**Westport County Water District (“District” or “WCWD”)**

**Board of Directors**

**Minutes of the Regular Meeting -Thursday, December 9, 2021**

The Regular Meeting of the Westport County Water District Board of Directors convened at 7:05 p.m. via ZOOM videoconference (See footnote at end \*). Notice was previously properly issued, a Board was quorum present, and it was confirmed that each Director was able to hear and be heard by the other Directors.

**1. Roll Call**

Present Board Members: Mr. Lee Tepper, Mr. Ryan Grossman and Mr. Gary Weiss.

Not able to attend: Mr. David Brothers.

 Staff: Administrator Ms. Kayla Cooper, Operational Manager and Chief Plant Operator Mr. John Morrill

 Public: Ms. Melinda McLaughlin, Mr. Robert Finnell, Ms. Dorine Real, and Ms. Carla Thomas

**2. Consent Agenda**

A. **Draft Minutes.** The draft minutes of the Regular Board meeting of November 11, 2021 were deferred for review and approval and will be presented for approval at the next Regular Board Meeting, scheduled for Thursday, January 13, 2021.

 **B. Correspondence**

1) At the suggestion of Director Weiss, the Board briefly discussed the public notice posting in the Fort Bragg Advocate dated November 18, 2021 from Mr. Zachary Jones (General Manager – Lyme Redwood Forest Company) regarding a proposed future Timber Harvest Plan (“THP”) activity to take place in the Wages Creek area within the District’s purview. It was noted that the Board issued a WCWD letter response issued and mailed to Mr. Jones on November 26, 2021. The Board confirmed that Mr. Jones confirmed receipt of the WCWD November 26, 2021 letter. Questions were asked and answered, with input from Mr. Morrill regarding possibly Cal Fire acting as a controlling agency for the THP. Ms. Thomas provided input on the processes for THPs issues related to forest soils, sediment and inspection processes. Director Grossman inquired on the identity of the managing and enforcement entity. Chairman Tepper noted that if the THP involves the use of significant pesticides or herbicides, in the past additional processes and testing was an added requirement. Ms. Real emphasized the process of disclosing use of RoundUp. A discussion ensued regarding the role of the Department of Forestry’s oversight role. Mr. Morrill noted that the WCWD tests annually (month of August) for herbicides and pesticides in the District’s water and includes results in a WCWD written report. Mr. Finnell directed attention to input recently received and communicated by Mr. Thad Van Bueren, WMAC director on this THP item and public notice. Ms. Thomas noted that the THP is usually an extensive document and could be months before it is available for WCWD review. Ms. Cooper noted that the logging season typically ends in the month of November and commences in the month of April. Ms. Thomas noted that typically the Department of Fish & Wildlie is also involved in reviewing the THP and the District can also collaborate with the Department of Fish & Wildlife. Chairman Tepper noted that Mr. Zachary Jones would seem to be connected to the WCWD system and protocols. Director Grossman expressed concern regarding the process for WCWD diligence regarding the THP. Director Weiss volunteered to draft a letter for Board review in the coming days. Ms. Thomas also noted the Environmental Protection Agency may or should be involved as well. Mr. Morrill suggested determining the role that Cal Fire may have in this THP process. Ms. Thomas noted attention towards fire resiliency processes and Fire Safe Councils roles.

**3. Public Comment**

For the next WCWD agenda item, Director Weiss provided an opportunity for general public comment. Hearing none, Chairman Tepper moved to the next agenda item.

**4. Staff Reports**

1. **Administrator’s Report.**

Ms. Kayla Cooper led the discussion regarding review of the monthly Financial Report, directing attention to the written report issued to the Board in advance of the Meeting. (See attached report for more detail.)

 1) Ms. Cooper reported that of December 9, 2021 the WCWD bank account totals are as follows:

 Main: $50,734.62

 Water: $8,949.37

 Sewer: $9,032.22

 2) Ms. Cooper noted there were no material or non-standard material expenses for the current reporting period.

 3) Ms. Cooper requested that Directors Weiss and Grossman schedule a time and undertake the processes to have both added as signatories to the seven WCWD bank accounts, noting it does take some dedicated time with the banks to make this happen. There may also be a template resolution from the banking institutions for the Board to review and move on as part of the process. As part of the process, any prior WCWD directors should and would be removed as banking institution signatories.

