

*OCT mtg  
held Nov 5*

**TIMBER COVE COUNTY WATER DISTRICT  
Board of Directors  
General Meeting Minutes**

**November 5, 2022**

1. **Call to Order**- 10:03 am

**Board members**- John Rea, John Gray, Spencer Lipp (VIA Zoom), Kris Kilgore and Tim Winterer (Via Zoom)

**Guests**- Melany Collett, Ryan Gomez, Jay Kvapil, Ann Vernon, Scott Heffner, Chris Feddersohn, John Rossen and Bob Litchner

2. **COVID-19 Remote Teleconferencing Resolution**-vote inaudible
3. **Approval of Agenda**- John Rea moves to approve the Agenda, John Gray seconds- motion passed
4. **Approval of Minutes from the August & September 2022, meeting**- John Gray moves to approve the August 2022 minutes, John Rea seconds

**Discussion-** John Gray explained that the minute would now be actions minutes as they are not designed to be a transcript of the meeting(s). Kris Kilgore stated the minutes are a huge job and asked if she could assume the responsibility of the secretary and do the minutes. Melany Collett stated that the position of Secretary is required to be a paid position. John Gray confirmed it cannot be a director.

**John Gray moved again to approve the August 2022 minutes-Kris Kilgore seconds-  
motion passed**

Discussion ensued with members of the general public.

**John Gray moves to approve the September meeting minutes (held October 1, 2022)  
and will abstain due to not being at the meeting- John Rea seconds**

**Discussion-** Kris Kilgore read her public comment from the August meeting.

**Vote for September 2022 meeting (held October 1, 2022) Kris Kilgore, nay, John Gray  
abstained- Spencer Lipp, Tim Winterer and John Rea yea-motions passed**

5. **Presidents Report-** John Gray explained that after last board meeting Kris Kilgore's noticed her car was vandalized. John stated that and as a community they should all be looking out for one another. John stated that this past month was productive and there was discussion with various firms regarding infrastructure plans and grants as well as progress on the reserve study. John stated that there was a meeting with XIO regarding SCADA. John said the system has worked with leak detection and alarms but there were some issues to worked on. John stated the improvements at the weir allowed collection of water that otherwise would not have been collected. John states the parts have arrived for the diversion valve at the PRV station, and it is scheduled to be replaced on November 14<sup>th</sup>. John said that the backflow certification letters will be sent out shortly. John said that this employee cost of living increase will be discussed during this meeting. John informed the board that Tim Winterer was resigning from the board. John thanked Tim for his service as did the other board members. John stated a notice would be going out to the general public to inform them there is a seat open and the term length would be until the next election in November 2023.

6. **Old Business Items-**

- 6.1. Office permit updating- John stated that the office permit process has been completed and TCCWD has done everything the County of Sonoma has required. *John stated that the District has completed the following; updated the septic plans, survey, biological and habitat report, a cultural and historic report, geotechnical report as well as a site visit from a representative from the Kashia Tribe.* Kris asked for the total breakdown of what was spent, and John Gray gave her the breakdowns.
- 6.2. Update Grant writing request-**John Gray moves to take the DS1 project off the table- Kris Kilgore, seconds-motion passed**
- 6.3. System evaluation update by outside engineering firms- John stated he has received one proposal and hadn't passed it out to the board as he just received it prior to the meeting.
- 6.4. Update on Reserve Analysis Study- John stated he has received a draft that is incomplete as more information for the firm to complete. John stated part of the problem was inaccurate record keeping and missing records.
- 6.5. Employee home office compensation -Melany Collett spoke as to the costs she is asking for \$500.00 for costs incurred from working from home (i.e., cell phone, internet, PGE). Melany Collett requested it be retroactive from the date the office was closed on May. **Kris Kilgore moved to approve the retroactive compensation to Melany Collet and \$500.00 a month for reimbursement for home office expenses- John Rea seconds-motion passed unanimously**
- 6.6. Employee Compensation-John Gray stated this is a cost-of-living increase for employees. **Kris Kilgore moved to approve a cost-of-living wage increase**

of 8% for employees and make it retroactive from October 1, 2022-  
Spencer Lipp seconds- motion passed unanimously

7. **New Business-**

- 7.1. Employee Appraisal process-John Gray discussed performing employee appraisals on a yearly basis. **John Gray moves that the district formally adopts an employee performance appraisal process to be completed by the president of the District each year in October which will be based on the employee performance of the previous 12 months – John Rea seconds**

Discussion

**John Gray moves again after discussion – Spencer Lipp seconds- motion passed unanimously**

- 7.2. Public Hearing- water rates discussion in January 2023- John Gray stated that there will be a discussion in the January meeting regarding a public hearing on water rates
- 7.3. **Operator's report-** Ryan thanked the board for the raises. Ryan stated production is at 430,000 gallons. Ryan stated a leak was discovered during the meter reads on Hwy 1, the leak was on the side of the district and scheduled for repair. Ryan stated that the TC Resort water consumption was down at 180,000 gallons and has been for about 5 months. Ryan stated the work will start soon for diversion valve at the PRV station. Ryan took a couple classes in Sea Ranch on hydrochloride and bookkeeping. Ryan stated the PCL failed and was repaired by Primex.

8. **Treasurer's Report-**

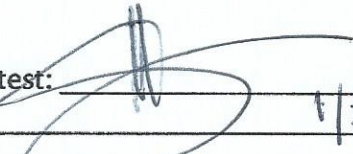
- 8.1. Michael Sargent reviewed the bank balances as of September 30, 2022, and the infrastructure costs over the past year. Michael stated that the financial audit is progressing. The treasurer's report can be found online at <https://www.timbercovecountywaterdistrict.org>
- 8.2. **Public Comment-** Ann Vernon thanked Scott Heffner and Jay Kvapil for attending the meetings. Melany Collett commented that the ADMIN garbage cans are not for public use and to pick up dog waste. Kris Kilgore read her public comment from the meeting October 1, 2022.

9. **Approval of bills** – Kris Kilgore moves to approve the bills-John Gray seconds- motion passed *NOTE: Tim Winterer left the meeting early and did not vote*

10. **Setting of Agenda, Time & Place for Special Meeting January 28, 2023-** John Gray moved to set the agenda-Kris\_Kilgore seconds motion passed unanimously *NOTE: Tim Winterer left the meeting early and did not vote*

11. **Adjournment-** John Gray moved to set the agenda-Kris\_Kilgore seconds motion passed unanimously *NOTE: Tim Winterer left the meeting early and did not vote*

Meeting adjourned

Attest:  \_\_\_\_\_  
1/28/23

Date:

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

DRAFT