

**MINUTES OF THE WESTPORT VILLAGE SOCIETY BOARD OF DIRECTORS**  
**QUARTERLY REGULAR MEETING**  
**WEDNESDAY, APRIL 26, 2023 @ 6:30 P.M.**

Westport Community Center and Zoom Video

**1. Call to Order: - Establish Board Quorum /Agenda**

Mr. Bill Knapp, President/Chairman welcomed all attendees and called the Meeting to order at 6:39 p.m. in the Westport Community Center and via ZOOM videoconference in a previously publicly posted preliminary Meeting agenda. Notice to Directors included preliminary Meeting agenda including supporting documents: prior meeting minutes set, financial account structure, and DeHaven Property update. It was confirmed that each Director was able to hear and be heard by the other Directors.

Quorum established with Board Members present at the inception of the Meeting in person unless otherwise noted: **Mr. Bill Knapp, , Mr. Thad Van Bueren, Mr. Robert Finnell (via Zoom), Mr. Derek DiOrio, and Mr. Rock Bush (via Zoom). Ms. Dorine Real and Mr. Gary Quinton** were unable to attend.  
Members of the public attending: None.

Mr. Knapp chaired the Meeting and Mr. Finnell (Secretary) recorded the Minutes of the Meeting. The Board reviewed the Agenda presented and Mr. Van Bueren added to the agenda: Whale Festival post-event discussion.

**2. Secretary's Report. (6:43 p.m.)**

**Review and Approval of Prior Meeting Minutes.** Mr. Finnell directed attention to the draft Regular Board of Directors meeting minutes of January 25, 2023 and it was noted that the draft January 25,2023 draft meeting minutes had previously been posted to the WVS public website. Mr. Finnell noted one update to the draft minutes, correcting the day of the proposed WVS Member Osborn Family wedding event to Saturday, July 22, 2023. This wedding event does not require any special setup or food/beverage issues. Mr. Knapp confirmed the application from the Osborn Family has been received as completed and relevant security deposit fee paid. Most of the wedding event will be held at the Westport Village RV Park.

***Upon motion duly made (Van Bueren) and seconded (Finnell), the Board of Directors unanimously approved the January 25, 2023 WVS Board of Directors meeting minutes as presented.***

As next order of business, Mr. Finnell provided the Board with an update to the prior correspondence issued to the County Tax Collector regarding errors concerning prior year's Measure C secured property taxation by the Tax Collector as to WVS. Mr. Finnell noted that he had earlier in the week spoke with Mr. Shin Green (acting consultant to the County Tax Collector office) and Mr. Shin would confirm with the County Tax Collector's office the error listing WVS as in secured property tax default in the amount of approximately \$744 (years 2019,2020, and 2021). Mr. Finnell expected this matter to be closed out by Mr. Green in the coming days. Questions were asked and answered by Director Bush. Mr. Finnell then confirmed no other correspondence had been received in the WVS post office box that required any WVS Board attention or action.

**Treasurer's Report. (6:48 p.m.)**

Mr. Knapp provided various finance reports to the Board to the Directors a few minutes before the Meeting. They included the, a Budget report ending March 31, 2023, Bank Transactions Report ending March 31, 2023, and Balance Sheet Report. Mr. Knapp noted that all checks and bank statements have now been reconciled

through March 31, 2023. Mr. Knapp provided an overview summary of the reports. Questions were asked and answered. Mr. Bush inquired on the status of various insurance payments for the four policies, which total approximately \$4,000 per year. Mr. Knapp noted the recent insurance policy increases were de minimis. Mr. Finnell inquired on the status of the WVS CDs. Mr. Knapp noted on of the WVS CDs had just been renewed on February 1, 2023 and was accruing interest at just over 4%. Mr. Van Bueren noted additional time was needed to review the finance reports due to their very recent distribution.

### **3. Active Business (6:55 pm)**

The Board then discussed the March 2023 Whale Festival Event, operated by WVS and chaired by Mr. DiOrio. Mr. DiOrio noted he still had some checks in his possession for deposit into the WVS bank. The Whale Festival Event, with pleasant weather that day, was viewed as a “community success”. Mr. DiOrio noted the various coordination with permitting, Sheriff’s office, Brewery details, winery, merchandise. Last minute signage helped and various public service announcements and other local announcements. Questions were asked and answered. Mr. Finnell recognized Mr. Van Bueren for the well written article about the Whale Festival Event in the Westport Wave publication for other details. Mr. Knapp and Mr. DiOrio believed that the Event was close to “break even” financially. Additional discussion was undertaken, noting that the food was well received. The merchandise sold well and there are some extra Event T-shirts available for purchase. The largest expense was the sound technician fee. Mr. Van Bueren noted the great work from the Noyo Center on educational materials and discussion. Mr. Knapp noted that the Noyo Center personnel really enjoyed and added to the Event, noting the WVS Event is on the Headlands, which is more pleasing than the other local whale festivals. Mr. Knapp thanked Mr. Kyle Siler for his various contributions to the Event and that Event is positioned for more momentum next year.

