

TIMBER COVE COUNTY WATER DISTRICT

Regular Meeting

May 21, 2016

22098 Lyons Court

1:01 – 3:57 pm

PRESENT: Bob Ferguson (BF), John Rea (JR), John Howland (JH), Lorrie Uribe (LU), Fred Leif (FL), (S.Lynn) **GUESTS:** Katie Seymour, Dennis Koci, Kris Kilgore (KK)

1. **Called to Order, at 1:01 pm**

2. **Approval of the Agenda:** (JH) moved to approve agenda; (JR) second the motion. All ayes.

3. **President's report:** (BF) listed projects the board is working on

a. Fire Abatement

b. BRCE Master Plan for full build out. Plan to be designed to be used for loans, grants and bond issue.

c. Emergency issues at plant – to be addressed in Larry's report.

(JR) cited the Brown Act and the need for BRCE meetings to be set to allow all board members to participate due to the nature of the project. General discussion about need for all board to participate in setting of target parameters, cost of having BRCE come to us for a meeting, need for single point person after setting target parameters to minimize changes, importance of this project and the timing of completion, desire for public presentation and input through phases of project. (JH) felt strongly that BRCE should come out and make a presentation to the public and seek input from them as they may have insight that would prove helpful to the overall project. (KK) expressed concern over cost and having multiple individuals reaching out to BRCE.

4. **Announcements:**

None

5. **Correspondence:**

(BF) received correspondence from Anne Vernon about building project. (BF) commented that he did not see a problem with the project based on the diagram and the water district easement. He stated that the easements are not shown but you could tell where they were based on the location of the house and where the property bends and lot line adjusts. The policy is to supply water to people to build not keep people from building. At this time, there is no conflict with the district. Should a conflict arise in the future, the district would work to resolve it and the expectation would be any additional cost to move/change things would be the responsibility of the property owner. (JR) discussed that the letter ruling be provided to all community members so that they know about the public utility easements and what avenues are open to them for discussion.

Complaint received about water quality – Larry is addressing via SWRB guidelines; Notice of a level of disinfection byproduct above drinking water standards (TTHM), corrective action and posting has been taken; 2015 Consumer Confidence Report has been posted and will be mailed to all customers; Grace O'Malley commented on the lot merger item in new business; Two notices from county regarding construction - determining if meter has been set for one property; Jody Sperry sent notice of being in favor of the leak insurance and the suggestion that the district survey the customers.

6. **Minutes of Previous Meeting** – Minutes - Public Hearing, April 16, 2016 (JH) motion to accept, (JR) second, (BF), (JH), (LU) ayes, (FL) abstain. Minutes – April 9, 2016 (JH) motion to accept, (LU) second, (BF), (JH), (LU), (JR) ayes, (FL) abstain. Minutes – March 12, 2016 (JH) motion to accept, (LU) second, all ayes.

7. **Committee Reports:**

7.1 Treasurer's Report: (JH) The district is spending more money in operations than it is taking in on a monthly basis. The loss approximately. This does not include the allowance for non-payers. The District will be adjusting its accounting practice to account for this expense on a monthly basis. We will be discussing acceptance of a proposal for electronic billing and payment under new business. Field work for the audit completed for last two years and sampling is completed for 2015-2016 and will return in June and/or July to final.

7.2 Payment of Bills: (JH) moved to pay bills, (JR) second, all ayes.

7.3 Operators Report: No Interim General Manager Report. (LU) read the Operator's report. A copy is attached.

8. Old Business

8.1 Project Manager Report: (KK) discussed DS1 is waiting on funding; DS2 environmental and archeological field work is complete. BRCE needs to take the geotechnical work and determine best way to cross the creek. TP1, treatment plant project needs to select an architect. (BF) discussed his vision to connect Koftinow loop to Gordon Court to provide proper circulation. (JR) said he would talk with landowners on Gordon Court. (BF) felt it would be a benefit as it would provide them with a six inch line and fire hydrant near their home. BRCE is supposed to come up with proposed easements for DS2. Our grant coordinator has stopped the median income survey. This means that all money from the State would be in the form of a loan. TP1 is more urgent. Need to be aggressive going after funding. No report on Master Plan.

