MINUTES

Westport County Water District

June 10th, 2021

Meeting convened at 7:07 PM on ZOOM

1. Roll Call

 Present:

Board Members: David Brothers, Lee Tepper, Val Hale

 Staff: Chief Plant Operator John Morrill, Administrator Kayla Cooper

 Public: Robert Finnell, Ryan Grossman, Dorine Real, Carla Thomas

1. Consent Agenda

A. Mr. Brothers read the minutes for the May 13th meeting. Mr. Morrill had a couple corrections, which will be made. The Board unanimously approved the minutes.

 B. Correspondence

 Ms. Cooper informed us that starting September 1, 2021, Savings Bank of Mendocino County will no longer be honoring 2 signature checks. It will be our responsibility to make sure the checks written are approved by the Board. After discussing the matter, the Board decided that Ms. Cooper will still have a single Board Member review the weekly invoices before signing the checks. At the end of each month, Ms. Cooper will email all Board Members an expense report with all checks sent out, so they can review the payments. All Board Members will sign the expense report, and return it to Ms. Cooper so she can put them in the A/P Folders.

1. Public Comment

none

4. Staff Reports

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

 1) Accounts

 Main Account: $48,803.44

 Water Capital: $7,749.37

 Sewer Capital: $7,832.22

 The Board had a discussion regarding expense reports. It was decided that Ms. Cooper will email the reports to each member in order for them to sign and return them to her. Ms. Cooper will add the signed expense reports to the A/P folders each month.

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

5. Old Business

1. Progress on Website

Robert suggests posting drought information and water conservation tips on the website and also directing customers to the website in the Westport Wave.

1. Water Conservation Discussion

Mr. Morrill is working on information to put in the billing for water conservation awareness. He would like to create signage to put up around town, at the campground, and in the vacation rental house’s just informing people that there is a drought and to practice good conservation techniques. Mr. Brothers suggested that Mr. Morrill sends a draft of his notices to the Board before sending to customers in order to get any feedback needed.

1. New Board Member

The Board unanimously voted in Ryan Grossman to take Ann Woodhead’s position on the Board as the Secretary.

1. Status of Generator Repairs

Mr. Morrill reported that the new generator has been installed at the firehouse. Once he has worked out all the kinks, he will pull the radiator out of the old generator, and bring it to Ukiah for repair.

6. New Business

Mr. Hale informed us that he will be putting in his resignation from the board.

7. Meeting adjourned at 9:25 PM.

Respectfully submitted,

David Brothers

Board Member and Secretary

June 9, 2021