



*Timber Cove County Water District*

## *Board Meeting Minutes - January 2024*

### **1. Call to order: 10:05am-**

**Board-** John Gray, Spencer Lipp, Bob Leichtner and John Rea

**Guests-** Joey Ball, Melany Collett and Yvonne

**Guest via Zoom-** Jay Kvapil, Director and John Rosson

### **2. Approval of Agenda-**

**John Gray moved to approve the agenda, John Rea seconds; motion passed unanimously.**

### **3. Approval of minutes from December 7, 2024**

**John Gray moved to approve the agenda, John Rea seconds; motion passed unanimously**

#### **Approval of minutes from December 20, 2024**

**John Gray moved to approve the agenda, Spencer Lipp seconds; motion passed unanimously**

### **4. President's Report-**

John Gray reported that he and Melany had meetings with Cal OES regarding our funding for the hazard mitigation plan regarding some issues they were able to work through with them that they will be discussed on today's agenda.

John stated that the permitting issues with admin building have been resolved and the district has received approved plan changes for the permits. John reported that there is a site visit coming up to begin the construction process. John stated the funding is secured and most of the cost has already been allocated.

John said he and Melany had met with the county supervisor regarding unnecessary roadblocks that we experienced after being told all was moving forward by PRMD on the new building. Both

John and Melany found the county supervisor to be very receptive to our concerns and have confidence they will be addressed.

John stated he will bring everyone up to speed on our search for a new treasurer which looks very promising.

John reported the transition away from Mechanics bank has had a few snags. John said Invoice Cloud has struggled get the invoices paid online transferred to Redwood Credit Union and it should be resolved soon. John stated until it is complete; we are unable to close that account as the payments paid through invoice cloud could potentially be lost. John stated once the transfer is complete we will close the account at Mechanics and transfer the remaining funds to Redwood Credit Union.

John stated he will discuss the progress regarding financing with the USDA . John stated he and Melany are planning another meeting with the USDA and Coastland engineering next week. John stated Coastland is who will provide the USDA with the preliminary engineering report which is a requirement of USDA for obtaining financing. John stated he is hoping to speed through the laborious process in order to begin our much-needed infrastructure repairs and upgrades.

John stated the new rate structure is now in effect and our customers will see the new rates on their February invoices.

John stated he noticed in the correspondence that the audit process is winding down with only a couple items outstanding. John stated he was required to do the analytical review which was completed using the general ledger.

**5. Operator's report- Joey Ball read the operator's report. A full copy of the report can be found on our website at**

<https://timbercovecountywaterdistrict.specialdistrict.org/files/8ae92504d/December+2024+Operators+Report+Presented+January+2025.pdf>

**6. Treasurer's report- Melany Collett read the treasurer's report. A full copy of the November 2024 and December 2024 ( presented January 2025) can be found on our website at**

<https://timbercovecountywaterdistrict.specialdistrict.org/files/eec3b08bc/Treasurer+reoprt+November+2024+presented+January+2025.pdf>

<https://timbercovecountywaterdistrict.specialdistrict.org/files/229e72d08/Treasurer+report+December+2024+Presented+January+25%2C2025.pdf>

**7. New Business-**

*Note- New business was skipped in error to old business after the operator report and when old business concluded new business was presented*

**7.1- Customer Leak forgiveness request-**

Melany stated the leak was approximately 20,705 gallons for a total of \$1190.54. Spencer Lipp explained that it is common practice when they leave Timber Cove to flush all their toilets. Spencer Lipp (customer) stated he received a call from Melany that there was a leak at his property that was detected by Joey and the water would be turned off. Spencer returned to Timber Cove and Joey and Alfonzo met him at the property to determine where the leak may be. In the process of turning the water on and off they heard the leak through the wall where a restroom is located. Spencer reported it was a corroded toilet handle and it got stuck after flushing, this caused the toilet to run. Spencer reported that the toilet valve remains closed and is in the process of getting a plumber to fix the issue. Discussion ensued by the board.

**Bob Leichtner moved to grant the relief to Spencer Lipp based on standard practices on the full amount of the loss at 3 cents a gallon, John Rea seconds- motion passed (Spencer Lipp abstained )**

**7.2 Applicant for Treasurer position-** John Gray reported that he will be interviewing a treasurer the following Monday and thanked Yvonne Gray for finding the candidate. John reported that the candidate has a promising resume with a degree in accounting and very qualified. John reported this position is about 10 hours a month with extra hours around audit time and budget time.

#### **8. Old Business-**

Note- Old business was presented before new business in error, new business was presented after old business was concluded

**8.1 Update on Lyons Court-** John Gray reported that he and Melany would be meeting with mobile modulars ( make of new admin building) in the upcoming week for a site visit. John Rea stated he would like to be there as well. John explained the purpose of this visit is to map out the site and to determine if anymore prep work would be needed.

**8.2 Update on LHMP-** Melany explained that the LHMP was put on hold until in December and a meeting was scheduled in the new year. Melany explained that Cal-OES had questioned if the proper procurement procedures for hiring a consultant were followed. Melany explained that she and John Gray had a Zoom call with Cal-OES and their procurement team lead. Melany stated that the initial concern was that the district did not advertise in a newspaper for a consultant on the LHMP. John and Melany learned during the meeting that that procedure only applies to grants over \$250,000.00. Melany reported the district did follow the procurement guidelines. Melany stated the lead for Cal-OES commended John and Melany for going above and beyond following the guidelines.

**8.2 Update on financing through USDA-** John reported that he had a call with Coastland, and they are working on a proposal for preparing the PER (preliminary engineering report). John reported that Coastland had been in contact directly with USDA further ensuring that

we are all on the same page. John said it would be best for the district to get financing through USDA because of their rates.

**9. Public comment-** Spencer stated he wanted to highlight some information stemming from the Southern CA fires and their lack of water to fight fires. Spencer said he had heard about City officials there saying their hydrant systems are not meant to fight forest fires. Spencer said he had heard up here that our system is not intended fight forest fires. John said our hydrants here designed for house fires. Discussion ensued about firefighting.

John Gray reported a member of the community complained about the new building and not being notified of the new building being built. John Gray stated he does not know what the HOA did but does know that the HOA does do notifications if a variance or screening agreement is requested, and the district did not request a variance or a screening agreement. John Gray stated notifications were sent out by the coastal commission in October of 2022 and the coastal commission has documented that . John Gray stated the district followed the proper processes. Bob Leichtner asked if the District communicated the plans with the HOA and Melany Collett confirmed that Jennifer Greenstein and Alex Kramer did attend a TCCWD meeting where the plans were discussed. Melany stated during that meeting the District did make a good faith statement that they would landscape the area which is not to be confused with a request for screening rather a verbal statement that the district would landscape the new area.

**10. Approval of the bills-**

**Spencer Lipp moved to approve the bills, Bob Leitchner seconds- motion passed unanimously**

**11. Setting the Agenda, Time & Place for February 22, 2025**

**John Gray moved to approve to set the agenda, time, and place at the Fort Ross Conservancy at 10:30 am, Bob Leichtner seconds- motion passed unanimously**

**12. Adjournment**

**John Gray moved to adjourn the meeting Spencer Lipp seconds- motion passed unanimously**

Attest: \_\_\_\_\_ Date \_\_\_\_\_

The secretary of TCCWD does hereby certify that the above minutes were approved by the board on the above date