

TIMBER COVE COUNTY WATER DISTRICT

Board of Directors

General Meeting Minutes

October 1, 2022



1. Call to order: 10:05 am

Board members: John Rea, John Gray (via ZOOM), Spencer Lipp, Kris Kilgore, Tim Winterer and Kris Kilgore

Guests Melany Collett, Jay Kvapil, Ryan Gomez, Michael Sargent, Roger Simpson, Stu Drake, Chris & Diane Feddersohn, Bob Litchner

2. COVID-19 Remote conferencing resolution: John Gray moved to approve the resolution; Spencer Lipp seconds-motion passed unanimously

3. Approval of Agenda:

John Rea moved to approve the Agenda; Spencer Lipp seconds-motion passed unanimously

4. Approval of minutes from July 23, 2022 & August 27, 2022- John Rea moved to approve the July 23, 2022, minutes- Tim Winterer seconds-passed unanimously

John Gray moved to approve the August 23, 2022, minutes-Spencer Lipp seconds- Discussion had- August minutes were deferred to the November meeting

5. President's report: John Gray explained that he had a memorial to attend and would be signing off shortly. John explained that the reservoir was at 22 feet and commends Ryan and his team for excellent water management. John said we lost some water due to a customer leak on their side of the meter. John mentioned that the project at the weir was completed, and a biologist was present during the project completion as per State requirements. John stated Ryan will talk about the PRV station at Ruoff & Koftinow. John said on September 6th he as well as Melany Collett and John Rea met with Supervisor Linda Hopkins regarding construction of the new office. (John's connection cut out) John stated that he had reached out to professional grant writing firms. John stated the proposal on the agenda is time sensitive due to needing a strategic plan in place which was recently completed, John stated he has also reached out to several water engineering firms to get bids for a full system wide evaluation completed. John mentioned that the past Friday he, Spencer and Melany had a productive meeting with one of the firms. John stated that John Rea will be discussing the need for tree trimming at Lyons Court as per the biological report for the coastal permit. While John stated a permit would be needed for

removal of trees, trimming the trees is time sensitive to prevent any habitats are created this season. John Gray said the septic plans for Lyons Court have been accepted by the County. John stated that John Rea will be discussing employee compensation. John stated with the costs of inflation at nearly 9% the District should be considering a cost-of-living increase to avoid any excessive turnover with employees. John reminded Directors that when an item is tabled it cannot be discussed or debated without a vote of the Board to take it off the table. John explained that each director has equal voting authority however, directors must have authorization by the board to act on behalf of the board outside a properly noticed meeting as per item No. 9 of the standing rules and regulations. John reminded all directors and the public to refrain from comments until the presenter is done speaking and that there is a section for public comment. John Gray turned the meeting over to John Rea so he may sign off and attend a friend's memorial.

6. Operator's report- Ryan reported that the month was eventful due to 4 leaks, 3 on the Districts side and one on the customers side_of the meter(s) Ryan estimated the total loss of water at about 80k gallons but Ryan stated luckily, we were able to pull back about 100K gallons. Ryan stated that he produced about 416k gallons of water. Ryan had a few problems with the PLC alarms and has recalibrated them and currently running them by hand. Ryan confirmed that all the sediment that was collecting at the weir was cleaned out during the project, and it looks good. Ryan said immediately after the project was completed it rained which was helped wash away the sediment and enough water came down to be able to backwash it twice, before he started pumping again. Ryan answered questions regarding the leaks.

7. Treasurer's Report- Michael Sargent reviewed July & August 2022 Treasurer's reports. These reports can be found online at <https://www.timbercovecountywaterdistrict.org/meetings--minutes.html>

8. New Business-

8.1 Tree Trimming at the 22098 Lyons Court –

John Rea moved to spend \$4000.00 to scale and delimb the trees -Tom Winterer seconds-Kris Kilgore nay- motion passed

8.2 Grant writing for the District – Spencer Lipp explained this was a proposal for an application for a specific grant opportunity called “The small community drought relief grant program” funded by the State of CA. Spencer noted that this is time sensitive, and it is a zero-match program which Spencer explains is no cost to the District.

Spencer Lipp moved to execute the proposal and authorize MNS Engineers to author and submit an application to the small community drought relief grant program for a total fee not to exceed \$11,250.00-John Rea seconds- Discussion – motion passed unanimously

8.3 Scheduling/Compensation proposal- Ryan Gomez presented an oral proposal of a new job description – He was asked to put it in writing, and it was deferred to the November meeting

8.4 Employee compensation- Discussion – deferred to the November meeting

8.5 Home office compensation-Discussion-deferred to the November meeting

8.6 Annual Backflow Inspection letters- The annual backflow inspection letters will be going out soon

8.7 Backflow mandatory requirement on new hook-up

Kris Kilgore moved to add to the Standing Rules & Regulations that all new homes built in Timber Cove are required to install a backflow prevention device- John Rea seconds-passed unanimously

8.8 Pacific View repairs-. No Action taken- Tabled

8.9 Meeting with County Supervisor-Potential fee(s) waived- John Rea explained that Supervisor Linda Hopkins will ask a vote of her board to waive permit fees for the Districts new office.

8.10 TCCWD system evaluation by experts & possible grants -Spencer stated John Gray has reached out and scheduled meetings with firms to possibly conduct a system wide evaluation

9. Public comment: Kris Kilgore transcribed part of the August 27th meeting or the discussion of the committee strategic plan and offered it to anyone who wants to read it. Jay Kvapil suggested that the minutes reflect motions made and reflect the words discussion ensued if applicable.

10. Approval of Bills:


Kris Kilgore moves to approve the bills John Rea seconds- motion passed unanimously

11. Setting Agenda, Time & Place for special meeting – John Rea moves to set the date as November 5, 2022 (no vote of the full board was heard)

12. Adjournment:

Kris Kilgore moved to adjourn the meeting (no vote of the full board was heard)

Meeting adjourned

Attest:  _____ Date: 11/5/22

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