

TIMBER COVE COUNTY WATER DISTRICT
Regular Meeting
September 10, 2016
Fort Ross School – Multi Purpose Room
1:14 – 3:10 pm

PRESENT: Bob Ferguson (BF), John Rea (JR), John Howland (JH), Fred Leif (FL), Lorrie Urribe (LU) (S.Lynn) **GUESTS:** Chris Feddersohn(CF), Tracy Stasiowski, Joseph Gowen (JG), Katie Seymour, Loma Alameda, Kris Kilgore

1. Called to Order, at 1:14 pm

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

3. President's report: (BF) moving forward on projects. Implementation phase is taking longer than expected due to bureaucratic issues. We have underfunded the capital improvements and now have determined that we have underfunded operations from a people stand point. District will be looking to add personnel to help operations and administrative personnel. Field trip to Sea Ranch was very helpful. We need to take a look at capital improvement projects and make sure they are done right. We need to take time and make sure that we do not just accept the engineer's recommendation but investigate if the plan is correct for our application.

4. Announcements:

KK has notes from the meeting with Sea Ranch water, BB reiterates that the Board needs to investigate correct planning for the water district and not solely rely on engineers' recommendation. KK announced that there is a meeting with Fred Luna who is an experienced operator.

5. Correspondence:

(S.Lynn) Michael Hallett sent back a signed contract and sent plans to (JH). Letter from R & H Sons for testing and repairing services for backflow, to be given to Brian. LAFCO sent a letter announcing a new director had been elected a Richard Palmer. Letter from LAFCO to be copied to (BF) and (JH). Question to (S.Lynn): Do we have a vendor list? (BF) answers, Yes. We should print out an updated vendor list. (S.Lynn), The State Water Resource Board sent a notice stating, that they used the wrong compliance order number and the apologize for the confusion, copied BT. (KK) asks for the new compliance number, (S.Lynn) 02_18_16R_002. Gary Collins sent a letter with a question about billing. Dennis Meredith sent the ISO rating packet and needs information from the water plant to be given to the Fire Department, information could result in a lower fire insurance rating. ISO packet to be given to (KK) to provide the information. We received a notice from the County about the water plant design project. Jennifer Faso, our representative sent an e-mail that the mailing address that she has is the Amanita Circle address that is now outdated (S.Lynn) will contact her to correct her contact information. (S.Lynn) has been receiving responses from people that have received their fire abatement letters. Helen Grudy, Henrieck's daughter has questions about how we define her lot. The representative from the Goubert Trust contacted (S.Lynn) to acknowledge they need to clear their lot. Ann Vernon contact (S.Lynn) about phone numbers to give to the McCabe. David Ehreth has contacted TCCWD by e-mail to get a copy of the minutes from the public hearing. Loma contacted (S.Lynn) about the misread on her billing. Barry Schwartz received a copy of his account history and payment. Fred had a question about his payment and billing and was sent a copy of his history and payments.

6. Minutes of Previous Meeting –

(BF) One correction, (BF) did not allow the public to speak.

August 13, 2016 minutes: Motion to accept (JH), second (BF). Vote: all ayes.

7. Committee Reports:

7.1 Treasurer's Report: (JH) Has not yet a chance to go over the finances.

7.2 Payment of Bills: Water Resource Reliability Study was \$2,097, The Upper Koftinow project was \$4,422, Amanita water pipe replacement project was \$2,193.75. General Discussion about the Water Treatment Plant Upgrade plans. Discussion about cost associated with hiring new employees regarding workmen's comp and social security and taxes. Larry to become a salaried employee. Discussion about accounts payable from Rabo Bank. (JH) moves to pay bills (FL) second. Vote: all ayes.

7.3 Operators Report: (JH) read the interim General Manager's report. A copy is attached. Discussion about removal of vegetation in and around the reservoir.

