



Timber Cove County Water District

Board Meeting Minutes - November 2024

1. Call to order: 10:37am-

Board- John Gray, Spencer Lipp, Bob Leichtner, John Rea and Jay Kvapil (attended via Zoom)

Guests- Joey Ball, Melany Collett, Yvonne Gray, Anne Vernon, Alfonzo Portugal

Guest via Zoom- John Rosson and Rene Fernandez-Lipp

2. Approval of Agenda-

John Gray moved to approve the agenda, Bob Leichtner seconds; motion passed unanimously.

3. Approval of minutes from September 2024

Spencer Lipp spoke and stated his name on the minutes appeared under guest and should be listed under board as he zoomed in under the just cause provision AB 2449. Melany replied that she would correct the minutes to reflect that

John Gray moved to approve the minutes, Bob Leichtner seconds; motion passed unanimously.

4. President's Report- John Gray began by stating he will discuss the issues he's encountered with our bank and the reasons terminating the district's relationship with them are on the agenda. John stated he will discuss the positive experiences with Redwood Credit union and why he recommends switching. John will cover the steps needed for opening an account, obtaining financing, the terms and costs that are more favorable through Redwood Credit Union.

John stated he only received one bid for concrete work for Lyons Court, however he did receive a second late last night and will discuss it further down on the agenda. John stated the board will need to decide on how they wish to move forward given the limited timeline.

John reported he met with a PRMD supervisor on the Lyons COURT plan as the rep at PRMD believed that it would require a new permit. John stated the supervisor said she was going to recommend a simple plan update so that we did not need to go through the additional step. John stated he turned in all the required documents to do the plan change which included HOA approval. John stated the rep indicated we did not need approval from the HOA. John stated he is waiting for final approval from PRMD, which we expect soon.

John stated in this meeting the prop 218 study will be discussed as next month the board will need to decide on how to proceed with the Rate schedule . John stated there will be more updates and a presentation that will take some time to hear and digest in the meeting.

John stated that given time restraints, we will need to stay on schedule and not allow interruptions. John stated the board can take questions after each topic is discussed but the meeting needed to stay on schedule and asked the attendees to refrain from interruptions & questions until the meeting is opened for questions.

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://www.timbercovecountywaterdistrict.org/files/139322188/May+2024+Operators+Report+.pdf>

6. Treasurer's report- Melany Collett read the treasurer's report. A full copy can be found on our website at <https://www.timbercovecountywaterdistrict.org/files/db26cf576/TCCWD+Financial+report+for+SEPTEMBER+30%2C2024+PRESENTED+11-2-24.pdf>

7. New Business

7.1- Moving funds from LAIF to secure loan for building if necessary- John Gray informed the board his request to move funds from LAIF to a CD to do a secured a business loan through Redwood Credit for the Lyons Court Building. John explained the modular has already been purchased and the secured loan would be for the items remaining such as grading, septic and the foundation.

John Gray moved to transfer funds from LAIF to a CD up to \$250,000.00 for the purpose of a secured loan for the Lyons Court office-Spencer Lipp seconds-motion passed unanimously

Discussion ensued- Spencer asked if this loan was temporary until the USDA loan comes through. John Gray replied yes; however, the USDA takes a long time and getting bridge financing is a requirement with USDA.

7.2 Terminate relationship with Mechanic's Bank and open business account with Redwood Credit Union-

Bob Leichtner moved to terminate the district's relationship with Mechanic's bank and move the funds to Redwood Credit Union-Spencer Lipp- seconds- motion passed unanimously

7.3 Resolution from Redwood Credit Union to open account –

Bob Leichtner moved to execute the Resolution from Redwood Credit Union authorizing the opening and maintaining of the District's account(s) with Redwood Credit Union-John Rea seconds- passed unanimously

7.4 Appoint Authorized signer and Controlling individuals for Redwood Credit Union account-

Bob Leichtner moves to identify and appoint John Gray, John Rea and Robert Leichtner as controlling individuals and identify and appoint Melany Collett as an authorized signer on the account(s) at Redwood Credit Union-Spencer Lipp seconds- motion passed unanimously

