

**TRINITY COUNTY WATERWORKS DISTRICT #1
BOARD OF DIRECTORS
REGULAR BOARD MEETING
320 Reservoir Road
Hayfork, CA**

MEETING MINUTES

June 18, 2024

**Chairman Diane Yates
Director Melody McLearn
Director Angenett Taft
Director Arnold Bridges**

**Shane McDonald – Operations Manager
Brandy Perrone – Office Manager/Clerk of the Board**

1. CALL MEETING TO ORDER at 2:00 p.m. by Director Taft

2. PLEDGE OF ALLEGIANCE

3. BOARD OF DIRECTORS ROLL CALL-DETERMINATION OF BOARD QUORUM

Diane Yates- Chairman – absent
Melody McLearn- Director – present
Angenett Taft- Director – present
Arnold Bridges- Director – present

4. PUBLIC COMMENT: The following individual made comments to the Board:

- a. Mary Bowers addressed the Board, stating that she appreciates the work done at the reservoir but would like to see the premises better maintained.

5. AGENDA ADOPTION

- a. Agenda Additions/Changes – None
- a. Business/Campaign Conflict Disclosures (Potential Board Member disclosures) – No disclosures presented.

**Note: Only the following additions/changes are permitted: (1) To change the order of noticed agenda items, (2) determine to continue or not consider a noticed agenda item, or (3) Discussion/Action on an item not appearing on the posted agenda if a defined statutory emergency situation is determined to exist by majority vote (GC 56954.2(b) (1) and GC 54956.5)*

6. CONSENT CALENDAR – (Potential Action Item(s)) (Note: The following items are generally limited to routine and non-controversial business matters and can be approved by a single motion. Individual

Board members may ask that any such items be pulled for separate discussion and potential action.)

- a) Approval of minutes for the Board meeting of May 18, 2024
 - b) Approval and ratification of the June 2024 warrants
 - c) Approval of the May 2024 profit and loss report
- a. The Board approved the consent calendar by motion of Board member Melody McLearn. The motion was seconded by Board member Arnold Bridges and approved unanimously with the corrected minutes by the following vote:
- AYES: Melody McLearn, Angenett Taft, Arnold Bridges
NOES: None
ABSENT: Diane Yates
ABSTAIN: None

7. REGULAR CALENDAR

- a. The Board separately considered the following item(s) pulled from the Consent Calendar: None
- b. Appointment of New Chairman – Item tabled.
- c. The Board reviewed a letter of interest received from Mr. John C. (Chris) Semer. Mr. Semer introduced himself to the Board. Board member Melody McLearn made a motion to recommend Mr. Semer to fill the vacant seat for the term expiring 12-31-2024 to the Trinity County Board of Supervisors. Board member Arnold Bridges seconded, and the motion passed unanimously by the following vote:
- AYES: Melody McLearn, Angenett Taft, Arnold Bridges
NOES: None
ABSENT: Diane Yates
ABSTAIN: None
- d. No update was given on the 2022/23 Audit.
- e. Approval of Journal Entries for the 2022/23 Audit – Item tabled.
- f. The audit cannot be completed without an actuarial study on the retirees. Foster & Foster responded to an inquiry into hiring them for our study. A quote was received from Foster & Foster for a maximum of \$10,000.00. Board member Arnold Bridges made a motion to hire Foster & Foster with a cap of \$10,000.00 for an actuary report for the retirees' liability. Board member Melody McLearn seconded the motion. Dennis Rourke inquired about GASB 73. The motion passed unanimously by the following vote:
- AYES: Melody McLearn, Angenett Taft, Arnold Bridges
NOES: None
ABSENT: Diane Yates
ABSTAIN: None
- g. The Auditor has reported the district's liability for accrued vacation does not match the policy. The Board decided to update the policy.
- h. Board members Angenett Taft and Diane Yates were appointed to an Ad Hoc committee to update the Employee Benefit Package. Mary Bowers has offered her assistance to the Ad Hoc.

