

TIMBER COVE COUNTY WATER DISTRICT

Regular Meeting

July 16, 2016

22098 Lyons Court

1:10 – 3:30 pm

PRESENT: Bob Ferguson (BF), John Rea (JR), John Howland (JH), (S.Lynn) **GUESTS:** David & Tracy Stasiowski, Loma Alameda, Joseph Gowan, Katie Seymour, Chris Feddersohn, Anne Vernon, Kris Kilgore (KK)

1. **Called to Order, at 1:10 pm**

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

3. **President's report:** (BF) discussed July 9, 2016 Public Hearing on Fire Abatement. Noted that Cal Fire emphasized widening of roads and having PGE underground. Widening of roads to be included in master plan for TCCWD as part of pipeline replacement. PGE underground is fund through a fee that is being collected by them. TCHA and TCCWD to form joint taskforce to go after this funding. Three years of audits to be completed to be used to get bridge funding, bond or other type of funding so that district may continue project upgrades. Master plan update is \$21 million for this community. Does not include electricity and roads. Will prioritize, determine funding sources. Will need community support to complete this project. Discussed testing of well in July, collection of water from Weir,

4. **Announcements:**

No Announcements

5. **Correspondence:**

Many leak surveys returned. Some people wrote comments about being disgruntled over the cost of water, not wanting fee to be retroactive, turn light off at well house, generally want. Tally 25 for, 43 against. In total, high response.

6. **Minutes of Previous Meeting** – minutes tabled, left on printer

7. **Committee Reports:**

7.1 **Treasurer's Report:** (JH) The district made money this month. Expenses continue to consistent. (KK) asked questions about depreciation. (BF) explained that the depreciation was not included in previous year's monthly expenses so that total cost of operation were low and no money was set aside for capital improvements as it was used to fund operations. Three years ago the base rate fund was set for capital improvements and money is being set aside at about \$20,000 per month. This money is being used to pay engineers for the projects that are in development. (KK) wanted to know if money is in one account. The company has 3 funds. Operational checking for daily expenses, operational savings for holding funds, and base rate savings accounts. All money is deposited into the operational checking account and then the base rate is allocated to the savings account. Base rate has preference when payments are received on accounts. Projects funding is currently allocated and we have about \$314,000 unallocated at this time. (KK) felt this should be in an emergency fund.

7.2 **Payment of Bills:** (JH) moved to pay bills, (JR) second, all ayes.

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

8. **Old Business**

8.1 **Project Manager Report:** (KK) wants audits. (SL) needs bank statements, county bond fund information, depreciation finalized, and accounts receivable finalized. Board has equipment submittal. Larry has reviewed. Need to make comments. Discussed engineer's comments on projects. Discussed operations and water savings of new plant. Discussed that we need to have 100% money upfront for projects as the State pays in arrears. Need to consider gap loans or alternative financing at a low rate that is paid off from State funding. Continued discussion of new plant operations. Need a settling tank for cleaning water and possibly will need to haul settled material, need to upgrade to a squirrel compressor, building will include work area for operator. Landscaping and design will be outside the project and done by volunteers. With these changes, project is approaching \$1m and will take 6 months. Need to start August or September of 2017. Discussed that will not be able to start project without audits until 2018. Needs coastal commission approval. Discussed need for series of meetings to discuss master plan. Requested additional funding of for BRCE. Project originally \$167,000 may be \$180,000. (JH) asked for a proposal from BRCE for funding. (BF) discussed master plan and priority of items.

8.2 **Website Progress:** (JH) website is coming along. Once billing is online, system will be brought up.

8.3 Fire Abatement: (BF) discussed comments from public meeting. Introduced Joe Gowan who will work for TCCWD on fire abatement ordinance. Has 36 years of experience and has worked with local foresters Ed Tunheim and Matt Green. Has been touring subdivision with Tim McKusick and looking at lots. Has provided insurance. Discussed process for accepting ordinance. Formal approval will be considered at next meeting. (BF) discussed historical lack of compliance and concern about new process being harsh. Board to determine process for treating everyone the same and how the rules are sufficient to provide for compliance. Essentially, notice lot, have them contact us and create a plan with dates of compliance and then execute plan such that it is fair and gets the job done. General discussion about types of fuel, removal of those fuels and priority of fuel removal. Discussed expense and how to phase compliance for large projects. Discussed grants and funding for projects.

8.4 Standing Rules: Based on survey results, there is insufficient support for leak insurance at this time. No modification to current Standing Rule 21 – Leak Policy. General discussion about timing of new AMI meters and other prevention items.

8.5 Lot Merger- (JH) discussed lot mergers. Lack of consistency in application of rules on lot mergers. The reduction of lots creates a drain on base rates and bond financing. Lots that merge will be required to pay base fee on total original lots.

8.6 Architectural Design New Treatment Plant: Previously discussed

8.7 Electronic Billing Proposal: (JH) discussed AMI meters. Meter supplier, Badger, says that meters will work as they read a different language. Would like us to test 10 meters. We would need 10 volunteers. Meters have a 20 year life and then need to be replaced. Meter has plastic connectors and care needs to be used in installation process. Cost of pack of 10 meters is \$2,500. Main question is will we have connectivity for the meters to transfer information. The cost of replacing meters is part of the master plan. If no connection, there is possibility of wire direct, setting up substations for collecting data or having someone ride around and collect data. Discussed general advantages to detecting leaks in system and other benefits of the new meters. (JH) motion to purchased 10 pack of meters, second (JR); All ayes.

9. New Business:

9.1 Public Utility Easement: (BF) discussed need for placement of tank on north side of subdivision for water storage. Dave S. asked about people walking across the PUE. He said that the people had been told that they may use the PUE for crossing by B. Todd. Discussed old tank site which was initially used as storage for home. (BF) PUE is for water company business only not general public.

9.2 Maintenance Program: (JR) stated we have money set aside for maintenance and we need to create a calendar for items to be completed each year and this needs to be incorporated into the Standing Rules. Discussed need to catalog and put together list. (JR) will work with Larry on list. (KK) to give contact information to (JR) for RCAC who has lists and other information that may help in plan development.

9.3 Office: (JH) has proposal from Michael Hallet for ADA design work that needs to be completed for the office. General discussion of things that are needed and placement. Motion by (JH), second (JR); all ayes.

9.4 Weir Plan: (JH) proposal from Michael Hallet to upgrade Weir site buildings to be above flood plain as site is susceptible to flooding and is primary water source. Additionally, to design drive so that trucks are able to drive through. Motion to accept proposal (JH), second (JR);

Public Comment

Chris Feddersohn may have a truck via John Giddings. Wants \$200 to drive down so (JR) may check and \$3,000 for truck if it is good. Motion by (JH) to issue two checks for truck, second (JR), all ayes.

(KK) requests permission to put in writing to BRCE the following changes: compressor to squirrel unit; six skid units for filtration; \$7,200 for PMRD to be added to initial proposal with a breakdown on what those costs will be from BRCE. Board agreed to place items in writing. (KK) requested assignment of open tasks that B.Todd has been working on and update.

10. Setting of Agenda, Time & Place for Next Meeting: The Agenda for next meeting is set. The next meeting will August 13, 2016 at 1:00pm at Fort Ross School, Jenner

ADJOURNMENT: (JH) moved to adjourn the meeting. The motion was seconded by (JR). All ayes. Meeting adjourned at 3.30 pm.