Timber Cove County Water District

Board Meeting Minutes

June 24, 2023

1.**Call to Order:** 10:31 am

Board- John Gray, Spencer Lipp), Kris Kilgore, and Jay Kvapil

Guests- Jeff Hughes, Joe Ball, Melany Collett, Nelly Hughes, Chris & Dianne Feddersohn, Yvonne Gray, Alan Driscoll, Nelly Hughes, Alex Kramer, Ig Moretto, Thais and Bob Leichtner

2. **Approval of Agenda:**

Jay Kvapil moved to approve the agenda; John Rea seconds-motion passed unanimously

3. **Approval of Minutes: John Gray moved to approve the April 2023 minutes-Jay Kvapil seconds**

Discussion- Jay Kvapil asked that that each of the items on the April agenda (item 7.6-7-9) be accurately reflected in the final minutes as action or action withdrawn. **motion passed unanimously**

Kris Kilgore moved to approve the June 4, 2023, minutes-Spencer Lipp seconds-

Discussion-Kris Kilgore asked the paragraph in item 7.9 be removed.

Motion passed unanimously

4. **President's report-** John reported that the new meters have been installed with the exception of a few. John explained that the billing software cannot be completed until all meters are installed. John hopes by the July billing this will be worked out. John stated that Melany and Jeff have begun to identify the items needed for the rate study under prop 218. John stated that he wanted to make certain the law was followed during this process as it was not followed in the 2016 rate change. John said Jeff and Melany received a list from RDN of the items needed for the rate study. John stated the process should take about 2 months.

5. **Operators report:** Jeff reviewed the state of the Districts water department for a full copy of this report please visit our website at https://www.timbercovecountywaterdistrict.org/meetings--minutes.html

6. **Treasurer's Report-** Jeff Hughes read the treasurer report. A full copy of the report can be found on our website at https://www.timbercovecountywaterdistrict.org/meetings--minutes.html

7. **New Business**

7.1 **Annual Asbestos Testing date confirmation**-The testing will be done annually in the month of April

7.2 **Watershed Survey Engineer proposals**- *action withdrawn*-Jeff stated that the watershed survey is due every 5 years, and he began to get proposals. Jeff spoke to Amy Santos at the State, and she stated if there have been no major changes in our watershed i.e., a wildfire in the last 5 years we could submit a cover letter on the Districts letterhead stating that and it will be accepted in lieu of hiring a firm to do a full watershed survey.

7.3 **Consumer Confidence Report**- Jeff reported the consumer confidence report has been completed.

7.4 **AD Hoc Committee update**-John reported that he and Melany had a meeting with CalOES, and they were very helpful in walking us through the NOI (notice of intent). John stated that CalOES sent them both the webinar and other material to stat the subapplication process. John stated there is another meeting next week to work on the subapplication

8. **Old Business**

8.1 **Approval of the Budget-**

Discussion ensued regarding what subcategories certain expenses should be listed under

Kris Kilgore moved to approve the 2023-2024 and adding the budget to the August agenda to discuss the subcategories – Spencer Lipp second- motion passed unanimously

8.2 **Terms & Conditions Contract**-Coastland

Discussion was had regarding start date

John Gray moved that the Coastland contract be signed with a start date of August 15, 2023, and under recitals of the contract "system evaluation" will be filled in- Spencer Lipp second- motion passed unanimously

8.3 **Schedule Brown Act & Ethics Training for Board of Directors**

John Gray moved to schedule a Brow Act training with the Districts attorney for the directors in open session -John Rea second-Kris Kilgore nay- motion passed

9. **Public Comment:** Melany stated that she had sent out to all customers a from to update their contact information and asked that it be returned to the District. Scott Heffner commented on the system evaluation with Coastland and the reserve study. Scott asked if Coastland would be able to use components from the reserve study to assist with their report. Discussion ensued. Carolyn Abst commented about the shared agenda between the TCFD and the District regarding grants and suggested the grant committees get together. Chris Feddersohn invited director Jay Kvapil and Spencer Lipp to stop by his house regarding a leak he wanted to show them.

10. **Approval of the bills:**

Kris Kilgore moved to approve the bills- Spencer Lipped second- **motion passed unanimously**

11. **Setting the Agenda, Time & Place for June 22, 2023 –**

John Gray moved to set the Agenda for June 22, 2023- Kris Kilgore seconds **motion passed unanimously**

12. **Adjournment:**

John Gray moved to adjourn the meeting-Kris Kilgore second- **motion passed unanimously**

Attest: _____ Date 6/24/23

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

DRAFT