MINUTES

Westport County Water District

Meeting of the Board of Directors

January 9, 2021

Meeting convened at 10:10 AM on ZOOM

1. Roll Call—Present

Board Members: David Brothers, Lee Tepper, Ann Woodhead, Val Hale

Staff: Administrator Kayla Cooper, Chief Operator John Morrill

Public: Bob Finnell

2. Consent Agenda

A. The minutes of the meeting of December 12, 2020, were approved as

amended.

B. Correspondence—none

3. Public Comment

Mr. Finnell stated that he is considering applying for Board membership.

4. Staff Reports

A. Administrator Kayla Cooper

1) Accounts

Main Account: $36,175.

Water Capital: 6,829.

Sewer Capital: 6,747.

2) Credit Card Questions

a. Quickbooks is an automatic renewal, currently on Mr. Brothers’

personal credit card. The Board agreed that this needs to change.

b. The District cannot get a debit card from Savings Bank of

Mendocino because the accounts at the bank require two

Signatures.

c. Question (tabled for further discussion): Should the District open

a separate account at another bank?

B. Operator John Morrill (See attached report.)

Important points:

1) The pH meter at the Water Plant failed. The replacement meter

and probe cost $1200. The new probe should last longer.

2) The water distribution system is scheduled to be flushed on January

21st and 22nd.

3) Mr. Morrill is still investigating the manganese situation.

4) The generator radiator will be repaired. Cost of the repair is estimated

at $1000 to $3000. Mr. Hale will provide a temporary generator while

repairs are completed.

5) IMPORTANT discussion of the Fire Department generator project

SEE Mr. Morrill’s report re requirements for a Coastal Development

Permit, Biological Scoping Survey, and other requirements for

the project.

Given this new understanding of these substantial and, in some cases,

unexpected financial and bureaucratic requirements, the Board of

Directors agreed that the District probably does not have the resources

to go forward with participation in the project.

The Board asked Mr. Tepper to discuss the District’s reservations with

Fire Department Chief Dan Maxey.

Further Board discussion will be on the agenda for the next Board

Meeting, February 13, 2021.

5. Old Business

1. District Website

Ms. Cooper reports that the project has stalled. The Board asked her to

approach Ryan Grossman with regard to taking over the project.

B. Status of Bylaws and Policies review

No new information. Mr. Brothers and Ms. Woodhead will meet to look

at the Elk Bylaws before the February meeting.

C. The Siamex property

Several Board members have observed that the Siamex property, which is

within the District boundaries, is being occupied without water or sewer

service. The Board agreed that the District will contact the County re

the situation there.

Ms. Cooper reported that she has received no further communication from

the Siamex offices.

6. New Business--none

7. Meeting adjourned at 11:35 A.M..

Respectfully submitted,

Ann Woodhead

Board Member and Secretary