Westport County Water District

P.O. Box 55

Westport, CA. 95488

REGULAR BOARD OF DIRECTORS MEETING

Thursday, March 13, 2025, at 7:00 PM

On Line: via Zoom

NOTE: Call 707-367-1057 or email [wcwd55@gmail.com](mailto:wcwd55@gmail.com)

by noon on March 13, 2025, to access this meeting via zoom.

AGENDA

(All items are considered action items unless otherwise noted. The items below are numbered for convenience only and may not be heard in that order.)

1. Call to Order and Roll Call
2. Entity Governance:
   1. FPPC Training on AB 1234 – Ethics Training for Local Public Officials (to be taken online every two years at no charge).

3. Consent Agenda

1. Approval of Minutes – Regular Meeting Held on February 20, 2025.
2. Correspondence.
3. Public Comment\* (Limited to 15 minutes)
4. Staff Reports
5. Bookkeeper/Administrator Report (Including Monthly Expenses, Cash Levels and Anonymized/Redacted Delinquent Collection Statistics).
6. Operator’s Report.
7. Technical Education Topics for BoD
8. Backflow Prevention Program Status
9. Old Business
10. Status of and Next Steps for WCWD Capital Improvement Projects.
11. Status of Municipal Service Review & Sphere of Influence Update Being Prepared by Mendocino LAFCO, and Public Hearing Scheduled for April 7, 2025 re Same.
12. Policy for WCWD Document Retention, Including Discussion of WCWD Records Retention Policy No. 3090 Circulated by Director Cardullo on February 23, 2025 and Records Inspection, Retention, Disposal and Storage Policy of Sacramento Regional Water Authority Circulated by Director Finnell.
13. Status of Bell Mountain Timber Harvest Plan on Property Owned by Roger and Michelle Burch Trust.
14. New Business
15. Discuss / Q&A on C2024 Consumer Confidence Report (“CCR”) dated February 21, 2025.
16. Continued Canvassing of Directors and Staff on Three Goals for the District in 2025.
17. Communications With Other Small Water Districts in Mendocino County re SWRCB Wastewater Permit Fees.
18. Brown Act: Continued Digital/Virtual Zoom Meeting Authorization Pursuant to County Health Department Guidance.
19. Conversion / Adjustment process from “Commercial” to “Residential” (and vice versa) for monthly billing by WCWD (Private Session Process)
20. Adjournment

DIRECTORS: Chairman Lee Tepper, Carla Thomas, Steve Cardullo, Robert Finnell and Gary Weiss

OPERATIONS MANAGER/CHIEF PLANT OPERATOR: John Morrill

ADMINISTRATOR-FINANCIAL CONTROLLER: Kayla Cooper

DRINKING WATER PLANT SHIFT OPERATOR AND DISTRIBUTION OPERATOR: Beck Regalia

DRINKING WATER AND WASTEWATER PLANT SHIFT OPERATOR: David Wilson

**\*Public Comment:** The board welcomes participation in the Board Meetings. Comments shall include any item not on the agenda that is within the subject matter jurisdiction and authority of the District. No action may be taken on any item not appearing on the agenda; however, the Board may direct such items to be placed on the agenda for a future meeting or may request additional information on any such item. The Board may limit testimony to three (3) minutes per person and not more than ten (10) minutes for a particular subject. **Addition to Agenda** (if any) in accordance with Section 54954.2(b)(2) of the Cal. Government Code (Brown Act): Two-thirds Vote required for action items. (Upon determination by a two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, unanimous vote of those members present, that the need to take action arose after the Agenda was posted.)