



Timber Cove County Water District

Board Meeting August 2025

1. Call to order: 10:05am-

Board- John Gray, Jay Kvapil, Spencer Lipp, Bob Leichtner and John Rea.

Guests- Melany Collett, Yvonne Gray, Alfonzo Portugal and Scott Heffner

Guest via Zoom- Gabe Case

2. Approval of Agenda-

John Gray moved to approve the agenda, **John Rea** seconds; motion passed unanimously

3. Approval of minutes from July 23, 2025

John Rea moved to approve the agenda, **John Gray** seconds; motion passed unanimously

4. President's Report- John Gray read his State of the District letter to stakeholders a full copy can be found on our website

<https://timbercovecountywaterdistrict.specialdistrict.org/files/9ed336064/Letter+from+President+John+Gray.pdf>

5. Operator's report- Alfonzo Portugal II read the operator's report. A full copy of the report can be found on our website at

6. Treasurer's report- Melany Collett read the treasurer's report. A full copy can be found on our website at

<https://timbercovecountywaterdistrict.specialdistrict.org/files/3b6139eca/FINAL+TCCWD+Treasurer+Report+Aug+2025.pdf>

7. New Business

7.1- G. Case- Gabe Case presented his bid to do the electrical work at the Lyons Court office according to the existing engineering plan. The engineering plans to include to car chargers the district will not be purchasing at this time, however the site will be prepped for future installation.

Jay Kvapil moved to approve the electrical bid including the septic costs as an updated bid from G. Case Electrical Bob Leichtner seconds- motion passed unanimously

7.2 ERS and Loprest Bids for media replacement- Discussion ensued by the board of directors as they had several questions regarding the bids and the breakdown of costs estimated and asked Alfonzo to get clarity on the bids-**Action deferred**

7.3 Tank cleaning- The board reviewed bids from tank cleaning vendors regarding the tank cleaning of our three tanks. The tank cleaning is required every 5 years and is due this year 2025. Discussion ensued

Jay Kvapil moved to approve the tank cleaning bid from Aqua-tech cleaning- Spencer Lipp seconds-motion passed unanimously

7.4 Plumbing bids for pipe replacement at Tank 3- The board reviewed bids from vendors for the replacement of the pipe at Tank 3 which currently has a temporary repair.

Spencer Lipp moved to accept the bid from Tom's Plumbing and Bob Leichtner seconds-motion passed unanimously

8. Old Business-

8.1 Lyons Court update-office building- John stated that he hoped the building would be done by now, however reported that the trench for the septic has been done. John said the water would be hooked up soon. John said smooth concrete is ready to pour the ADA foundation as soon as it's back filled. John hopes we are in by the next meeting.

8.2 LHMP update- Melany stated there is a rough draft and has been working with Coastland on a fee schedule for replacement costs on the Districts assets and Alfonzo provided them coordinates of our pumps. Melany stated the plan should be completed by years end.

8.3 Update on USDA financing- Melany stated that one of the requirements of USDA was to obtain legal counsel, bond counsel and interim financing. Melany explained getting interim financing was impossible to obtain without a letter of conditions from USDA. Melany stated that she was able to find a firm named Weist Law and this firm is able to coordinate legal and bond counsel as well as interim financing. Melany stated that she and John have an upcoming meeting with Weist law.

9. Public comment- Scott Heffner thanked John for his state of the districts letter to stakeholders and John Rea concurred. Scott Heffner asked if treasurer's reports are reviewed prior to presenting the reports. Melany stated that they are however she did

not approve the report this month prior to this meeting and further explained any errors caught during the presentation are corrected.

10. Approval of the bills-

John Gray moved to approve the bills, Jay Kvapil seconds- motion passed unanimously

11. Setting the Agenda, Time & Place for September 27, 2025

Note: John Gray stated that he hoped to have the next board meeting in the new building at Lyons Court if the building is not ready the September board meeting will be held at Fort Ross Conservatory

John Gray moved to approve to set the agenda, time, and place TBD at 10:30 am, Bob Leichtner 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 certify that the above minutes were approved by the board on the above date