

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

MEETING MINUTES

October 15, 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**

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

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

- 4. PUBLIC COMMENT** The following individuals made comments to the Board:

a) Evelyn Haynes addressed the Board regarding a Code of Ethics Policy for the staff.

- 5. AGENDA ADOPTION**

- a) Agenda Additions/Changes – None
- b) 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 September 17, 2024
- b) Approval and ratification of the October 2024 warrants
- c) Approval of the September 2024 Profit and Loss report

Director Chris Semer made a motion to approve the consent calendar. The motion was seconded by Director Melody McLearn and approved unanimously by the following vote:

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

7. REGULAR CALENDAR

- a) The Board separately considered the following item pulled from the Consent Calendar: None
- b) Public Requested Agenda Items
 - 1. Review of Customer Deposit Policy—Comments from audience members. Discussion only.
 - 2. Review of Service Fees and Meter Policies and Procedures. Comments received from the audience members. Discussion only.
 - 3. Review of Customer Service. Comments received from the audience members. Discussion only.
- c) General Manager Shane McDonald informed the Board that legal counsel is working on the retirement trust paperwork.
- d) The Board discussed raising the septage dumping fees. They instructed Shane and Brandy to talk to the septage dumpers and get prices from other receiving stations. Comments received from the audience members. Discussion only.
- e) General Manager Shane McDonald informed the Board that he has been researching new billing software for the office. Comments received from the audience members. Discussion only.
- f) Verizon Land Lease Contract for Cell Tower.
Director Diane Yates made a motion to accept the Verizon Land Lease Contract. The motion was seconded by Director Melody McLearn. Public comment was received by the audience. Director Diane Yates amended her motion to table the Verizon Contract until further information can be reviewed. More public comments were received from the audience. Motion was seconded by Director Melody McLearn and carried unanimously by the following vote:
AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn
NOES: None
ABSENT: None
ABSTAIN: None
- g) The Office Manager informed the Board that three of the board members' terms expire on December 31, 2024. Director McLearn, Semer, and Bridges all confirmed they would be willing to serve another four-year term.

8. GENERAL MANAGER REPORT

- a) Shane McDonald informed the Board that the Lead Line Survey is 100% completed and submitted to the State.
- b) Shane McDonald informed the Board that the meter reading process with the electric cart is making the process quicker.
- c) Shane McDonald told the Board that he is moving the security gate at the wastewater treatment plant out to the front of the property.

9. OFFICE MANAGER REPORT

- a) Brandy Perrone informed the Board that the Auditor will be here on the 23rd and 24th to start the 2023/24 audit.
- b) Brandy Perrone informed the Board that Bryan Bauer has sent in the application for his water distribution test.

10. CORRESPONDENCE No correspondence was received.

11. PUBLIC COMMENT CONCERNING CLOSED SESSION ITEMS – No public comments were received.

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

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

14. ADJOURNMENT – The Chairman adjourned the meeting at 3:39 p.m.