TIMBER COVE COUNTY WATER DISTRICT
Board of Directors
General Meeting Minutes
January 28, 2023

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

Board members: john Rea, John Gray, Spencer Lipp, Kris Kilgore (via ZOOM)

Guests Melany Collett, Jeff Hughes, Jay Kvapil, Mark Richardson, Jay Kvapil, Michael Sargent, Cindy Culcasi, Roger Simpson, John Rosson, Scott Hefner, Chris & Diane Feddersohn, Yvonne Gray and Bob Litchner

2. **COVID-19 Remote conferencing resolution: John Gray moved to approve the resolution; John Rea seconds-motion passed unanimously.**

3. Approval of Agenda:

John Gray moved to approve the Agenda; Kris Kilgore seconds-motion passed unanimously.

4. Approval of minutes from September 2022 & November 2022- John Gray moved to approve the July 23, 2022, minutes- John Rea seconds-passed unanimously

5. President's report: John Gray started by stating that TCCWD would normally hold a meeting in January to discuss water rates, but he is waiting on the reserve study to be complete. John reported that the previous operator missed the deadline for the lead & copper sample that is done every 5 years. John stated that Jeff Hughes has put policies and procedures in place to prevent that in the future. John stated the District currently has a grant application for much needed infrastructure repairs and improvements, John, Spencer and Melany have been working with MNS Engineers on that. John the monthly billing will be late due the recent storm that caused the District lost their computer system. John stated that the District has a new computer and new internet through Starlink. John stated that Melany has been keeping customers updated via email. John reminded the community that they can go to the Districts website and sign up for emails from the District. John said two months of billings will be sent out to customers.

6. New Business

6.1 Director opening- John Gray stated that there was an opening on the board due to Tim Winterer resigning. John Gray nominated Jay Kvapil to the TCCWD Board.

John Gray moved to appoint Jay Kvapil to the board of directors, Kris Kilgore seconds.

Discussion- John Rea asked Jay to speak about his experience and qualifications. Jay responded with his impressive qualifications. Scott Heffner asked if you had to be a registered voter.

Motion passed unanimously.

6.2 Customer Leak- Mark Richardson requested to utilize the Districts leak forgiveness policy due to a large leak. Mark Richardson explained how the leak occurred and confirmed it had been repaired.

Discussion- Director Gray asked stated the leak forgiveness is 20% and Director Lipp confirmed 20% at .06 a gallon.

John Gray moved to approve granting the leak forgiveness discount to Mark Richardson at a 20% reduction and .06 cents a gallon. John Rea seconds- passed unanimously.

6.3 Grant Request Discussion- John read the grant application aloud. Discussion was had.

Kris Kilgore requested to go on record that she was told in the August and September 2022 meetings that the projects submitted on the grant application were not set in stone and that there would be a thorough discussion that has never taken place. Kris stated that she was never able to state her concerns and the projects that should move forward. Kris stated the grant process was not done properly and the entire board was not involved with the projects included in the grant application. (Kris' last sentence was not audible)

Bob Litchner responded as a member of the infrastructure committee, and they had met every two weeks for a year and issued a 35-40 draft. Bob stated there were two meetings held by the board and with members of the committee and community which raised questions and gave alternative views. Bob stated that Kris herself prepared a many page statement of comments questions and concerns. Bob stated these two meetings delayed action on the draft. Bob stated that the committee provided responses to some of the written comments submitted by the community. Bob stated that was all done before the board agreed to accept the plan.

Spencer stated that he and John spoke with MNS engineers as they were preparing the application and every board meeting there was an agenda item that they talked about the progress and the things being done.

6.4 Reimbursement to TCHA for 50% of owl- John Gray explained that the TCHA purchased the owl system to be used at board meetings. John would like TCCWD to split the cost so both agencies can use it.

John Gray moved to reimburse TCHA 50% of the cost of the owl, Kris Kilgore seconds motion passed unanimously.

6.5 Comparison on water treatment system alternatives by Kris Kilgore- John stated that Kris prepared and submitted a system alternative.

John moved to table any further discussion of any type of ultra-filtration system for the plant.

Discussion had

John stated he was looking at a proposal from an engineering firm in Kris's packet dated 8.23.22 and wanted to know who authorized that proposal. John read item no. 9 of the standing rules & regs that states a director may only represent the district if they are given authorization by the board. John asked when this was authorized. Kris replied she asked for an update of the cost is all. John stated the board needs to authorize any type of information solicited to engineers.

6.6 Proposal on System evaluation- John stated that the board is not ready to move on this yet but has given two proposals submitted to the directors. One by Mead Hunt and one by Coastland.

6.7 D2 Discussion- John read communication between MNS engineering and himself regarding the Koftinow loop and MNS explained how difficult it would be to do if at all. Kris Kilgore requested facts rather than emails read aloud. Cindy Culcasi stated she nor her neighbors want it there and they will fight it.

7. Old Business

7.1 Office update- John stated that he has a set of plans for the new office. John stated he expects the permit in hand shortly. John explained that providing sanitary facilities to the employees is a must have and that the District could face fines if sanitary facilities weren't provided to employees. John Gray said he would like to get 3 bids for costs on the plans once the permit is issued.

John Gray moves that once the permit is in hand he will get informal informational estimates for the office building -John Rea seconds, Kris Kilgore nay- motion passed.

Discussion had

7.2 Reserve Study update- John Gray stated that the reserve study does show the District is underfunded, however we are waiting for the grant decision to complete the study. John stated the study is 90% done.

8. Operator's report- Jeff thanked the board for the full-time position and thanked Ryan for being a great co-worker. Jeff stated Ryan instilled an environment of constant growth and learning. Jeff said Ryan built a library with great books. Jeff stated that he plans on raising his family here and looks forward to a long-time relationship with the District. Jeff stated it was unfortunate that we will receive a citation for missing the lead and copper sampling and it was a human error. Jeff provided the State's website https://www.waterboards.ca.gov where you can get the sampling schedule and look up our history as its public information. From that Jeff created a schedule for the next three years. Jeff stated the generator was serviced this week and the generator worked well during the storm. Jeff stated that the reservoir was 24 ft at the end of December. Jeff collected over 700,000 gallons of water from the rainfall thus far in January. Jeff stated the resevoir hit overflow on January 14th. Jeff said there was low production in December at 354,000 ga but noted a large leak. Jeff stated the State will have a new policy regarding the cross-connection controls that will directly affect the District. Jeff will present what the changes will be when it's officially adopted by the State.

9. Treasurer's Report- Michael Sargent reviewed the November Treasurer's report. All reports can be found online at https://www.timbercovecountywaterdistrict.org/meetings--minutes.html

10. Public comment: none

11. Approval of Bills: John moves to approve the bills Spencer Lipp seconds-passed unanimously

12. Setting Agenda, Time & Place for special meeting – John Gray moves to set the date as February 25, 2023, John Rea seconds- passed unanimously

13. Adjournment:

John Gray moved to adjourn the meeting Kris Kilgore seconds- passed unanimously.

Meeting adjourned

Attest: _____ Date: 2/25/23

The secretary of TCCWD does hereby certify that the above minutes were approved by the Board