8.2 Website Progress: (JH) will be going to online billing payment and we will be revamping the website. Residence will be able to see historical usage, current usage and if there is a change in usage. Eventually moving to AMI meters. These will communicate information directly to system for billing, water usage and will flag abnormal usage. It will let homeowner know immediately if there is a variance. Switch to AMI will be about \$100,000 for the meters. There may be additional expenditure for valves or fittings. Example of a smart website is SSWD.org. Meter has a battery and you may need to do a drive around to collect information in dead spots.

8.3 Fire Abatement: (BF) discussed fire abatement and progress on abatement. Water district is going to take an active role. The District was formed under LAFCO (Local Agency Formation Commission) and is able to protect our water shed. Our attorney has developed an Ordinance that will allow the District to enforce fire abatement and lien property owners for the expense of clean up if the property owner fails to comply. Copy of Ordinance read. Discussion followed between public and board about the proposed ordinance. Chris Feddersohn expressed concern about what is will be enough and the need for a limit on how much a person may pay each year. Discussion of need for a rational plan and time frame to be developed with property owner. Priority should be to clear worse part of property and ladder fuels. Fuel cutting and removal will be as provided for in the Forest Management Plan.

8.4 Standing Rules: (JH) held public meeting on leak insurance. There was not much support for the leak insurance. It was suggested to complete a survey. (KK) discussed joining the California Rural Water Association. They offer discounts on insurance and may offer coverage. General discussion about the water bills being high and reference to operating loss discussed earlier. (JH) motioned to send out survey on leak insurance, (LU) second motion, all ayes. (JH) will develop insurance survey. Dennis Koci discussed that AMI would eliminate need for insurance. Board stated that the insurance is variable based on loss. Less loss will equate to less expensive insurance. General discussion about use of spigot and protection for homeowner's from water loss who have a lot with a meter and no house.

8.5 Insurance: (LU) discussed the cost of insurance and the type of coverage.

8.6 Lot Merger – fee adjustment: (JH) presented the legal opinion from our attorney. The attorney stated that the District should continue to bill merged lots as historically billed as provided in the existing Ordinance which has been historically followed over the years and that the District should amend the Ordinance not as a change but as a clarification. There was discussion about the goal of clarification and possible billing of past mergers which were billed a single base fee rather than multiple fee as provided in the existing Ordinance. Clarification will be presented at next board meeting.

8.7 Review Draft Resolution 2016-004 – Leak Insurance: Discussed previously.

8.8 Discussion TCCWD rights to Public Utility Easement(s): (BF) BRCE are working on a plan to connect the water lines so there are no dead ends. To complete this process, the District needs to perfect their easements. The attorney has written a clarification to the existing Ordinance. Ordinance was read and attached. (JR) discussed the need for the process to be open and there be a willingness to negotiate with landowners. He gave an example of large rocks that are located in the middle of the existing public utility easement and his desire to not dig them up but find a suitable solution for both parties. Discussed concern about this being included in Standing Rules so that it is whole and not partisan. Board suggested they are in agreement philosophically on this point. (LU) motion to accept the Ordinance, (JH) seconded, all ayes.

9. New Business:

9.1 Discussion, review clarification and reimplementation of Standing Rules 19 Billing and 20 Termination, Disconnection and Reconnection: (BF) discussed policy and reimplementation. Discussed the appropriate interest rate. (LU) motion that the interest rate be set at 2% per month pending legal verification that rate is acceptable, (JR) second, all ayes.

9.2 Discussion and possible acceptance of an architect to design new treatment plant building: (JH) discussed proposal to dress up frontage from street and design new treatment plant. \$8,000 proposal from Michael Hallett. Three others, Michael Singer, William Gilmore and Ron Case withdrew from process. (FL) motion to accept proposal, (JR) second. (LU) asked about beautification vs functionality vs added costs. (JH) the cost is being included in the grant proposal. Call for vote, all ayes.

