Westport County Water District

P.O. Box 55

Westport, CA. 95488

REGULAR BOARD OF DIRECTORS MEETING

Thursday, July 10, 2025, at 7:00 PM

On Line: via Zoom

NOTE: Call 707-367-1057 or email [wcwd55@gmail.com](mailto:wcwd55@gmail.com)

by noon on July 10, 2025, to access this meeting via zoom.

AGENDA

(All items are considered action items unless otherwise noted. The items below are numbered for convenience only and may not be heard in that order.)

1. Call to Order and Roll Call
2. Entity Governance: Status of Each Director’s Completion of FPPC Training on AB 1234 – Ethics Training for Local Public Officials (to be taken online every two years at no charge).

3. Consent Agenda:

1. Approval of Minutes – Regular Meeting Held on June 12, 2025.
2. Correspondence.
3. Public Comment\* (Limited to 15 minutes)
4. Staff Reports
5. Bookkeeper/Administrator Report (Including Monthly Expenses, Cash Levels and Anonymized/Redacted Delinquent Collection Statistics).
6. Operator’s Report, Including Discussion of Ongoing Technical Operations.
7. Old Business
8. Discussion of Program to Inspect for and Remediate Cross-Contamination Issues, Including Status of Completion of Customer Survey Mailed to Customers with May invoices.
9. Status of and Next Steps for WCWD Capital Improvement Projects, Including Report on Potential Application for Grant Funding Through North Coast Resource Partnership and Director Cardullo’s Request for a Capital Asset Survey and Priority List.
10. Discussion of and Vote on Adoption of Draft Document Retention and Destruction Policy Forwarded by Director Finnell on April 27, 2025 (Copy Attached), Including Program to Video-Record WCWD Meetings and Preserve Recording for 90 Days, and Status of Director Cardullo’s Inventorying and Review of Existing Documents, and Potential Hiring of Someone on an Hourly Basis to Assist in Review/Cataloguing Process.
11. Status of Bell Mountain Timber Harvest Plan on Property Owned by Roger and Michelle Burch Trust.
12. Report on Director Finnell’s Communications With State Authorities, including Assemblymember Chris Rogers and Senator Mike McGuire, re SWRCB Wastewater Permit Fees.
13. New Business:
    * 1. Search for New Auditor for the WCWD;
      2. “TMF Assessment” of WCWD (technical, managerial and financial capacity), for the past, present and future.
      3. Brown Act: Continued Digital/Virtual Zoom Meeting Authorization Pursuant to County Health Department Guidance.
14. Adjournment

DIRECTORS: Chairman Lee Tepper, Carla Thomas, Steve Cardullo, Robert Finnell and Gary Weiss

OPERATIONS MANAGER/CHIEF PLANT OPERATOR: John Morrill

ADMINISTRATOR-FINANCIAL CONTROLLER: Kayla Cooper

DRINKING WATER PLANT SHIFT OPERATOR AND DISTRIBUTION OPERATOR: Beck Regalia

DRINKING WATER AND WASTEWATER PLANT SHIFT OPERATOR: David Wilson

**\*Public Comment:** The board welcomes participation in the Board Meetings. Comments shall include any item not on the agenda that is within the subject matter jurisdiction and authority of the District. No action may be taken on any item not appearing on the agenda; however, the Board may direct such items to be placed on the agenda for a future meeting or may request additional information on any such item. The Board may limit testimony to three (3) minutes per person and not more than ten (10) minutes for a particular subject. **Addition to Agenda** (if any) in accordance with Section 54954.2(b)(2) of the Cal. Government Code (Brown Act): Two-thirds Vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after the Agenda was posted.)

Westport County Water District (WCWD)

Document Retention and Destruction Policy

Rev April 2025

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Document Destruction

This Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization’s documents and records.

The organization’s staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

*a.* Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the WCWD Administrator;

*b.* All other paper documents will be destroyed after three years;

*c.* All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;

*d.* No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and

*e.* No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

Record Retention[[1]](#footnote-1)

The following table\* indicates the minimum requirements. Because statutes of limitations and state and government agency requirements vary from state to state, each organization should carefully consider its requirements and consult with legal counsel before adopting a Document Retention and Destruction Policy. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

| **Type of Document** | **Minimum Requirement** |
| --- | --- |
| Accounts payable ledgers and schedules | 7 years |
| Audit reports | Permanently |
| Bank reconciliations | 2 years |
| Bank statements | 3 years |
| Checks (for important payments and purchases) | 3 years |
| Contracts, mortgages, notes, and leases (expired) | 7 years |
| Contracts (still in effect) | Contract period |
| Correspondence (general) | 2 years |
| Correspondence (legal and important matters) | Permanently |
| Correspondence (with customers and vendors) | 2 years |
| Deeds, mortgages, and bills of sale | Permanently |
| Depreciation schedules | Permanently |
| Duplicate deposit slips | 2 years |
| Employment applications | 3 years |
| Expense analyses/expense distribution schedules | 7 years |
| Year-end financial statements | Permanently |
| Insurance records, current accident reports, claims, policies, and so on (active and expired) | Permanently |
| Internal audit reports | 3 years |
| Inventory records for products, materials, and supplies | 3 years |
| Invoices (to customers, from vendors) | 7 years |
| Minute books, bylaws, and charter | Permanently |
|  |  |
| Payroll records and summaries | 7 years |
| Personnel files (terminated employees) | 7 years |
| Retirement and pension records | Permanently |
| Tax returns and worksheets | Permanently |
| Timesheets | 7 years |
| **WCWD Board of Director Meetings video/audio recordings** | **The *earlier* of formal Board approval of the Board of Director Meeting minutes or Ninety (90) days from initial recording date.** |
| Rev: April 2025 |  |

1. [↑](#footnote-ref-1)