

## MINUTES

Westport County Water District  
Meeting of the Board of Directors  
November 12, 2020

Meeting convened at 10:15 AM at the Westport Hotel

1. Roll Call—Present  
Board Members: David Brothers, Lee Tepper, Ann Woodhead, Val Hale  
Staff: Administrator Kayla Cooper, Chief Operator John Morrill  
  
Public: Carla Thomas, Ernest Sosa (“Pic”)
2. Consent Agenda
  - A. The minutes of the meeting of September 12, 2020, were approved.
  - B. Correspondence
    - 1) The District received a letter from Nick Evans re his remaining balance for service to the former Evans property on Omega Drive. He is asking for forgiveness for the months of April and May, 2020. The Board denied the request. Ms. Cooper will communicate with Mr. Evans.
    - 2) The District received an email from Wayne Tani requesting a water hookup for the property at 36701 Highway 1 (the Siamex property) and informing the District that Ernest Sosa would be attending the November Board meeting as a representative of the company. (Note: see discussion under New Business.)
3. Public Comment  
Carla Thomas reported that she may not be able to buy a property in the District, but hopes to continue to come to Board meetings. The Board thanked her for her interest and the knowledge and experience that she contributes.
4. Staff Reports
  - A. Administrator Kayla Cooper
    - 1) Accounts  
Main account: \$43,825.  
Water Capital: 6,429.  
Sewer Capital: 6,347.
    - 2) Ms. Cooper and Mr. Morrill reminded the Board that approximately \$12,000 will be due for our annual State permit.
  - B. Operator John Morrill (see attached). Important points:

- 1) Monthly sampling and reports are up to date.
- 2) Repairs and maintenance include replacement of the P9 pump and removal of an old pipe and accumulated debris at the lift station.
- 3) Brazill house meter was replaced, and October usage was normal.

5. Old Business

- A. District Website—Ms. Cooper reported that work on the website is progressing.
- B. Change of election years: The District is waiting for expected County approval of Resolution 2020-1.
- C. Grant status
  - 1) The sewer plant generator is coming.
  - 2) There is a grant proposal out for the water plant generator: c.\$30,000.
- D. Status of Bylaws and Policy review: Elk bylaws and policies under review.
- E. Consideration possible wage increase for David Wilson: \$2.50/hour increase approved, with further increase to occur when Mr. Wilson passes waste-water certification.

6. New Business

- A. A proposal to publish brief biographies of District Staff members and/or Directors in the WAVE was turned down by all concerned.
- B. Consideration of water service to the Siamex property (See 2.B.2 above)

Some general information: The Siamex company is incorporated in The Netherlands Antilles., i.e., “off shore.” The actual position of Mr. Wayne Tani is not known to the District. The official status of Mr. Ernest Sosa with respect to the company is also unspecified. Whether or not Mendocino County building permits have been obtained for the work that Mr. Sosa has been doing on the property is unclear, though Mr. Sosa said that there are existing permits.

It is unclear whether or not a water/sewer assessment was ever paid on the Property. Ms. Cooper will investigate and inform the Board. Current assessment and connection rates:

Allocation: \$7326  
 Water connection: \$1582.  
 Sewer connection: \$4763

These rates are subject to an inflation-rate increase.

After discussion, the Board instructed Ms. Cooper to contact Mr. Tani at Siamex, and to inform him that there is an official process for any prospective rate payer to follow before water and sewer service can be provided by the District. The District cannot simply accept Mr. Sosa's statements at face value. Siamex will have to demonstrate that all necessary permits have been obtained. If service is provided, it will fall under commercial rates.

7. Meeting adjourned at 12:15 p.m.

Respectfully submitted,

Ann Woodhead  
Board Member and Secretary

November 14, 2020