9.3 Confidentiality Statement: (LU) suggests that we include a confidentiality statement for the protection of the board and employees. (JH) motion to use a confidentiality statement, (JR) second, all ayes.

(out of order)

Dennis Koci asked about foreclosure properties. (BF) discussed that the District was going to find an entity that will provided notification of when properties are going to be sold at auction. The District would attend the auction and bid the property taxes due plus the amount due the water district. The District would collect the past due water billing and the properties would be taken out of circulation as these are generally lots that are not buildable and repeat this process.

9.4 Discussion and possible acceptance of electronic billing proposal: (JH) cost to set up web hosting and web portal is \$1,282 and the monthly fee \$432. There should be savings in labor for both Larry and Sharon. (JH) motion to accept electronic billing proposal, second (LU), all ayes. (JH) recommends district goes to AMI meters for all new installations. The AMI meters cost \$400. Discussed if meter has same components as mechanical ones. Does it wear out like the mechanical ones – in favor of customer? (JR) motion that all new meters should be AMI, (LU) second, all ayes.

9.5 Newsletter: (BF) said that they have collected many great articles and pictures for the newsletter so they are going to send out segments.

9.6 Setting of time for public system tour of TCCWD: (LU) discussed setting up tour so that customers may understand why the rates are what they are and understanding what is going on at the plant and Weir. (JH) motion that the tour be June 18, 2016, (LU) second, all ayes

9.7 Discussion with possible acceptance of joining the California Rural Water Association (CRWA): (KK) requested that the district consider joining CRWA. The offer many services and discounts as well as educational classes. Cost of joining is \$371. (JH) motion that we join (CRWA), (FL) second, all ayes.

9.8 Grant Applications: (KK) discussed that Brian Todd has received notification from the State that we need to focus our grant applications on water savings. Treatment Plant project will save water. DS1 technical memo needs to be rewritten by BRCE to demonstrate that it will save water.

9.9 Lyons Court Office: (JH) indicated that he was getting a dollar value from Michael Hallett to compete ADA improvements and septic issues. (JR) discussed the desire of the community to have a community center. The current space is great for administrative space, it is too small for a community space. General discussion about the room capacity, bathroom facilities and overall conducive feel. (JR) would like to have a community survey to see how much development the community would like to have on the site. (JR) suggested that larger meetings be held at the school for comfort of participants given the \$5.00 cost. Concerns about use permit violations were raised. (JH) indicated that the property is owned by a public entity and does not need a use permit. Discussion followed as to if this extended to other groups or organizations use of the building. (JH) was not sure how that worked and was a question that should be addressed. Discussed care in protecting community and board from liability which may arise from condition of use.

Public Comment

Katie Seymour brought up concerns about backflow device testing. She wanted to know if we were current and why Water One had not been contacted to complete testing after the board had decided to use their services. It was noted that the District had received certificates from Water One for testing of some devices. Sharon will review device testing requirements with Larry and report back to board and Katie. Katie asked if the Interim General Manger was being paid. No billing has been received so no payment has been processed at this time.

(JR) discussed purchase of truck for Larry. He will continue to look for a vehicle and see about getting money for the old truck for taking it off the road. We may receive between \$250 and \$1,000 for the old truck. Discussed criteria for next purchase. Discussed talking to Larry to find out his needs and then moving forward.

10. Setting of Agenda, Time & Place for Next Meeting: The Agenda for next meeting is set. The next meeting will June 11, 2016 at 1:00pm at the Lyons Court Office, 22098 Lyons Court, Jenner

ADJOURNMENT: (JR) moved to adjourn the meeting. The motion was seconded by (LU). All ayes. Meeting adjourned at 3.57 pm.

Approved June 25,2016

Secretary_____