

REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF  
TRINITY COUNTY WATERWORKS DISTRICT #1

Hayfork, CA 96041

May 16<sup>th</sup>, 2023

2:00 p.m.

Directors Present: Diane Yates, Kenneth Wiley, Daniel Bowman, Melody McLearn

Directors Absent: Mary Bowers

District Manager: Craig J. Hair, Jr., Shane McDonald

CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 2:06 P.M.

CONSENT CALENDAR:

a. Minutes of the February 15<sup>th</sup>, 2022, Regular Board Meeting:

MSC by Directors Daniel Bowman, Kenneth Wiley and carried (4-0). The Board approved the consent calendar as typed. Chairman Diane Yates, Directors Daniel Bowman, Melody McLearn, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

b. Minutes of the April 24<sup>th</sup>, 2023, Special Board Meeting: Item was tabled.

COMMUNICATIONS/CORRESPONDENCE:

a. Email Requesting Leak Policy Forgiveness from Acct. 20010: The Board reviewed the email and discussed the criteria of the leak policy. No action taken.

PUBLIC COMMENT/PUBLIC DISCUSSION:

None

STATUS REPORTS FROM CRAIG HAIR CONSTRUCTION:

a. Status Report and Invoice Mark Darnall/CalTrans Improvements: Craig informed the Board that Mark has received over 30 files from CalTrans. Mark has nothing to present currently and therefore has not sent us an invoice yet. No action taken.

b. Status Report LWCF Ewing Reservoir: Craig informed the Board of items that still need to be done at the reservoir for the grant. Craig to send Brandy an invoice for Watershed. No action taken.

c. Status Report WWTP Planning Grant: Craig informed the Board that Watershed wants to raise Salt Creek 5' thus putting the proposed new plant in a flood zone. Meeting to be held this week with Watershed to discuss. No action taken.

Minutes of the May 16<sup>th</sup>, 2023, Regular Board meeting continued:

STATUS REPORTS FROM CRAIG HAIR CONSTRUCTION:

d. Status Report on Rate Study Contract: No date has been set with SUSP to start the rate study. Brandy is to hold the check until further notice. No action taken.

e. Status Report on WTP Planning Grant: Jessica from PACE is requesting a time extension. Craig asked the Board to authorize him to sign the time extension.

MSC by Directors Melody McLearn, Daniel Bowman and carried (4-0). The Board authorized Craig to sign the letter asking for a time extension. Chairman Diane Yates, Directors Daniel Bowman, Melody McLearn, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

f. Status Report on Ewing Generator: Craig informed the Board that if we get funded for the WTP we will get the generator for the dam. No action taken.

g. Training Day for New Lab Equipment: Craig informed the Board that there will be a training day for the newly purchased lab equipment on May 17<sup>th</sup>. No action taken.

CONFERENCE/EDUCATION SCHEDULE:

None

COMMITTEE REPORTS:

None

BUDGET REPORT/BUDGET TRANSFERS/BILLS PAID:

a. Review & Ratify April 2023, Bills:

MSC by Directors Daniel Bowman, Kenneth Wiley and carried (4-0). The Board authorized the correction to the month of May instead of April. The Board reviewed and ratified the May bills and authorized Brandy to correct the date from April to May. Chairman Diane Yates, Directors Daniel Bowman, Melody McLearn, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

b. Budget Transfers: None

c. Budget Report:

MSC by Directors Daniel Bowman, Kenneth Wiley and carried (4-0). The Board approved the budget report. Chairman Diane Yates, Directors Melody McLearn, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

Minutes of the May 16<sup>th</sup>, 2023, Regular Board meeting continued:

OLD OR NEW BUSINESS:

a. Clarify Shane McDonald's Title/Role as Interim Operations Manager: The Board discussed the hiring of an operations manager.

MSC by Directors Kenneth Wiley, Daniel Bowman, and carried (4-0). The Board has appointed Shane McDonald to the position of Interim Operations Manager not to exceed one year. The Board instructed Shane and Brandy to advertise for the position of Operations Manager. Chairman Diane Yates, Directors Melody McLearn, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

b. Job Vacancies at TCWW: Shane informed the Board that we need to hire 3 new employees. A licensed treatment plant operator, an operator-in-training, and a meter reader.

