

Timber Cove County Water District
Board of Directors
General Meeting Minutes
January 2022

1. **Call to order** - 10:05 am

Board members : John Rea, Kris Kilgore, John Gray, Spencer Lipp and Tim Winterer

Guests-Diane Feddersohn, Chris Feddersohn, Anne_Vernon, John Gray, Dyanna Stetina (Brelji & Race) Cindy Culcasi and Sal Culcasi, Melany Collett and Jeff Hughes

2. **Resolutions-Covid-19 State of Emergency conferencing meetings**-two relations were presented , one for the October 2021 meeting and one for the January 2022 meeting, Melany Collett explained that under the Brown Act the members of the Public have the right to attend and watch the board conduct business. Due to COVID-19 remote calling have been a way for the meetings to continue. Through the Governor's executive order meetings remotely have been approved.

The October resolution is number 2022-03 and the January resolution is number 2022-04

John Rea moves to approve resolution 2022-03, Kris Kilgore seconds-passed unanimously

John Rea moves to approve resolution 2022-04, John Gray seconds-passed unanimously

3. **Approval of Agenda-**

John Rea moves to approve the agenda, Tim Winterer seconds-passed unanimously

4. **Presidents report**-John Rea presents as the interim President of the Board. John stated that the State did an assessment of the District and recommended the securing the District as much as we could. John stated that there are bids come in for automatic gates at the Plant and the weir. John stated that the District has been losing a lot of water for 5 months or so to the tune of 100,000 gallons of unaccounted water monthly. John stated that there are a few bids for a leak detection services and he is awaiting a third. John stated that we need a treasurer and he has spoken to the Districts general council who stated that the decision to hire a treasurer is an executive board committee function. John reported that the source capacity study was accepted by the State and one thing we need to continue doing is file our reservoir data monthly. John explained that the board was given a report by OEI our Hydrologists and has asked the board to review it as a representative from OEI will be at the February meeting should they have any questions. John stated that an application for maintenance has been started with Fish & Game to clean the weir and

gravel. John said that Badger Meter will be at the February meeting bringing the total to three bids for smart meters, so the District can make a decision on the meters. John stated XIO (the electronic monitoring of the tanks) and other devices n our system should be installed by the second week in February . John stated that Jesse Barton the Districts council will be at the beginning of the February meeting to discuss Director responsibilities . John hopes that Zoom will be up and running for the February meeting. John stated that there will be a board action for an executive committee, John stated that a customer had complained about scotch broom around the Plant and office, Frank Fonsu and his son were hired and it looks really good around the District and encourages people to take a look . John Rea thanks Chris Feddersohn for his forward thinking and we owe a lot of thanks for his actions in guiding us to great employees and a great lawyer who specializes in special districts. Chris lead the change to lower the cost of water.

5. Election of Officers-

Position of President-

John Rea moves to elect John Gray as President-Tim Winterer seconds-Kris Kilgore nay-passed unanimously

Kris Kilgore moves to nominate herself as President-no second-motion off the table

Position of Vice President-

Kris Kilgore moves to nominate herself-no second-motion off the table

Kris Kilgore in discussion asked John Rea to step back and allow someone else to be Vice President , Kris says the same people continue to serve

Tim Winterer nominates John Rea-John Gray seconds-Kris Kilgore nay-passed unanimously

6. Approval of Minutes September & October 2021-October 2021 was deferred to the February 2022 meeting and September 2021 was presented

Kris Kilgore asked if we had a vote in for the Timber Cove Inn in September-Melany Collett said it was the October.

Spencer Lipp asked for a correction regarding the CIP item no 8.4 "it stated weekly meetings" and the meetings are bi-weekly, Melany Collett said she would correct that

John Rea moves to approve the September2021 minutes with the correction Spencer Lipp mentioned. Kris Kilgore seconds-passed unanimously

7. Operator's Report-Jeff reports that he has been filling in full-time while Ryan is on paternity leave and he stated Ryan should be back by early February. Jeff said the big topic

is rain and while pumping the booster pump at tank one began having electrical issues, Jeff had the local electrician come out and he couldn't fix it. Jeff called out the Pump Man who determined the pump and motor had failed. The pump and motor was replaced and on November 1, 2021. Jeff started pumping 24/7. Jeff said he pump over 2 million gallons in November raising the reservoir from 17 feet to 21 feet . In December he was able to pump 2.3 million gallons and reached overflow at the reservoir. Since December 30th Jeff stated that the reservoir has been at full capacity. Jeff stated that he only turned on the pumps in January once a week to top it off . Jeff said in January he pumped 300,000 gallons and the reservoir is at full capacity In November Jeff said that the SC100 controller had a power capacitor failure which led to the plant needing to be run manually until Ryan had the part overnigheted. Jeff came at night to grab the samples. Jeff said the distribution bacteria sample done in November came back clear and Decembers was clear as well. Jeff said they took samples of the TTHMs & acidic acid test which was good . Jeff stated it has been one year since the installation of the aerator and the District has had 4 quarterly samples and we are well below what we should be. Jeff stated since flushing the distribution system some may have a taste and odor. Jeff suggested filling up a pitcher of water and letting it sit in your refrigerator, Jeff said the water quality coming out of the creek has been really good. He has been able to do some direct filtering with it and it's been the best quality since he's been here. Jeff said in December he was doing some leak detection on his own and research on the unaccounted water loss by doing some static pressure testing. Jeff said Piazza will be doing back to finish repave on some of the road spots they hadn't completed due to weather. Jeff ordered two new mixers at about \$300.00 apiece. Jeff had the generator's annual inspection done and there was a problem . The part was ordered and they came back to fix it. Jeff stated XIO will be installed soon which should help with leak detection and data. Jeff is hoping to have a leak detection service out here by next month and has been taking in bids from companies. Jeff said new meters will be a huge help as some meters are over 20 years old. Jeff staled with the installation of XIO and AMR drive by for the meters will allow the District to track water loss and they will be able to drive around the District collecting the data from the new meters. Jeff stated that there had been some concern of water theft. They were able to take security measurements throughout the subdivision and did not see any evidence of that. Jeff and Ryan will be developing a maintenance plan at the weir. Jeff will be taking a course about water loss in small districts via a webinar through a university.

