). It has been about one week and there hasn't been a reply. Going by the last update we had from the Financial Dept at the State Waterboard, JULY is the earliest the application process may be completed. I will update when I get updated.

WEOTTCOMMUNITY SERVICES DISTRICT
Profit and Loss by Class
April 2021

	Sewer	Water	TOTAL
Income			
4600 Sewer Charges	7,785.38		7,785.38
Water Service Charges			0.00
4000 Business		531.18	531.18
4010 Government		327.18	327.18
4020 Residential		10,005.44	10,005.44
Total Water Service			
Charges	\$ 0.00	\$ 10,863.80	\$ 10,863.80
Total Income	\$ 7,785.38	\$ 10,863.80	\$ 18,649.18
Gross Profit	\$ 7,785.38	\$ 10,863.80	\$ 18,649.18
Expenses			
5005 Travel	91.64	91.65	183.29
5030 Dues &			
Memberships		9.50	9.50
5040 Education &			
Certification		24.99	24.99
5120 Office Expense			0.00
5111 Software	44.50	44.50	89.00
Total 5120 Office			
Expense	\$ 44.50	\$ 44.50	\$ 89.00
5160 Postage	85.64	85.65	171.29
5175 Operation Expense	266.99	258.04	525.03
5201 Subscriptions	71.49	62.00	133.49
6560 Payroll Expenses			0.00
5140 Payroll Taxes	249.99	81.52	331.51
Taxes		711.90	711.90
Wages	2,945.03	3,822.97	6,768.00
Total 6560 Payroll			
Expenses	\$ 3,195.02	\$ 4,616.39	\$ 7,811.41

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6999 Uncategorized Expenses	23.99		23.99
Community Center	63.81	63.81	127.62
Merchant service	21.97	21.98	43.95
QuickBooks Payments Fees	20.06	26.58	46.64
QuickBooks Payrol fees	103.00	103.00	206.00
Testing	315.00	405.00	720.00
Uncategorized Expense Utiliies		24.00	24.00
5320 Telephone	402.43	241.08	643.51
5330 PG & E	214.94	381.30	596.24
Total Utiliies	\$ 617.37	\$ 622.38	\$ 1,239.75
Total Expenses	\$ 4,920.48	\$ 6,459.47	\$ 11,379.95
Net Operating Income	\$ 2,864.90	\$ 4,404.33	\$ 7,269.23
Net Income	\$ 2,864.90	\$ 4,404.33	\$ 7,269.23

Thursday, May 13, 2021 08:11:37 PM GMT-7 - Cash Basis

WEOTTCOMMUNITY SERVICES DISTRICT

Balance Sheet

April 30, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1 Operations	
0500 4716 Water	30,451.86
1005 4724 Sewer	1,456.52
Total 1 Operations	<u>\$ 31,908.38</u>
1008 US Savings Account	29,614.59
1010 2570-Fire County Fund	12,391.61
2571 County Fund-construction	66,409.53
1030 2572 County Fund-Del Acc	2,864.30
2573 County Fund-Sew loan res	19,251.79
2574 County Loan Sew loan repay	31,079.37
9400 County Fund-wat loan repay	19,125.58
Imprest Cash	50.00
Operations	
QuickBooks Cash + Envelopes	-129.54
Total Bank Accounts	<u>\$ 213,365.61</u>
Accounts Receivable	
1200 Accounts Receivable	52,703.66
Total Accounts Receivable	<u>\$ 52,703.66</u>
Other Current Assets	
1400 Prepaid Admin Expense	682.39
1410 Prepaid Insurance	10,889.13
1499 Undeposited Funds	15,885.69
Total Other Current Assets	<u>\$ 27,457.21</u>
Total Current Assets	<u>\$ 293,526.48</u>
Fixed Assets	
1660 Office Equipment	741.44
Sewer Fixed Assets	
1600 Land	100,833.83
1610 Property Rights Easements	86,119.00
1620 Sewage Collection System	3,697,113.77
1630 Sewer Equipment	57,316.25
1640 Vehicles	6,854.66
1650 Accum. Depr.	-2,730,257.07
Total Sewer Fixed Assets	<u>\$ 1,217,980.44</u>
Water & Fire Fixed Assets	
1500 Land	9,431.87
1510 Source of Supply	31,445.94
1520 Water Treatment Plant	524,844.24

