

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

MEETING MINUTES

August 20, 2024

**Chairman Angenett Taft
Vice Chair John C. (Chris) Semer
Director Melody McLearn
Director Diane Yates
Director Arnold Bridges**

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

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- 1. CALL MEETING TO ORDER at 2:00 p.m. by Chairman Yates**
 - 2. PLEDGE OF ALLEGIANCE**
 - 3. BOARD OF DIRECTORS ROLL CALL-DETERMINATION OF BOARD QUORUM**

Diane Yates- Chairman – present
Melody McLearn- Director – present
John C. (Chris) Semer- Director – present
Angenett Taft- Director – present
Arnold Bridges- Director – present

- 4. SWEARING IN OF JOHN C. (CHRIS) SEMER TO THE BOARD OF DIRECTORS AT TRINITY COUNTY WATERWORKS DISTRICT #1**

The Clerk of the Board swore in Chris Semer to fill the unexpired term of Kenneth Wiley, Jr., ending on December 31, 2024.

- 5. PUBLIC COMMENT** The following individuals made comments to the Board:
 - a. Duane Sceper addressed the Board, stating that he would like the agenda packet posted online so he can decide whether to attend the meeting.
 - b. Dennis Rourke addressed the Board, stating that he would still like a hard copy available.

- 6. AGENDA ADOPTION**

Agenda Additions/Changes – Counsel Jim Underwood corrected the government code for agenda item 14. It is listed as 54957 and should be 54956.9(d)(2). The agenda change was adopted by motion of Board member Chris Semer, as seconded by Board member Melody McLearn, and approved unanimously without changes

- 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)*

7. 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) Minutes of the June 18, 2024, Regular Board meeting
- b) Approval and ratification of the July 2024 warrants
- c) Approval and ratification of the August 2024 warrants
- d) Approval of the June 2024 profit and loss report
- e) Approval of the July 2024 profit and loss report

The Board approved the consent calendar by the motion of Board member Arnold Bridges. The motion was seconded by Board member Melody McLearn and approved unanimously by the following vote:

AYES: Angenett Taft, Arnold Bridges, Diane Yates, Chris Semer, Melody McLearn
NOES: None
ABSENT: None
ABSTAIN: None

8. REGULAR CALENDAR

- a) Board member Melody McLearn nominated Director Angenett Taft to sit as Chairman of the Board, effective immediately. The motion was seconded by Board member Chris Semer and passed unanimously by the following vote:

AYES: Angenett Taft, Arnold Bridges, Diane Yates, Chris Semer, Melody McLearn
NOES: None
ABSENT: None
ABSTAIN: None

- b) Chairman Angenett Taft appointed Director Chris Semer Vice Chair for Trinity County Waterworks District #1.
- c) General Manager Shane McDonald updated the Board on purchasing screen monitors for the Board table to present data more precisely. He has also connected a monitor for the audience to see. Discussion only.
- d) Office Manager Brandy Perrone updated the Board that the Audit is still in progress. The actuary report has been completed and is being reviewed. Once received, the report will be sent to the CPA to complete the 22/23 audit. Discussion Only
Dennis Rourke requested a copy of the actuary report once it was completed.
- e) Office Manager Brandy Perrone informed the Board that the signature cards at Tri Counties Bank will need to be updated to reflect the current board members. Board member Arnold Bridges

motioned to update the signature cards for all accounts held at Tri Counties Bank. The motion was seconded by Board member Chris Semer and passed unanimously by the following vote:

AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn

NOES: None

ABSENT: None

ABSTAIN: None

- f) (1) General Manager Shane McDonald informed the Board that we have received more water delivery inquiries. The well at the Fair Grounds is slowing down. We have been referring people to the TC Cannabis Department if they have a cannabis license.

Brandy and Shane have also inspected every parcel that has received emergency water this year in person.

(2) Board member Chris Semer made a motion to approve the emergency water application for APN 016-200-038-000 for 2500 gallons per month year-round, APN 019-730-003-000 for 1800 gallons, and table APN 015-410-057-000 until next meeting. The motion was seconded by Melody McLearn. Board discussion ensued, and Board member Chris Semer amended his motion for APN 015-410-057-000 to a one-time delivery of 2500 gallons until it can be made clear how much water was being requested. The motion was passed unanimously by the following vote:

AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn

NOES: None

ABSENT: None

ABSTAIN: None

Public comments were received from Duane Sceper and Dennis Rourke.

- g) The Board reviewed Resolution 2024-820A for Hyampom Road II Annexation for the LAFCO Application. Board member Diane Yates made a motion to accept Resolution 2024-820A. The motion was seconded by Board member Melody McLearn and passed unanimously by the following vote:

AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn

NOES: None

ABSENT: None

ABSTAIN: None

- h) The Board reviewed Resolution 2024-820B for Horse Tail Hill Annexation for the LAFCO Application. Board member Diane Yates made a motion to accept Resolution 2024-820B. The motion was seconded by Board member Chris Semer and passed unanimously by the following vote:

AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn

NOES: None

ABSENT: None

ABSTAIN: None

- i) Chairman Angenett Taft gave an update on the Benefits Packages for Employees and informed the Board that the ad hoc committee has met and has scheduled another meeting. Update only.

