



*Timber Cove County Water District*

*Board Meeting Minutes - December 2025*

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

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

**Guests-** Melany Collett, Yvonne Gray, Alfonso Portugal III and Scott Heffner

**Guest via Zoom-** Jess Weber and Linda Wiles

**2. Approval of Agenda-**

**Jay Kvapil moved to approve the agenda, John Rea seconds; motion passed unanimously.**

**3. Approval of minutes from October 2025**

**Bob Leichtner moved to approve the minutes ; Spencer Lipp seconds-motion passed unanimously**

**4. President's Report-** John Gray began by stating he would like to formally address an issue that prompted a special meeting on October 30, 2025. John stated the meeting was intended to be a closed session focused on a personnel matter, but the operator chose to make it public instead.

John stated reason for the meeting was to determine how to address false information provided to the State. John reported that the information provided was not accurate and he would characterize it as a fabrication. John stated he corrected the record with the State to ensure they knew the facts and that what they were provided was untrue.

John stated the operator had sent an email to the State that included false information. John stated the operator told the State he had been the sole operator since May and had to rely on his 7 ½ years of experience to address issues from a badly neglected district. John stated that would indicate that the district did nothing to assist him, leaving him on his own, which is blatantly untrue.

John stated the district had an independent contractor to assist initially and rehired a previous head operator on July 1, 2025 to assist him to get the filter trains operable and provide him additional assistance and training. John stated when the email was sent to the state claiming the operator was the sole operator, the qualified operator the district hired timecards showed he had already worked

193 hours in the couple months leading up to his email. John stated that is a far cry from being alone and sole operator.

John stated in addition, he had become aware of the district's truck being used to cross the bay bridge by our operator giving a relative a ride to the airport. John stated had multiple discussions regarding whether the operator was allowed to use the truck for personal use. John stated the operator had been allowed to use it to get home and to work on occasion when he lacked transportation to get to work, it was made clear that it was only temporary use while his own truck was being repaired.

John stated the operator claimed he had permission from Melany the GM who denied that he was given permission.

That claim seems implausible given she had brought the issue to our attention of his taking the districts truck without authorization, and he had put in text messages to her each time he requested to use the district's vehicles but, on this occasion, did not. This seems not credible given the other false statements given to the state which prompted our calling the meeting in the first place.

We had 4 directors attend the meeting as one director was unavailable due to an emergency. 2 of those directors felt that providing this false information was not reason for any discipline and the matter was not voted on as a result.

I do however find it disturbing when truth and documented facts are so easily discarded when it does not align with a narrative some folk would like to present. This was not an "Embellishment" It was untrue statements and needs proper documentation which was done with my correcting the record with the State.

John reported the district received a citation from the State for failure to provide proper bacterial samples for testing in July. John stated this was a serious issue and violation. John reported he does do not know what action the State may take or what fines we could be subject to as a result of this violation yet as a result.

John reported he and Melany had a meeting this past month with the USDA. John reported the tone was positive, and there is follow up meeting with them this week.

John stated there will be swearing in of directors today and the election new officers as well as an executive committee which John believes should be limited to president and vice president. John reported that the executive committee has check signing authority and the ability to represent the district on various issues which is something the rest of the directors may not do without board approval.

John further noted that the executive committee in general would also be able to address personnel issues as well

**5. Operator's report-** Alfonzo Portugal III began and replied to two statements made by John Gray in his president's report. Alfonzo stated the president brought up some additional comments on an action that was taken in a meeting held in October. Alfonzo stated he had asked for information from that meeting he hasn't received. Alfonzo stated

that an operator the district had hired did not start until approximately the 17th of July and that he wanted to get those items cleared up from the statement read by the president.

Director Jay Kvapil asked Alfonzo if he still stood by the statement that that he was working alone for a considerable amount of time. Alfonzo said yes he did from the period of May 5th through July 17, 2025, as the sole operator. Alfonzo stated the wording could have been a little bit different and the state is well aware of the circumstances. Alfonzo stated if there is an issue regarding his honesty or anything else he would like to have that brought up immediately. Alfonzo reported that Ian had passed his T2 licensing.

