

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

MINUTES OF THE WESTPORT VILLAGE SOCIETY
BOARD OF DIRECTORS
QUARTERLY REGULAR MEETING
WEDNESDAY, JULY 24, 2024 @ 6:30 P.M.
Westport Community Center

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

Mr. Bill Knapp, President/Chairman welcomed all attendees and called the Meeting to order at 6:35 p.m. in the Westport Community Center. (A ZOOM videoconference link was included to invitees). Notice to Directors included preliminary Meeting agenda, supporting financial documents, and draft minutes of the Regular Meeting April 24, 2024.

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. Beck Regalia, Mr. Robert Finnell (via Zoom), and Mr. Gary Quinton (Assistant Treasurer).** Director **Ms. Dorine Real** and Director **Ms. Tabitha Korhummel** joined the Meeting at 6:43 pm and 6:48 respectively. Director **Ms. Kayla Cooper** was unable to attend the Meeting. Members of the public attending at the inception of the Meeting: **Mr. Gary Markley (in person), Mr. Gary Weiss (zoom), Ms. Carla Thomas (zoom) and Ms. Carolyn Block (zoom).**

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

1. Public Input: Mr. Gary Markley and Mr. Quinton provided an overview of a petition that would be circulated in Westport Area concerning issues surrounding the County abandonment of Cahto Road (Westport to Branscomb). The Board discussed how this related to the WVS Mission and agreed it was appropriate to share information in the Westport Wave without actively taking a position.

2. Administrative Items (6:58 p.m.)

A. Secretary's Report.

Review and Approval of Prior Meeting Minutes— Mr. Finnell presented the process to approve the draft WVS Board Meeting minutes of April 24, 2024. Upon motion duly made and seconded, the Board unanimously approved the Regular Meeting of April 24, 2024 Board Meeting Minutes as previously presented and posted to the WVS website in draft form. Mr. Finnell noted the filing of the WVS bi-annual California Secretary of State required Statement of Information filing during June 2024. The next due date for the WVS Statement of Information is two years away being August 31, 2026. Mr. Finnell noted that no other material correspondence of interest or requiring Board action had been delivered to the WVS Postal Box or his desk. Mr. Finnell noted that even though he had sent a written inquiry to the Mendocino County Assessor staff (and there has been no written confirmation of receipt from the Mendocino County Assessor's office regarding the Spring 2024 filing of the Form 267 and the OCC filing with the County on March 11, 2024 and follow-up letter of May 7, 2024. Mr. Finnell stated that not receiving such confirmation from the County Assessor is probably not unusual. Director Real suggested the WVS develop an organizational calendar for important filing dates. Director Van Bueren noted the current WVS Board Manual references an excel sheet with summary dates. Mr. Finnell will review and revert on this item.

B. Treasurer's Report. (7:05 p.m.)

Mr. Knapp led the discussion with an overview of the fiscal year ending June 30, 2024 Balance Sheet, highlighting total assets and noting total income of \$12,010 for the fiscal year. Mr. Knapp noted the

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consistency of the financial reports year over year. Mr. Knapp noted that the significant De Haven Property Grant for the previous year and associated CPA costs for the tax filing. Mr. Quinton invited the Board Members to raise questions, if any, on the WVS financial statements. The Board then undertook a preliminary budget review discussion and process, noting “restricted income” (Headlands and DeHaven Funds) and “non-restricted income” (General Fund). Mr. Van Bueren noted that WVS accounting is recorded by categories that should be reviewed.

Upon motion duly made (Van Bueren) and seconded (Real) the Board unanimously acknowledged the WVS Financial Report as presented and provisionally accepts the new fiscal year WVS draft budget, subject to adjustments presented at the next WVS Regular Meeting October 23, 2024.

Mr. Knapp noted that the WVS Finance Committee would soon schedule a meeting (possibly the week of August 5, 2024) to discuss the Budget for the new fiscal year. Mr. Quinton clarified that Mr. Van Bueren issues all WVS checks regarding the De Haven property and Mr. Quinton issues all WVS checks that are not De Haven property related. Director Real suggested involvement of the Headlands Committee as good practice.

The Board then discussed Item 2.3 of the Agenda regarding appointment of Treasurer. The Board discussed the recent resignation of Director Cooper as WVS Treasurer. After further discussion with questions asked and answered, the following resolution was unanimously approved by the Board:

Resolved, the Board of Directors accepts the resignation of Director Cooper as WVS Treasurer effective May 14, 2024 and now formally appoints Mr. Quinton as WVS Treasurer and ratifies any treasurer actions taken by Mr. Quinton since May 14, 2024.

As a matter of due diligence, it was noted that Director Cooper should, in due course and promptly, be removed as an authorized signatory from all WVS banking accounts. Mr. Quinton volunteered to take that action to follow-up with the bank accounts.

