**Westport County Water District**

**Board of Directors**

**Minutes of Regular Meeting**

**Thursday, April 10, 2025**

A regular monthly meeting of the Westport County Water District (“District” or “WCWD”)Board of Directors convened at 7:04 pm via zoom on Thursday, April 10, 2025. Notice and the Agenda were previously properly issued, a Board quorum was present, and it was confirmed that each Director was able to hear and be heard by the other Directors and members of the public in attendance. Chairman Tepper called the Meeting to order and Mr. Finnell agreed to compose the draft minutes. It was also noted by Ms. Cooper that the WCWD has now commenced a trial process to Zoom record the Board Meeting minutes principally for use in preparation of the draft minutes. Mr. Finnell recommended that a recording policy is presented at the next regular meeting to guide the management of such recordings and to clarify that such recordings would be only archived on a short-term basis only due to computer storage account limitations and expense.

1. **Roll Call at Inception (7:04 pm):**

Present Board Members: Chairman Lee Tepper, and Directors Ms. Carla Thomas, Mr. Steve Cardullo, and Mr. Robert Finnell. Mr. Gary Weiss was unable to attend.

Present Staff: Operations Manager and Chief Plant Operator - Mr. John Morrill, and Administrator/Financial Controller - Ms. Kayla Cooper.

Present Members of the Public: Ms. Dorine Real (attended a portion of the Meeting).

1. **Consent Agenda**
2. **Approval of Minutes (7:06 pm):**

Director Finnell moved that the Board approve the second draft minutes of the regular Board meeting held on March 13, 2025, which included a few gaps in recordation from the first draft. Director Thomas seconded the motion, which was then approved unanimously by the Board.

1. **Entity Governance (7:10 pm):**
2. **FFPC Training on AB 1234 – Ethics Training for Local Public Officials – and Form 700 Statement of Economic Interests**

Director Thomas noted she was scheduled to complete the online ethics class this coming Saturday using the State approved 2 hour time based, no fee, online course and submit the relevant certificate of completion for WCWD records. It was reported that Director Weiss and Director Cardullo had completed the online course.

Attendees then discussed whether each director is required to prepare and file another Form 700 Statement of Economic Interests even though each director has done so in late 2024 as part of the process of preparing and filing his/her oath of office. Each director had received correspondence from County Clerk Ms. Gina Bartolomie instructing them to do so. The directors concluded that, even if such a filing may not be required under applicable law, they would comply with the County Clerk’s instructions and prepare and file a new Form 700. Director Tepper stated he personally delivered the Form 700 to the County Clerk-Recorder’s office on April 1, 2025. Director Cardullo indicated he had completed the Form 700 process as well. This would now complete all Director Form 700 filings for 2025.

1. **Consent Agenda**
2. **Approval of Minutes (7:18 pm):**

As noted at commencement of Meeting.

1. **Correspondence (7:19 pm):**

Ms. Cooper reported that no correspondence was received for Board attention or response.

1. **Public Comment (7:19 pm):**

There was no public comment.

1. **Staff Reports (7:20 pm):**
2. **Bookkeeper/Administrator Report:**

Ms. Cooper led the discussion of the WCWD’s monthly financial report. In advance of the meeting, Ms. Cooper distributed to all attendees a copy of the March 2025 expense report as well as the March 2024 expense report and the accounts receivable aging summary as of March 31, 2025.

Ms. Cooper reported that as of the end of March 2025, there was $57,582.81in the District’s main checking account, along with $16,972.57 in water capital and $17,055.58 in wastewater capital.