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1530 Transmission/Distribution	249,899.80
1540 Office Equipment	3,495.62
1550 Vehicles	11,298.34
1560 Fire Equipment	4,173.89
1565 General Plant-Water	8,263.13
1570 Accum. Depr. - Water	-794,185.04
1580 Acum. Depr. - Fire	-8,950.06
Total Water & Fire Fixed Assets	\$ 45,850.04
Total Fixed Assets	\$ 1,264,571.92
Other Assets	
1700 Bond Insurance Costs	9,698.28
Total Other Assets	\$ 9,698.28
TOTAL ASSETS	\$ 1,567,796.68
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 Accrued Interest-Water	907.40
2110 Accrued Interest-Sewer	3,007.50
2200 Accrued Wages	6,394.00
2210 Accrued Federal PR Taxes	1,322.24
2220 Accrued State PR Taxes	729.95
2300 Customer Deposits	11,824.75
Customer Prepayments	444.60
Payroll Liabilities	-1,623.54
CA PIT / SDI	-893.19
CA SUI / ETT	21.37
Federal Taxes (941/944)	114.86
FUTA	1.62
Total Payroll Liabilities	-\$ 2,378.88
Total Other Current Liabilities	\$ 22,251.56
Total Current Liabilities	\$ 22,251.56
Long-Term Liabilities	
N/P - Dept. of Water Resources	17,881.82
2420 N/P - USDA/RUS	187,500.00
Total Long-Term Liabilities	\$ 205,381.82
Total Liabilities	\$ 227,633.38
Equity	
3000 Opening Bal Equity	-12,731.87
3010 Contributed Capital - Water	58,370.26
3040 Contributed Capital - Sewer	1,218,946.76
3080 Fund Balance	6,758.41
3100 Retained Earnings - Water	139,128.06
3200 Retained Earnings - Sewer	-86,121.95
Net Income	8,195.50
Total Equity	\$ 1,332,545.17

TOTAL LIABILITIES AND EQUITY

\$

1,560,178.55

Thursday, May 13, 2021 09:00:05 PM GMT-7 - Accrual Basis

0500 Operations Water Checking Account
April 1-30,2021

Date	Ref No.	Type	Payee	Account	Payment	Deposit
04/01/2021	2861	Check	Julie L. Santibanez	split	121.61	
04/01/2021	2860	Check	Gary J. Neumann	split	55.42	
04/01/2021	2859	Paycheck	Julie L. Santibanez		998.54	
04/01/2021	2856	Paycheck	Renzo D. Micheli		41.02	
04/01/2021	2808	Paycheck	Gary J. Neumann		1,746.48	
04/01/2021		Deposit	[REDACTED]	split		102.00
04/02/2021		Expense	Bankcard	split	43.95	
04/02/2021		Expense	QuickBooks Payments	split	3.21	
04/02/2021		Deposit	[REDACTED]	split		1,102.16
04/04/2021	cash	Deposit	[REDACTED]	split		60.00
04/05/2021		Transfer		1008 US Savings Account	500.00	
04/05/2021		Expense	QuickBooks Payments	split	61.00	
04/05/2021		Expense	QuickBooks Payments	split	32.71	
04/05/2021		Expense	QuickBooks Payroll Service	split	75.00	
04/05/2021		Expense	North Coast Laboratories	split	720.00	
04/05/2021		Expense	Microsoft Office	split	10.00	
04/05/2021		Expense	Microsoft Office	split	99.99	
04/06/2021		Expense	PG&E	5330 Utilities:PG & E	381.30	
04/07/2021		Expense	Amazon	split	173.43	
04/07/2021		Expense	Amazon	split	117.83	
04/07/2021		Expense	CA EDD	split	163.04	
04/08/2021		Expense	IRS	split	1,335.00	
04/08/2021		Expense	Amazon	split	14.00	
04/09/2021		Deposit	[REDACTED]	split		102.00
04/12/2021		Expense	QuickBooks Payments	split	3.21	
04/13/2021		Expense	QuickBooks Payroll Service	split	70.00	
04/13/2021		Expense	USPS	split	153.30	
04/14/2021		Expense		5115 Bank Charge Expense	99.95	

