**Westport County Water District**

**Board of Directors**

**Minutes of Regular Meeting**

**Thursday, December 12, 2024**

The regular monthly meeting of the Westport County Water District (“District” or “WCWD”)Board of Directors convened at 7:06 pm via zoom on Thursday, December 12, 2024. 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.

1. **Roll Call at Inception (7:06 pm):**

Present Board Members: Chairman Lee Tepper, and Directors Ms. Carla Thomas, Mr. Steve Cardullo and Mr. Gary Weiss.

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

Present Members of the Public: Mr. Robert Finnell. (Mr. Finnell has been appointed as a member of the Board but has not yet been sworn into office per procedures mandated by the Mendocino County Board of Supervisors).

1. **B. Consent Agenda**
2. **Approval of Minutes (7:11 pm):**

Director Weiss moved that the Board approve the minutes of the regular Board meeting held on November 14, 2024. Chairman Tepper seconded the motion, which was then approved by the following three Directors: Tepper, Thomas and Weiss, a majority of the Board. Director Cardullo abstained from voting on the motion because he had not attended the November 14, 2024, meeting.

1. **Correspondence (7:12 pm)**

There was no correspondence to report or discuss.

1. **Public Comment (7:13 pm):**

There was no initial public comment. Toward the end of the meeting, Mr. Finnell requested that each Board member, and each staff member, state three goals for the District to accomplish in 2025, and report on this at the upcoming January 9, 2025 meeting.

1. **Staff Reports (7:14 pm):**
2. **Bookkeeper/Administrator Report (7:14 pm):**

Ms. Cooper led the discussion of the WCWD’s monthly financial report. In advance of the meeting, Ms. Cooper had distributed to all attendees a copy of the November 2024 expense report as well as a current accounts receivable aging summary as of December 9, 2024. She reported that as of the end of November 2024, there was $47,984.07 in the District’s main checking account, along with $16,168.60 in water capital and $16,251.59 in sewer capital. Ms. Cooper reported that the funds currently in the District’s main checking account are roughly $3,728 more than were in the account at the end of November 2023.

Responding to inquiries from the Directors, Ms. Cooper and Mr. Morrill stated that the payment to RelaDyne in November was for 176 gallons of diesel fuel needed and purchased for the generator. Mr. Morrill reported that the District now has all the fuel needed for the coming months, barring an extended power outage. Mr. Morrill requested a copy of the RelaDyne invoice from Ms. Cooper.

Mr. Morrill sought clarification regarding the three separate PG&E payments made each month, and Ms. Cooper responded that “PG&E #1” refers to electric power used at the lift station on Omega Steet, that “PG&E #2” refers to electric power used at the sewer plant, and that “PG&E #3” refers to electric power used at the drinking water plant. Mr. Morrill stated that most of the electric power used by the District is for the operation of aeration pumps employed at the ponds. Director Tepper inquired as to whether both ponds were currently operative, and Mr. Morrill reported that they were, and that an aeration pump is needed at each pond in order to introduce oxygen to the water in the evenings when there is no sunlight.

Ms. Cooper requested that an item be included in the agenda for the next meeting (now scheduled for January 16, 2025) for consideration of a resolution to change the authorized signature cards at the bank to allow each Director to approve expenses in the event Ms. Cooper is unavailable to do so.

1. **Operator’s Report (7:21 pm)**

Mr. Morrill led the discussion of the December 12, 2024, Operator’s Report he had circulated in advance of the meeting. Mr. Morrill answered questions from the Directors about the report.

Mr. Morrill reported that the District had produced 256,473 gallons of water in 143 hours of operation in November, and that this was 90,749 fewer gallons and 48 fewer hour of operation than during the month of October.

Mr. Morrill reminded attendees that, as reported at the October and November 2024 District Board meetings, Mr. Morrill had sent the District’s chlorine pump out for warranty service work to be performed by USA Bluebook. The pump intermittently failed to sense the flow monitor, causing the pump to stop operating each time. USA Bluebook reported to Mr. Morrill that it is still awaiting the necessary parts to complete the repair. Mr. Morrill said that, meanwhile, the District’s back-up chlorine pump continues to function well.

