MINUTES

Westport County Water District

February 13, 2021

Meeting convened at 10:03 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 January 9, 2021, were approved.

 B. Correspondence—none

3. Public Comment--none

4. Staff Reports

 A. Administrator Kayla Cooper (See attached report for more detail.)

 1) Accounts

 Main Account: $26.151.89

 Water Capital: 6,949.37

 Sewer Capital: 7,032.22

 Ms. Cooper reported that payroll and taxes accounted for the c.$10,000

 drop from last month in the Main Account.

2) The SCO reports were filed.

3) Problems with QuickBooks: Ms. Cooper reported that she is unable to

 make certain kinds of changes because former District bookkeeper Tammy Doriot is still the “owner” of the account. Ms. Cooper will contact Ms. Doriot regarding changing the ownership of the account.

4) Ms. Cooper is developing the District website on the Go Daddy platform. Cost will be $168 for the site plus $12 for the domain name.

B. Operator John Morrill (See attached report for more detail.)

 Important points:

1) The main valve in front of the water plant failed during the

flushing operation. Both the underground main 4” and the infiltration gallery 3” valves were replaced on January 29th. Parts and supplies came to c. $2500.

Mr. Hale commended Mr. Morrill and David Wilson for their quick and effective response to what could have been an extended crisis. All present agreed—thank you John and David.

 2) Re the inquiries from realtor Joanna Hopper about the cost of hooking

up water and sewer at 36990 N. Hwy 1: Mr. Morrill requested direction from the Board about using the figures quoted when Mr. Jimmy Bigelow requested the same information, i.e.,

$7326.00 Water and Sewer assessment

$1582.00 water connection

The owner is responsible for the costs of digging across the street from house to curb, which will require a contractor.

 Mr. Morrill with communicate with Ms. Hopper.

5. Old Business

1. District Website: See Administrator’s report above.

B. Status of Bylaws review and updating

Ms. Woodhead and Mr.Brothers have made some progress, but will need to meet at least one more time. Mr. Finnell will meet with Ms. Woodhead Monday, Feb. 15, and has volunteered to examine the document and make recommendations.

C. Fire Department Generator Project

 This project is now entirely in the hands of the WVFD.

 D. The Siamex property

Mr. Brothers called the County and was informed that at present there are no active permits on the property. He was advised to use the County website to register the District’s concerns. A motion to register the complaint under the District’s auspices was made, seconded, and approved. Mr. Brothers will see to this.

Note: Mr. Tepper believes that a water/sewer assessment was paid on the property.

E. Search for new Board member(s) to replace Ms. Woodhead, who will be leaving the Board at the end of March.

Ms. Woodhead reported that Ryan Grossman is interested. Ms. Woodhead will invite him to attend the next regular Board meeting.

6. New Business--none

7. Meeting adjourned at 11:57 am.

Respectfully submitted,

Ann Woodhead

Board Member and Secretary

March 11, 2021