



TCCWD April 2026 Meeting Minutes

Date: April 25, 2026

Location: 22098 Lyons Court (with remote/Zoom participation)

Attendees:

- Spencer Lipp
- John Gray
- Jess Weber
- John Rea
- Alfonzo Portugal III
- Scott Heffner
- Yvonne Gray
- Kris Kilgore
- Chris Feddersohn

Zoom Participants:

- Renee Fernandez-Lipp
- Alex Kramer
- Michael (last name not provided)

1. Call to Order and Roll Call

- Meeting called to order by Spencer.
- Roll call confirmed presence of directors: Spencer Lipp, John Gray, Jess Weber, Jay Kvapil and John Rea.

2. Approval of Agenda

- Spencer Lipp deferred the March 2026 minutes
- **Motion:** Approve agenda with adjustment to defer March minutes.
 - **Moved:** Spencer Lipp
 - **Seconded:** Unspecified
 - **Vote:** Unanimous "Aye" (all present)

3. Public Comment

- **Public Comment by Chris Feddersohn:**
 - Concern about water shutoff for a his property on Highway 1 due to Caltrans project.
 - Details about water usage at various houses (most unoccupied, except for Chris's house which will have guests).
 - Chris will supply water to guests via hoses from his well and requested bottled water for drinking. Melany stated she had the water he requested
 - Requests assurance that water line is properly flushed and tested for bacteria before use.
 - Discussion about water sampling locations and procedures, including possibility of sampling at Chris's house.
 - Board and operators discuss logistics and standards for water testing and flushing.
- **Additional Public Comment:**
 - Melany Collett clarified that the project is a Caltrans project, not a TCCWD leak or project.
 - Melany stated Caltrans is responsible for costs and project management.
 - Discussion of water shutoff, chlorination, and sampling procedures.

4. President's Report

- Office improvements noted.

5. Operator's Report by Alfonso Portugal III

- Ongoing work with Badger meters for accurate water usage tracking.
- March production: 399,167 gallons.
- Usage breakdown: Timber Cove Resort (average), residential, commercial (Highway 1 project), office, backwash, flushing.
- Total metered use: 309,834 gallons; unaccounted water: 89,000+ gallons (20% of production).
- Leak detection: Ongoing leak on Timber Cove Road identified; narrowed to 10-foot section.
- Discussion of water loss due to tank overflow (estimated 45,000 gallons/month from Tank 3 overflow).
- PLC control issues for tank levels being addressed.
- Discussion of priorities for leak repair and tank overflow mitigation.
- Filter Train 2 media to be replaced soon due to reduced flow.

6. Treasurer's Report

- Presented by Melany Collett.
- Account balances, assets, liabilities, and income/expense details reviewed.
- Full copy of the treasurer's report can be found on the website at timbercovecountywaterdistrict.org

7. New Business

7.1 Engineering Services with Coastland

- Review of new blanket contract for engineering services (5-year term, task order basis).
- Key changes: Increased insurance requirements, indemnity clause, ownership of products, dispute resolution clause. Key changes from the previous contract with DCCM: Increased auto and professional liability insurance coverage for DCCM, dispute resolution clause. Key changes retained from previous contract with DCCM, indemnity clause indemnifies TCCWD, TCCWD retains ownership of products and can use and modify at TCCWD risk.
- **Motion:** Approve Coastland engineering contract.
 - **Moved:** Jay Kvapil
 - **Seconded:** Jess Weber
 - **Vote:** Unanimous "Aye"
- **Motion:** Approve Task Order 1 for ad hoc consulting, up to \$5,000.
 - **Moved:** Jay Kvapil
 - **Seconded:** John Gray
 - **Vote:** Unanimous "Aye"

8. Old Business

8.1 Use of District Space by Other Entities

- Discussion of requirements for use of district space is based on a fiduciary responsibility to manage risk for all TCCWD customers and to abide by any legal requirements (insurance, indemnification, cost coverage, protection of customer info, fair market value charge, legal review).
- Melany stated that the HOA insurance covers rental spaces.
- Suggestion that the HOA provide TCCWD with draft agreement for legal review and board discussion.
- Capacity limit for space is 46 people.
- Discussion of security and incident reporting

8.2 USDA Loan

- No new update other than USSA reached out to confirm TCCWD's loan amount. TCCWD awaiting commitment letter..

8.3 Additional Water Sources

- Discussion of assessing costs for new well(s) at the weir or reservoir.
- Coastland to provide budget estimates for drilling and development.
- Discussion of well depths, costs, and water quality considerations.
- No motion or vote; informational only.

9. Approval of Bills

- **Motion:** Approve bills.
 - **Moved:** Spencer Lipp
 - **Seconded:** Jess Weber
 - **Vote:** Unanimous "Aye"

10. Adjournment

- **Motion:** Adjourn meeting.
 - **Moved:** Spencer Lipp
 - **Seconded:** Jess Weber
 - **Vote:** Unanimous "Aye"

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