Mr. Morrill reported that the District had received approximately 12 to 14 inches of rain in November. Current lagoon depth has now risen from 2.7 feet to 5.8 feet, 27% of its capacity. Mr. Morrill reported that there continues to be an issue of infiltration into its sewer lines, an issue that he hopes will be addressed as part of the District’s capital improvement program.

Mr. Morill reported that the District’s newer generator at the Fire Station has an electrical issue that requires it to be restarted from time to time. The District is now using its back-up John Deere generator, which continues to work well. Meanwhile, Mr. Morrill has reached out to Cummings in Eureka for warranty repair work on the newer generator but has not yet received word on the schedule. He is also looking into obtaining an extended warranty for this generator.

Mr. Finnell inquired as to whether there is an issue with fats, oils and grease at its sewer pumps. Mr. Morrill replied that the District does not have such an issue, and that there are screens that catch wipes, rubber and other manufactured debris that customers mistakenly flush into the sewer system. He agreed with Mr. Finnell that it is important to warn customers not to flush materials other than toilet paper down their toilets.

1. **Old Business (7:27 pm):**
2. **Status of and Next Steps for WCWD Capital Improvement Projects (7:30 pm):**

Director Weiss said that he had been unable to redline the draft Master Services Agreement to reflect the District’s suggested changes in the draft provided by GHD, due to technical problems with the document. Director Thomas likewise confirmed that she too had been unable to redline the document. Director Weiss had asked Mr. Finnell to attempt to unlock the redlining function and Mr. Finnell requested a copy of what GHD had provided so that he could attempt to unlock the editing function. Director Weiss stated that he would contact GHD directly to unlock the document if Mr. Finnell were unable to do so.

1. **Status of Municipal Service Review & Sphere of Influence Update Requested by Mendocino Local Agency Formation Commission (7:32 pm):**

Ms. Cooper and Mr. Morrill reported that the District is still awaiting feedback from Ms. Uma Hinman, Executive Director of the Mendocino Local Agency Formation Commission (“Mendocino LAFCO”) following Mr. Morrill’s and Ms. Cooper’s meeting with her approximately 5 months earlier and the District’s submission to Mendocino LAFCO of much of the information that had been requested.

Director Thomas reminded attendees that the California Coastal Commission had held a hearing on November 14, 2024 to consider the Westport Beach RV Park’s (“the Westport Campground”) application to make various improvements to its infrastructure, including the access road to the campground and storage of stockpiles. Director Thomas reported that she planned to seek access to a transcript or recording of the hearing, and would report further to the Board at the January 16, 2025 meeting after she had obtained such access.

1. **Status of Timber Harvest Plan on Property Owned by Roger and Michelle Burch Trust (7:35 pm):**

Director Weiss reported that although he had received an email from Mr. Clint Doucette of Redwood Empire Sawmills regarding Mr. Weiss’s request for a copy of or link to the timber harvest plan on property owned by the Roger and Michelle Burch Trust (the “THP”) stating that Mr. Doucette would forward the link when the THP is completed, Mr. Doucette had not provided an update on when that would happen. Director Thomas said that she had been unable to locate any public reference to the THP, and that THP’s do not become publicly accessible until a draft has been submitted. She and Director Weiss sated that they will continue to follow up and report back. Director Cardullo inquired as to whether there was any particular issue with this THP that impacts the District or its customers. Director Weiss replied that there was no particular issue but that he feels it is prudent to take a look at any THP within or near the District in order to ensure that District customers are protected from any potentially negative impacts of such a THP on the District or its distribution system.

1. **New Business**
2. **Brown Act: Continued Digital/Virtual Zoom Meeting Authorization Pursuant to County Health Department Guidance (7:40 pm):**

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

1. **Adjournment (7:42 pm):**

Upon motion made (Director Cardullo) and seconded (Chairman Tepper), the Regular Meeting of the WCWD Board was unanimously adjourned at 7:43 pm.

Respectfully submitted,

Gary Weiss

Temporary Secretary for the December 12, 2024, WCWD Board Meeting