



Timber Cove County Water District

Board Meeting Minutes- September 27, 2025

1. Call to order: 10:00am-

Board- John Gray, Jay Kvapil, Spencer Lipp, Bob Leichtner and John Rea.

Guests- Alfonzo Portugal III, Melany Collett, Yvonne Gray, Ron Case and Scott Heffner

Guest via Zoom- none recorded

2. Approval of Agenda-

Jay Kvapil moved to approve the agenda, **Bob Leichtner** seconds; motion passed unanimously.

3. Approval of minutes from August and September 2025

John Gray deferred the minutes until the next meeting

4. President's Report-

John began by welcoming our new water operator Ian Collins to the district. John stated that Ian came to the district after taking courses at the JC and obtaining a T1 and D2 license. John stated he understands that Ian has now completed or is close to completing the T2 courses to test and get his T2 License as well. John reiterated that the district is happy to have Ian joined our team. John reported this month has had multiple challenges that have cost significant sums to make repairs to the plant as well as an unexpected leak that has been now resolved. John stated the Treasurer report will have over \$43,000 in unusual expense was incurred on various repairs. Fortunately, John stated that the district has reserves to be able to handle the repairs, but John reiterated has been and expensive couple of months.

John stated he and Melany met with MNS engineering on progress on the hazard mitigation plan which is getting close to completion and is still expected to be completed by years end. John stated that the LHMP does require FEMA review and approval, but the plan should be complete soon. John stated that Melany will also update all on the USDA loan process. John confirmed that it is a time consuming and complicated process but fortunately, we have a Weist law working on details for the district with the

USDA and it looks very promising. John reported Melany had also found a potential avenue for additional grants that we may qualify for. John stated while that is never a given, any potential source of funding is worth looking into. John reported that our office building has run into some delays and will explain them further in that section of the agenda.

4. Operator's report- Alfonzo reported to the board that he had been working on the deficiencies from the State regarding the sanitary survey. Alfonzo stated he did not meet the date of September 15, 2025, to provide the state a written response to the sanitary survey. Alfonzo stated he had been communicating with the state as he completed a deficiency. Spencer reviewed the timeline of when deficiencies are due and asked if Alfonzo how he was tracking the progress. Spencer stated that he wasn't sure if the timeframe by the state to meet the deficiency repairs was doable however tracking the progress in detail would be beneficial. Spencer stated that by doing this Alfonzo would be able to track when a task is due, if a part needed to be ordered and progress. Spencer stated if the deadlines are not reasonable, and one cannot be met Alfonzo would have back up to show the process and believes the State would be willing to work with us. Bob confirmed what Spencer was saying and that we would be able to provide evidence of good faith by documenting the progress in writing. Jay Kvapil agreed stating that a verbal from someone is not enough as they could say they don't remember the conversation. Melany stated she has been saved many times by being able to provide written documentation.

Alfonzo Portugal III read the operator's report. A full copy of the report can be found on our website at

6. Treasurer's report- Melany Collett read the treasurer's report. A full copy can be found on our website at <https://timbercovecountywaterdistrict.specialdistrict.org/files/3b6139eca/FINAL+TCCWD+Treasurer+Report+Aug+2025.pdf>

7. New Business

7.1- Leak forgiveness policy request- Ron Case was in attendance and explained that he discovered an underground water pipe break. Ron stated the break seemed to be caused by an adjacent tree root. Ron fixed the issue by rerouting the water line and the problem was alleviated. Ron stated before he discovered the problem and solved the break issue, he lost a considerable amount of water. Ron requested to utilize the leak forgives policy and that it would be greatly appreciated,

Bob Leichtner moved to approve the leak request forgives according to the district's policy and standard calculations and issue a credit to the account- Jay Kvapil seconds-motion passed unanimously

8. Old Business-

8.1 Lyons Court update-office building- John stated there will a delay in getting the concrete pad poured due to the excavating not being completed. John stated the Christy box hadn't been put in for the septic when the county came out to inspect on a Monday and they said they can't sign off without that done. John stated it was done when the county came back on Wednesday, however the county had another issue with entrance way as the entrance way was different on the stick-built plans vs modular plans and the detectable warnings weren't in the right place. John stated the county referred him back to our engineer and the also county stated we needed a special inspection for the rebar. John stated he showed the county where the error was, and a special inspection was not checked. John pointed out to the inspector that the plans were signed off with the detectable warnings in the wrong spot and that the inspector could have mentioned this Monday and we would have had the plans revised. Jay Kvapil asked what else is left. John stated the electrical needs to be completed with PGE and the concreted poured. John stated that we ran into a permit issue with the County with the wooden retaining wall and we will no longer be doing one. John stated we will be doing a three-foot rock wall that doesn't requiring permitting

8.2 LHMP grant update- Melany stated they had a Zoom meeting to which the final risks were identified, and the next phase is mitigation. Melany stated we hope to have a draft to FEMA by December.

Melany stated that she is looking into a grant for additional water storage,

8.3 Update on the USDA loan- Melany reported after board approval to hire Weist Law she sent the construction estimated costs to Coastland to add the 15% contingency and then sent it to USDA.

9. Public comment- Jay asked if we are prepared to fill up the resevoir the coming week. John Gray stated we can't until October per our permit.

10. Approval of the bills-

John Gray moved to approve the bills, Jay Kvapil seconds- motion passed unanimously

11. Setting the Agenda, Time & Place for October 25, 2025

John Gray moved to approve to set the agenda, time, and place at the Fort Ross Conservancy at 10:30 am, Spencer Lipp seconds- motion passed unanimously

12. Adjournment

John Gray moved to adjourn the meeting Bob Leichtner seconds- motion passed unanimously

Attest: _____ Date _____

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

DRAFT