Kris Kilgore complimented Jeff on his report and asked about the SC100 fail. Jeff explained that Ryan was able to review the security camera to see nothing odd went on and it simply failed. Kris asked Jeff which pressure zones he tested, Jeff replied Signacio and Lyons.

8. Treasurer's Report-Melany Collett asked John Gray to defer the December Report until the February meeting. Melany stated that the 700 forms were accepted by the County.

Due to John Gray's election to the Board of Directors and the treasurers position vacated, Melany Collett, Secretary to the board of directors prepped and read aloud the October 2021 and November 2021 treasurer's power point presentations.

The full treasurers report can be found on our website at timbercovecountywaterdistrict.org

9. Old Business-

9.1 Admin office update-Ron stated they are looking at remodeling the current office and kit homes. Ron stated Margaret was looking into the kit homes as she has experience from working at the Resort. Ron and Margaret have been working with the planner. Ron stated the present permit for the building is with the Coastal commission but it's based on a renovation not a new building. Ron said we are looking at two issues time & cost. Ron said a renovation could run around \$100,000.00 whereas a kit house \$150,000-\$200,000. Ron said the time difference would be a renovation completed by years whereas a kit home would be the end of 2024 for completion. Ron suggests spending money on survey's and architectural fees. Ron suggested that two board members along with himself and Margaret Grahame present stuff at the next board meeting as an action item.

John Gray replied that the executive committee can help and he did some research on kit homes himself and got different figures.

6.2 CERP update (Community Resilience Project)-Spencer reported they have made good progress and have pretty much completed a preliminary feasibility study. Spencer explains is an analysis of what the community resilience project could do for the community. Spencer says the focus is on the public safety shut offs that the District encountered with PGE late summer and into the fall. Spencer stated it looks promising that this could carry the community through these shut offs.. Spencer stated they are looking at additional space for solar as of now the study has the panels floating on the reservoir,

Cindy Culcasi stated she was at the MAC meeting and Spencer did a great job presenting this project.

10. New Business Items-

10.1 Financial Transparency & Director Accountability-John Gray proposes that this be made part of the District's Rules & Regulations. John explains the need for transparency due to funds being spent without the knowledge of the general public. John explains the Brown Act requires this but it doesn't mean it's been adhered to. John proposes to put this together with the District attorney and bring it back to the board.

John Rea moves to present Financial Transparency and Director accountability to The District's attorney Jesse Barton-Kris Kilgore seconds-passed unanimously

10.2 Executive Committees-

John Gray moves to form an executive committee of two board members who will deal with personal issues, contracts, contractors, legal, issues, hiring

Kris Kilgore stated that the board in the past has brought issues before the board without decisions from the whole board specifically employee salary increases. Kris stated that she has not been allowed to be on a committee in the past and wants to be on one.

Spencer Lipp recalls voting on the raises.

John Gray stated that he does not agree with prospective employee being hired in a meeting that the executive committee could make these decisions.

John Gray moves to form an executive committee of two board members who will deal with personal issues, contracts, contractors, legal, issues, hiring-Tim Winter seconds-Kris Kilgore-Nay-passed unanimously

Chris Feddersohn stated that he did form a hiring committee that consisted of himself, John Rea and he brought in Melany Collett, manager and John Gray as treasurer. They interviewed multiple applicants and brought that to an executive session to hire them legally. Chris never gave anyone a raise outside the board and believes the false information should stop.

Melany Collett stated she and Lani have never received a raise. Melany explains that Jeff Hughes increase in salary wasn't necessarily a raise and he was hired at a lower wage with the promise of an increase in salary as he obtained more certifications. Jeff and Ryan's salaries were voted on in a meeting.

11. Payment of bills-

Kris Kilgore moves to pay the bills from October, November and December 2021-John Rea seconds-passed unanimously

12. Public comment-Anne Vernon spoke and stated as a marketing professional she has done surveys in the past and has taken a statistic class. Anne stated there are correct ways to do a survey that aren't prejudicial. Anne stated doing a survey while campaigning is the worst way to do one. Anne stated to the board if they wanted to do a survey it should be engineered by them and for the board to get advice on how to do one. Anne complimented Chris Feddersohn on his leadership and hopes to see his expertise in the future. Kris Kilgore stated she agrees with Anne regarding conducting a survey.

Bob Leitchner congratulated the new encumbrances to the board, Bob commented that the operators report was excellent today and well thought out.

Chris Feddersohn stated he is excited for the new board and congratulated John Gray as President and John Rea as Vice President. Chris said he may want to volunteer in the future especially in finding additional sources of water,

13. Setting of Agenda, Time and Place for the next meeting - February 26, 2022


John Gray advised the board that if they wanted any items added to the agenda to please submit that a couple weeks in advance. John also stated that no director should advocate on behalf of a customer. If a customer has a problem or an issue, they can email it to admin with details of the problem or issue and what they would like to outcome to be.

14. Adjournment of the meeting-

John Rea moves to adjourn the meeting-Kris Kilgore seconds-passed unanimously

Meeting adjourned 12:15pm

Attest


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

Date