Agenda Item 4: Active Business.

- A. **Headlands Maintenance Update. (7:53 p.m.)** The Board discussed the process for repair/replacement of the top anchor post of the Westport Headlands stairs. Mr. Regalia and Mr. Quinton would take the lead on managing this stair post repair/replacement. Mr. Knapp and Mr. Quinton noted that any further action ceased on this process inquiry during 2019 due to permit complexities and costs.
- B. **Community Garden.**
Mr. Regalia noted that local resident David Brothers had recently provided fertilizer and starter plants for the Community Garden and Greg Daugherty has been assisting as well.
- C. **DeHaven Creek Headlands Project Update. (7:55 p.m.)** Mr. Van Bueren referred to his recent written monthly reports regarding the Project. Mr. Van Bueren noted a focus for the construction of the steps down to the beach would be for materials that would be expected to last 75+ years. Such design from the Design Engineer may arrive for WVS review in approximately thirty days. Mr. Van Bueren noted that the County Planner and State Coastal Conservancy are reviewing the geotechnical that was recently completed. Questions were asked and answered. Mr. Van Bueren thanked Director Regalia for mowing the current trail. Questions were asked and answered concerning certain botany aspects of the De Haven property, the retreating of the De Haven headlands expected over time. Mr. Van Bueren referenced an

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email communication concerning a request to name the De Haven stairs in Memoriam to person many years ago who was found unfortunately deceased on Chadbourne Gulch Beach. Upon further discussion, with questions asked and answered, the Board denied the request as not being in the best interests of the De Haven Property.

D. Omega Slide and Green Waste Area

Mr. Knapp led the discussion that the WVS would focus on a future Green Waste Area and would defer management of any Omega Drive slide issues to Caltrans or the County as relevant.

Agenda Item 4.5 Scheduling Town Hall Meeting. Mr. Knapp noted that this topic would likely be added to the WVS Annual Meeting agenda for discussion by the Board and WVS Members and members of the public.

Agenda Item Section 5 – New Business

Mr. Knapp noted that the WVS Annual Meeting is scheduled for Friday, October 4, 2024 (Mixer @6:30 with Meeting @ 7 p.m.). Mr. Knapp noted that two Director positions are up for election at the Annual Meeting (Cooper and Regalia). Ms. Real noted that in her view, last year's vote count process could be improved and a discussion ensued on a process that may reduce the vote count audible distractions yet also allow the vote count to occur in full transparency to Meeting attendees. Mr. Finnell noted that as Secretary, he will timely issue to the Westport Wave editor, an article for publication in the August 2024 Westport Wave that describes the steps and process for interested WVS Area residents to submit a timely application for an elected position on the WVS Board. If more than two candidate applications are timely received, the election process would proceed. If two or less applications are timely received, the election becomes a mere formality and the candidates timely submitting would be appointed by the Board of Directors in the manner of appointment by acclamation. Mr. Van Bueren volunteered to serve as the Inspector of Elections. A discussion ensued concerning possibly increasing the annual meeting election mailing (with supporting material, including a WVS membership form /annual dues renewal) and the logistics and costs associated with that new process.

Agenda Item 5.2 – Siamex Property and Mendocino Land Trust

Mr. Knapp led the discussion. Questions were asked and answered. Mr. Knapp suggested he will endeavor to compose a letter of support for MLT's interest in acquiring three "coastal" parcels with grant funding from the State Coastal Conservancy. Ms. Thomas and Mr. Weiss expressed their views on MLT's efforts to protect the coastal parcels for public goals and not development. It was noted that also the Westport County Water Board would have concerns on any commercial or residential development that would impact the WCWD water and sewer systems.

Agenda Item 5.3 Restorative Yoga Class

Questions were asked and answered regarding possible processes and possible WVS funding. It was noted a WVS Min-Grant would be provided to assist with the funding request.

Agenda Item 5.4 Update on Future Events

Director Korhummel led the discussion, noting that the concept of an Annual March Whale Festival will not work due to the high risk of inclement weather linked to cancellation. Ms. Korhummel also recommended placing fundraising events on the Annual Meeting Agenda (October 4, 2024) for discussion and input. Taryn Oakes has volunteered to take the planning and execution lead for the proposed May 2025 Ducky Race. Another possible event would be a Thank You for WVS Volunteers Event to be catered by Greg for WVS at the Westport Hotel. Director Real noted the current Community focus in August will be the WVFD annual BBQ on the Westport Headlands. At Mr. Finnell's inquiry, Mr. Knapp confirmed that to date, the local wedding event in Westport planned for early October 2024 will not involve any material wedding celebration activities on the Westport Headlands as no wedding event application has been received.

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Adjournment. The Meeting adjourned at approximately 9:00 p.m.

Respectfully submitted:

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

Draft 8/24