**RESOLVED, *After further discussion, with questions asked and answered, upon motion duly made (Chairman Tepper) and seconded (Director Weiss), the WCWD Board unanimously approved adding and authorizing Director Weiss and Director Grossman as new signatories to the WCWD seven bank accounts in existence today.* *This would confirm that the Director signatories would be Director David Brothers, Chairman Lee Tepper, Director Gary Weiss, and Director Ryan Grossman and no other past directors and only Kayla Cooper – Administrative Financial Controller for WCWD operational management..***

**B. Operations Manager and Chief Plant Operator’s Report**

Mr. John Morrill (See attached report for more detail.) led the discussion on the Report highlights. Important points:

1. The District appears to have a water leak in its water system causing the loss recently of approximately 140,000 gallons of water. Testing and troubleshooting is ongoing and the location and reason for the water leak is currently not known. Questions were asked and answered on the investigation and remediation process.
2. Mr. Morrill reported a water leak near the Seagate Vacation rental was recently repaired.
3. Discussion and review and process for the water tank cleaning in the coming weeks or months by LiquiVision Technology (based in Klamath, Oregon). The current quote is $3,595.00 for the statement of work. Mr. Morrill noted as part of their process they provide a confirming video after the tank cleaning scuba dive process. A goal would be to reduce the risk of having to close off water to customers during the process. Questions were asked and answered regarding replacement of the tank anodes, which would be an important process.

**RESOLVED, *After further discussion, with questions asked and answered, upon motion duly made (Chairman Tepper) and seconded (Director Grossman), the WCWD Board unanimously approved contracting with LiquiVision Technology for the cleaning and anode replacement of the District’s water tanks, with work to be completed during Spring 2022, but expected no later than June/July 2022.***

1. Mr. Morrill noted the water meter replacement is an open issue and pricing at approximately $38,000 makes this project worthy of additional study and possibly tied to a Grant Request process to State agency.
2. Mr. Morrill provided additional information on the generator radiator condition and quote from a contractor in Ukiah (Lylys Radiators Mufflers and Electric) that would custom develop the backup generator radiator at a price likely not to exceed $2,000. Confirmation still needed but apparently the contact grew up in Westport, knows Valentine Hale (recent ex-WCWD Director) and the prior Saunders family Westport residents. The other alternative was a quote from a company in France with a much higher price ($3,500) and shipping and concern about the correct fit. Mr. Morrill clarified that WCWD currently has an existing backup generator (via WVFD) and this one would be a backup to the backup, that once radiator repair could be activated or sold on the Ebay marketplace). Mr. Morrill noted additional incidentals, such as hoses and antifreeze, etc would also be in order but not expected to be material expenses. Questions were asked and answered regarding the fuel capacity (hours running) for both generators.

**RESOLVED, *After further discussion, with questions asked and answered, upon motion duly made (Director Grossman) and seconded (Director Weiss), the WCWD Board unanimously approved contracting with Lyly’s Radiators Mufflers and Electric located in Ukiah, California to custom build a replacement radiator for the secondary generator at a cost not to exceed $2,000.***

**5. Old Business (approximately 8:06 pm)**

Board discussion on process for establishing and issuing a WCWD Late Fee Assessment policy and process. Discussion initial discussion by Director Brothers with “Darin” at the California Rural Water Association on budgeting process and guidance. Discussion on Proposition 218 guidance document from the State (48 pages) that should be reviewed and understood by the Board. The Budget would be set for a new five year period. The Budget is due July 2022, but the Board discussed making substantial progress in the February/March 2022 timeframe so enough lead time to formally publish and approve by the July 2022 date.

**6. New Business-**

The Board discussed the timing preference for Director David Brother’s resignation from the WCWD after many years of service, due to family care issues he is undertaking in Connecticut for the near and mid-term. Ms. Cooper noted that the fifth director position for the WCWD does not easily open up until November 2022, the next election cycle. A brief discussion ensued on possible Director candidates for Mr. Brother’s Board seat, timing and process. A brief discussion was undertaken on contacting past recent Board members to occasionally attend WCWD open meetings to provide input and knowledge continuity management. The concept of a possible Advisory Committee to the Board was also briefly discussed.

**7. Adjournment.** The Regular Meeting adjourned at 8:30 p.m.

Respectfully submitted,

/s/

Robert D. Finnell

Temporary BoD Secretary for the December 9, 2021 WCWD Board Meeting

January 2021

*\*(After Meeting Postscript: The WCWD did not formally include a disclaimer notice regarding disclosure processes from AB 361 on the need to conduct Brown Act open meetings via video or teleconference. But the Board did take the preference to continue the ZOOM Meeting processes for the November and December WCWD Board Meetings over in-person meetings due the risks of COVID variants. This disclosure practice will be documented commencing with the January 2022 meeting.)*