

Westport Village Society
(Formed 8/19/1992 - California 1837411)
a (501 (c)(3) organization.
P.O. Box 446, Westport, CA 95488
<http://www.westportca.org/>

MINUTES OF THE WESTPORT VILLAGE SOCIETY BOARD OF DIRECTORS
QUARTERLY REGULAR MEETING

WEDNESDAY, JULY 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 6:34p.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), and Mr. Rock Bush. Ms. Dorine Real**(joins at 7:04 pm).**Mr. Derek DiOrio** was unable to attend. Members of the public attending at 6:39 p.m.: Ginny ----, Art Crone, and Leslie Lydell (sp?)

Mr. Knapp chaired the Meeting and Mr. Finnell (Secretary) recorded the Minutes of the Meeting. The Board reviewed the preliminary agenda and moved forward with the presented agenda.

2. Public Input: None received

3. Administrative Items:

1. *Secretary's Report. (6:37 p.m.)*

Review and Approval of Prior Meeting Minutes. Mr. Finnell directed attention to the draft Regular Board of Directors meeting minutes of April 26, 2023 and it was noted that the draft April 26, 2023 draft meeting minutes had previously been posted to the WVS public website on or about May 9, 2023. Upon motion duly made (Knapp) and seconded (Van Bueren), the Board of Directors, with Mr. Quinton abstaining due to excused non-attendance at the April 26, 2023 meeting) unanimously approved the April 26, 2023 WVS Board of Directors meeting minutes as presented.

As next item of the Secretary's Report, Mr. Finnell noted there was no material correspondence to the WVS post office box that warranted attention or action.

2. *Treasurer's Report. (6:42 p.m.)*

Mr. Knapp, with the primary assistance of Mr. Quinton (Treasurer), provided various finance reports and provided an overview summary of the reports. Questions were asked and answered. An extended discussion ensued regarding the valuation of the Headlands Property and the recently acquired DeHaven Property. Mr. Bush suggested the County Assessor's valuation, while Mr. Knapp noted other local land trusts do not depreciate property improvements. Mr. Van Bueren noted the income statement does not include the \$800k deposited into escrow for the DeHaven property acquisition. Mr. Finnell suggested that the Board, not "approve" the various WVS financial reports but rather "receives" them as presented by the WVS Treasurer. (7:04 p.m. Director Real joined the Meeting). Mr. Knapp noted that a meeting will be set up with the WVS certified public accountant to determine how the \$800k received in escrow should be reported to the IRS, FTB, and AG for the tax year ending June 30, 2023. Upon motion made (Bush) and seconded (Van Bueren), the Board accepted the Treasury reports as presented subject to review and input from the WVS C.P.A. planned for early August 2023. (7:14 p.m.).

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Mr. Knapp continued the discussion of Agenda Item 2.2, the reporting the \$800K DeHaven grant and process associated with the upcoming annual tax filing and report to the California Attorney General's office. He noted use of the IRS Form 990 may be appropriate and that will be reviewed by the C.P.A.. Upon Mr. Quinton's request for budget authorization to engage the WVS C.P.A., upon motion made (Bush) and seconded (Knapp), the Board unanimously approved a reasonable fee to the WVS C.P.A, which Mr. Knapp suggested could be up to \$500.

Agenda Item #3, the Board discussed Executive Committee item for a draft regarding Community Services numbers. Mr. Quinton will issue a draft for review and comment.

4. Active Business (7:26 p.m.)

1. Headlands: Maintenance Report. Mr. Quinton led the discussion with questions asked and answered. Mr. Quinton noted plans to replace six wood posts, utilized rust proof yellow chains/cables, and stainless steel clasps. Mowing was recently delayed. Mr. Bush noted horizontal logs at the north entrance (handicapped parking) were missing. Mr. Quinton noted he could donate replacement logs. It was noted that the wood bridge over the seasonal creek on the Headlands had slipped off the concrete platform. Mr. Bush noted a new handicapped sign would be helpful. Mr. Quinton noted he could procure a handicapped sign via an internet store and install. Art Crone offered to assist in the post installation process, etc. Mr. Van Bueren noted that Mr. Beck Regalia recently volunteered and mowed the DeHaven trail. Mr. Van Bueren noted that Mr. Regalia is considering applying and running for the upcoming WVS Board of Directors election. Mr. Van Bueren noted a need for rip-rap rocks and/or logs for DeHaven Property.

(7:35). Mr. Knapp noted upcoming Westport Volunteer Fire Department (WVFD) annual Headlands Fundraising event on August 19, 2023, noon to sunset. Possible cornhole game tournament is planned. Questions asked and answered regarding possible traffic and/or parking logistics. Mr. Finnell volunteered to contact WVFD public information officer (PIO) Mr. John Allison by July 31, 2023 to obtain WVFD's commitment to manage the traffic and parking logistics; for the Event. Mr. Knapp noted the unexpected community garden water use (probable hose leak) and that WVS would pay this excessive (\$119) WCWD water bill on behalf of the Westport Community Church. Mr. Knapp noted he donated a timed shut off valve for the hose connection to manage the water use. Mr. Van Bueren noted WVS's financial obligation for use of Westport Community Church property for WVS meetings (\$500.00 per year for the five WVS meetings). Questions were asked and answered regarding Land Trust invoices.

DeHaven Project Update discussion and presentation led by Mr. Van Bueren, noting he had provided the draft July Progress Report and permitting process for the coastal development permit. The Caltrans encroachment report will be provided at no charge to WVS. Mr. Van Bueren reported on the County Building Permit process for the proposed DeHaven access improvement project. The Botanist's report is due shortly and the draft Management Plan is nearly complete. It will be distributed to the Board prior to public release in mid-August and a public meeting is planned September 9, 2023 at 1:00 pm at the DeHaven Property. Mr. Van Bueren noted no further feedback has been received from the local Tribes regarding managing vegetation on the DeHaven Property since June.

Annual Meeting and Board elections. (7:55 p.m.) Mr. Knapp led the discussion noting the secret ballot process with USPS methodology will be utilized again for the October 6, 2023 Annual Meeting Board Election. Messrs., Van Bueren, Finnell and De Orio terms are up and eligible for possible re-election. Mr. Van Bueren and Mr. Finnell stated they both intend to apply and stand for re-election. Mr. De Orio's decision has not been received to date. Questions were asked and answered regarding the election process and protocols. Mr. Finnell suggested that each current Director reach out to WVS Members to encourage them to run for the WVS Board. Questions were asked and answered

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regarding the mailing of the WVS Member application and ballot to all WVS area property owners and the process of WVS annual membership dues as a precondition for submission of a valid ballot. Mr. Finnell noted that as WVS Secretary he would be involved in managing the ballot process.

Mr. Knapp led an extended discussion on a view of determining and executing a major WVS project to revitalize the WVS. The deteriorating condition of the Westport Community Church building was discussed. Questions were asked, answered, and debated regarding the WVS “purpose” and a connection to the current WVS Mission Statement. A special Board Meeting may be called in the near term to continue this discussion.

Mr. Finnell noted that after today’s Meeting he would provide the full Board with a copy of the determination letter (previously sent in May 2023 to the WVS Executive Committee) that corrected and resolved the prior Mendocino County Tax Collector’s online record that erroneously listed that the WVS was in property tax default as discussed at the April 26, 2023 WVS Board Meeting.

Adjournment. The Meeting adjourned at approximately 8:42 p.m.

Respectfully submitted:

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