8. Old Business

8.1 Project Manager Report: (KK) The State is paying for a Median Income Survey, everyone will receive one. The pertinent financial information they are looking for is about full time resident or the full time renters. If the median income is below \$50,000 per year, then TCCWD may be able to receive grants. The design of the TP1 (Treatment Plant Upgrade) job should be complete, which is upgrading the ultra-filtration system. (KK) is still submitting the application for funding for TP1. We may need to temporarily suspend the plans for Upper Koftinow Project until more decisions have been made, or have a meeting with the engineers from BRCE to find out what the status of the project. Discussion about plans for a new backwash and filtration system. Amanita Pipeline Project is in its final stage of design. Discussion of the history of the contract for Amanita Circle Project. Funding applications budget. (JH) First phase Construction Document Preparation, \$12,000. Second phase is the funding application system, \$15,000. Phase three, the bid for construction cost, is not included. Approving \$ 27,000. Move to approve (JH), second (BF) Vote: all ayes.

8.2 Fire Abatement: (JG) reported that he has gone around to all the lots and done check off sheets and taken pictures. It has taken time to identify the lots. There are about 60 lots to be noticed. There are a number of lots that have a tremendous amount of work on them. They have grass, dead trees and heavy canopy. It is going to have to be done in stages. First stage is dry grass, dead trees, trees over power lines and brush. Will be working with Cathy Schezer. (BF) wants the modified letter sent to him and the vendor referral list. These two items need to be included with the mailer to the lots. They need to be sent certified.

Clarification is needed about which mailers are associated with which lots. (CF) Recommends that TCCWD announce that fire abatement personnel will be on a homeowner's property. Recommends that TCCWD review its policy in regards to fire abatement decisions about which trees should be cut down and have someone with a Degree in Wood Science, Forestry or Fire Abatement to direct staff. (BF) General discussion about the priorities of CALFIRE, PG&E and TCCWD in regards to fire abatement, the priority of TCCWD is protection of the community as a whole. New forms need to be issued with a TCCWD letterhead and including eucalyptus trees.

8.3 Website Progress: (JH) Still waiting for the billing system to begin, automatic meters also pending. Server system is required for office to communicate with the meters, El Dorado, and invoicing. Plant will need additional construction to house server with generator and battery backup system. Proposal from Santa Rosa Computers for \$10,300 but no confirmation that it would cover everything needed. (JH) Motion to approve \$12,000 to be allocated for the server system (BF) Second, Vote: all ayes.

8.4 Public Utilities Easements: Ordinance No. 2016.01 (JH) recused himself during discussion and vote because of a conflict of interest due to tank No. 2 being located on his parcel, (BF) the ordinance stands at it was read in the public hearing. The board took the ordinance to a lawyer to discuss changes in the wording to accommodate concerns of homeowners about placements of above ground improvements, lawyers stated any change in wording would cause a liability to TCCWD. The board's intention will be to create equitable understanding between TCCWD and homeowners about above ground improvements. Motion to accept ordinance 2016.01 by (LU), second (FL): Vote (FL) (LU) (BF) ayes, (JR) abstain, (JH) recused.

8.5 Maintenance Program: (BF) Sea Ranch Water Plant Tour discussed previously.

(KK) Out of order request submitting an organization chart to funding application that matches the financials of funding application to be used in grant request, (JH) approves, (FL) second, vote: all ayes. (KK) asks to be officially appointed the Assistant General Manager. Move to appoint (KK) Assistant General Manager by (JH). (KK) will acting as General Manager when Brian Todd is not available.

9. New Business:

No new business.

Public Comment:

(CF) Inquired in anyone was up for election in 2016, Administrative Assistant to send list of board term limits to (CF). (JH) The next election will be in June.

9. Setting of Agenda, Time & Place for Next Meeting: The Agenda for next meeting is set. The next meeting will October 8, 2016 at 1:00pm at Fort Ross School, Multi-purpose room

ADJOURNMENT: (JH) motion to adjourned (BF) second, vote: all ayes. 3.10 pm.