TCCWD July 2026 Board Meeting Minutes

Date/Time: July 25, 2026, 10:30 AM

Location: 22098 Lyons Court Jenner CA

1. Call to Order and Roll Call

- Meeting called to order by Spencer Lipp at 10:30 AM.
- Board members present: Spencer Lipp, John Gray, Jay Kvapil, Jess Weber and John Rea

Attendees: Melany Collett, Alfonzo Portugal III, Anne Vernon, Scott Hefner and Akasha Barickman

ZOOM Guests:.

2. Approval of Agenda

- Spencer Lipp moved to approve the agenda and Jay Kvapil seconded.
- Discussion clarified that item 12 did not require closed session as it was not performance-based.
- Motion passed unanimously.

3. Public Comment

- John Rea commented regarding the deteriorating culvert at the upper gate of the water plant, which is rusted and affecting the asphalt. Board agreed it should be addressed for safety.

4. Approval of Previous Meeting Minutes

- Discussion clarified context of budget note regarding potential rate increase per Proposition 218, included for USDA loan compliance.
- Jay Kvapil moved to approve minutes and seconded by John Gray.
- Motion passed unanimously.

5. President's Report

- **USDA Loan Approval:** The district received the USDA approval letter for the water replacement pipeline project after years of effort and compliance improvements.
- **Next Steps:** Engineering firm to be contracted for design phase; $250,000 in capital will be freed up for investment.
- **Water Loss:** Ongoing high unaccounted water loss due to leaks; efforts underway to identify and repair leaks, with SCADA system used for monitoring.
- **Operator Recruitment:** Still seeking another operator; Ryan is assisting temporarily.

6. Operations Report-Alfonzo Portugal III

- **Production:** Water production increased nearly 50% from last month due to two major district leaks and several customer leaks.
- **Unaccounted Water Loss:** Nearly doubled from last month, with about 50,000 gallons more lost, mainly due to leaks and hydrant flushing during repairs.
- **Major Repairs:** Two significant leaks on Amanita and one ongoing on Timber Cove Road. repairs included replacing couplers and sections of pipe, using available materials to save costs.
- **Customer Leaks:** Six customer leaks, four in one weekend in Zone 1, were detected and resolved, resulting in improved tank level stability.
- **Monitoring:** Emphasis on using SCADA for tank monitoring; Tank 2 lacks automated monitoring and relies on visual checks.
- **Filter Maintenance:** Media replacement completed for both filter trains; recommendations from ERS to be followed for maintenance.
- **PFAS Sampling:** New state-mandated PFAS sampling initiated, with strict protocols followed.
- **Valve Issues:** Noted need for additional or replacement valves for better isolation during repairs.
- **Project Tracking:** Suggestion to integrate operator's report with a project tracking list for better follow-up on ongoing and completed projects.

7. Treasurer's Report -Melany Collett

- **Financial Stability:** Assets and bank accounts remain stable at fiscal year-end, despite fluctuations in income and expenses.
- **Income:** Fiscal year water income exceeded projections by $52,000
- **Fiscal Year Expenses:**
    - Some expenses (office, administrative) were under budget.
    - Bookkeeping and legal services increased; professional consulting was $35,309 over budget but is mostly recoverable through the USDA loan.
    - Payroll expenses were $20,000 under budget.
    - Operations expenses were $90,000 over budget due to unusual repairs and engineering services, but these are largely one-time costs.
    - Vegetation management and system maintenance were higher than typical.
- **Fiscal Year Net Income:** Operating income fell short by $54,000, but net income was $82,000, with some adjustments pending audit and reimbursement.
- **Workman's Comp:** Insurance premium increased significantly due to carrier changes, but coverage was maintained without a lapse.
- **Unusual Costs:** Noted for handyman services, IT setup, framing, safety vests, and hazard mitigation planning (most to be reimbursed).

8. Motions and Votes

This section provides a summary of the Actions during the meeting.

1. **Approval of Agenda:** Motion passed unanimously.
2. **Approval of Minutes:** Motion passed unanimously.
3. **Transfer of Funds for Media Change Out:**
    - John Gray moved to transfer $61,830.00 from LAIF for filter media change out seconded by Jess Weber
    - Motion passed unanimously.
4. **Leak Forgiveness Policy Application:**

    - Jay Kvapil moved to approve leak forgiveness for a customer leak on Timber Cove Road (over 20,000 gallons lost) seconded by Spencer Lipp
    - Motion passed unanimously.
5. **Timber Cove Road Leak Repair Bid:**
    - Jess Weber moved to accept TC Excavating's bid for repair with urgency, without a strict time frame but with expectation of prompt action seconded by Jay Kvapil
    - Motion passed unanimously.
6. **Employee Compensation:**
    - John Gray moved to provide Alfonzo Portugal III a $500/month travel stipend, consistent with previous operators beginning July 2026 seconded by Jay Kvapil
    - Motion passed unanimously.
7. **Approval of Bills:**
    - Spencer Lipp moved to approve bills as presented seconded by Jess Weber
    - Motion passed unanimously.
8. **Adjournment:**
    - Spencer Lipp Motioned moved to adjourn was made, Jess Weber seconded and passed unanimously.

9. Other Notable Discussions

- **Solar Power:** Discussion about high PG&E bills and potential for solar installation; to be considered for a future agenda.
- **Project Management:** Emphasis on tracking ongoing, pending, and completed projects for better board oversight.

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