

**TIMBER COVE COUNTY WATER DISTRICT**  
**Regular Meeting**  
**August 13, 2016**  
**Fort Ross School – Multi Purpose Room**  
**1:05 – 2:37 pm**

**PRESENT:** Bob Ferguson (BF), John Rea (JR), John Howland (JH), Fred Leif (FL), (S.Lynn) **GUESTS:** Tracy Stasiowski, Joseph Gowan(JG), Katie Seymour, Dennis Koci, Eric McConn

**1. Called to Order, at 1:05 pm**

**Out of Order**

**Request by (BF) for a motion to pay Joe Gowan for Fire Abatement work in the amount of \$1571.17**

Motion by (JH), second by (JR), all ayes

**2. Approval of the Agenda:** (JH) moved to approve agenda with the movement of item 8.3 to item 3; (JR) second the motion. All ayes.

**3. Fire Abatement:** (JG) reported that he has gone around to all the lots and done check off sheets and taken pictures. It has taken time to identify the lots. There are about 60 lots to be noticed. There are a number of lots that have a tremendous amount of work on them. They have grass, dead trees and heavy canopy. It is going to have to be done in stages. First stage is dry grass, dead trees, trees over power lines and brush. (BF) wants the modified letter sent to him and the vendor referral list. These two items need to be included with the mailer to the lots. They need to be sent certified.

**4. President's report:** (BF) discussed well test. Finished 3 day test and we are only getting 10 gallons/minute which we may use during the summer. It is not what we expected. District is working on capital plan. The district is not properly funding operational side. We have not supplied enough personnel support for the tasks. The board is going to seek additional help for the Administrative, Water Operator and General Manager

**5. Announcements:**

Purchased Quickbooks online which has asset manager, contains payroll, five seats and cloud back up. Invoices may be scan and attached to the bill in Quickbooks. The reports need to be reformat the reports for comparative report. Monitoring county accounts for the bonds via the county portal.

**6. Correspondence:**

(BF) contacted Middletown Rancheria regarding letter about project notification. Middletown Rancheria has concluded that we are not within their sphere of influence.

**7. Minutes of Previous Meeting –**

Tracy Stasiowski commented on the wording of item 9.1 on the July 16, 2016 minutes. She wishes to have the wording reflect that there is no PUE on their property. Item will be modified to include statement: The owners of the property say that no PUE exists on the property following the statement ending with ...B.Todd.

**June 25, 2016 minutes:** Motion to accept (JH), second (JR). Vote (BF), (JH), (JR) ayes; (FL) abstain

**July 9, 2016 minutes:** Motion to accept (JR), second (JH). Vote (BF), (JH), (JR) ayes; (FL) abstain

**July 16, 2016 minutes:** Motion to accept with change as noted (JH), second (JR). Vote (BF), (JH), (JR) ayes; (FL) abstain

**8. Committee Reports:**

**8.1 Treasurer's Report:** (JH) The district came close to breaking even. Year to date we are virtually even on an operational basis – water sales against water creation. (BF) wants to make format change to the statements

**8.2 Payment of Bills:** (BF) stated that Brain Todd said that Larry was not paid last month. Larry's check for last month was approved at the last meeting and was cut at the beginning of July and left for pick up with a check for Frank Fuso. (JH) concurred that the check had been cut. Discussed payments to LAFCO and BRCE. Specifically cost incurred to date on Upper Koftinow. (FL) moved to pay bills, (JH) second, all ayes.

**8.3 Operators Report:** (JH) read the interim General Manager's report. A copy is attached.

**9. Old Business**

**9.1 Project Manager Report:** (JH) Amanita Cypress ready to go; Upper Koftinow will be submitted November/December; Treatment Plant needs to be submitted late September; Master Plan waiting on establishment of priorities. May submit this project to State. The existing generator will run the micro filtration equipment.

**9.2 Website Progress:** To be reviewed by board before going live.

**9.3 Fire Abatement:** Report given as Item 3.

**a. Final review and adopt Ordinance 2016-02**

(BF) discussed community input and recommendations. There is a desire to amend Item 3 of Ordinance 2016-02 to include language that would allow individuals to provide a plan or timeline for completion of work.

Motion by (JH), second (FL), all ayes to modify language of Item 3, Ordinance 2016-02 to read:

... If after expiration of 30 days from the date of the notice, and *not having discussed a plan or timeline for completion of abatement work or* Abatement of the Waste Matter is not complete to the satisfaction of the Timber Cove County Water District, procedures will be enacted as per Paragraph 6 of the Ordinance...

**9.4 Public Utility Easement:**

**a. Final review and adopt Ordinance 2016-01**

(BF) discussed community concern over above ground improvement language. Landowners want to be comfortable with the types of improvements may be developed on or near their property.

(JH) moved that above ground improvement language be sent back to attorney for modification, (JR) second; all ayes

Final approval tabled until attorney modification of Ordinance 2016-01

**9.5 Architectural Design New Treatment Plant: (JH)** discussed design. Plan is on hold at this time. (BF) says that purification may start before building is built. Per (KK) David Long, BRCE, district may use a tent to cover plant.

**9.6 Electronic Billing Proposal:** considered previously

**9.7 Maintenance Program:** (BF) discussed need for program and a piece of equipment that Sea Ranch has a valve exercising machine that turns the valves and sets update. Sea Ranch is not willing rent it to us. With that, the board will visit Sea Ranch Water Plant and review their maintenance plan.

**10. New Business:**

**10.1 Financial Statements:** (BF) wants 3 years financial statements with fixed assets expanded and collapsed for review.

**10.2 Resolution for Treatment Plant:**

**Treatment Plant signee for expenditures**

Designate President or Treasurer as signee.

(JR) motion to make President or Treasurer designated signee, (FL) second; all ayes

**Resolution for Treatment Plant Funding**

(JH) motion accept Funding Resolution, (FL) second; all ayes

**Resolution to allow President to sign for Treatment Plant Funding**

(JH) motion to accept, (JR) second; all ayes

**10.3 Matt Greene Grant Funding**

(JH) stated that Matt had contacted him about the Forest Management Plan and possibility of getting funding to update the plan. Also, he is working on money for a grant to clear 20 continuous lots which do not have houses near or on them. Items to be added as subsection of Fire Abatement for next meeting.

**Public Comment**

**10. Setting of Agenda, Time & Place for Next Meeting:** The Agenda for next meeting is set. The next meeting will September 10, 2016 at 1:00pm at Fort Ross School, Multi-purpose room

**ADJOURNMENT:** (BF) adjourned at 2:18 pm.

Minutes approved September 10, 2016

President \_\_\_\_\_

Secretary \_\_\_\_\_