

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

**MEETING MINUTES**

**March 19, 2024**

**Chairman Diane Yates  
Director Melody McLearn  
Director Kenneth Wiley  
Director Angenett Taft  
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 p.m. by Chairman Yates**
  - 2. BOARD OF DIRECTORS ROLL CALL-DETERMINATION OF BOARD QUORUM**

Diane Yates- Chairman- present  
Melody McLearn- Director- present  
Kenneth Wiley- Director- present  
Angenett Taft- Director- present  
Arnold Bridges- Director- present

- 3. PUBLIC COMMENT:** The following individuals made comments to the Board:  
  
(a) Scott Murrison addressed the Board concerning low water levels at Ewing Reservoir.

- 4. AGENDA ADOPTION**

- (a) Agenda Additions/Changes – No agenda changes.
- (b) Business/Campaign Conflict 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)*

- 5. 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 Special Board meeting of February 20, 2024
- b) Approval of minutes for the Board meeting of February 20, 2024
- c) Approval and ratification of the March 2024 warrants
- d) Approval of the February budget 2024

A public comment was received from Dennis Rourke regarding the incorrect time on item b.

- (a) The Board approved the consent calendar agenda by a motion of Board member Angenett Taft, seconded by Board Member Melody McLearn, and approved unanimously with corrections by the following vote:

Ayes: Angenett Taft, Melody McLearn, Diane Yates, Arnold Bridges, Kenneth Wiley  
 Noes: None  
 Absent: None  
 Abstain: None

## 6. REGULAR CALENDAR

- (a) The Board separately considered the following item pulled from the Consent Calendar: None
- (b) Scott Murrison addressed the Board regarding his previously asked questions about the Craig Hair services agreement that terminated at the end of June 2023.
- (c) The Board reviewed proposed Policy 26-03192024, which requires requests made by the public to be placed on the agenda to be in writing. Board member Melody McLearn motioned to approve Policy 26-03192024, which Board member Kenneth Wiley seconded for discussion purposes.

Duane Sceper addressed the Board regarding verbiage used in the policy.

Scott Murrison addressed the Board regarding his previously asked questions about the fire hydrant at the gas station.

Dennis Rourke addressed the Board's need for a policy on agenda item requests from the public.

The motion was passed unanimously with the amended clause by the following vote:

AYES: Angenett Taft, Melody McLearn, Diane Yates, Arnold Bridges, Kenneth Wiley  
 NOES: None  
 ABSENT: None  
 ABSTAIN: None

- (d) The Board reviewed the proposed public agenda request form. Board member Kenneth Wiley motioned to approve the public agenda request form with the time limit of six minutes removed. Motion seconded by Board member Arnold Bridges and carried unanimously by the following vote:

AYES: Angenett Taft, Melody McLearn, Diane Yates, Arnold Bridges, Kenneth Wiley  
 NOES: None  
 ABSENT: None  
 ABSTAIN: None

Duane Sceper addressed the Board regarding the time limit.

- (e) General Manager Shane McDonald informed the Board that he had purchased a new backflow testing unit. The water department has not been compliant with cross-connection testing in the past and is working on getting all devices tested. No action was taken.
- (f) General Manager Shane McDonald informed the Board that Verizon has come and surveyed the property for a potential cell tower site. Verizon has not sent a proposal to date. No action.
- (g) The Chairman appointed Board members Angenett Taft and Arnold Bridges to an ad hoc FY 2024-25 budget committee.
- (h) General Manager Shane McDonald requested final approval from the Board to change the water/sewer billing cycle from four billing routes a month to a single route. The change comes from a recommendation from the new auditor. Board member Melody McLearn motioned to approve the billing cycle change from four times a month to once a month. Motion seconded by Board member Arnold Bridges and carried unanimously by the following vote:  
AYES: Angenett Taft, Melody McLearn, Diane Yates, Arnold Bridges, Kenneth Wiley  
NOES: None  
ABSENT: None  
ABSTAIN: None

## **7. GENERAL MANAGER REPORT**

- (a) The Ewing Recreation Grant is making progress. The final payment request is being reviewed, and the boundary map has been approved.
- (b) The Water Treatment Planning Grant's final payment request has been made. The CEQA has been posted on the website.
- (c) The Wastewater Treatment Planning Grant is in the process of a new contract to change its scope.
- (d) General Manager Shane McDonald informed the Board that the reservoir's water quality is not ideal. A new flowmeter has been purchased for the diversion. Shane wants to change the reservoir's intake and will look for new diving gear.

## **8. OFFICE MANAGER REPORT**

- (a) Office Manager Brandy Perrone informed the Board that CPA Mike Celentano had contacted us. He is progressing on the audit and will have it done at the earliest possible time.
- (b) Office Manager Brandy Perrone has not been able to find anyone to do the sewer assessment billing. She has contacted the former CPA for the assessment files but has not received a response.

## **9. CORRESPONDENCE:** The following correspondence was received.

- (a) Chairman Yates received a phone call on 3/12/2024 regarding a customer complaint.

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

## **11. CLOSED SESSION:** Brown Act 54957- The Board did not convene for a closed session.

**12. ADJOURNMENT** – The Chairman adjourned the meeting at 2:56 p.m.