



## Timber Cove County Water Board Meeting Minutes **DRAFT**

**Date:** February 28, 2026

**Location:** Fort Ross School

**Time:** 10:30am

### 1. Call to Order

The meeting was called to order by **Spencer Lipp**

### 2. Roll Call

#### Present:

- Spencer
- Jay Kvapil
- John Ray
- John Gray (arrived late due to location change)

#### Absent:

- Jess Weber

**Quorum:** Yes

**Zoom participants** John Rosson and Ryan Gomez

### 3. Approval of Agenda

Motion to approve the agenda was made by **John Rea** and seconded by **Spencer Lipp**.

**Vote:** Unanimous approval.

### 4. Approval of Minutes

The minutes from **December 2025** and **January 2026** were reviewed.

Motion to approve the minutes with the addition of Scott Heffner as a guest for January was made by **Spencer Lipp** and seconded by **John Rea**.

**Vote:** Unanimous approval.

### 5. Reports

## 5.1 President's Report by Spencer Lipp

- **Ryan Gomez** has returned to work part-time (30 hours/week) following Ian's resignation.
- The **Treasurer position** has been posted on the CHCP platform to attract candidates with external oversight experience.

Additionally, Spencer emphasized the importance of building the reservoir to capacity before June due to operational restrictions on pumping from the weir during off periods.

## 5.2 Operator's Report by Alfonzo Portugal III

The operator's report highlighted:

- Updates to the board cover sheet for improved accuracy in reporting water usage.
- Investigation into discrepancies in water usage data from the Badger meter system, which has now been resolved.
- Current water loss is at **26%**, attributed to leaks, fire department usage, and other factors. Efforts are underway to reduce this percentage, including collaboration with the fire department to monitor hydrant usage.
- The reservoir level is currently at **24.2 feet** and overflowing, which is the desired state for this time of year.

Full a copy of the operators report visit our website at

<https://www.timbercovecountywaterdistrict.org/files/e78f3504a/Operator+report+Jan+2026.pdf>

## 5.3 Treasurer's Report

Melany Collett presented the financial report:

- **Total Bank Accounts Balance:** \$601,116.84
- **Total Current Assets:** \$706,826.03
- **Total Liabilities:** \$251,165.34
- **Net Operating Income:** Deficit of \$10,328.28
- **Net Income:** \$16,586.19

For a copy of the treasurer's report visit our website at

<https://www.timbercovecountywaterdistrict.org/files/ae137c059/TCCWD-Treasurer+report+January+2026.pdf>

## 6. Audit Approval

The board reviewed the draft audit FY 2025 and found no deficiencies.

Motion to approve the audit was made by **Jay Kvapil** and seconded by **John Rea**

**Vote:** Unanimous approval.

## **7. New Business Items**

### **7.1 Cross-Connection Control Program**

The board discussed the state-mandated Cross-Connection Control Program. The program has been approved by the state, and the board agreed to add it to **Regulation 5** of the district's rules & regulations

Motion to approve the program and add it to Regulation 5 was made by **Jay**.

**Vote:** Unanimous approval.

### **7.2 Employee compensation**

Spencer Lipp stated that the board held an executive session and approved a 2.5% salary increase for the general manager Melany Collett. The board agreed that it would be in the best interest of the district that Melany Collett get her D1/T2 licensing

### **7.3 Trenching for Generator Load Switch**

The board reviewed bids for trenching work related to the generator load switch at the previous board meeting. The board determined that more bids were needed to analyze the costs to trench at the plant for the purpose of the auto switch for the generator. Duncan Nasson of Nason Excavation provided a bid for this work

**Motion to approve Nason Excavations bid for the trench was made by Jay Kvapil seconded by John Rea**

**Vote:** Unanimous approval.

### **7.4 PG&E Trenching at new admin building-22098 Lyons Court**

The board discussed the need for any contractor hired to do the trench work at the Lyons Court Building would need to be PG&E certified. The item was deferred for further investigation into certification requirements and potential cost savings by getting additional bids

### **7.5 Sharing Office Space with HOA**

The board discussed the possibility of sharing office space with the HOA for meetings. Concerns were raised about insurance, occupancy limits, and the need for fair market compensation. The board agreed to consult legal counsel and insurance providers before making a decision. Anne Vernon spoke and gave a history of the original structure and property at Lyons Court while she was on the HOA board. Anne stated the property was intended for things such as an office and dog park until it was transferred to the water department without a vote of the membership. Anne stated there was an understanding that the HOA would be able to use the facility and it did not work out. Anne stated that a majority of the district's customers are HOA members. Anne stated that the HOA lent the district their Starlink and that she helped Melany design the space in the new office. Anne stated that had the members been given a vote to transfer the property to the water district they would have because they saw the need for it. Anne stated that the HOA needs a place to meet and asked the board to consider this. Anne said the HOA will be adding more mailboxes and the HOA has done a lot for the community.

## **8. Unfinished business**

### **8.1 Update on Lyons Court**

The meeting was held at the Fort Ross School due to the removal of the ADA ramp for proper installment on foundation. Melany reported that the work is in progress and hoping to have ADA parking spot painted and signs installed after the ADA ramp work so the district can

### **8.2 Update on USDA loan**

This is ongoing and John Gray and Melany Collett will continue working with USDA and the follow-up

### **8.3 Local Hazard Mitigation Plan**

Melany reported is ongoing and public meeting is scheduled for **March 20, 2026**, from **3:00 PM to 5:00 PM** via Zoom. Melany will send out the details to the customers.

### **8.4 Additional Water Sources**

The board discussed compliance with **California Senate Bill 552**, which requires a secondary water source by **January 1, 2027**, subject to funding availability. The board reviewed progress on meeting other requirements, including emergency notification plans, mutual aid agreements, and continuous operations during power outages.

## **9. Public Comment**

**Scott Heffner:** Requested clarification on the backflow prevention program. The board confirmed that R&H Sons is conducting hazard assessments based on surveys provided by residents. Residents who have not returned their surveys will be contacted.

## **10. Adjournment**

Motion to adjourn was made by **Spencer Lipp** and seconded by **Jay Kvapil**.

**Vote:** Unanimous approval.