Timber Cove County Water District

Board Meeting Minutes- January 2024

1. **Call to order- 10:03 am**

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

Guests- Joey Ball, Melany Collett, Yvonne Gray, Michael Smallen and Drew Ferrante

Guest via Zoom Alex Kramer and Renee Fernandez-Lipp,

2. **Approval of Agenda-**

John Rea moved to approve the agenda, Bob Leichtner seconds- pass unanimously

3. **Approval of minutes from –**

October 2023 **John Rea moved to approve the 10/2023 general session minutes - Bob Leichtner seconds-passed unanimously**
December 2, 2023, public hearing- **John Rea moved to approve the 12.2.23 public hearing minutes - Bob Leichtner seconds-passed unanimously**
December 2, 2023, general session- **John Rea moved to approve the 12.2.23 general session minutes -Bob Leichtner seconds-passed unanimously**

4. **President's Report –**

John began stating there were some ongoing challenges with connectivity due to internet outages that contributed to yet another crash of our computers. John stated although the district has made some strides in the integration of our software with our new meters and billing software, it has not been without some hiccups.
John reported that due to recent outages have delayed the billing process once again which will result in 2 months' bills coming close together.
John stated that the new rate structure is now in effect and customers will see those new rates on bills being sent out in February.

John reported after months of searching, the district has a new backup operator, Drew, who is progressing well and a good addition to our team.
The addition of Drew to our team enables us to keep up with our maintenance and condition of our reservoir more effectively.

John stated that our head operator Joey has been very effective in locating and eliminating leaks resulting in a substantial reduction of water losses. John reported that the reservoir is at 100% capacity . John stated that the resevoir level is very good news as we are currently well equipped to ensure continued delivery of water even if we were to enter into another drought.

John reported Joey has also been working diligently on supplying Coastland engineering information to aid them in an evaluation of our districts systems. Joey will cover in his reports.

John reported Melany has been diligent in working with various agencies on our grant requests as well as our annual audit and the audit is close to being complete. John stated that an appraisal of our land holdings will aid our auditing firm to reflect the fixed assets more accurately on our balance sheet , which has been undervalued . John said this along with and our new rate structure and the prop 218 study it should assist the district in obtaining better terms for financing for much needed improvements in our infrastructure as well as construction of a legal office with a proper sanitary facility. John stated this is important as it could potentially enable the district to make improvements to the infrastructure , working conditions for our staff and limiting further drawing down of our reserves.

5. Operators Report-

Joey Ball chief operator read the report which can be found on our website here
October 2023 Operator's Report

Joey introduced new the new operator Drew Ferrante. Drew spoke to the board about his resume and the directors welcome him aboard

5.1 Bladder tank purchase-

Bob Leichtner moved to approve the operating staff to obtain replacement tanks, preferably two replacement tanks with the anticipated costs to be $3000.00 , Spencer Lipp seconds- passed unanimously

Discussion ensued with the Board . Bob suggested Joey speak directly with John Gray should the costs come in higher than the motion allowed.

6. Treasurer's report-

Melany Collett presented the treasurer's report which can be found on our website here September Treasurer's Report Presented in October 2023

6.1 Melany reported the appraisal is still in progress and should be received soon

**Note the WIFI was going in and out and resetting the ZOOM during this time*

7. New Business

7.1 Swearing in of Directors- Jay Kvapil and Spencer Lipp were sworn in by President John Gray. We are grateful to Jay and Spencer for continuing to serve on the board under a 4-year term and their contributions to the community and commitment the district.

7.2 Septic Bid- John Gray presented the septic bid for 22098 Lyons Court (Admin) office to the board from Timber Cove Excavating . John explained the difference in costs should the septic bid be wrapped into the costs of the new building with the contractor. John explained that if the costs were to be included with the contractors costs the district would be paying substantially higher costs due to prevailing wages . John also stated that the estimate could increase if the board defers the approval. John also stated that once the building does get approved the septic would be done. Bob Leichtner asked if there were any reasons why the board shouldn't vote on it. John replied no Jay also noted that the bid was in the name of the HOA and brought up the discussion of shared space. Discussion ensued.

Spencer Lipp moved to approve the septic bid by Timber Cove Excavating and Bob Leichtner second-passed unanimously

7.3 Admin office bid- John Gray explained to the board that he would defer this bid as he did not have the contractors bid in yet , John is hoping to hear from him soon. Discussion ensued

7.4 GM Financial responsibility/Starlink purchase- John stated he was reluctant to purchase the Starlink for the admin office as he thought the WIFI issue was temporary . John stated he thought it would be considered a capital improvement but realized we could not conduct business and approved the Starlink. John wants to make sure we aren't put in the same position having to wait until the following month if something happens to get board approval if it affects our conducting business . John mentioned that there was a resolution years ago approving the former GM to spend up to $20,000.00 in an emergency situation, Melany stated it was not the former GM, it was her. Bob suggests that after the authority is applied in an emergency report it to the board and ask the board to ratified what was done.

John Gray moved to ratify the purchase of the Starlink system for the ADMIN office, Jay Kvapil seconds-passed unanimously

7.5 Office Laptop- Melany Collett explained that the laptop she used for district business was bought after the NorCal fires and has been used for District business therefore she doesn't have one personal business. Melany asked the board to replace her Mac Pro 15inch with a new one of the same make and she will give the District her current laptop

John Gray moved to replace Melany Collett's laptop, Bob Leichtner seconds,

7.6 Introduction of new hire- Drew was introduced under the operator's report, the board once again welcome him aboard

8. Old Business

8.1 Update of billing and meter reads- update was done in the operator's report

8.2 Grant update-. John informed the board he had received a call from OES asking a few questions . John stated we submitted, the office of emergency services (OES) approved our application and passed it to FEMA for final approval.

8.3 Coastland Study update – Joey stated in his operators report he is working on It and has a meeting scheduled with the

9. Public comment-

Bob Leichtner spoke a word of gratitude for Melany , Joey ,Drew and John Gray for rising to the occasion over a few difficult months and putting in a lot of hours and coming up with the best solutions they could . Bob said as a customer and board member it makes him feel good. Bob also stated that due to the difficulty in connection with the WIFI and ZOOM he stated the way we should prepare for the meeting is supplying really good written material in the board packet to include financial and operators report, that way the meeting is not hung up waiting for the ZOOM to reconnect. Bob says we should plan to do it the way we did it today which was the ability to read the material . Melany stated the Fort Ross School has new WIFI however due to our agenda being set we could not move the January meeting, Melany also stated that the HOA will hold their meeting there in March and we will wait to see how it works for them before we change our location.

10. Approval of the bills-

John Gray moved to approve the bills, Spencer Lipp seconds – passed unanimously

11. Setting the Agenda, Time & Place for February 24, 2024 -

John Gray moved to set the agenda for February 24, 2024, Bob Leichtner seconds-passed unanimously

12. Adjournment-

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

Attest: _____ Date 2/24/24

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