

Timber Cove County Water District Board Meeting Minutes – August 2026

1. Call to Order and Roll Call-Meeting called to order by President Spencer Lipp.

Guests; Yvonne Gray, John Rosson, Bill Seymour, Bethany McClave, Scott Heffner, Mike Hedlund and Dave and Tracey Stasiawski

Zoom Guests: Renee Fernandez-Lipp, Alex Kramer, Michael Miller, Melissa Marshall, MD-CPA, Bill Gilmor, and Bill Reisinger

2. Roll Call

- Directors present: Spencer Lipp, John Gray, John Rae, Jay Kvapil and Jess Weber.

3. Approval of Agenda

- Spencer Lipp moved to approve agenda: Seconded By Jay Kvapil: Unanimously approved

4. Public Comment

- Alex Kramer expressed appreciation to the Water District staff and board for their response and communication during the Woodside fire, noting the community's gratitude.
- No other public comments on non-agenda items.

5. Approval of July 2026 Minutes

- Jay Kvapil moved to approve July 2026 meeting minutes:. Seconded by John Gray. Unanimously approved.

6. President's Report- Spencer Lipp

- \$23,000 transferred from LAIF (Local Agency Investment Fund) for building completion, out of \$55,000 authorized by board in a previous motion.
- The USDA loan has been approved for infrastructure projects (Amanita, Koftinow and Pacific View) and TCCWD has received their letter of conditions (LOC; Weist Law assisting with compliance and interim financing.
- Board and public will discuss Woodside Fire under agenda item 9.
- President highlighted community appreciation for staff efforts during the Woodside Fire, reading several messages of thanks from residents.

7. Operator's Report-Alfonzo Portugal III

- Reservoir production: 399,265,000 gallons.
- Residential usage: 232,683 gallons (about 60% of production).
- Unaccountable water loss down to 11.2% (previously 30%).
- Reservoir level at end of month: 23 feet, 4 inches.
- Updates on maintenance, PFAS testing (results undetectable), and installation of generator transfer switch scheduled for Tuesday.

8. Treasurer's Report-Melany Collett

Note: Financial reports from CPA not available prior to meeting

- End of fiscal year reconciliation in progress.
- Bills for building completion are all paid in full

9: Woodside Fire – Discussion and Public Comments

Board Recap

- Potable water was critical for fire safety, especially at Pacific View.
- Sonoma County provided water and organized a debrief meeting.
- Recovery included system assessment, repressurizations, flushing, water sampling/testing, and provision of portable toilets and shower services.
- About 600,000 gallons were used during the event.
- Challenges included ongoing water use during recovery, communication gaps, and need for an emergency action plan.
- Need to improve emergency contact lists and educate customers on water use during emergencies.
- Fire personnel had difficulty accessing raw water from the reservoir; improvements needed for easier access.

Timber Cove Fire Department-Bethany McClave

- Woodside Fire burned 152 acres; response ongoing for smoldering spots.
- Over 300 firefighters responded from across the region.
- Water sourced from multiple locations, including the Water District, state parks, private sources, and ocean (for helicopters).
- Emphasized importance of integrating water district into incident command and developing clear protocols and training.

Staff Perspective (Melany Collett and Alfonzo Portugal III)

- Staff worked long hours during and after the fire to restore water service.
- Lack of an emergency evacuation plan and communication with outside fire agencies noted as areas for improvement.
- Community members and contractors (e.g., TJ from Timber Cove Excavating) provided critical assistance.

- Alfonso described the technical challenges of restoring the water system, including repressurization, leak checks, and coordination with the state.
- Boil water notices and conservation measures were implemented per state requirements.

Board and Public Discussion

- Directors and public discussed:
 - The need for an emergency action plan and better communication protocols.
 - The importance of educating residents about water use during emergencies.
 - Infrastructure vulnerabilities and the need for additional raw water access points for fire departments.
 - Suggestions for remote tank monitoring and backup power for SCADA systems.
 - The necessity of designating the water operator as essential personnel for emergency access.
 - The value of after-action reviews and proactive planning for future incidents.
 - Community support for mitigation efforts and the importance of public education.

Motions and Votes

10. Leak Forgiveness Requests

1. **22068 Lee Drive:**
 - Request for forgiveness due to a malicious act (hose turned on by unknown party, resulting in high usage).
 - District policy applies leak rate reduced to cost of water production (approx. 60% reduction), but not full forgiveness. Melany will reach out to customers with detailed reductions and adjusted billing.
 - Motion to approve leak policy application and allow payment plan.
 - **John Rae moved; seconded: Jay Kvapil; Unanimously approved.**
2. **22200 Pacific View:**
 - Leak due to main break during fire response; plumber bill provided.
 - Motion to approve leak policy application pending receipt of plumber invoice.
 - **John Rae moved; seconded: Jess Weber; Unanimously approved.**

11. Approval of John Gray to assist with permanent financing of administration building: John Rea moved; Spencer Lipp Seconded: Unanimously approved

12. Appoint John Gray as board liaison for financial audit: Motion: Jay Kvapil moved to approve; Spencer Lipp seconded: Unanimously approved

13. Approval of bills: John Rea moved to approve; Jay Kvapil seconded: Unanimously approved.

14. Adjournment: Spencer Lipp moved to adjourn; Jay Kvapil seconded: Unanimously approved.

Key Action Items and Recommendations

- Develop and publicize an emergency action plan in coordination with fire agencies.
- Improve communication protocols and emergency contact lists.
- Explore infrastructure improvements for raw water access and system resilience.
- Continue public education on water use and emergency procedures

DRAFT