- i. California State Law requires that all salaried employees make a minimum of \$66,560.00. Two salaried employees are currently not making the minimum required salary. Board member Melody McLearn made a motion to raise the wages of the two employees to \$66,560.00 to abide by State Law. Questions from Chris Semer and Mary Bowers were taken about the yearly cost of the raised wages. The motion was seconded by Arnold Bridges and approved unanimously by the following vote:
AYES: Melody McLearn, Angenett Taft, Arnold Bridges
NOES: None
ABSENT: Diane Yates
ABSTAIN: None
- j. Hiring of a New Hourly Employee – Item tabled.
- k. The staff takes a lot of time to deliver 24-hour shut-off notices every month. The policy states that customers can be charged a fee for this reminder service. Board member Arnold Bridges made a motion to charge \$25 for Shut Off Notices. Public comments were taken from Chris Semer and Victoria Schoelen about notifying the public of the enactment of the fee. The motion was seconded by Board member Melody McLearn and approved unanimously with notification in next month's bills by the following vote:
AYES: Melody McLearn, Angenett Taft, Arnold Bridges
NOES: None
ABSENT: Diane Yates
ABSTAIN: None
- l. TCWW's cost of accepting online payments has increased. The Office Manager is requesting an increase in Stripe fees to match our costs. Board member Melody McLearn made a motion to increase the Stripe fee from 3% plus 30¢ to 3% plus 40¢. The motion was seconded by Board member Arnold Bridges and carried unanimously by the following vote:
AYES: Melody McLearn, Angenett Taft, Arnold Bridges
NOES: None
ABSENT: Diane Yates
ABSTAIN: None
- m. General Manager Shane McDonald updated the Board that the clarity of the water has improved. There is still some iron, but it is a reduced amount after changing the intake at the reservoir. The distribution system is still not happy. The biggest issue is the lack of flow going through the pipes. This is an update only.

8. GRANT UPDATE

- a. General Manager called and talked to Lydia Willett. She is no longer in charge of the Ewing Recreation grant but informed him that our voucher had been approved and we should receive our check by July 4th.
- b. The General Manager informed the Board that the Water Treatment Planning Grant is being wrapped up, and we will move into a construction grant. Jessica Chandler is back full-time at PACE Engineering, and things should move forward.
- c. The Wastewater Planning Grant has no update.

9. OPERATIONS MANAGER REPORT

- a. The Operations Manager informed the Board that he attended a Town Hall meeting put on by Supervisor Gogan on June 12th about water quality.

10. OFFICE MANAGER REPORT

- a. The Office Manager informed the Board that the billing cycle changeover has been completed. Things are going more smoothly.
- b. The Sewer Assessment Billing is completed and has been sent to the County.
- c. The purchase of 101 Riverview is in progress. The title search produced one lien totaling \$93.16.
- d. LAFCO applications have been sent in for review and we are awaiting a response.

11. CORRESPONDENCE: No correspondence was received.

12. PUBLIC COMMENT CONCERNING CLOSED SESSION ITEMS (If Any) – No public comments were received.

13. CLOSED SESSION: Brown Act 54957- The Board Chairman announced that the Board would meet in closed session to discuss the following matter and commenced close session:

- a. To CONFER WITH REAL PROPERTY NEGOTIATORS concerning the following property: 320 Reservoir Road, Hayfork, CA 96041. Verizon/Motus: Under negotiation: Term of Possible Lease Agreement.

14. PUBLIC ANNOUNCEMENT FOLLOWING CLOSED SESSION (If any reportable actions were taken):

The Board, concerning agenda item No. 13.a., announced that they had authorized General Manager Shane McDonald to negotiate with Verizon/Motus regarding the potential property lease on 320 Reservoir Road.

15. ADJOURNMENT – Director Taft adjourned the meeting at 3:25 p.m.