Timber Cove County Water District

Board Meeting Minutes- March 2025

1. **Call to order: 10:05am-**

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

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

Guest via Zoom- Pamela Durney-Crumpton

2. **Approval of Agenda-**

Jay Kvapil moved to approve the agenda, John Gray seconds; motion passed unanimously.

3. **Approval of minutes from February 22, 2025**

Bob Leichtner moved to approve the minutes Jay Kvapil seconds motion passed unanimously

4.President's Report- John stated he was foregoing the normal president's report due to the meeting time constraint. John stated the meeting needs to end by 12:30pm. John introduced the district's new treasurer Pamela Durney-Crumpton.

5. Operator's report- Joey Ball read the operator's report. A full copy of the report can be found on our website at
https://www.timbercovecountywaterdistrict.org/files/dd32fb1ec/February+2025+Operators+Report+Presented+March+2025.pdf

6. Treasurer's report- Melany Collett read the treasurer's report. A full copy can be found on our website at
https://www.timbercovecountywaterdistrict.org/files/03e830aed/FINAL+TCCWD+Financial+report+for+February+28+2025+Presented+03.22.25.pdf

7. New Business

7.1- <u>Foundation bids-</u> John Gray gave a history about engineering on the original plans. There was an error by the engineer in the depth and height of the stem wall. John stated the error was caught and the plans were revised; John stated the bids the district had received prior were no longer good and the bids needed redone based on the revised plans. John stated we had three bids one from mobile modular, one from Brian Greenstein and one from Smooth Style concrete. John stated the board had previously approved the bid from Mobile modular which was slightly higher than the other two bids combined but the district would be working with one vendor and that was decided to be the best route. John explained the best bid for excavating was from Timber Cove Excavating. John stated there were bids just on foundation the work. John further explained that Greenstein's bid was based off the 18-inch stem wall and the wooden subflooring and did not include the plates. John stated Smooth Style concrete was approximately $44,000.00. John stated Mobile Modulars' bid was approx. $99,000.00 however, once Mobile Modular came out to do a site visit they determined the slope was not the same and increased their bid by $31,000.00 which was high. John asked Mobile to break down the costs as Smooth Style Concrete did so the board could compare costs, and they did not want to do it. Mobile Modular declines to do the foundation work. John stated we now have the proper engineering and there are new bids. John stated that Timber Cove Excavating has the best bid for excavating and grading. Melany stated she had asked that the Timber Cove Excavating to update their bid and had not received it prior to the meeting. Melany stated that the bid was from mid 2024 and it was determined since that that a few feet more of dirt would be required to be excavated and the Timber Cove Excavating bid may increase a bit. Bob Leichtner asked for clarification if the previous bid did TCEx had the accurate dimensions and John confirmed he did. John submitted bids; one from TAP for excavating only at prevailing wage in the amount of $68,200.00 which is approx. $28,000.00 higher that Timber Cove Excavating and one from Smooth Style Concrete for construction of foundation & plates only in the amount of $58,856.00. John recommended Timber Cove Excavating to do the excavating and Smooth Style Concrete do the foundation and plates. John Rea suggested his concrete company and gave a cost for his foundation work. Scott Heffner asked if that cost was specific to his work and John Rea replied yes. John Rea stated he would be more than happy to have his guy come out and bid. Discussion ensued with the board. John Gray stated if that's what the board wanted to do he was no longer going to continue on the project and turn the project over. Spencer stated they have received multiple bids and have done their due diligence, and further delays may be problematic. Bob replied another bid would require a vote and another delay. Bob stated John Gray has done a great job, and the district has been delayed long enough having started with a stick built and the district has been careful along the way, but we are under constraint with timing and budget now.