MSC by Directors Kenneth Wiley, Melody McLearn, and carried (4-0). The Board authorized Shane to advertise for the 3 positions. Chairman Diane Yates, Directors Melody McLearn, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

c. Adopt the 2023/24 Budget: The budget committee proposed a 2023/24 budget to the board.

MSC by Directors Daniel Bowman, Melody McLearn and carried (4-0). The Board approved the proposed budget for 2023/24. Chairman Diane Yates, Directors Melody McLearn, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

d. PERS COLA 2023 Increase: Brandy informed the Board that Ora had informed her that she had gotten an increase from PERS of 2%. Brandy confirmed the 2 % COLA and increased the OPEBs for Dennis and Ora. No action taken.

e. Out of District 2023 Yearly Fees, Rates and Amount of Water Allotment: The Board discussed water usage for parcels outside of the district.

MSC by Directors Kenneth Wiley, Melody McLearn, and carried (4-0). The Board approved new application fees for \$150, reapplication fees for \$25, 4,000g of water for \$100, and total allotment of water taken not to exceed 20,000g per month. Chairman Diane Yates, Directors Melody McLearn, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

f. Review of Policy 18-92-05-19-22 Rates, Fees, Deposits, Returned Checks: The Board reviewed and updated the policy. Brandy to make changes and bring it back to the next meeting for approval. No action taken.

g. Review of Policy 2-90-95-04-13 Policy for the Office of Chairman: The Board reviewed and updated the policy. Brandy to make changes and bring it back to the next meeting for approval. No action taken.

Minutes of the May 16<sup>th</sup>, 2023, Regular Board meeting continued:

## OLD OR NEW BUSINESS:

h. Update on Petkov Meter and LAFCO Application: Brandy informed the board that Mr. Petkov has paid for the meter installation and will be in next week for the LAFCO fees. No action taken.

i. MVUSD MOU Review: Shane and the Board reviewed the MOU with MVUSD for raw water for the heating/cooling system. Corrections were made to contact information and another review date set for 2025.

MSC by Directors Danieal Bowman, Kenneth Wiley, and carried (4-0). The Board approved the amended MOU with MVUSD for raw water to be reviewed again in 2025. Chairman Diane Yates, Directors Melody McLearn, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

j. ABS Meter Reader: Brandy informed the Board that she purchased the ABS meter reader for the office. No action taken.

k. QB Monthly Plan Options and Pricing: Brandy informed the Board that she would like to update the QB system. She explained pricing and payroll options. Brandy requests permission to purchase an update.

MSC by Directors Melody McLearn, Danieal Bowman, and carried (4-0). The Board approved Brandy to update the QB and obtain a payroll plan. Chairman Diane Yates, Directors Melody McLearn, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

l. Board Training and Requirements: Brandy informed the Board that there is training that the Board needs to have. Brandy requests permission to obtain training for the Board.

MSC by Directors Kenneth Wiley, Melody McLearn, and carried (4-0). The Board approved Brandy to investigate training packages for the Board and Clerk of the Board. Chairman Diane Yates, Directors Melody McLearn, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

## SEWER:

a. Theft and Police Report Filed at Sewer Plant: Shane informed the Board that the sewer plant was burgled. There has been a police report filed. The items taken were truck batteries, chainsaw, various tools, and keys to the equipment. Shane and the Board discussed better security options. No action taken.

b. General Order for Sanitary Sewer Systems Update: Shane informed the Board that he took a class in Redding. He has reapplied but needs the SSMP to finish the application. He cannot find the SSMP but is still looking. No action taken.

Minutes of the May 16<sup>th</sup>, 2023, Regular Board meeting continued:

CLOSED SESSION: Brown Act 54957 - The Board may convene to closed session on matters

of personnel or litigation.

a. Review Contract with Craig Hair Construction: The Board took no reportable action.

OTHER BUSINESS:

1. COMMENTS BY:

- A. Public
- B. Consultants
- C. Staff
- D. Management
- E. Directors

The meeting was adjourned at 3:52 P.M.

Respectfully submitted,

Brandy Perrone  
Secretary, TCWWD#1