

# Note: Due to MAC/PC translation DRAFT can't be removed

**Timber Cove County Water District**  
**Board of Directors General Meeting Minutes**  
**September 2021**

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

**Board Members-**Chris Feddersohn, John Rea, Spencer Lipp, Tim Winterer and Kris Kilgore

**Guests-** Diane Feddersohn, Anne Vernon, Melany Collett, Bob Litchner, Renee Fernandez-Lipp, Jeff Hughes, John Gray, Ryan Gomez, Margaret Grahame, Renee Fernandez-Lipp, Dyanna Stetina, Ron Case and Carolyn Abst

**2. Approval of Agenda-**

Chris Feddersohn moves to approve the minutes, John Rea seconds, passed unanimously

**3. Approval of Minutes August 28, 2021-**

John Rea pointed out that there was an error in the minutes where it referred to the incorrect Tank number Melany Collett will correct it.

John Rea moves to approve minutes, Chris Feddersohn seconds-passed unanimously

**4. President Report-Chris** Feddersohn opted out of doing a President's report due to most of the items he would be discussing are on the agenda

**5. Treasurer's Report-John** Gray completed the 20/21 AUDIT. John Gray reviewed his power point presentation and reviewed the bank balances. John Gray has implanted policy and procures as well as templates for future generations to utilize to keep the district on track. John reviewed the budget vs actuals. A full copy of the treasurer's report and the power point presentation can be found on our website at [timbercovecountywaterdistrict.org](http://timbercovecountywaterdistrict.org)

Please Note: All audits back audits and current audits are completed and turned into the County of Sonoma

Chris Feddersohn thanks John Gray for his hard work in getting the District in compliance with all the audits.

**6. Operators Report-**Ryan stated that production was a bit down this month and the reservoir is at 16.6 feet which equates to a little over 3.5 million gallons. Ryan stated we are above the threshold of 3.2 million that would require a conservation notice. Ryan will continue to monitor the conversation action plan month to month. Ryan and Jeff replaced a supply pump.

Chris Feddersohn suggested a board member help out preparing a list of ways the community could save water. Chris asked Kris Kilgore if she would like to help. Kris Kilgore agreed.

**7. Old Business**

**7.1 Timber Cove Country Inn-**

Chris explained there was a recent conference call with himself, Spencer Lipp, Margaret Grahame and Colin from New Jersey. Chris explained that he wanted some further explanation prior to issuing a will serve letter such as know exactly how much water they would be using, types of sink faucets and shower heads, irrigation and fire protection. Chris stated that the TCCI's engineer Adobe sent in an updated proposal a couple days ago.

Margaret Grahame thanked Chris for working with her on the water demand calculations. Margaret stated at this point they are not sure where the laundry would be done on the project or offsite and looking fire hydrant and safety needs. Margaret hopes to be able to address these to bring comfort to the board in considering the application. Margaret did stress that the project will work with the District should the district face tight water availability . Chris asked Margaret to get some more information regarding the numbers on the laundry such as how much water per load and how much laundry would be done per room.

### **7.2 CERP Update-(CERP= Community Energy Resiliency Project)**

Spencer says things are ready to move as the last update he was waiting on some information from PG&E regarding a privacy policy ( non disclosure agreement) . That has been signed and Spencer will be submitting that to PG&E and it will allow the Data we need to be released .

### **7.3 Water Meter**

John Rea stated he and the capital improvement planning committee will be developing a rate structure quote for potential vendors and will be applying this structure to the new meters. John stated there are three quotes and they may call up a fourth so there will be a broad spectrum for the board to review at a later date. John reiterated that these quotes are all smart meters/ultrasonic meters ( AMR) .

DRAFT

## **8. New Business-**

### **8.1 Leak Policy customer request**

Bob Litchner submitted to ADMIN a request to utilize the leak policy. Bob spoke about a leak that occurred at his property. Bob explained that he uses very little water and received a bill that was 19 times his normal use. Jeff and Ryan went by the property to determine if there was a leak .Bob explains that that it was a toilet that was rarely used. Bob explained he does check his meter regularly to avoid this. As soon as this was discovered Bob rectified the problem.

There was discussion with the board of directors regarding the leak policy as it was noted that when a customer has a leak the district does not want to profit off the customer . Chris suggested that the operators revisit the cost of water ( ie any increase in chemical pricing and the other factors that determine the cost of water)

**Kris Kilgore moves to figure out Bob's rate of water consumption on a monthly basis over the last 3 months to determine how much he normally uses and any excess will be lowered to \$0.6 a gallon for Bob Litchner's leak- Spencer Lipp seconds-passed unanimously**

### **8.2 SWRCB-Inspection Report**

Chris Feddersohn explains this report is the State Water Resource Control Board's review of the District and the report stated that the District has no deficiencies or areas of concern

The State said that District is in compliant but they have some recommendations that the District will look into such as security gates around the tanks which Chris stated may be hard to do . Chris suggested that the capital improvement committee look into installing cameras around the tank 1 and tank 2. Chris also suggested a fence around the weir as there have been people walking around there hiking . Chris said there was a trespasser at the Plant and suggested the capital improvement committee look into getting an automatic gate for the entry to the plant. ***This full report is available on our website at [timbercovecountywaterdistrict.org](http://timbercovecountywaterdistrict.org)***

### 8.3 Real Estate Proposal

Chris explained that the District needs to look into additional space for water storage as the District is looking into drilling wells , the water can't go directly into the reservoir. Chris approached a community member regarding their lot in front of the reservoir which had been for sale in the past but they declined to sell. There are two lots across the street from the reservoir , currently one perks for a 3 bedroom and one does not perk, however, the owner has been working with Adobe Engineering and they have made it possible to put two leech fields . Chris explained that the District could build an admin office on one lot and use one lot for water storage ( or many other possibilities) Chris is still speaking to the owner about the possibilities and stated that the price for both would be about \$200,000.00.

### 8.4 CIP-discussion ( Capital improvement Planning)

Spencer Lipp said that the committee has met. They have put all their documents on google drive so everyone has access .Spencer said they have divided out some of the projects. Spencer said they are in the early stages and are trying to get things organized.

### 9. Approval of Bills

**Chris Feddersohn motions to pay the bills-John Rea seconds-passed unanimously**

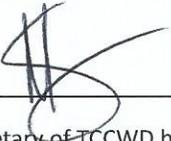
**10. Public Comment**-Bob Litchner congrats the board for their work and states the operations and financing of the District is very encouraging. Carolyn Abst said she has looked at past minutes regarding previous conversations for screening around the tanks for the people who drive by as well as the self identity of Timber Cove.

### 11. Setting Agenda, Time & Place for next meeting-

**Kris Kilgore moves to set the next meeting for October 23, 2021-Chris Feddersohn seconds-passed unanimously**

### 12.-Meeting adjourned-

**Chris Feddersohn moves to adjourn the meeting-John Rea seconds-passed unanimously**

Attest:  \_\_\_\_\_

Date: 1/29/22

The secretary of TCCWD hereby certifies that the above minutes were approved by the board

NOTE: The DRAFT watermark can not be removed due to a computer error. These minutes are deemed original and approved by the Board.