DATE: February 19th, 2025

TIME: 6:00 p.m.

PLACE: Community Center 175 Lum St, Weott, CA 95571

**ATTENDANCE:**

BOARD MEMBERS: Alan Aitken, Dave Sundberg, Marge French, Anthony Mantova

EMPLOYEES: Jamie Little, Dan Arreguin, Bonnie Mullaney

PUBLIC: Amber Allen, Frank Andersen, Adele Andersen

**MEETING COMMENCE: 6:04 PM**

1. **APPROVE MINUTES:**  Motion to approve minutes from previous month’s meeting (first, Anthony Mantova; second, Alan Aitken; all in favor)

 **2. OPERATOR’S REPORT:** See operators report.

 **3. OFFICE REPORTS:** See office reports.

 **4. UNFINISHED BUSINESS:**

 **5. NEW BUSINESS:**

1. Additional items of discussion by board members

 Anthony would like to see if the district can use the community center to bring in revenue. The property is

 commercial. It would be great to rent the kitchen out for commercial use. Alan responded that the building is

 in serious disrepair. Alan mentioned that we applied for a grant to repair or rebuild the community center but

 it was not approved. Jamie replied that it was more cost effective to tear down the existing building and use

 the same footprint to rebuild than to repair.. Jamie also mentioned that we can look into applying for other

 grants. Alan suggested that the district try to acquire the church on Newton. Dan informed the board that the

 sewer main had a plug last week and the district will be receiving an invoice from Garberville CSD for

 equipment rental and hourly wages for 2 of GSD’s employees that helped unplug the line.

 **b)** Budget review

 The board reviewed the budget and agreed to move forward with year 2 rates. No action taken.

 **c)** Discuss 115 Weott Heights Rd. account

The board requests that Jamie continue to try to contact the account holder.

  **6. ACTION ITEMS:**

1. Customer discrepancies

Customer H tabled. Customer H was asked to submit a letter with her request. The district will also draft a letter to the customer. Motion to approve credit for customer E from balance owed January 2023. (first, Anthony Mantova; second, Alan Aitken; all in favor)

1. Motion to appoint budget committee members

Motion to approve Anthony Mantova and Dave Sundberg for budget committee (first, Alan Aitken; second, Marge French; all in favor)

1. Approve tree work at community center

Tabled. The board requests that Jamie get quotes for tree work and contact the owner of neighboring property about splitting the cost of tree work. The board also requests that Jamie contact PG&E about encroachment on power lines to see if they are willing to help.

1. Approve 2024 audit

The board discussed the findings in the communication with those charged with governance of WCSD from the auditor. The district approved an edit of the compensated absences policy referred to in finding 1. Jamie is going to ask a tax accountant how to implement findings 2 and 3. Jamie is going to research education on bookkeeping, specifically accrual based bookkeeping. Jamie will be reconciling the billing software with quickbooks monthly for finding 5. Jamie will be looking for someone to review journal entries mentioned in finding 6. Jamie will also look for a volunteer from the community to audit the district's books monthly. Bonnie suggests that the district apply for TA grants to have audits done for additional grant funding. A yearly audit is not affordable for a small district.

Motion to approve 2024 audit (first, Alan Aitken; second, Anthony Mantova; all in favor)

1. Discuss scheduled rate increase

No action taken. The district will move forward with prop 218 year 2 rates.

 **7. Public Comment:** Frank Andersen asked if page numbers can be included on board packets in the future to

 avoid confusion. Jamie responded, yes. Frank asked if we can get a breakdown of spending, how much does

 the district spend on specific items? Frank would like to know how much is spent on payroll for operations

 and administration. Jamie said that she can send Frank the payroll report that she submits to the State Fund

 for workers comp every year. Frank would also like to know how much the district spends outside of our

 staff. Bonnie replied that Frank can make an appointment with Jamie to come down to the office and go over

 each item in quickbooks. Adele Andersen asked when the budget committee will meet. Jamie answered that

 she will reach out to all committee members and plan a date and time that works for everyone. Alan Aitken

 informed the board that this would be his last meeting and he will be resigning.

 **8. Adjourn:**

 Motion to adjourn 8:17PM (first, Anthony Mantova; second, Alan Aitken; all in favor)