7.5 Bid from contractors for Lyons Court- John Gray started by stating that the board previously approved the bid from Timber Cove Excavating for grading, septic and excavating. John stated he intended to mention in his president's report that he is waiting on Tamara from PRMD to approve the plan change to a modular, but he does not foresee any issues with approval. John stated as of Friday (11.1.24) he had only received one bid for the foundation work although he's been reaching out to get more bids for a while. John said he had received one the prior evening for \$60,500.00 which he felt was too high. He received a bid from Smooth Concrete that was \$44,552.00 but it did not include the welding plates due to the engineering report which had subflooring vs welding plates. John has reached out to the engineer to correct the engineering report. John Gray's stated once the modular is completed they will want to get it off their lot and he is afraid that that the foundation won't be completed. Jay asked if the welding plates come from modular homes themselves or from elsewhere. John stated he asked Modular Builders to bid on doing the foundation. Jay said getting the foundation done as quickly as possible is a benefit to the district. John said we can't do the septic until spiring as we missed the window to do so this year. Bob asked if the board is voting on this specific contractor (Smooth Concrete) and John Gray replied that the motion would be for a contractor up to a specific dollar amount. Bob replied that it is fine and asked if someone else comes in with a lower bid, meets our requirements and has the necessary references would we go with that bid? John replied that if Modular Build came in with a similar bid as Smooth Concrete it would make sense to go with Modular Build as they are the manufacturer of the modular, we purchased.

Bob Leichtner moved that the board authorizes up to \$50,000.00 for the foundation at Lyons Court, Spencer seconds-motion passed unanimously

7.6 Proposition 218 rate schedule decision discussion- John Gray stated that in the December meeting the board will vote on whether or not to raise the rates according to the proposition 218 rate schedule. The proposition 218 study was given to the board to review again so the board will be ready to discuss the rates in December. The Prop 218 study is available online at the link below.

<https://timbercovecountywaterdistrict.specialdistrict.org/2024-12-07-board-meeting>

7.7 Resiliency project- Kristy Coughlin (MPA Coughlin, MPA CA Government Affairs & Community Development) of SitolgiQ was our guest speaker regarding community resiliency – you can find the presentation on our website at <https://www.timbercovecountywaterdistrict.org/files/c5c949cc2/Timber+Cove+Community+Resiliency+Project+-+SitolgiQ+Presentation++11-2-2024+.pdf>

8. Old Business-

8.1 Update on LHMP- Melany Collett reported that the district now has an active registration with SAM.Gov which took quite some time to do.

8.2 Update on financing through USDA- Both Melany and John Gray reported that this process is ongoing with USDA

8.3 Coastland study update- John Gray stated the directors have received copies of the final report and stated Coastland did a very good job. John Rea thanked John Gray for discovering on the original report that it did not include the Plant. John Rea stated the report revealed a lot of stuff that made the board realize that there are other costs in front of the District. Although John Rea stated the board was aware of some items but not to this degree. Discussion ensued.

9. Public comment- Melany Collett asked if the district buys back meters from customers who don't need them. John Gray said no, and John Rea stated that question has never been asked. Bob asked if the district had any use for the meter if we bought it back and if there was any value in buying them back . Discussion ensued. John Gray thanked Spencer for his hard work on the resiliency project. John Gray made an observation from today's meeting in regard to the bills coming due this month and what the income will be with less water being sold. John said there may be some sticker shock on the report next month because some bills coming due are annual.

10. Approval of the bills-John Gray moved to approve the bills, John Rea seconds-motion passed unanimously

11. Setting the Agenda, Time & Place for December 7, 2024- John Gray moved to approve to set the agenda, time, and place at the Fort Ross Conservancy at 10:30 am, Bob Leitchner seconds- motion passed unanimously

12. Adjournment- John Gray moved to adjourn the meeting Bob Leichtner seconds- motion passed unanimously

Attest: _____ Date _____

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

DRAFT