Alfonzo read the operator's report. A full copy of the report can be found on our website at <https://www.timbercovecountywaterdistrict.org/files/dccd0acea/November+2025+operator+report.pdf>

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

<https://www.timbercovecountywaterdistrict.org/files/e0491a958/Treasurer+report+October+2025+.pdf>

*Note: the November and December treasurer's reports will be available at the January 2026 board meeting*

John Gray made mention that he believes there is a discrepancy somewhere with the reported water sales and or billing. John states he used to be able to predict the following months income by billable water sales from the residents and TCI and multiplying that number by the costs per gallon. John stated each month the number gets farther and farther apart making it hard to predict. John stated the meter reads should translate into billing. Alfonzo and Melany will investigate.

## **7. New Business**

Before the swearing in of directors Bob Leichtner addressed the board and community Bob stated he had appointed to position on the water district several times beginning 5-6 years for a different board to assist with overdue financial reports. With this board Bob was on the capital improvement committee with Spencer Lipp and Bob said it was a wonderful experience. After that Bob stated the board appointed him to a two-term due to a resigning director to which he just finished up. Bob stated he has enormous respect and appreciation

**7.1- Swearing in of Directors-** Melany Collett administered the oath of office for the newly elected directors Jess Weber and John Gray. We welcome them the TCCWD board of directors.

**7.2 Election of officers-** John Rea asked that he be excluded from holding any office position

**John Gray moved to nominate Spencer Lipp as President and Jay Kvapil as Vice President. Both Spencer and Jay accepted the nominations. John Rea seconds the motion. Motion passed unanimously**

*Note: Spencer Lipp moved into position of President to conduct the remainder of the meeting. Spencer announced that he will conduct the agenda in a similar manner as John Gray did as far as opening the agenda for any board member to add to an agenda.*

**7.3 Election of executive committee-** Spencer began by stating this committee is formed to interface with the employee. Spencer stated that traditionally it was the president on the executive committee.

John Gray moved for Spencer Lipp and Jay Kvapil to be the executive committee; John Rea seconds-motion passed unanimously

**7.4 Election of committees-** There was a suggestion to defer action on the infrastructure committee until further clarification is provided. Spencer mention there had been The infrastructure committee was previously formed to create a capital improvement plan. Discussion ensued that suggested the committee may not be necessary until the projects identified begin. The board is considering the formation of a new committee to represent the district in future infrastructure projects. The committee's role would include ensuring compliance with USDA requirements and overseeing engineering firms for the projects identified in the USDA loan.

**7.5 Election of committee for USDA-** John Gray explained that he and Melany had been working with the USDA loan for well over a year. John stated that they have worked directly with the rep at USDA, and they have a personal repour. John stated they were near the end of the deal and his recommendation is that it continue. John stated he can no longer act on behalf of the district without the approval of the board. John said he ran for reelection to see this deal through. Spencer agreed and stated constancy is key.

**John Rea moved that John Gray is authorized to continue working with USDA on the loan until it's competition- Spencer Lipp seconds-motion passed unanimously**

Scott Heffner volunteered to be on this committee. Jay Kvapil explained that when the board is looking for non-board member input on strategies and the future it would be to the benefit of the District to have a non-board member on a committee but not have a non-board member representing the board to a government agency. Discussion ensued

**7.6 Approval for GM Melany to research grants-** board determined no approval needed as researching grants is within her job scope.

**7.7 Request for leak forgiveness on Ninive-** Customer was not available to speak in person, however, did write in to request leak forgiveness. Spencer explained the leak forgiveness policy to new director Jess Weber. Melany explained the leak was approximately 16,000 gallons. The customer couldn't locate the leak and hired American Leak Detection, and they located the leak and repaired it. Alfonzo explained it was pvc pipe under their walkway.

