MINUTES

Westport County Water District

Meeting of the Board of Directors

September 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

2. Consent Agenda—Approval of Minutes

 A. Minutes of August 8 and August 15, 2020, were approved.

 B. Correspondence

The Brazills reported that their leak is still happening. John Morrill investigated, but found nothing. Erin Brazill is now reading the meter every day. Mr. Morrill will continue to monitor the situation.

3. Public Comment

Carla Thomas informed the Board that she is moving to Melinda McLaughlin’s house in Cleone. She had a question about Board membership with respect to voting registration.

4. Staff Reports

 A. Administrator Kayla Cooper

 1) Accounts

 Main account: $40,117.

 Water Capital: 6,029.

 Sewer Capital: 5,947.

2) Ms. Cooper has been in touch with Katrina Bartolonie at the

County Clerk’s Office re procedure for replacing Board member Jeff Whitehouse. When the position is formally open (i.e., there is a formal resignation letter or the Board determines that Mr. Whitehouse is no longer on the Board because of missed meetings), the position must be posted for 60 days in three different places. If no one expresses interest, the Board of Supervisors can appoint a new Board member, whose term would extend to 2022.

B. Operator John Morrill (see attached). Important points:

 1) Monthly sampling and reports are up to date.

 2) Lead and copper sampling will be done on Tuesday, Sept.15.

 Bottles will be distributed to 5 households on Monday, Sept.14.

 3) Water service for Gerald Masolini’s property was hooked up as of

July 15. Mr. Masolini does not need a new permit for sewer. The existing sewer pipe will be repaired up to the house.

4) Jeff Matthias has begun mowing the sewer field. Expected cost:

c.$2500.

 5) Generator and fuel tank: The replacement tank has been installed and

filled. The radiator replacement is a work in progress. Val Hale will donate a backup generator while the radiator is being repaired.

6) Mr. Morrill is negotiating with the vendor re the replacement

chlorine pump, which is not operating satisfactorily.

 7) Well testing is on hold.

5. Old Business

1. District Website—Ms. Cooper reported that work on the website is

progressing.

1. Change of election years: The Board unanimously passed Resolution 2020-1,

which changes Board elections to even-numbered years.

1. Watershed survey is on hold indefinitely.

D. Grant status: The Board has been informed that the WVFD is waiting for

quotes from Fort Bragg Electric and NCRE re the generator. The generator must be capable of 100% duty, i.e., able to run all the time.

 E. Status of Bylaws and Policy review

The Board agreed that all members will read the Elk District Bylaws, which might serve as a kind of template for the Westport District. Of particular interest are the rules regarding turn-on and turn-off fees. (See F below.

 F. Consideration of shut-off and restart policies for water and sewer:

depends on whether the problem is the District’s, i.e., up to the meter, or the property owner’s, i.e., between meter and house. Fees are still unclear.

6. New Business: Chlorine pump. See 4.B.7 above.

7. Meeting adjourned at 11:30 a.m.

Respectfully submitted,

Ann Woodhead

Board Member and Secretary

November 14, 2020