Timber Cove County Water District

Board Meeting Minutes

April 2023

1. **Call to Order:** 10:01 am

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

Guests- Jeff Hughes, Joe Ball (via Zoom), Melany Collett, Alex Kramer, Cindy & Sal Culcasi, Yvonne Gray, Steve Van Saun, Nelly Hughes, Chris Feddersohn, Anne Vernon, Scott Heffner, Bob Leichtner

2. **Approval of Agenda: John Gray moved to approve the agenda, Kris Kilgore seconds- passed unanimously**

3. **Approval of Minutes:** from the March 25, 2023, meeting- **Deferred to June meeting**

4. **President's report-** John welcomes Joe Ball, our new employee. John stated rates will be discussed on the agenda. John reached out to the CA finance committee of rural development. John has done an online funding fair and signed up for a funding fair in person to seek grants for the district. John went to a meeting attended by Lynda Hopkins and stated she was supportive of getting fees waived for the new admin building. John spoke with supervisor Hopkins regarding the hazard mitigation plan through FEMA. John stated Coastland is in attendance to present on a full system evaluation

5. **Operators report:** Jeff reported April was a smooth month and that he was training the new operator Joe. Jeff reviewed a comparison of water production from last year vs this year. Jeff stated total water production thus far is 352,000.00 gallons which is sixteen gallons a day compared to eleven gallons a day last month. Jeff hopes water consumption will increase with the weather changing and summer approaching in Timber Cove. Jeff stated the rain had stopped and they resumed pumping and they pumped 340,000 gallons. Jeff stated the reservoir is full and the water is flowing so the pumps are running at full speed. Jeff believes at this rate we would be able to stay topped off at the reservoir throughout June and July. Jeff stated he went to start the pump at the creek for quality maintenance and noticed a relay in the electrical box, once he did

some trouble shooting he discovered the probes were heavily corroded. John Giddings came down and showed Jeff how to take it apart and clean it. Jeff stated that due to rain and the creek running turbid the lab results showed the total organic carbon was close to what is at the reservoir. Jeff stated we were reducing total organic by 21% during our process which is 2.3 and now we will be starting at 1.4 and he hopes to reduce that by 30%. Jeff explains that this will reduce chlorine demand and reduce disinfected byproducts. Jeff received a complaint from a newer homeowner regarding their water pressure. They told Jeff their neighbor has had the same issue for 15 years. Jeff went to the property and tested the hydrant above these properties and the pressure was at 95 PSI. Jeff discovered there were PRVs (pressure reducing valves) on the customers side of the meters for both properties. The PRVs were turned all the way down as they are adjustable. Jeff reviewed how to adjust the PRV with the customer who initiated the complaint and was able to go from 20 psi to 70 psi. Jeff helped the neighbor as well. Jeff stated customers most likely have these and recommends they be serviced every 3-5 years. This is at the homeowner's cost as it is on the customer's side of the meter. Jeff also recommended that the customers install a ball valve immediately after their meter or backflow device, so they have a good shut off verses using the Districts meter valve.
NOTE: to request a copy of the operator's power point presentation email admin@tccwd.org

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

7. **New Business**

7.1 Presentation from Coastland on full system evaluation- Steve Van Saun presented Coastland full system evaluation. Discussion amongst directors ensued

7.2 Funding fair CFCC- John, Spencer and Jeff are signed up for this online funding fair that will discuss various funding opportunities out there

7.3 Final Audit to submit to Sonoma County

John Gray moves to submit final audit to Sonoma County -John Rea seconds- motion passed

7.4 Resolution ordering election to be held and requesting consolidation with the November 7, 2023, election

John gray moved to approve the above resolution-resolution number 2023-E1 -Kris Kilgore seconds-motion passed unanimously

Directors agreed the District would pay for the candidate statements/election fees

7.5 Funding opportunities, federal, state & local agencies- Kris Kilgore stated there may be funding opportunities out there for the District and discussed different agencies to sign

up with (www.grants.gov) . Kris proposed a committee be formed to research these opportunities

7.6 **Annual/Biannual tour of Plant**- Jay Kvapil asked for a tour of the plant when he became a director and stated it helped him understand a lot of what is talked about at board meetings. Jay would like the operators to publicize and offer the public an annual tour of the plant. Scott Hefner suggested a virtual tour to put online, and Jeff agreed as customer education is important to him. Action withdrawn by Jay Kvapil

7.7 **Adoption of scheduled Asbestos testing in DS1 area** - Being a resident on Amanita Circle Jay addressed rumors he has heard regarding the Amanita asbestos pipes. Jay suggested at the cost of the District annual asbestos testing be done, Jay suggested various locations as well as inside a customer's home. Discussion ensued with directors and guests. Jeff agreed to find out the requirements of where the samples can be taken from and get back to the board.

John Gray moved to conduct annual asbestos testing in the DS1 area and if the District finds out they can take it from a tap inside a customer's home they will take it from the tap and the annual testing will start from that point forward, if it is confirmed the testing the District has recently done is correct then the annual testing will start from that date-Kris Kilgore second- motion passed unanimously

7.8 **Obtain proposals to excavate joint sections in DS1 area** - Jay said he was not ready to vote on any of them without seeing what they all are, the cost, and what the benefits of them are. Discussion ensued. Action withdrawn by Jay Kvapil.

7.9 **Obtain proposals for estimated cost of replacing cement/asbestos Pipes in DS1 area using horizontal drilling**-discussed amongst directors and 7.8 and 7.9 will be moved to old business per John Gray - Action withdrawn by Jay Kvapil

8. **Old Business**

8.1 **Meter update -** Jeff stated he and Joe will start the installation of the new meters this week and Piazza will help them as needed. Melany will be working directly with the software company; Jeff stated the June reading will be done manually and the following month we should be operational.

8.3 **Water rate discussion** - John Gray discussed the resolution that lowered the rate, and it affects putting the District in negative cash flow position. John acknowledged it was not an action item on the agenda and could not be voted on today. Discussion ensued. This item will be on the June agenda.

8.4 **Lyons Court office permit:** John Gray stated the coastal permit was issued and is working with Lynda on getting fees waived. John said we are at a point to get cost estimates. Kris Kilgore suggested looking into a USDA loan.

9. **Public Comment:** Scott Heffner asked when the board may vote on Coastland or another engineering firm, Cindy Culcasi reminded the board the public comment is reserved for items not on the agenda. Melany warned the board that the owl can pick up what the board is saying up at the table and that she did not think Chris Feddersohn was treated fairly with his comments during rate the discussion.

10. **Approval of the bills: Kris Kilgore moves to approve the bills, Jay Kvapil seconds- motion passed unanimously**

11. **Setting the Agenda, Time & Place for May 27, 2023 - John Gray moves to set the agenda Spencer Lipp seconds- motion passed unanimously**

12. **Adjournment:** 1:11 pm

Attest: _____ Date 4/24/23

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