

Timber Cove County Water District June 2026 Board Meeting Minutes

Date: June 27, 2026 **Location:** 22098 Lyons Court Jenner CA 95450 **Time Called to Order:** 10:32 AM

1. Call to Order and Roll Call

- Meeting called to order by Spencer Lipp.
- Directors present: Spencer Lipp, Jay Kvapil, John Rea, Jess Weber and John Gray

Attendees: Melany Collett, Yvonne Gray and Alfonzo Portugal

Zoom Guests: Akasha Barickman and Michael Miller

2. Approval of Agenda

- Motion by Spencer to approve the agenda with removal of item 10 (HOA use of administrative building).
- Seconded by Jay Kvapil.
- **Vote:** Unanimous approval.

3. Public Comment

- Suggestion to discuss well regulation and E. coli concerns at a future meeting.
- Board acknowledged prior research and agreed to add the topic to a future agenda.
- Administrative note: Board packets will only be provided upon request due to high printing costs and the board packets are posted to the website

4. Approval of Previous Minutes

- Motion by John Rea to approve May 2026 meeting minutes.
- Seconded by John Gray.
- **Vote:** Unanimous approval.

5. President's Report

- Update on Amanita main leak: Staff responded quickly and safely; repairs made to a coupling, not the main pipe.

6. Operator's Report- by Alfonzo Portugal III

- Water production just under 400,000 gallons.
- Commercial metering for Caltrans project disconnected.
- Unaccounted water loss near 23%; ongoing leak on Timber Cove Road being addressed.
- Reservoir nearly at capacity; operational challenges with direct-to-filtration pumping discussed.
- Valve exercising started; some valves not fully functional.
- Meter reading improvements underway.
- Generator auto-transfer switch installation progressing.
- Fire abatement and filter media replacement ongoing.
- Amanita leak repaired with C900 pipe and double iron couplers.
- For a copy of our operations monthly report click here
<https://www.timbercovecountywaterdistrict.org/files/ce80b228a/May+2026+operations+report.pdf>

7. Treasurer's Report by Melany Collett

- Assets stable; account balances increased.
- May income exceeded expenses; reserves need replenishing.
- Unusual expenses and annual costs reviewed.
- For a full copy of our treasurer's report click here
<https://www.timbercovecountywaterdistrict.org/files/a533afd83/TCCWD+May+Treasurers+Report+DRAFT+Final.pdf>

8. Draft Budget Approval

- Updates: Workman's comp and administrative building loan line items revised.
- Budget reflects potential rate increase per Proposition 218.
- Motion by Jay Kvapil to approve the draft budget.
- Seconded by John Gray.
- **Vote:** Unanimous approval.

9. Leak Policy Revision

- Board reviewed and discussed the leak policy in detail:
 - **Board Discretion:** All leak forgiveness is at the board's discretion.
 - **Intentional vs. Unintentional Use:** Intentional use (e.g., filling pools, irrigation) is not eligible for forgiveness; unintentional leaks (e.g., hose left on) may be considered.
 - **Responsibility:** Homeowner is responsible for everything from the meter to the home.

- **Policy Wording:** The board agreed to remove the bullet excluding irrigation, pools, spas, etc., to avoid confusion.
- **Application Process:** Customers must provide detailed information (as per a list of bullet points) and are strongly encouraged to attend the board meeting (in person or via Zoom).
- **Frequency:** Previous restriction of one forgiveness per lot every five years removed; now at board discretion.
- **Calculation:** Leak forgiveness is based on the customer's 12-month average usage; excess is billed at a reduced rate covering district costs.
- **Examples Discussed:**
 - Unintentional hose left on by landscapers: eligible for board consideration.
 - Deliberate pool filling: not eligible.
 - Past cases of denied forgiveness due to intentional use or tampering with meters.
- Motion by Jay Kvapil to approve the revised leak policy with the removal of the first bullet (regarding non-application for irrigation, pools, etc.).
- Seconded by Jess Weber.
- **Vote:** Unanimous approval.

10. Approval of Bills

- Motion by Spencer Lipp to approve bills.
- Seconded by Jess Weber.
- **Vote:** Unanimous approval.

11. Adjournment

- Motion by Spencer Lipp to adjourn.
- Seconded by Jess Weber.
- **Vote:** Unanimous approval.

Meeting adjourned.