Mr. Bush noted that the vertical posts on the Headlands should be replaced/updated. Discussion ensued on Headlands signage. Inspection of the wooden stairs to the beach should be regularly undertaken.

Mr. Finnell provided an update on the Headlands Fire Lane Access, noting that the central entry way has had the safety cones removed recently and presumably by WVFD, resolving that issue.

#### **Event Status for Summer 2023. (7:17 p.m.)**

Mr. Knapp noted that the Osborn Family wedding date, lightly using the Headlands on Saturday, July 22, 2023. Application has been received and deposit lodged. There is no expectation for material WVS oversight. Mr. Knapp noted that the Westport Volunteer Fire Department annual BBQ date is August 19, 2023 on the Headlands. This year’s Event will utilize a food truck concept. Mr. DiOrio noted he had heard from Dan Maxey, WVFD Chief that the WVFD would be promoting a cornhole game tournament and sometimes such game events can attract upwards of 300 visitors. Mr. Knapp expressed concerns about vehicle parking. It was suggested that WVS invites Mr. Maxey to the July 26, 2023 (6:30 pm) WVS Quarterly Board Meeting to present additional information regarding the BBQ Event and vehicle parking plan amongst other items of concern. Mr. Van Bueren noted that WVS does not share in the financial proceeds of the BBQ event and the importance that the WVS Headlands physical land and local Village neighbors are not negatively impacted by the BBQ Event. Mr. Finnell encouraged good collaboration between WVS and WVFD and recommended that representatives of WVFD (Mr. Maxey and Mr. Allison?) attend the WVS July 26, 2023 Board Meeting.

#### **Community Garden Update (7:26 p.m.)**

Mr. Derek DiOrio provided the update on the status of the Community Garden, noting that earth tilling has been undertaken, fertilizer placed, much mulch, and various new planting starts were planned (“golden berries”). Mr. DiOrio noted some deer damage problems with the fence remained and fencing repairs needed. Plants are being staged up and that Greg Dougherty is recognized as helping out quite a bit. The Community Church funds the Community Garden water bill. The Board discussed a process of collaborating with the Community Church on the WCWD water bill payments. Mr. Bush suggested some form of WVS rent as a possible process.

**DeHaven Update (7:37 p.m.)**

Mr. Thad Van Bueren led a presentation noting the monthly reports he has been providing to WVS. Mr. Van Bueren noted that monthly reports have been sent to the SCC copied to the WVS Board in a timely manner. Mr. Van Bueren noted that the relevant De Haven signage has now been timely installed. A meeting with local tribes on the topic of conservation practices was being set up, as well as input on public use of the De Haven property. Work continues on the proposed Management Plan and a Botany Survey is in process, coordinated with the plant and flower blooming cycles. As more input is provided, this will drive to the Management Plan draft tied to a public meeting for discussion on the Management Plan, possibly a September on-site public meeting. Mr. Van Bueren has circulated plans for access and parking at De Haven. Discussion was undertaken regarding the stairway plans and discussion on the constraints of placement of the stairs. Questions were asked and answered by Mr. Bush regarding the parking access. SCC concerns about the walking on the Caltrans easement area abutting the highway. Mr. Knapp spoke to the limited access to the De Haven beach and limited accessibility. Mr. Van Bueren noted he had located the survey monument near the NE corner of the property. Mr. Finnell suggested a “GoPro” video showing a hike through the property could be placed on YouTube and presented at the WVS Annual meeting as an idea.

**Future Events**

Mr. Van Bueren noted that Dorine Real and Tabby Korhummel mentioned a fundraising idea of Plein Air Art Festival for the first weekend of October 2023. Mr. DiOrio also provided context on a Plein Air process and ideas. This will be discussed at the July 2023 Board Meeting.

Mr. Knapp noted that this current term would be his last term as a WVS officer, but would be open to continued service on the Board of Directors if elected. Mr. Knapp reiterated the need to replenish the WVS with new leadership for WVS to sustain itself in the future. Mr. Knapp noted serious work in this regard needs to be undertaken now and well before the July 26, 2023 WVS Board Meeting regarding identifying and lobbying candidates. A brief discussion ensued concerning possibly narrowing WVS to essential or “core activities” and reaching out to the community for participation. Mr. Knapp also highlighted the importance of updating the WVS Website and next steps for that to be completed.

**Adjournment.** The Meeting adjourned at approximately 8:03 p.m.

Respectfully submitted:

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*Robert D. Finnell, Secretary - Westport Village Society, a (501 (c)(3) organization.*