**Jay Kvapil moved to approve the leak forgives based on the district's policy, Spencer Lipp seconds- motion passed unanimously**

**7.8 CCCP (cross connection control programs & hazard assessment) contract with R&H Sons-** Melany explained the work had already begun by R&H Sons and this bid was presented in 2025 and approved by our chief operator. Melany had the bid updated and the cost for the hazard assessment and backflow testing needs to be approved as the work has commenced.

**Spencer Lipp moved to accept the contract from R&H sons to perform the cross-connection survey in accordance with the new regulations per the cross-connection policy handbook -Jay Kvapil seconds-motion passed unanimously**

**7.9 Vote for prop 218 rate increase-** Spencer Lipp wanted to give a refresher of the events of the prop 218 hearing. Spencer explained that the district hired a firm who conducted rate analysis study. Spencer stated this was a precursor to be able to apply for loans and grants and it was something we had to do. Spencer explains this firm looked at our unfractured and what they felt was needed based on a ten-year outlook. By doing this Spencer stated the firm had developed a rate schedule for the board to consider annually. Spencer stated that the district is in the third year. Discussion ensued.

**Jay Kvapil moved to continue with the proposition rate schedule previously adopted which the public has received, John Gray seconds- motion passed 4-0 John Rea, John Gray, Spencer Lipp and Jay Kvapil Ayes**

Note: Jess Weber left the meeting due to a previous commitment and was off zoom at the time of the vote

for a copy of the rate schedule click here

<https://www.timbercovecountywaterdistrict.org/files/1f172238e/Prop+218+rate+schedule.pdf>

**7.10 Proposed payment plan with customer-** Spencer explained that we could not get too detailed with the numbers in a public meeting. Melany explained that the customers had been in a previous payment plan that they defaulted on, and Melany stated that she has filed liens fbo of TCCWD against both of their properties. Melany explained that she sought the District general council as she was not in a position to extend the payment plan

again. Melany informed the board the customers water service was terminated on November 9, 2026. Melany also gave the board the proposal by the customer.

**Jay Kvapil moved to accept the proposal as written, John Rea seconds- both John Gray and Rea declined to accept the proposal. discussion ensued.**

Spencer stated that due to the considerable amount owed and the lates fee he would be ok with payment for water fees and base rate and negate the late fees. Jay Kvapil stated he did not agree as the board has not done that for other customers and it may send the wrong message to customers if they allowed their bills to go unpaid they wouldn't have to pay the late fees. Jay proposed that the customer pays everything and signs an agreement to pay the late fees on a monthly basis. John Gray proposed they pay 50% now and have a payment plan for the balance. Spencer and John Rea both stated these customers have defaulted many times before on a payment plan.

**Directors voted motion did not pass- 4-0- John Rea, John Gray , Spencer Lipp and Jay Kvapil Ayes**

**John Gray moved that the customers pay the water charges and based rate in full to get their water turned back on and all late fees must be paid with a payment plan for the late fees be paid off within 12 months -Jay Kvapil- motion passed 4-0- Ayes John Rea, John Gray , Spencer Lipp and Jay Kvapil**

7.11 Citation issue by SWRCCB to TCCWD- The board addressed a citation received from State Water Resources Control Board for failure to perform a routine sample in July. Alfonzo will be creating a spreadsheet to track all water samples for the year to ensure compliance

**7.12 Tour of TCCWD plant-** deferred for a future date

## **8. Old Business-**

**8.1 Lyons Court update-office building-** Melany said the septic and fire inspection was finialed. Melany is trying to get a temporary occupancy certification

**8.2 USDA-**John Gray explained USDA is able to do the environmental report in house

**8.3 Update of LHMP-**Melany stated its ongoing and a public meeting will be scheduled in the upcoming weeks

**9. Public comment-** none

**10. Approval of the bills-**

**Jay Kvpil moved to approve the bills, Spencer Lipp seconds- motion passed unanimously**

**11. Setting the Agenda, Time & Place for January 28, 2026, at 22098 Lyons Court Jenner, CA 95450**

**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**

**Spencer Lipp moved to adjourn the meeting John Rea 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