

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

**MEETING MINUTES**

**November 18, 2025**

**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 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:**

Public comment received from Victoria Schoelen. She is glad that General Manager Shane McDonald didn't drown while installing the valves at the reservoir.

**5. AGENDA ADOPTION**

- a) Agenda Additions/Changes – Director Angenett Taft made a motion to adopt the agenda as presented. 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

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 October 21, 2025
- b) Approval and ratification of November warrants
- c) Approval of the October 2025 Profit and Loss Report

Director Diane Yates made a motion to approve the consent calendar as corrected. The motion was seconded by Director Angenett Taft 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) General Manager Shane McDonald reported to the Board that the pneumatic valves at the reservoir have been stalled and are working correctly.
- b) Chairman Chris Semer informed the Board regarding the dive at the reservoir and the safety concerns that he had with the equipment. The Board discussed safety issues. Director Diane Yates made a motion to purchase a new diving ventilator system. 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

- c) General Manager Shane McDonald reported to the Board there is an algae bloom at the reservoir caused by excess phosphorus and nitrates. The first noted algae bloom was reported in 2021. The Board directed Shane to monitor the bloom. No action.
- d) General Manager Shane McDonald reported that there was only one water complaint this month. Due to the algae bloom in the reservoir, it will be harder to treat the water for color and odor, as pretreatment can react negatively with the algae. More flushing in the system is expected. No action.
- e) General Manager Shane McDonald reported to the Board that the Treatment Plant Construction Grant is in a hold pattern. No action.
- f) General Manager Shane McDonald informed the Board that the Pipeline Replacement Grant is scheduled to be submitted before the end of the year.
- g) General Manager Shane McDonald reported that the Wastewater Grant has been redirected to upgrade the sewer lift stations. No action.
- h) Office Manager Brandy Perrone reported to the Board that the TC Board of Supervisors has approved the purchase of 101 Riverview and that we are waiting for paperwork to sign. The Board discussed using the parcel for the community's benefit. No action.
- i) Office Manager Brandy Perrone reported to the Board that the Auditor has requested the Board authorize a journal entry to clear uncleared items from the bank reconciliation for the revolving account. Director Diane Yates made a motion to approve the Auditor to clear \$16,728.14 from checks and payments, and \$14,208.96 from deposits and credits, from the revolving account. Items to be removed are bracketed on the bank reconciliation. 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
- j) The Board agreed to schedule a special meeting for Brown Act Training to be held on December 11<sup>th</sup>, 2025, at 10 AM.

## **8. POLICY REVIEW**

a) The Board reviewed the corrections to Policy No. 30-25 Credit and Debit Card Payment Attempt Limitation Policy. Director Melody McLearn made a motion to adopt Policy No. 30-25. The motion was seconded by Director Diane Yates and carried unanimously by the following vote:

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

b) Office Manager Brandy Perrone informed the Board that the new billing system is charging \$5 plus 1.5% of the bill instead of the \$26 from the previous billing system. She requests that the Board change the fee schedule from \$36 for bounced online payments to \$15. The \$7 fee for each additional credit/debit card attempt after the initial transaction. Director Angenett Taft made a motion to update the fee schedule as presented. The motion was seconded by Director Melody McLearn and passed unanimously by the following vote:

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

## **9. GENERAL MANAGER REPORT**

a) The tri-annual state water inspection has been completed, and we are waiting for the report to come back.

b) A load of hot mix and cold mix was ordered from Eagle Rock. The road repairs have been completed.

c) The Verizon Cell Tower went before the Planning Commission and passed. Things are moving forward.

## **10. OFFICE MANAGER REPORT**

a) The Auditor came in October and completed his field work. We should have a copy of the audit in December. Still working on finding an auditor for next year.

b) Christine Gaffney from the County is still investigating the dam loan payoff.

## **11. CORRESPONDENCE –**

The Board has received complaints via email about office staff that arrived after the agenda was posted. The Board will review emails in closed session at the next meeting.

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

**13. CLOSED SESSION – No Closed Session.**

**14. PUBLIC ANNOUNCEMENT FOLLOWING CLOSED SESSION – None**

**15. ADJOURNMENT 11:34 a.m.**