John Gray moved to approve Smooth Style concretes bid for the foundation and Bob Leichtner seconds-motion passed unanimously

7.2 Fixed monthly payment for secured loan at RCU- John Gray asked Melany how much our payments have been on the secured. Melany stated the first payment was $673 and the second was about $723.00. Melany recommended signing up for auto-payment on the loan however due to payments being subject to how much you draw on the loan that would not be able to do that. John Gray stated that he made a mistake and signed up for the autopay initially unfortunately he neglected to verify that the amount floats from month to month, both he and Melany thought the payment would come out automatically and the received a notice asking, "where's your payment it was due yesterday". John and Melany made the payment. John stated this is all well documented and Melany stated that this did not go against the district or it's standing with RCU. John Gray stated he does not want to be in that position again and would like to come up with a payment greater than the amount that would be due. John Gray stated that by doing this we don't have to worry about the payment due, and it would retire our debt more quickly. John stated the terms for the loan is a 5-year amortized over ten years and RCU told him the payment at full use of the loan would be about $2600.00. Discussion ensued about the amount to pay monthly. John Rea suggested making the $2600.00 payment to pay the loan down faster.

Spencer Lipp moved to authorize the autopayment of $2600.00 to Redwood Credit Union, Jay Kvapil seconds-motion passed unanimously

7.3 Electrical planning bid for modular- John Gray explained that the existing power line at the storage unit runs right through where the new foundation will be. John Rea asked if the new building comes wired and John Gray said yes. John Gray stated that the new power for the building from the transformer requires a permit from PGE as well as an electrical plan, none of which the district did. John stated that when he had gone to the county and asked for a list of everything the district needed to do, the electrical plan wasn't asked for and our plans were approved. John explained this is a requirement from PGE. Jay Kvapil asked if Summit has submitted the application yet. Melany replied no because the board had to approve this cost. Jay stated that this could take a long time, Melany acknowledged that and stated she had a relationship with PGE, and they said they would try their best to get it done as soon as possible however it could take months. Jay asked if we had the right to move the line without the HOA approval. John Gray stated yes as the District owns the land. John Rea suggested we call PGE and terminate the service and the office and then we can dig wherever we want. Melany asked if she could speak with PGE directly before terminating our services. Spencer reviewed the contract and had some questions and read them aloud, Melany and John answered.

John Gray moved to approved Summit Electric's bid for the electrical plant-Bob Leichtner seconds-motion passed unanimously

Bob Leichtner stated to notify the HOA of the termination of electrical services and Melany stated that at that time the MOU would be issued.

7.4 Bid from Case Electric for moving existing Line & new line for modular building-

John Gray moved to approve the bid from G. Case Electrical, Spencer Lipp seconds and motion passed unanimously

8. Old Business-

8.1 Update Lyons Court update-office building- updated has been provided on a continuous basis

8.2 Update on LHMP-MNS has provided a draft report and Melany stated she has a Zoom call with them next week.

8.3 Update on financing through USDA- Melany stated that the PER draft will be out on March 28, 2025, and Melany confirmed with USDA that the District does not have to get two more denial letters

8.4 Update on PER (preliminary engineering report) for Coastland- will come out approx. March 28, 2025, and Melany stated they are working directly with USDA

9. Public comment- Joey asked if the EV chargers are free to the public or would the public be charged. Melany stated that it hasn't been discussed yet. Bob Leichtner stated the team from operations; admin and the President have been doing a phenomenal job keeping things on track such as finance and contractors and have gone above and beyond. Jay asked if there was a bolder update at the weir. Joey stated that it is something he will need to taken care of it. John Rea stated the water that comes down through the creek and goes through cracks and fishers through the road. John stated that has water has a good erosion quality to it and one day Hwy 1 will collapse and will flood a bit. John stated we won't have access to it unless we drive up Fort Ross Road and come down it to get to the weir. Bob said if Hwy 1 collapses we would get help from outside sources. John Rea says our Local Hazard Mitigation plan should take that into consideration. Melany replied that there will be public outreach meetings for our LHMP and to please attend.

10. Approval of the bills-John Gray moved to approve the bills, Bob Leichtner seconds- motion passed unanimously.

11. Setting the Agenda, Time & Place for April 26, 2025- John Gray moved to Set the Agenda, Time & Place for April 26, 2025, at Fort Ross State Conservancy -Bob Leichtner seconds- motion passed unanimously

12. **Adjournment- John Gray moved to adjourn the meeting**-Spencer Lipp seconds- motion passed unanimously

Attest: _____ Date 5/24/25

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