- j) General Manager Shane McDonald informed the Board about a State-mandated lead line survey. The survey must have at least 10% of the meters in the district visually inspected by October 1, 2024. Any meters left unverified will be considered lead. Shane will have the staff inspect as many meters as possible during the meter reading. Failure to comply with the survey will result in public notification until rectified. Discussion only.
- k) General Manager Shane McDonald informed the Board that over the last couple of months, staff had completed reading the meters with a team effort in just over a day. Shane would like to eliminate the meter reading position and reallocate those funds to a part-time position in the office to help with the monthly billing and be able to cover the desk when the Office Manager goes on vacation. Board member Melody McLearn made a motion to eliminate the meter reading position and hire a part-time person for the office. The motion was seconded by Board member Chris Semer and passed unanimously by the following vote:
- AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn
NOES: None
ABSENT: None
ABSTAIN: None
- l) General Manager Shane McDonald updated the Board on the district's fleet of trucks, their age, and the fuel mileage each truck gets. Discussion only.
- m) General Manager Shane McDonald requested the Board's approval to purchase a \$5000.00 Chrysler GEM fully electric low-speed vehicle for meter reading. Board member Diane Yates made a motion to purchase the GEM for \$5000.00. Board member Chris Semer seconded the motion. Duane Sceper inquired about the mileage on a single charge and the cost of new batteries and solar panels to recharge while driving. Victoria Schoelen inquired about driving the vehicle in the snow. The motion passed unanimously by the following vote:
- AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn
NOES: None
ABSENT: None
ABSTAIN: None
- n) General Manager Shane McDonald presented a financial planning software company, Waterworth, to the Board. It can help the district with needed rates studies and long-term financial planning goals. One year's cost for the water and sewer districts is \$10,000. Board member Diane Yates made a motion to approve the purchase of Waterworth for one year. The motion was seconded by Board member Melody McLearn and passed unanimously by the following vote:
- AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn
NOES: None
ABSENT: None
ABSTAIN: None
- o) General Manager Shane McDonald informed the Board that the previous meter reading vehicle OUTSTORM is a hazard. He attempted to read meters with it the previous month, and when low on a charge, it drove him out in front of a car. He requested that the Board surplus the OUTSTORM so we can liquidate it at auction. Board member Diane Yates made a motion to surplus the

OUTSTORM and sell it at auction. The motion was seconded by Board member Chris Semer and passed unanimously by the following vote:

AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn

NOES: None

ABSENT: None

ABSTAIN: None

- p) General Manager Shane McDonald informed the Board that the isolated crossing by the USFS was connected to an open loop in the system. Since then, there have been no complaints from that area. Discussion only.

9. GRANTS

- a) The Wastewater Treatment Planning grant is stagnant at the moment. A progress payment request needs to be turned in, but it is only several hundred dollars. There is no interest at the State level for this grant.
- b) The Water Treatment Planning Grant is closed. The final payment was received.
- c) The Ewing Recreation Grant is closed. The final payment was received.
- d) The Water Treatment Construction grant application requires many documents that are either out of date or non-existent. Shane is requesting that we hire PACE Engineering to finalize the grant application with a maximum cap of \$30,000. Board member Diane Yates made a motion for Shane McDonald to sign a contract with PACE Engineering for up to \$30,000 for time/materials to finalize grant application for a construction grant. The contract is to be reviewed by counsel. The motion was seconded by Board member Arnold Bridges. Duane Sceper inquired if the contract has been reviewed by counsel. The motion was passed unanimously by the following vote:

AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn

NOES: None

ABSENT: None

ABSTAIN: None

10. GENERAL MANAGER REPORT

- a) General Manager Shane McDonald informed the Board that we have hired a new hourly employee.

11. OFFICE MANAGER REPORT

- a) The purchase of 101 Riverview is still pending. We are waiting on the Assessor's office to place the item on the BOS agenda for approval.
- b) The change in the billing cycle has been fully implemented. We are no longer waiving late fees.
- c) The 24-hour shut-off notice will start September 1st. All customers were notified in last month's bills.

12. CORRESPONDENCE No correspondence was received.

13. PUBLIC COMMENT CONCERNING CLOSED SESSION ITEMS –The following individuals made comments to the Board concerning closed session:

Public comments were taken from Duane Sceper and Dennis Rourke regarding the closed session.

14. CLOSED SESSION: The Board Chairman announced that the Board would meet in closed session to discuss the following matter, in accordance with 54956.9(d)(2), and commenced close session:

- a) To CONFER WITH LEGAL COUNSEL regarding ANTICIPATED LITIGATION concerning 1 case.

15. PUBLIC ANNOUNCEMENT(S) FOLLOWING CLOSED SESSION

- a) The Board Chairman, concerning agenda item No. 14a, announced that the Board took no reportable action.

16. ADJOURNMENT – The Chairman adjourned the meeting at 4:45 p.m.