

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

**MEETING MINUTES**

**March 17, 2026**

**Chairman John C. (Chris) Semer  
Vice Chair Angenett Taft  
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 10:00 a.m. by Chairman Chris Semer**
- 2. PLEDGE OF ALLEGIANCE**
- 3. BOARD OF DIRECTORS ROLL CALL – DETERMINATION OF BOARD QUORUM**

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

- 4. PUBLIC COMMENT:** None
- 5. AGENDA ADOPTION**
  - a) Agenda Additions/Changes – None
  - b) Business/Campaign Conflict Disclosures (Potential Board Member disclosures) – No disclosures presented.

**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 item be pulled for separate discussion and potential action.)

- a) Approval of minutes for the Regular Board meeting of February 17, 2026
- b) Approval and ratification of March 2026 warrants
- c) Approval of the February 2026 Profit and Loss Report

Director Melody McLearn made a motion to approve the consent calendar as presented. The motion was seconded by Director Diane Yates and carried by the following vote:

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

**7. REGULAR CALENDAR**

a) The Board reviewed a request to restore sewer service to a parcel in town that was disconnected from water/sewer due to payment delinquency. The water ordinance and policy support that, once a service is discontinued for nonpayment, payment in full, plus fees, and a possible customer deposit (Section 10.11 of the water ordinance), are required before any service is reconnected. No action taken.

b) The Board discussed and reviewed Sewer Service Separation and Sewer-Only Billing Policy. The Policy would allow for sewer-only billing inside the water/sewer districts, provided there is no active delinquency on the account. Director Melody McLearn made a motion to adopt Sewer Service Separation and Sewer-Only Billing Policy #31-26 as presented. The motion was seconded by Director Arnold Bridges and carried unanimously by the following vote:

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

c) General Manager Shane McDonald informed the Board that we are now in contract for the wastewater upgrade planning grant. The Wastewater Treatment Plant Upgrade to Produce Reclaimed Water Grant is in the planning stage for replacing sewer lines in Mill Camp, updating new control panels in all sewer lift stations, and will provide the district with a sewer SSMP (Sanitary Survey Management Plan). No action taken.

d) General Manager Shane McDonald informed the Board that the water treatment construction grant was submitted to the State but was kicked back because an environmental study had not been completed to federal standards. It is not required for State funding, but is required for Federal funding. The environmental study required a flat-rate fee of \$ 5,000 to complete. PACE Engineering also requested an additional \$5,000 to finalize the water treatment construction grant and to complete and submit the waterline replacement grant. The additional money spent to complete the environmental study and grants will be recouped in the 1<sup>st</sup> progress payment. Director Melody McLearn made a motion to approve the PACE Engineering Agreement Amendment for an additional \$10,000. The motion was seconded by Director Diane Yates and passed unanimously by the following vote:

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

e) General Manager Shane McDonald updated the Board that the Waterline Replacement Grant that we applied for was renamed for a better chance of receiving funding. The new name is the Manganese Mitigation Waterline Replacement Project, and the grant has been submitted. No action taken.

f) General Manager Shane McDonald was notified several weeks ago about closing the Ewing Reservoir Grant Permit. This permit was still open for the culverts around Ewing Reservoir. Shane has closed out the permit, and it is now completed. No action taken.

g) The Board reviewed the district fleet and CA restrictions on the usage of equipment and trucks. The district's two large trucks, which are on low-use 1,000-mile exemptions, must now be smoke checked four times a year. The former management incorrectly reported the equipment's hourly readings, leaving us unable to reconcile them with mandated state reporting. They also have a 200-hour usage cap. It is recommended that the two large trucks and all case equipment be surplussed at auction.

Director Diane Yates made a motion to purchase a truck to replace the two large trucks the district currently owns, with a price range of \$45,000-\$50,000, and to place the 1993 Ford cabover (plate 7L75518) and 2004 Ford F-650 vacuum truck (plate 1362734) in surplus for auction. The motion was seconded by Director Melody McLearn and carried unanimously by the following vote:

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

ABSENT: None

ABSTAIN: None

Director Melody McLearn made a motion to surplus the 1980 Case 580C Gannon, 1986 Case 480D Backhoe, and 2001 Case 580 Super L equipment. The motion was seconded by Director Diane Yates and passed unanimously by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

- h) The Board was informed that two employees have opted for insurance benefits and two employees have opted for cash-in-lieu. There is a meeting with Shuster tomorrow to review retirement plan options.
- i) General Manager Shane McDonald informed the Board that the PFAs testing has all come back negative. The recent rains have muddied the reservoir, and he will be working on flushing it again before filling.

**8. GENERAL MANAGER REPORT**

- a) The Verizon Cell Tower was approved at the March 12, 2026, Planning Commission meeting. Construction is expected to start in June.
- b) Mitchell and Bryan have been removing the tules in ponds A and B at the sewer plant. Pond B is cleared.

**9. OFFICE MANAGER REPORT**

- a) No Auditor has been found for the 25/26 audit.

**10. CORRESPONDENCE – None**

**11. PUBLIC COMMENT CONCERNING CLOSED SESSION ITEMS – None**

**12. CLOSED SESSION – Only the following items were open for discussion.**

- a) Annual Performance review of General Manager (Gov. Code Section 54957(b))
- b) Annual Performance review of Office Manager (Gov. Code Section 54957(b))

**13. PUBLIC ANNOUNCEMENT FOLLOWING CLOSED SESSION – No reportable action.**

**14. ADJOURNMENT 1:00 p.m.**