				5320 Utilitiies:Telepho ne		
04/14/2021		Expense	AT&T		169.88	
04/15/2021		Expense	EBAY	split	67.34	
04/15/2021		Expense	EBAY	split	154.94	
				5320 Utilitiies:Telepho ne		
04/15/2021		Expense	AT&T		71.20	
04/15/2021		Deposit		split		4,036.98
04/16/2021		Deposit		split		215.00
04/18/2021		Deposit		split		102.00
			QuickBooks Payments	QuickBooks Payments Fees	6.49	
04/19/2021		Expense	QuickBooks Payments			
04/19/2021		Expense	CA EDD	split	216.77	
04/19/2021		Expense	QuickBooks Payments	split	1.02	
04/21/2021		Expense	justanswer	split	19.00	
04/22/2021		Deposit		split		7,840.29
			ACWA Joint Powers Insurance	0500 1 Operations:471 6 Water	785.95	
04/22/2021		Deposit	ACWA Joint Powers Insurance	0500 1 Operations:471 6 Water	785.95	
04/22/2021		Deposit		split		2,592.92
04/23/2021		Deposit		split		2,171.86
04/27/2021		Expense	Stamps.com		17.99	
				1008 US Savings Account		
04/27/2021		Transfer			500.00	
04/28/2021		Expense	Formswift		89.00	
04/28/2021		Expense	Safeway		47.99	
04/29/2021		Check	EDD		120.19	
				5175 Operation Expense	36.81	
04/29/2021		Expense	Amazon			
				1005 1 Operations:472 4 Sewer	3,500.00	
04/29/2021		Transfer				
			State Water Resources Control Board	1070 9400 County Fund- wat loan repay	1,287.00	
04/29/2021	6248	Check				

1005 1 Operations:4724 Sewer

Date: Custom

Date	Ref No.	Type	Payee	Account	Payment	Deposit
04/01/2021	1022	Paycheck	Julie L. Santibanez		1,098.55	
04/01/2021	1021	Paycheck	Gary J. Neumann		1,846.48	
04/06/2021		Expense	AT&T	Utilties:Telepho ne	23.54	
04/08/2021		Expense	PG&E	5330 Utilties:PG & E	214.94	
04/14/2021		Expense	AT&T	Utilties:Telepho ne	179.65	
04/14/2021		Expense	AT&T	Utilties:Telepho ne	199.24	
04/29/2021		Transfer		Operations:4716 Water		3,500.00
04/29/2021	6338	Check	County Fund 9400 loan	County Loan Sew loan repay	1,350.00	

VENDOR'S EXPENSE LIST

April 2021

Water

1. Payroll \$2,786.04
2. Travel \$177.03
3. QB \$252.64
4. Amazon \$342.07
5. Just Answer \$19.00
6. Stamps.com \$17.99
7. Payroll Taxes \$1,335.00
8. EDD \$500.00
9. USPS \$153.30
10. North Coast Labs \$720.00
11. Microsoft \$109.99
12. Safeway \$47.99
13. Formswift \$85.00
14. EBay \$222.28
15. PG&E \$381.30
16. AT&T \$241.08

Sewer

- | | |
|-----------------------|------------------|
| 1. Payroll \$2,945.01 | TOTAL \$5,731.05 |
| 2. AT&T \$402.43 | TOTAL \$643.51 |
| 3. PG&E \$214.94 | TOTAL \$596.24 |

Delinquent Accounts Summary

APRIL 2021

Total of All Past Due Accounts

\$53,972.00