**Westport County Water District**

**Board of Directors**

**Minutes of Regular Meeting**

**Thursday, November 14, 2024**

The regular monthly meeting of the Westport County Water District (“District” or “WCWD”)Board of Directors convened at 7:20 pm via zoom on Thursday, November 14, 2024. Notice and the Agenda were previously properly issued, a Board quorum was present, and it was confirmed that each Director was able to hear and be heard by the other Directors and members of the public in attendance.

1. **Roll Call at Inception (7:20 pm):**

Present Board Members: Chairman Lee Tepper, and Directors Ms. Carla Thomas and Mr. Gary Weiss.

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

Present Members of the Public: None.

1. **B. Consent Agenda**
2. **Approval of Minutes (7:21 pm):**

Director Weiss moved that the Board approve the minutes of the regular Board meeting held on October 24, 2024. Chairman Tepper seconded the motion, which was then unanimously approved by the Board.

1. **Correspondence (7:22 pm)**

There was no correspondence to report or discuss.

1. **Public Comment (7:22 pm):**

There was no public comment.

1. **Staff Reports (7:22 pm):**
2. **Bookkeeper/Administrator Report (7:22 pm):**

Ms. Cooper led the discussion of the WCWD’s monthly financial report. In advance of the meeting, Ms. Cooper had distributed to all attendees a copy of the November 2024 expense report as well as a current accounts receivable aging summary as of November 10, 2024. She reported that as of the end of October 2024, there was $49,187.63 in the District’s main checking account, along with $15,968.60 in water capital and $16,051.59 in sewer capital. Ms. Cooper reported that the funds currently in the District’s main checking account are roughly $2700 lower than were in the account at the end of October 2023. Responding to inquiries from the directors, Ms. Cooper stated that the dip in cash levels is due to extraordinary expenses incurred last month including the District’s payment of $4,000 to its auditor for completion of the District’s 5-year audit, as well as seasonal mowing expenses that were $200 more than in 2023, and a roughly $150 rise in monthly state workers’ compensation insurance cost.

1. **Operator’s Report (7:26 pm)**

Mr. Morrill led the discussion of the November 14, 2024, Operator’s Report he had circulated in advance of the meeting. Questions about the report were asked and answered.

Mr. Morrill reminded attendees that, as reported at the October24, 2024 District Board meeting, Mr. Morrill had sent its chlorine pump out for warranty service work. The pump intermittently failed to sense the flow monitor, causing the plant to stop operating each time. He is awaiting a repair schedule from the provider, USA Bluebook. Mr. Morrill said that, meanwhile, the District’s back-up chlorine pump is functioning well.

Mr. Morrill reported that he is continuing to investigate the possible replacement of the AT&T landline at the District’s lift station with a cell-based phone system. The manufacturer of one cell-based phone Mr. Morrill is considering, RACO Manufacturing & Engineering, had visited once and would return in the coming weeks to test the cell-based system.

Mr. Morrill reported that Wages Creek, the District’s main water source, is running well, after Westport received 4 inches of October rainfall, which Mr. Morrill said was roughly average for the month.

1. **Old Business (7:30 pm):**
2. **Status of and Next Steps for WCWD Capital Improvement Projects (7:30 pm):**

Director Weiss thanked Mr. Morrill for working with GHD to finalize and execute the Clean Water Infrastructure Improvement Funding, Planning and Design Project Agreement (the “Sewer Agreement”), which is now an executed and binding agreement. Director Weiss said that he had been unable to redline the draft Master Services Agreement to reflect the District’s suggested changes in the draft provided by GHD, due to technical problems with the document. Director Thomas likewise confirmed that she had been unable to redline the document. Director Weiss had asked Mr. Finnell to attempt to unlock the redlining function and was awaiting word from him on doing so. Director Weiss stated that he would contact GHD directly to unlock the document if Mr. Finnell was unable to do so.

1. **Status of Municipal Service Review & Sphere of Influence Update Requested by Mendocino Local Agency Formation Commission (7:32 pm):**

Ms. Cooper reported that the District is still awaiting feedback from Ms. Uma Hinman, Executive Director of the Mendocino Local Agency Formation Commission (“Mendocino LAFCO”) following Mr. Morrill’s and Ms. Cooper’s meeting with her approximately 4 months earlier and the District’s submission to Mendocino LAFCO of much of the information that had been requested.

Director Thomas stated that the California Coastal Commission had held a hearing on November 14, 2024 to consider the Westport Beach RV Park’s (“the Westport Campground”) application to make various improvements to its infrastructure, including the access road to the campground and storage of stockpiles. Mr. Morrill stated that the application has no bearing on the District or any of its other customers and that the proposed work will be entirely downstream from the District’s infrastructure and service to other customers. Director Thomas said that the Westport Campground is an important customer to the District and that the District ought to keep itself informed on the outcome of the application, and that the District could potentially be of assistance to its customer. She stated that she would request a transcript of the hearing and/or attempt to locate and listen to a CSPAN recording of the hearing, if one exists.

1. **Status of Timber Harvest Plan on Property Owned by Roger and Michelle Burch Trust (7:41 pm):**

Director Weiss reported that he had recently received an email response from Mr. Clint Doucette of Redwood Empire Sawmills regarding Mr. Weiss’s request for a copy of or link to the timber harvest plan on property owned by the Roger and Michelle Burch Trust (the “THP”), once the THP had been completed. Director Weiss stated that Mr. Doucette informed him that he expected the THP to be completed within the next month and reiterated that he would provide a link to the document when that happens.

1. **New Business**
2. **Consideration of Possible Record Keeping Practice in which the District Secretary’s Notes of Each Meeting are Discarded Following Board Approval of Minutes for that Meeting (7:43 pm):**

Director Weiss stated that Mr. Finnell had previously proposed consideration of a record keeping practice in which, once the minutes of a particular District Board meeting are approved, that the notes taken by the secretary of that meeting are discarded. The Board decided to table that discussion until Mr. Finnell were able to attend the meeting and participate.

Ms. Cooper then raised the need for Directors to be added as signatories for the District’s checking account at the Fort Bragg Savings Bank. Questions were asked and answered as to how to accomplish this.

1. **Brown Act: Continued Digital/Virtual Zoom Meeting Authorization Pursuant to County Health Department Guidance (7:53 pm):**

Chairman Tepper moved to continue providing the option for zoom attendance at WCWD Board meetings. Director Weiss seconded the motion, which was then unanimously approved.

1. **Adjournment (7:54 pm):**

Upon motion made (Director Weiss) and seconded (Director Thomas), the Regular Meeting of the WCWD Board was unanimously adjourned at 8:30 pm.

Respectfully submitted,

Gary Weiss

Temporary Secretary for the October 24, 2024 WCWD Board Meeting