

## WEOTT COMMUNITY SERVICES DISTRICT

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### MINUTES

#### Unapproved

DATE: May 26th, 2020

TIME: 7:00 P.M.

PLACE: Weott Community Center

PRESENT: Chairperson B. Kennedy, Vice-Chairperson J. O'Neil, Director C. Hays, Director M. Gauna, Operations/General Manager G. Neumann and Administration Manager J. Santibanez

ABSENT: N/A

OTHERS PRESENT: L. Iglesias, A. Aitkens, M. Morrison, R. Kent

CALL TO ORDER: Chairperson B. Kennedy called the meeting to order at 7:00 pm.

MINUTES: Vice-Chairperson J. O'Neil moved to approve the minutes for the April 2020 Board meeting. Director M. Gauna seconded the motion. Chairperson B. Kennedy wanted to make a correction to the spelling of Director M. Gauna last name in the April Minutes. No nays. Motion passed.

WATER AND WASTEWATER: Reported by Operations/General Manager G. Neumann

FINANCIAL REPORT: The Board reviewed District financials for April 2020. They were found to be in order. Bills paid are as follows. Payroll \$4,830.07, Travel \$62.52, QuickBooks \$779.61, Stamps.com \$24.99, E.D.D \$994.68, Just Answer \$70.00, E-bay \$508.02, Quill \$608.68, Template.com \$39.78, O'Reilly \$125.76, North Coast Labs \$1,110.00, Glovesaver.com \$124.41, and Paypal\$ 91.37 B. Kennedy made a motion to approve payments paid by Internet and vendor's expense list J. O'Neil seconded. No nays, motion passed. B. Kennedy asked J. Santibanez to send out Past due letter to customers who are 3 months past due.

NEW BUSINESS: Board Discussed M. Morrison situation regarding his water meter location and the fact that it goes through two other customer's properties and that there is a leak on that section of pipe. After some discussion from Board Members with Operation/General Manager G. Neumann, they decided that the District would relocate the meter on to Madrone at the District's expense. Operation/General Manager G. Neumann stated that because we'd have to cut through asphalt and require a hot tap (the water main will be tapped into while the system is pressurized) we would have to sub-contract this job. The Board of Director's asked that Operation/General Manager G. Neumann call around and get some estimates.

OLD BUSINESS: Operation/General Manager G. Neumann Gave an update/Progress Report on the Leach Field Special Study (Please see Summary Progress Report) The Board's discussion on revising the rental application for the Community Center is currently tabled.

COMMUNITY CENTER: We had no Rentals.

CORRESPONDENCE: B. Kennedy mentioned that the District had received the Candidate forms.

PUBLIC/BOARD COMMENTS: L. Iglesias wanted to thank J. Santibanez for all the work she had done on our website weottcsd.com; he said it was very easy to navigate and get a copy of the Agenda and Minutes. Chairperson B. Kennedy informed everyone that the June 23<sup>rd</sup> meeting will be her last Board Meeting and that she is resigning at the end of June. B. Kennedy brought up that there was a property in Weott that is 3 months past due and the property is for sale. She brought up sending a letter for payment from the customer and the Board agreed. The Board has asked J. Santibanez to call the county and see about placing a lien on the property if the bill is not paid in a timely fashion from when the letter is sent out.

ADJOURNMENT: No further business was discussed at this time. M. Gauna made a motion to adjourn Vice-Chairperson J. O'Neil seconded. No nays. The meeting was adjourned at 8.19 p.m. Board meetings are held the fourth Tuesday of every month, excluding December, at 7:00 p.m. at 175 Lum St. in Weott at the Weott Community Center.

EXECUTIVE SESSION: Executive Session was not held.