In response to questions from the Directors, Ms. Cooper stated there are currently two (2) delinquent consumer/customer accounts, one approximately $7K and the other approximately $6,500 . Upon inquiry, Ms. Cooper confirmed that both accounts have been secured with liens on the relevant real property. Ms. Thomas inquired on status of collection of WCWD USPS mail since the recent and sudden shutdown of the Westport US Postal Station. Ms. Cooper confirmed that all payments to WCWD should continue to be issued to Box 55 (as before) and a proper change of address process will be implemented in the future as the USPS Station issue is remediated. Director Finnell inquired if any WCWD customers issued WCWD invoice payments in cash and Ms. Cooper noted that currently two WCWD typically pay in cash directly to WCWD via Ms. Cooper’s administrative office. Ms. Cooper referenced the summary monthly account totals table, noting items highlighted in the color red show differentials year of over year. Questions were asked and answered.

1. **Operator’s Report (7:27 pm):**

Mr. Morrill led the discussion of the April 10, 2025, Operator’s Report he had circulated to the Board earlier in the week. Mr. Morrill answered questions from the Directors about the report with a focus on the need for a new polymer pump (8102) for dealing with flocculent processes. Useful life for such pumps Is approximately eight years. Upon inquiry from Director Thomas on a view to now acquire two new pumps, Mr. Morrill indicated measured frugality and noted that only one may be needed but time will tell.

*REOLVED, Upon motion duly made (Tepper) and seconded (Thomas), a resolution was unanimously approved by the Board to allocate up to $3,200 for a new pump, with a goal to acquire the pump for a price closer to a $2,500 to $3,000 expense goal.*

Mr. Morrill has or would endeavor to obtain at least two separate quotations from reliable vendors for the same brand and pump model that exists today for continuity and consistency.

**Drinking Water:** Mr. Morrill reported that WCW We produced 260212 gallons in 148 hours of operation in March 2025. This is 49938 gallons more and 29 hours more than the number of hours in February 2025.

WCWD is current on monthly sampling and reports as well as monthly drought reporting requirement. Mr. Morrill reported that he is working on the WCWD Cross Connection Control Plan. Mr. Morrill reported that there an inspection of the WCWD drinking water system by the SWRCB.

**Wastewater:**

Lagoon depth as of March 31, 2025 was 11.75 feet or 66.4 percent of capacity. This is up from 10.85 feet in February 2025.The February SMR and the SSO reports were submitted on time.

1. **New Business**

A. As part of the Board’s continuing monthly knowledge acquisition process from Mr. Morrill and Ms. Cooper, the Board undertook a brief ten minute discussion on Cyber Crime Prevention Techniques for WCWD. Mr. Finnell had provided powerpoint slides from a recent RCAC online course on this subject. Mr. Morrill highlighted that WCWD systems are not setup for remote access, which materially diminishes cyber-crime risks. Passwords are regularly changed and data backups are undertaken at least once per month. Ms. Cooper backs up all financial and WCWD computer information/data twice per year. Questions were asked and answered.

B. Brief ten minute Discussion and/or Q&A on WCWD Public Notice requirements for WCWD.

Mr. Finnell referenced recent RCAC online education materials and slide provide to the WCWD Team in advance of the Meeting.

Mr. Morrill led the discussion on WCWD public notices processes, highlighting that SWCRB is always contacted and consulted in connection with any public water quality or safety notice processes in advance of WCWD publicly issued notices. The WCWD Water Emergency Response Plan details the “notification tree” process. Mr. Morrill referenced that, according to his knowledge, approximately only two material public notices have been issued over the last ten years or so.

1. **Old Business:**

Review of, and Resolution to Adopt, and issue a Draft Ordinance Regarding Cross Connection Control General Policy. Discussion of Program to Inspect for and Remediate Any Cross-Contamination Issues.

Mr. Morrill led the discussion and update regarding the CCC General Policy, noting that in close consultation with Mr. Rio Russell (Elk, CA), Cross Control Specialis, WCWD has utilized as a starting point the Elk Water District CCC template for the draft WCWD draft Ordinance. Questions were asked and answered by Director Cardullo on the Ordinance process and protocols.

