

Timber Cove County Water District

Board of Directors September 2026 Meeting Minutes- **DRAFT**

Date: September 26, 2026, **Location:** 22098 Lyons Court Jenner, CA 95450

Call to Order: 10:30 a.m.

Guests: Alfonzo Portugal III, Scott Heffner, Yvonne Gray and Kris Kilgore

Zoom Guests: Michael Miller and D. Dunkley

1. Call to Order

No discussion.

2. Roll Call

President Spencer Lipp called the meeting to order. Directors present included Spencer Lipp, John Rea, John Gray and Jay Kvapil (via Zoom).

3. Approval of Agenda

Motion: Approve the agenda.

Motion by: Spencer Lipp **Second:** John Gray- Approved unanimously 4-0

4. Public Comment

Public comments addressed –

Kris Kilgore discussed wildfire-prevention reporting, including Fire Safe Sonoma reporting of vegetation removal, burn piles, native planting, and other risk-reduction work. Discussed the value of reporting hours, material removal, and related expenses to demonstrate community fire-prevention work and potentially support insurance discounts.

John Rosson reported progress in seeking a PG&E risk assessment for an overhead power line from Davis/Timber Cove Road across Timber Cove Creek. John expressed concern about tree contact, line failures, and wildfire risk, and identified covered “tree wire” as a possible risk-reduction measure. The Board noted that PG&E had committed to send a risk-assessment team.

5. Approval of Minutes

Approval of August 2026 meeting minutes. **Motion:** Approve the August 2026 minutes.

Motion by: John Gray **Second:** John Rea- Approved unanimously, 4-0.

6. President's Report- Spencer Lipp

Stillwater Cove Campground service request. The Board discussed renewed interest from Sonoma County in providing water service to Stillwater Cove Campground, which has been under a boil-water notice since December 2022 because of well reliability and bacterial contamination concerns. Estimated demand is approximately 4,000-8,000 gallons per week during busy periods and 2,000-4,000 gallons per week in the off-season; the reported average since December 2025 was 5,215 gallons per week.

The Board discussed the need for: LAFCO approval to serve outside the District's sphere of influence; a Prop. 218 rate analysis; confirmation that the customer or County would bear connection and infrastructure costs; water-system capacity analysis that prioritizes existing ratepayers; and engineering review of potential connections from Amanita or Pacific View. The Board noted that timing is important because planned Amanita line replacement may need to accommodate a larger connection if service proceeds. No action was taken.

State compliance citation. Spencer reported that all corrective actions related to the July 2025 coliform-testing citation were completed ahead of the August 10 deadline, including notification requirements.

USDA financing and project procurement. The District continues to work with USDA, Weist Law, and DCCM/Coastland on interim financing and project RFP requirements. The Board discussed including the District building in loan collateral to free cash currently supporting the existing loan. Prior eligible planning and engineering expenses, estimated at approximately \$30,000 or more, are expected to be reimbursable through the USDA loan.

Backflow compliance. The District engaged Hydro Corp to administer electronic backflow compliance services, including notifications, tester verification, records, reporting, public information, and ongoing support. Costs include a \$1,500 startup fee and \$3,000 for the first year, with a five-year total estimated at approximately \$16,000; the District may cancel annually in writing. The service was needed to meet state compliance requirements. The Board also discussed the anticipated 2027 deadline for customer backflow-device compliance and possible group pricing through local installers. No action was taken.

7. Operator's Report-Alfonzo Portugal III

Alfonzo reported August production of approximately 600,000 gallons. Timber Cove Resort used approximately 90,000 gallons, and residential use was approximately 165,000 gallons.

Hydrant flushing increased to approximately 60,000 gallons, compared with a typical monthly range of approximately 10,000-15,000 gallons. The work completed flushing of all hydrants, standpipes, and blow-offs in the system.

Unaccounted-for water was approximately 41%, attributed in part to a leak repaired in early August on Timber Cove Road. During repairs, they discovered an unmapped, approximately 118-foot extension of two-inch pipe beneath asphalt. The line was capped and added to the District mapping system. Alfonzo expects water loss to decline in the following month.

Reservoir level was approximately 22 feet at the end of August and approximately 21 feet, 6 inches at the time of the meeting. Alfonzo reported that conditions remain satisfactory. Reservoir capacity was discussed as approximately 9-9.5 million gallons.

