

**TIMBER COVE COUNTY WATER DISTRICT**  
**Board of Directors**  
**REGULAR MEETING**  
**MINUTES**  
**Fort Ross School – Multipurpose Room**  
**1:15-3:30 PM**

**Saturday, March 11, 2017**

**PRESENT:** John Howland (JH), Margaret Grahame (MG), Kendra Stillman (KS)

**GUESTS:** Katie Seymour, Chris Feddersohn (CF), Ron Case (RC)

- 1. Call to Order:** (JH) Call to order 1:15pm. Due to lack of quorum the TCCWD Regular Meeting will include reports only. The meeting will then be suspended and reconvened at the Lyon's Court Administration Office for a conference call with Lorrie Uribe and John Rea to vote on payment of the bills, discussion and acceptance of raising of the Variable Water Rate Cap to \$.09 and Fire Abatement Fee, discussion and acceptance of Steve Christianson's General Manager Contract.
- 2. Approval of Agenda:** (MG) Moves, (JH) Seconds. Vote: all ayes
- 3. President's Report-** Due to illness TCCWD President Lorrie Uribe is absent from this meeting, John Howland reports: The Board has been negotiating a contract with a potential new General Manager, the water tanks have been cleaned and photographed, a new computer room is being built to house AMI meters. Ten locations have been identified for testing of the new AMI meters to see if this system is viable for TCCWD.
- 4. Oath of Office- Margaret Grahame:** Suspended until next TCCWD Regular Board Meeting
- 5. Announcements:** No Announcements.
- 6. Correspondence:** Tabled until next TCCWD Regular Board Meeting
- 7. Approval of Minutes – February 11, 2017 & December 17, 2017:** Due to lack of quorum approving of minutes will be tabled until the next meeting.
- 8. Committee Reports**
  - 8.1 Treasurer's Report:** (JH) TCCWD has contracted with its third auditor, the 2013/14 audit, 2014/15 audit & 2015/16 audit are expected to be completed soon. General discussion about TCCWD bookkeeping.
  - 8.2 Payment of Bills:** (JH) The vote to pay bills will be suspended until the meeting can be reconvened at the Lyon's Court Administration Building for quorum to be assumed by telephone. General discussion about the previous months expenses.
  - 8.3 General Manager's Report-** No General Managers Report
    - a. Operation's Report-** No Operations Report
- 9. Old Business**
  - 9.1 Project Manager Report**
    - A. Report on meeting with TCR:** This was reported on at a previous meeting
    - B. All other project reports:** (JH) The Micro-filtration system is a high priority;

TCCWD is waiting for the completion of the audits and architectural designs to be submitted to the State. TCCWD is in the process of re-certifying the Ruoff Well, to be used as a supplemental water source during drought conditions. The Ruoff Well has been inactive because of high metal content. General discussion about the rate of water production and viability of the Ruoff and Weir wells.

**9.2 Website – Project Update:** No update

**9.3 Fire Abatement:** (MG) Asks what the status of the TCCWD Fire Abatement Program. (JH) TCCWD is in the process of getting warrants to gain access to a few lots where violations to the TCCWD Fire Abatement policy needs to be enforced. Language changes to Ordinance 2016-02 Amended have been finalized. (CF) Suggests Ordinance 2016-02 Amended be amended to state that access to private property requires consent by the owner or a warrant. General discussion about the language requirements for Ordinance 2016-02 Amended. (JH) Will discuss clarifying language to Ordinance 2016-02 Amended with a legal adviser. General discussion about what the requirements are for the TCCWD Fire Abatement Program & procurement of warrants for lots not complying with the Fire Abatement Program.

**a. Matt Greene – Funding for Forest Management Plan Update-** No report.

**b. Grant for lot clearing-** No report.

**9.4 Discussion and acceptance of \$10 per month Fire Abatement Fee & \$0.09 variable rate cap.** (JH) This is to be voted on when the meeting is reconvened. General discussion about the possibility of forming an Advisory Fire Abatement Committee. (JH) Fire Abatement Committee is to be added to the next TCCWD Regular Meeting Agenda.

**10. New Business:** No new business

**10.1 Other**

**Public Comment:** (RC) Asks TCCWD board how much it will cost for individual customers to complete the upgrades to TCCWD infrastructure. General discussion about funding for capital improvements.

**(JH) Meeting is suspended to be reconvened at the Lyon’s Court Administration Building 2:22PM.**

**Regular TCCWD Meeting Reconvened – 2:36 p.m.**

**Location: 22098 Lyon’s Court Administration Office:**

**Present: John Howland, Margaret Grahame, Lorrie Uribe by Phone, John Rea by Phone**

**Discussion and acceptance of \$10 per month Fire Abatement Fee & \$0.09 variable rate cap:**

(JR) Moves to raise the variable water rate cap from \$.07 to \$.09 to be reviewed in one year, (LU) Seconds. Vote: all ayes.

**\$10 Fire Abatement Fee:** (JR) Motions for \$10 Fire Abatement Fee to be added to the billing in addition to the base rate to be reviewed in one year. (LU) By not increasing the variable water rate cap TCCWD is using capital improvement funds to pay for operating costs. (MG) TCCWD Board has a duty to make sure that money for water rates goes to operations, that the base rate goes to capital improvements and the Fire Abatement Fee goes to Fire Abatement. Does not support the \$10 Fire Abatement Fee, would like to see a way to reduce the cost to the Timber Cove Resort (JH) Motions for the \$10 Fire Abatement Fee to be billed to all lots, but not the virtual meters applied to the Timber Cove resort, (LU) Seconds. Vote: all ayes.

**Payment of Bills:** General discussion of last months expenses. (JR) Moves to pay bills, (LU) Seconds. Vote: all ayes.

**General Manager Contract with Steve Christianson:**

The General Manager Contact will include:

- \$60,000 for 6 months
- GM will work 20 hours per week
- Half days for County Holidays
- Salary paid every two weeks
- \$10,000 will be advanced for moving costs

(LU) Goals for the General Manager position will be set, which will include attention to reducing costs to the Water District and that weekly reports to the TCCWD board will be required. General discussion about the potential for TCCWD with the acquisition of a new General Manager. (JR) Moves to accept General Manager Contract, (LU) seconds. Vote: all ayes

Discussion of granting Kendra Stillman paid vacation and holidays: (JR) Moves to give Kendra Stillman 80 hours of paid vacation per year starting March 11, 2017 and paid holidays, (LU) seconds. Vote: all ayes.

**11. Setting of Agenda, Time & Place for Next Meeting:** April 8, 2017, 1pm at the Fort Ross School.

**12. Adjournment: 3:30pm**

Minutes approved May 13, 2017

Secretary \_\_\_\_\_