After further discussion and review of the initial draft resolution, policy, and ordinance, upon motion duly made (Cardullo) and seconded (Thomas),

*RESOLVED, the Board unanimously approved the draft Ordinance (attached hereto as Exhibit A), subject to updating the numerical identification and process for future approval considering the statutory time periods for public disclosure.*

1. **Status of and Next Steps for WCWD Capital Improvement Projects:**

Mr. Morrill directed attention to the previously provided draft WCWD resolution to advance the WCWD’s process for infrastructure improvements designed to continue provision of wastewater treatment and collection services to its customers. A noted recognition was made that Westport County Water District is a Disadvantaged Communityand is applying for a no-cost share, grant-only financing agreement (“financing agreement”) with the State Water Resources Control Board, subject to the review and approval of the Westport County Water District for the Financial Assistance Application

After further discussion, with questions asked and answered, upon motion duly made (Finnell) and seconded (Thomas) the Board unanimously

*RESOLVED, the Board unanimously approved the draft Resolution:*

*That the WCWD Board Chairman (the “Authorized Representative”) or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Westport County Water District Wastewater Infrastructure Improvement Project (the “Project”).*

Mr. Finnell would update the numerical identification process for the noted Resolution prior to signature.

1. **Status of Municipal Service Review & Sphere of Influence Update Requested by Mendocino Local Agency Formation Commission:**

Mr. Finnell noted that he had viewed the YouTube recorded version of the recent LAFCO hearing of April 7, 2025 and provided a brief summary of topics noted by the various LAFCO Commissioners, with possible foreshadowing of the upcoming May 5, 2025 LAFCO hearing and report as it may pertain to WCWD. Questions were asked and answered.

1. **Policy for WCWD Document Retention:**

Director Cardullo provided a brief status report, noting eight bankers’ boxes had been reviewed indexed out of an approximate total of 45/50 boxes remaining for review and indexing. Estimated projection for completion is approximately 5 to 8 months remaining. Questions were asked and answered regarding storage space concerns, future electronic records processes, and security issues. All Directors thanked Director Cardullo for these ongoing efforts along with the WCWD staff support in the process.

1. **Status of Bell Mountain Timber Harvest Plan:**

Director Thomas reported that she would endeavor to review the related documents later this week.

1. **Communication with Other Small Districts in Mendocino County re SWRCB Wastewater Permit Fees :**

Directors Cardullo and Thomas suggested that the District approach the Mendocino County Board of Supervisors and/or the State authorities to address this issue, in particular Supervisor Bernie Novell and new State Assembly Member Mr. Chris Rogers.

1. **Brown Act: Continued Digital/Virtual Zoom Meeting Authorization (8:45 pm):**

Director Cardullo moved to continue providing the option for zoom attendance at WCWD Board meetings. Director Thomas seconded the motion, which was then unanimously approved.

1. **Adjournment (8:48 pm):**

Upon motion made (Director Cardullo) and seconded (Director Thomas), the Regular Meeting of the WCWD Board was unanimously adjourned at 8:48 pm.

Respectfully submitted,

Robert D. Finnell

Temporary Secretary for April 10, 2025, WCWD Board Meeting

**Exhibit A**

Westport County Water District (“WCWD”)Ordinance **# 1-25**

**Adopted by the WCWD Board of Directors on April 10, 2025**

Section 1. Cross Connection Control General Policy

1.1 Purpose. The District finds and declares the purpose of this ordinance is as follows:

1.1.1 To protect the public potable water supply of town of Westport from the possibility of contamination or pollution due to cross connections by containing hazards at the service connection.

1.1.2 To promote the elimination or control of existing cross connections, actual or potential, between the consumers potable water system(s) and nonpotable water systems, plumbing fixtures, and and/or industrial piping systems.

1.1.3 To provide for a continuing Program of Cross-Connection Control which systematically and effectively reduce the risk of pollution or contamination of the potable water system.

1.2 Authority. This ordinance is adopted pursuant to the latest version of the California State Water Resources Control Board Cross-Connection Control Policy Handbook amended March 15, 2025.