Other operations updates included:

- District staff met with Badger/Pace Supply representatives to improve meter support and replace remaining non-auto-reading meters.
- Alfonzo attended regulatory training covering lead and copper requirements, PFAS testing, cross-connection control plans, consumer confidence reports, and other state and federal requirements.
- The automatic transfer switch at the water plant was installed and tested, enabling automatic generator operation during power outages.
- R.H. & Sons replaced the three-inch backflow device at the water plant.
- Alfonzo met with Clay Val and Danfoss representatives regarding system valves and variable-frequency-drive support.
- Alfonzo obtained a quote to remove tule vegetation from the reservoir by the roots, rather than continuing periodic cutting. No action was taken.

8. Treasurer's Report- Spencer Lipp (Melany Collett absent)

Spencer presented account-balance and profit-and-loss information for the first two months of the fiscal year. Account balances decreased in August because of District expenses.

July showed a net loss due primarily to three payroll periods and engineering expenses associated with the Local Hazard Mitigation Plan. August results improved. A meter-related expense had initially been classified as an operating expense but was corrected as a capital asset with a 10-year depreciation period, changing the reported position from approximately \$40,000 negative to approximately \$23,000 positive. The District was modestly positive year-to-date. No action was taken.

9. Clay Val Bids for Valve Maintenance and Replacement

The Board reviewed Clay Val proposals for maintenance of pressure-reducing and altitude valves, including internal repair kits for the tank altitude valves and the Ruoff/Koftinow pressure-reducing valve. Alfonzo reported that several valves are overdue for maintenance and that failure of the street pressure-reducing valves could expose downstream system infrastructure and customer plumbing to excessive pressure.

The Board also reviewed a proposal of approximately \$11,530 for replacement of the aging Watts pressure-reducing valve at Ruoff and Cypress, including a two-inch bypass. A separate prefabricated vault option was discussed, with a preliminary estimate exceeding \$50,000 and an expected lead time of approximately 16-18 weeks. The Board deferred the vault option pending a formal quote.

Motion: Approve both Clay Val bids presented for valve maintenance and replacement, totaling approximately \$21,000, and coordinate the work in one trip to reduce travel costs. The prefabricated vault option was excluded from approval.

Motion by: Spencer Lipp **Second:** John Gray- Approved unanimously, 4-0

10. Local Hazard Mitigation Plan

The Board reported that FEMA accepted the District's Local Hazard Mitigation Plan. Board adoption of the plan and resolution is required to complete the process and support reimbursement. The plan identifies hazards, such as wildfire and earthquake, assesses potential impacts on District infrastructure, and identifies mitigation measures. The Board noted that the plan is also necessary to qualify for certain FEMA and other grant opportunities.

The plan cost approximately \$90,000, with 75% eligible for reimbursement; approximately \$22,000-\$23,000 remained to be reimbursed.

Motion: Approve the resolution adopting the Local Hazard Mitigation Plan.

Motion by: Jay Kvapil **Second:** Spencer Lipp- Approved Unanimously. 4-0

11. Wildfire Emergency Response Plan Development

The Board discussed development of a Wildfire Emergency Response Plan following lessons from Woodside Fire. The Board agreed that the work should be conducted by a staff-led working group to avoid Brown Act constraints associated with a public committee.

The group will be led by District staff and is expected initially to include Melany Collett, Alfonzo Portugal III, Renee Fernandez-Lipp, and Kris Kilgore. The deliverable will be a wildfire-focused emergency action plan, informed where appropriate by the Local Hazard Mitigation Plan and existing emergency-planning experience. The group is encouraged to interface with Timber Cove Fire Protection District, Cal-Fire and other relevant public agencies as appropriate. A draft will be brought to the Board for review and approval.

Motion: Initiate a staff-led working group to develop the Wildfire Emergency Response Plan.

Motion by: Spencer Lipp **Second:** John Rea- Approved unanimously, 4-0

12. Approval of Bills

Motion: Approve the bills.

Motion by: John Gray **Second:** Jay Kvapil- Approved unanimously, 4-0.

A request was made to include the aggregate total of all bills at the bottom of future bill lists.

12. Other Business

The Board reported that interviews were being scheduled for the following Friday for two assistant-operator candidates. The District received three resumes; one applicant withdrew.

13. Adjournment

Motion: Adjourn the meeting.

Motion by: Spencer Lipp **Second:** John Rea-Approved unanimously, 4-0

Adjourned: Approximately 11:56 a.m.