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

**Board of Directors**

**Minutes of the Regular Meeting -Thursday, March 10, 2022**

The Regular Meeting of the Westport County Water District Board of Directors convened at 7:04 p.m. via ZOOM videoconference. 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. At Chairman Tepper’s inquiry, Mr. Robert Finnell volunteered to record the minutes of the Meeting.

**1. Roll Call at Inception**

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

and Mr. David Brothers.

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

 Meeting Invitee: Mr. Darin McCosker

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

**2. Consent Agenda**

A. **Draft Board Meeting Minutes (Deferred).** The draft minutes of the Regular Board meeting of February 10, 2022 were provided in advance of the Meeting and were before the Board for approval. Upon motion duly made (Director Tepper) and seconded (Director Weiss), the Board Meeting minutes of February 10, 2022 were deferred for review and approval at the next Regular Board Meeting, Thursday, April 14, 2022.

 **B. Correspondence**

None presented.

**3. Special Guest Discussion – Mr. Darin McCosker (California Rural Water Association (7:10 pm)**

Chairman Tepper and Mr. John Morrill then introduced special guest Mr. Darin McCosker (California Rural Water Association) for a discussion various topics and processes of probable interest to the WCWD Board of Directors and members of the public. Mr. McCosker spoke to his experience in water district operations. Questions were asked and answered regarding QuickBooks invoicing, WCWD Budget Planning, WCWD customer metrics, possible or proposed Capital Improvement Projects (“CIP”), restricted assets, financial audits and details. Mr. Weiss inquired again on the details and possible assistance that Mr. McCosker (and his future replacement) could offer on the WCWD Budgeting process. Questions were asked and answered. Director Grossman inquired on possible contacts and processes related to various possible grant opportunities for WCWD. Mr. Morrill reported on the recently fixed water leak (near the WVFD road and water metering update). Discussion on Directors involved in the grants process and avoiding any potential conflicts of interest. (7:41 pm). Mr. McCosker reiterated that he (and his trainee – Donny) would be available for technical assistance to WCWD at no fee or charge, clarifying the assistance and advisory role, but not performing the technical work. Mr. McCosker would be able to review all budget list items, such as Capital Items, and determine how to proceed, including a WCWD rate structure to fund the depreciation. A discussion on WCWD rate increase sensitivity by the Board and Community. Director Brothers noted the Board could provide list of needs and the development of an Operator’s Punch List. Questions were asked and answered regarding the travel logistics for CRWA personnel to visit WCWD for a near future Site Visit. (7:55 pm) Mr. McCosker noted he could provide a sample Budget for WCWD Board review. Ms. Real commented on prior budget issues and often repeated and a desire for review of WCWD records and State Water Code and WCWD bylaws importance. *(At approximately 7:58 pm, Mr. McCosker departed the Meeting).*

**4. Public Comment (8:00 pm)**

For the next WCWD agenda item, Chairman Tepper provided an opportunity for general public comment. The attending members of the public were polled for possible comment. Ms. Melinda McLaughlin inquired on possible WCWD funding low flow or water conserving toilets for the community. Questions were asked and answered. Ms. Real inquired on possible use of “motion activated or touch activated” faucets.

**5. Staff Reports**

**Administrator’s Report (8:03 p.m.)**

1. 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. Questions were asked and answered regarding the Board approved expenditures. Update on the Bank Account processes was discussed. The Accounts Receivable report and data was discussed, and the challenges associated with overdue customer accounts. Director Weiss inquired on the accounts receivables actions taken and additional possible measures to improve collections. Ms. Real noted the challenges of collecting WCWD invoices that involve a tenant and the owner-landlord. Mr. Morrill noted that perhaps Mr. McCosker can provide advisory assistance. Director Brothers noted the value of Prop 218 in the budgetary process.

**B. Operations Manager and Chief Plant Operator’s Report (8:25 p.m.)**

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

1. Chairman Tepper was noted as the existing and continuing primary WCWD legal notice contact.
2. Ms. Cooper confirmed that the WCWD’’s financial reporting year is on a calendar year basis.
3. Mr. Morrill confirmed that WCWD rates should be posted on the WCWD public website.
4. Mr. Morrill referred to his full written report for Director questions. Hearing none the Meeting advanced to the next topic.
5. Mr. Morrill referred to a process and timing to locate (eBay) a turbidity meter for WCWD. Estimating the cost could be approximately $18K

**6. Old Business (8:35 pm)**

1. **Rate Increase**

The Board discussed noticing the previously deferred rate increase due to COVID 19 financial hardships and the desire now to properly notice and implement the final year rate increase, effective July 2022. Questions were asked and answered regarding the form of “pink notice” for the rate increase. Mr. Finnell suggested that the Board correspond with the County Counsel’s office prior to the April Notice of Increase is issued to validate that the WCWD’s rate increase process is validated. Director Weiss noted he would draft and issue such a letter seeking input from County Counsel’s office no later than March 23, 2022. The Board approved issuing with the April 2022 statements. Board approved issuing the notice of fee increase with the April 2022 statements. The Board discussed the form of future WCWD invoicing statements. Director Grossman noted a preference for some confirmation as to “payment received.” Additional questions were asked and answered on the Invoice Format.

1. **Timber Harvest Plan (8:45 pm)**

Chairman Tepper directed attention to Agenda item 5c – Timber Harvest Plan status. Director Weiss noted he would endeavor to reach out to Cal Fire on the status.

1. **WCWD additional Board Member Search Status**

Chairman Tepper noted this next status update item. Questions were asked and answered. A possible interested candidate was discussed.

**7. New Business**

1. **Brown Act Training**

It was noted that the following people had recently attended the County Counsel’s two hour online-video training regarding the Brown Act: Director Lee Tepper, Director Ryan Grossman, Director Gary Weiss, Ms. Kayla Cooper, Ms. Melinda McLaughlin, and Mr. Robert Finnell. Certificates of Attendance/Completion were issued by the County Counsel’s office to attendees so registered.

1. **Agenda and Minutes process**

A brief discussion ensued by the Board on how to simplify and improve the agenda posting process and publishing of WCWD Board minutes to the Public. Ms. Real suggested development of a monthly calendar as well. Director Weiss suggested a goal of posting the preliminary WCWD Regular Meeting Agenda and draft minutes at least one week prior to the date of the Regular Meeting.

 **C. Brown Act – Findings for continued Digital – Virtual Public Meetings.** Chairman Tepper referenced the next item on the Agenda which was a discussion and finding for continued Digital – Virtual Public Meetings for the WCWD in the near term. After further discussion and upon motion duly made (Director Weiss) and seconded (Chairman Tepper), the Board unanimously approved the resolution to continue Digital -Virtual Public Meetings for the WCWD pursuant to County Health Department advisory and guidance.

**8. Adjournment.** Upon motion made and seconded, the Regular Board Meeting adjourned at 9:12 p.m.

Respectfully submitted,

Robert D. Finnell

Temporary Secretary for the March 10, 2022 WCWD Board Meeting

Signed April , 2022