1.2.1 The District has authority in the development, implementation, and enforcement of the CCCP standards.

1.3 Responsibility.

1.3.1 It shall be the responsibility of the Cross Connection Control Coordinator and the Administration-Billing Department to administer and enforce the provisions of this ordinance.

1.3.2 The District is primarily responsible for the prevention of contamination of the public potable water system. Responsibility begins at the point of origin and includes treatment facilities, distribution mains and all facilities under complete control of the District, and ends at the consumers service connection. The District shall ensure adequate backflow protection is maintained on consumer water systems connected to the potable water system.

1.3.3 The Consumer will have the responsibility of preventing contaminants from their water system from entering the potable water system as required by this ordinance and the SWRCB Cross-Connection Control Policy Handbook.

1.3.4 The District will not be held responsible for any losses or damages incurred by the Consumer due to improper or proper installation, repair, or upgrade of backflow prevention assembly. The Consumer will bear all costs for installation or renovation of existing consumer plumbing as a result of any decreases in line pressure or prevention of release of pressure due to installation or upgrade of backflow prevention assembly.

Section 2.1 Definitions.

2.1.1 RESERVED

Section 3.1 Requirements.

3.1.1 The type of protection that shall be provided to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water Consumer’s premises as determined by the District and contracted with State Licensed Cross Connection Control Specialist.

3.1.2 Surveys

The Consumer’s premises shall be open for inspection at all reasonable times to authorized representatives of the District to determine if protection of the potable water system is required at the service connection.

3.1.2 Backflow Prevention Assemblies required will be determined by the Hazard Assessment performed by the contracted Cross Connection Control Specialist.

3.1.3 Installation of Backflow Prevention Assemblies:

Approved backflow prevention assemblies shall be installed in compliance with the District installation standards, inspections and approval. It shall be the responsibility of the Consumer to install and maintain the backflow prevention assemblies.

3.1.4 Periodic Test and Maintenance of Backflow Prevention Assemblies:

Whereas all approved backflow prevention assemblies shall be tested at least once annually by a District approved backflow assembly tester, the District shall administer the backflow testing program as follows:

1. The District will schedule the testing and notify the Consumer in advance by means of their monthly billing. The inspection, maintenance and repair charges will be passed on and paid by the Consumer on their next monthly bill.

3.1.5 Enforcement:

A. Failure to comply with the procedures of this chapter and/or failure to install, test, perform necessary maintenance, bypass, remove, or render inoperative an approved backflow prevention assembly as required by this chapter shall be a violation.

i. If the Cross Control Coordinator or Cross Connection Control Specialist determines that a customer’s violation constitutes a hazard to the potable water supply, the Cross Control Coordinator or Cross Connection Control Specialist may order that water services to the noncomplying customer be discontinued.

ii. The District shall notify the customer in writing at least thirty (30) days in advance of water service termination. However, if the hazard to the potable water supply is so immediate that a delay in water service termination may pose a threat to public health and safety the Cross Control Coordinator or Cross Connection Control Specialist may terminate water service to the premises without prior written notice.

iii. The District shall restore water to the premises once the Consumer has controlled or eliminated the hazard and paid in full all applicable charges and fees.

iv. The Consumer or property owner shall be responsible for all applicable disconnection, reconnection and other fees charged by the District relating to the termination of service, and for any other reasonable costs incurred by the District associated with the termination of service and/or associated corrective cleanup costs.

Section 3.2 Acceptance:

3.2.1. The District is authorized to make all necessary and reasonable rules and policies with respect to the enforcement of this Ordinance. Such rules and policies shall be effective immediately after being filed with the District Board of Directors and Secretary to the Board.

3.2.2 Effective Date. This Ordinance shall supersede all previous cross connection control ordinances and shall take effect immediately from the latest date of adoption by the District. Following adoption, a copy of this Ordinance shall be posted on the Westport County Water District website, westportcountywaterdistrict.com, and the Community Store.