SIGNED MINUTES – DRAFT
not removed due to MAC/PC issues

Timber Cove County Water District

Board Meeting Minutes- August 26, 2023

1. **Call to Order:** 10:00 am

Board- John Gray, Spencer Lipp, John Rea, and Jay Kvapil

Guests in attendance- Joe Ball, Melany Collett, Yvonne Gray, Chris Feddersohn , Scott Heffner, Diane Feddersohn, Anne Vernon

Guests Via ZOOM- Alex Kramer, John Rosson and Renee Fernandez-Lipp

2. **Approval of Agenda:**

John Gray moved to approve the agenda, John Rea seconds- passed unanimously

3. **Approval of Minutes:** from the July 2023, meeting –

John Gray moved to approve the minutes, Jay Kvapil seconds- Spencer Lipp abstained- motion passed

Note: Correction of July minutes-Spencer Lipp was not present at the meeting as reflected in the July 2023 minutes- minutes corrected to reflect Spencer's absence

4. **President's report-** John reported two candidates applied for the that this month's water sales and increased but the financial report will show that the District is not out of the woods. John reported there we several one-time costs and that the interest from LAIF kept the district overall out of the red . John reported that the new meters and software has turned out to be a bigger challenge that anticipated. John reported that some readings came in that were incorrect and required to be corrected manually . John stated that the resevoir is at full capacity and the district in in great shape with their water. John will cover the update on the water rate study. John reported the system evaluation is underway as well as the current audit.

5. **Operators report:** Joey Ball reviewed the state of the Districts water department for a full copy of this report please visit our website at https://www.timbercovecountywaterdistrict.org/meetings--minutes.html

6. **Treasurer's Report-** Melany Collett read the treasurer report. A full copy of the report can be found on our website at https://www.timbercovecountywaterdistrict.org/meetings--minutes.html

7. **New Business-**

7.1 Director appointment- John Gray reported that two people, Tim McKusick and Robert Litchner expressed written interest for the position of director. Bob Litchner was in attendance. Tim McKusick was not in attendance in person or on ZOOM. John Gray proceeds to read the qualification letters of both candidates to the attendees.

John Gray nominated Robert Litchner to the Timber Cove County Board of Directors, Jay Kvapil seconds – motion passed

John Gray administered the oath of office and Robert was seated on the Timber Cove County Board of Directors .

7.2 Travel allowance head operator- John Gray spoke to board about the cost of traveling to and from work for Joey Ball the head operator. John stated that it is costly and wanted the board to consider a travel allowance to offset the cost of commuting.

John Gray moves to approve a travel allowance for Joey Ball in the amount of $500.00 and it be retroactive from July , Bob Litchner seconds- Discussion ensued. **motion passed unanimously**

7.3 Moving funds from LAIF-John Gray reported to the board that several expenses would be coming up for the district and listed some of the costs, RDN for the rate study, Coastland, and the audit.

John Gray moved to transfer $50,000.00 from LAIF to Mechanic's Bank checking account – Bob Litchner seconds- motion passed unanimously

7.4 Leak forgiveness request- Chris Feddersohn spoke to the board about a leak on his property from the month of April. Chris provided pictures of the leak as well as produced the pipe itself to review with the board. Chris explained the leak occurred due to a tree falling in the aftermath of the storm. A discussion ensued with the board and Chris.

Spencer Lipp moves to approve the leak forgiveness request , due to the special circumstances of the culpability of the District the leak amount is forgiven, and the invoice is withdrawn- Jay Kvapil seconds -motion passed unanimously

8. **Old Business**

7.1 **Rate study update-** John Gray reported that Spencer , Melany, and himself had a Zoom call with RDN and there were some changes that needed to be made regarding projects that were being accounted for (i.e., smart meters that have already been installed) . RDN will provide a few different financial plans and the board will present the option they vote on to the general public .

7.2 **Progress on Grant request-** Melany Collett stated she had completed and submitted the Local Hazard Mitigation Plan sub application to CalOES and hopes to hear in about 3 months if the grant will be funded

7.3 **Schedule a public hearing on water rates-**
John Gray reported that no action would be taken on this item, and it was put on the agenda prior to the Zoom meeting with RDN. Once the rate study is completed this will be an agenda item.

7.4 **Start of Coastland study**- John reported that the study is underway, and that Joey and Melany will be getting Coastland the items they need

7.5 **Discussion on bond vote** - John Gray acknowledged that the District was not ready to discuss a bond action to cover the Districts shortfall as reported in the reserve study. John stated he would have this item on the agenda every month as a discussion item as studies come in such as the rate study and if any grant opportunities.

7.6 **Update on ads for 2nd operator**- Melany Collett reported that she has run ads in local newspapers as well as online resources and hasn't had viable applicants applying . Melany will continue pursuing avenues in finding another operator .

7.7 **Update on billing software & meter reads**- Melany Collett reported that the transition into the new software has been very difficult. There have been many setbacks and hopes the next reading will be done using AMR and a smooth billing process.

7.8 **Committee report**- Jay reported that they had consulted with the District attorney. Jay stated he has created a template of questions he would like other districts to hopefully answer. Jay reported that he has contacted Russian River and Bodega Bay water Districts. Jay says it's all research at this time.

9. **Public Comment:** Chris Feddersohn suggested getting some type of signage for the Districts new truck to identify it's TCCWD truck. John Rea suggested emergency lightning. Scott Heffner suggested breaking up how guests are reported on the minutes as in who is in attendance and who is on Zoom

10. **Approval of the bills: John Gray motioned to approve bills – Bob Litchner second- motion passed unanimously**

11. **Setting the Agenda, Time & Place for July 22, 2023 – John Gray moved to set the Agenda for September 26, 2023 -Bob Litchner second motion passed unanimously**

12. **Adjournment: John Gray moved to adjourn the meeting –Bob Litchner seconds motion passed unanimously**

Attest: _____ Date 9/22/23

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

DRAFT