MINUTES

Westport County Water District

July 8th, 2021

Meeting convened at 7:02 PM on ZOOM

1. Roll Call

 Present:

Board Members: Lee Tepper, Val Hale, Ryan Grossman

 Staff: Chief Plant Operator John Morrill, Administrator Kayla Cooper

 Public: Robert Finnell, Carla Thomas

1. Consent Agenda

A. The Board unanimously approved the minutes of the June 10th meeting with a couple minor edits that Ms. Cooper will make.

 B. Correspondence

 None

1. Public Comment

 None

4. Staff Reports

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

 1) Accounts

 Main Account: $42,747.12

 Water Capital: $7,949.37

 Sewer Capital: $8,032.22

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

Mr. Morrill informed the Board that there is a major chlorine shortage. The current chlorine supplier is almost out, so Mr. Morrill would like to buy a 55-gallon barrel from a different supplier in order to have the chlorine necessary to keep producing water for the district. Mr. Finnell agreed that there is a chlorine shortage and suggests that we do purchase the barrel of chlorine. Buying the 55-gallon barrel will drastically reduce the price of chlorine from $17 a gallon to $4 a gallon. The new supplier has a $500 minimum on orders, so John will need to purchase two 55-gallon barrels in order to make the purchase. The Board took a vote, and unanimously passed that Mr. Morrill will purchase the two 55-gallon barrels of chlorine.

At the request of Mr. Tepper, Mr. Morrill and David Wilson went in search of the water meter at Mr. Tepper’s property on the north side of town. They were successful in finding the meter, and will be getting Mr. Tepper’s water running there again. This property is the site of the old Westport School House which burned down many years ago. Mr. Hale voiced his opinion that Mr. Tepper has not been paying for the water/sewer on this property for a guess of about 20 years now, even though everyone else in town must pay their monthly bill whether they use water or not.

 Mr. Morrill requested permission to purchase a new Honeywell meter. This is a meter that monitors water productivity, which is currently malfunctioning. When the water plant is running, the Honeywell meter takes readings every 15 minutes. If it is down, Mr. Morrill or Mr. Wilson must take the readings manually. The meter is about $3,500. The board discussed, and unanimously passed the vote for Mr. Morrill to purchase a new Honeywell meter.

 Mr. Morrill suggested that he needs to install a chlorine injection system on the well. He estimates that the cost of this project will be around $1,200. The Board discussed the benefits and unanimously voted in favor of Mr. Morrill following through with the chlorine injection system for the well.

5. Old Business

1. Progress on Website

 Ms. Cooper is going to add more drought information to the website to help inform our customers of steps they can take to better conserve their water. Mr. Hale suggests that we make drought notices and post them on every one’s door in town. Mr. Finnell informed us that there is a Westport Village Society Meeting at the end of July. He is going to ask Bill Knapp to add water conservation to the agenda. Mr. Grossman is working on a water conservation poster.

1. Resignation/New Board Member Discussion

Mr. Hale officially resigned from the Board as of today Thursday, July 8, 2021.

1. Water Conservation Discussion

 Mr. Morrill informed us that we are currently ok on water, but will most likely have to switch to the well later this year. The well is estimated to only produce 50,000 gallons a week equaling about 200,000 gallons a month. During the month of June, the water plant produced 473,960 gallons, which is more than double the amount of water the well will be able to produce in order to keep up with demand. Ms. Thomas expressed her feelings that she would like the community to be informed of what the consequences are of having to switch over to using the well. She believes that will help people be more aware of their water usage.

 Mr. Morrill would like to schedule a special meeting in order to go over his draft for a Drought Plan. It needs to be finalized and submitted to the state as soon as possible. He would like for the customers to sign and return the Drought Plan, once in action. Mr. Morrill is concerned about being the one to have to turn of customer’s water if they do not follow the Drought Plan. He does not want to have bad report with the customers so he suggested we have a contractor turn off the water. Mr. Hale informed everyone that it is the Board’s final decision that dictates whose water will be turned off, so Mr. Morrill does not need to feel like he will have a mark on him. The Board agreed to schedule a special meeting for Thursday July 22, 2021 at 7pm via Zoom. Ms. Cooper will post the agenda tomorrow morning.

 Mr. Morrill has been in contact with Gary Weiss, who has been really great to work with and more understanding of the current drought situation. Mr. Weiss has been working with Ryan Crawford, a geologist from GHD, in order to get a well site ready on his property. Mr. Morrill is going to discuss further with Mr. Crawford about exploring for a better producing well for the district.

 The State is requesting that Mr. Morrill submits weekly reports regarding water production. The link they sent in order to submit the reports does not work, but the State informed Mr. Morrill that they will have that problem fixed by the time he needs to start submitting them.

 A woman contacted Mr. Morrill regarding the lot for sale on the Westport Headlands. He gave her information to contact the realtor in order to get the connection fees and information about hiring a contractor to complete the work.

1. New Business
2. Ms. Cooper informed the Board that Dan Maxey has been cleaning out the closet at the Fire House in which the Water District stores its records. This closet needs to be cleaned, organized, and purged of all out-of-date information. She requested permission to have extra hours in order to work on this project. Mr. Morrill, and Mr. Finnell said they could help Ms. Cooper with this task.

7. Meeting adjourned at 8:22 PM.

Respectfully submitted,

Kayla Cooper

Administrator-Financial Controller

July 31, 2021