



*Timber Cove County Water District*

*Board Meeting Minutes - January 2026*

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

**Board-** Spencer Lipp, John Rea, John Gray, Jay Kvapil and Jess Weber

**Guests-**Melany Collett, Alfonzo Portugal, Diane Feddersohn and Anne Vernon

**Guest via Zoom-** this was an in person meeting only

**2. Approval of Agenda-**Spencer Lipp moved to approve the agenda -John Gray seconds-motion passed unanimously

**3. Approval of minutes from-**Spencer Lipp deferred December 2025 minutes

**4.President's Report-** Spencer reported that operator Ian had given notice, and his last day would be February 6, 2026. Spencer thanked Ian for his work and wished him luck in his future. Spencer stated the district will be looking to fill his position immediately, Spencer reported the district did have some storm damage that resulted in the removal of some trees to prevent any damage to the new building. Spencer reported that a tree had fallen on the septic lid, but no damage occurred. Spencer stated the district still has lots of work to do to finish up the building and it is great to be meeting in it today.

**5. Operator's report-** Alfonzo reported he is still working with beacon with their graphs and reporting the accuracy of the billable water and unaccounted water loss. Once the report is correct we will post them to our website.

**6. Treasurer's report-** Melany Collett read the November and December 2025 and treasurer's report. A full copy can be found on our website at

**November treasurer's report**

<https://www.timbercovecountywaterdistrict.org/files/7b3c83883/Treasurer+report+November+2025+.pdf>

**December treasurer's report**

<https://www.timbercovecountywaterdistrict.org/files/8b30bf9d4/Treasurer+report+December+2025+.pdf>

## **7. New Business**

**7.1-Redwood Credit Union resolution for check signers**- by resolution 2026-RCU1 the board resolved to remove the current checks signers and replace them with Spencer Lipp and Jay Kvapil

**Spencer Lipp moved to approve the resolution John Gray seconds-motion passed unanimously**

**7.2-LAIF-resolution for name change to withdraw funds**- by resolution LAIF 2026-01 the board of directors resolved to remove John Gray as transferee and replace the transferee name to Spencer Lipp

**Spencer Lipp moved to approve resolution John Rea seconds-motion passed unanimously**

### **7.3 Bid from Firebrand for auto switch on generator-**

The board reviewed a bid from firebrand to add an auto-switch to the generator at the plant. Firebrand also included a bid to do the trenching . The board discussed getting additional bids for the trenching to compare the costs of trenching.

**Jess Weber motioned to approve the Firebrand bid for the auto-switch only, John Gray seconds -motion pass unanimously**

*Note: Melany Collett invited the board of directors outside the admin office to show them what was going on with the ADA ramp. The ADA ramp was not affixed to anything permanent and it the wood the legs were sitting on were not compliant with the County of Sonoma and already deteriorating . Melany also showed the work that needed to be completed such as the rock retaining wall and the drainage along the left side of the ADA pad as well as the where the striping , signs and curb stop would be done per county requirements.*

**7.4 Bid from smooth style concrete for ADA ramp-Jay Kvapil moved to approve the bod from Smooth Style concrete-John Gray seconds-motion passed unanimously**

**7.5 Bid to remove ADA ramp and reinstall it- Spencer Lipp moved to approve the bid from G. Case to remove the ADA ramp and re-install it after the concrete foundation was installed-Jay Kvapil seconds-motion passed unanimously**

**7.6 Bid for rock retaining wall-admin building-** Jay Kvapil moved to approve the rock retaining wall bid from Nason Excavating-Jess Weber seconds-motion passed unanimously

**7.7 Bid from Paving & Co for ADA striping, signs and curbs-** Spencer Lipp moved to approve the bid from Gateway Pavers for the ADA striping, signs and curb stop-Jay Kvapil seconds-motion passed unanimously

**7.8 Backflow prevention device for admin building-**Alfonzo informed the board that the backflow prevention device was already installed -no action needed

**7.9 Moving funds from LAIF-**The board discussed the amount of money to be moved from LAIF based on the bids approved at the meeting

**Jay Kvapil moved to transfer \$50,000.00 from LAIF to the operating account-**John Rea seconds-motion passed unanimously

**7.10 Board meeting schedule-** Spencer Lipp proposed setting the meeting schedule for the remainder of the year and posting it to the website

**Spencer moved to approve the 2026 meeting calendar-**Jay Kvapil seconds-motion passed unanimously

A copy of the 2026 meeting schedule can be found on our website at <https://www.timbercovecountywaterdistrict.org/board-meeting-dates-for-2026>

## **8. Old Business-**

**8.1 Update on Lyons Court-**the meeting was held in the building -no update needed

**8.2 Updated on USDA loan-**John Gray reported the cost of the loan with bonds and fees is at \$1,438,006.00 and the USDA engineer is still reviewing our file and they have requested the audit. Melany stated as soon as the audit is done it will be sent to them.

**8.3 Update on LHMP-**Melany reported its ongoing and hopes to have public meeting soon

## **8.4 Discussion on additional water sources-**

**8.5 Backflow prevention testing-**Melany discussed that the back flow prevention testing has started by R&H Sons. The costs of the inspections will be passed onto the customer. Melany explained that the remaining customers who don't have back flow prevention devices will be required to get one. Melany explained that she and Alfonzo will be working on public notifications and requirements after the cross connection program (CCCP) is

competed. Scott Heffner asked if there were going to be group discounts and Melany stated she would look into it. Discussion ensued

**9. Public comment-** Jay Kvapil noticed an empty lot was for sale and wondered if that had anything to do with the raise in base rate, Jay stated if so that could be a good thing as maybe someone with the intent to build will buy it.

**10. Approval of the bills-Spencer Lipp moved to approve the bills-Jay Kvapil seconds-motion passed unanimously**

**12. Adjournment-Spencer Lipp moved to adjourn the meeting; Jess Weber 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