

REGULAR MEETING OF THE BOARD OF DIRECTORS
OF
TRINITY COUNTY WATERWORKS DISTRICT #1

Hayfork, CA 96041

February 21st, 2023

2:00 p.m.

Directors Present: Diane Yates, Kenneth Wiley, Daniel Bowman, Mary Bowers, Melody McLearn

Directors Absent: None

District Manager: Craig J. Hair, Jr. – Present

CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 2:00 P.M.

CONSENT CALENDAR:

a. Minutes of the December 20th, 2022, Regular Board Meeting:

MSC by Directors Mary Bowers, Daniel Bowman, and carried (5-0). The Board approved the consent calendar as typed. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

COMMUNICATIONS/CORRESPONDENCE:

None

PUBLIC COMMENT/PUBLIC DISCUSSION:

None

PROGRESS PAYMENT REQUEST:

a. Water Use Outside of District: Craig informed the Board that we are already receiving requests for the 2023 years rules and rates. Currently there are no drought declarations issued. We don't know what the rest of the winter will like, so Craig has no recommendations. No action taken.

b. Insurance Service Office Rating of Hayfork Fire District: Chief Leroy Warshawer has convinced the ISO that the data used was incorrect. He has received an extra year to present new data and updated personnel records. No action taken.

CalTrans Improvement Project and Our Efforts on Mapping: Mark D. has obtained the CalTrans mapping needed between the TC Fair and Wildwood Road along Highway 3. Craig will be working with our engineer on overlaying our pipes with CalTrans' culverts and drains to determine where the conflicts will be. No action taken.

Minutes of the February 21st, 2023, Regular Board meeting continued:

PROGRESS PAYMENT REQUEST:

d. Budget Report Balance Sheet 2019-2022: Craig reviewed with the Board the AR has been steadily increasing over the last 2 years. We are aggressively trying to collect on these accounts. The Profit & Loss shows a deficit of \$60,000 in water revenue. Any profits showing are from the 3 grants. No action taken.

e. RFP for Audit for Fiscal Year 2022/23: Craig informed the Board that we have only had one firm respond. No action taken.

f. Purchase of OUTSTORM Scooter: Craig has tested the OUTSTORM Scooter and thinks that it will be an asset for reading meters. Craig recommends the purchase of the OUTSTORM scooter.

MSC by Directors Kenneth Wiley, Melody McLearn, and carried (5-0). The Board approved the purchase of the OUTSTORM Scooter for \$2142.83. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

g. FPPC Form 700: All staff member filled out and signed Form 700. Brandy will send to the Trinity County Clerk.

h. American Business Software Price Increase: Craig informed the Board that the ABS billing system has increased its fees 8%. The cost will be several hundred dollars a year. No action taken.

i. North Star Chemical Price Increase: Craig informed the Board that North Star has increased their prices by 8%, resulting in an increase of several thousand dollars a year. No action taken.

CONFERENCE/EDUCATION SCHEDULE:

None

COMMITTEE REPORTS:

None

BUDGET REPORT/BUDGET TRANSFERS/BILLS PAID:

a. Review & Ratify January 2023 Bills:

MSC by Directors Melody McLearn, Mary Bowers, and carried (5-0). The Board reviewed and ratified the January 2023 bills. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

b. Review & Ratify February 2023 Bills:

MSC by Directors Mary Bowers, Daniel Bowman, and carried (5-0). The Board reviewed and ratified the January 2023 bills. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

Minutes of the February 21st, 2023, Regular Board meeting continued:

BUDGET REPORT/BUDGET TRANSFERS/BILLS PAID:

c. Budget Transfers: None

d. Budget Report:

MSC by Directors Mary Bowers, Daniel Bowman, and carried (5-0). The Board approved the budget report. Chairman Diane Yates, Directors Mary Bowers, Daniel Bowman, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

OLD OR NEW BUSINESS:

a. Ewing Recreation Grant: Craig informed the Board that we are about 85% complete. Craig has billed LWCF thru 8/31/22. We will be working at the reservoir for the next 2 months laying more rock and placing picnic tables and benches. No action.

b. Water Treatment Plant Planning Grant: Craig updated the Board on the grant progress. The Board discussed where we are in the planning process versus where we are supposed to be. Jessica from PACE has brought on extra help to keep from falling further behind. The Board discussed inviting PACE to the next Board meeting. No action taken.

c. Wastewater Treatment Plant Planning Grant: Craig informed the Board that we are about a year behind on the wastewater grant. PACE would like sewer samples for data points. The Board requests that Craig outline their options in going forward with this grant. No action taken.

d. Purchase of Testing Equipment Recommended by PACE: Jessica from PACE would like us to purchase a spectrophotometer and Solinist TLC Meter. The cost of this equipment is about \$12,000. This would come out of the grant funding to TCWW.

MSC by Directors Mary Bowers, Melody McLearn, and carried (5-0). The Board denied the purchase of the recommended equipment made by PACE at this time. The Board will reevaluate the need for purchase at a later date. Chairman Diane Yates, Directors Mary Bowers, Daniel Bowman, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

e. Water and Sewer Rate Study: Craig explained that in order for TCWW to apply for grant funding we need to have a 3rd party water and sewer rate study completed. SUSP can do the rate study for \$19,950. Once they have all the data, they should be able to complete the study in 7-10 working days. Craig recommends hiring SUSP.

MSC by Directors Mary Bowers, Kenneth Wiley, and carried (5-0). The Board approves entering into a contract with SUSP for a water and sewer rate study not to exceed \$19,950.00. Chairman Diane Yates, Directors Mary Bowers, Daniel Bowman, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

Minutes of the February 21st, 2023, Regular Board meeting continued:

OLD OR NEW BUSINESS:

f. Technical/Managerial/Financial: Craig informed the Board of a CWRA workshop in 2016. At that time the Board set certain goals, i.e., having 4 operators. Applying a 4-year water and sewer rate increase, and many other items. Both have been achieved.

MSC by Directors Mary Bowers, Daniel Bowman, and carried (5-0). The Board reviewed and found that we have made substantial progress on most of the items. Chairman Diane Yates, Directors Mary Bowers, Daniel Bowman, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

g. Leak on Hwy 3 and Forest Ave: Craig informed the Board of a leak in our main under the highway. He has contracted CalTrans for permission to use an abandoned culvert as a sleeve for a new mainline, but still waiting on a response. If we cannot use the drain, we will be digging up the Highway. Cost of repairing this leak could be upwards of \$25,000 for new valves and elbows. No action taken.

h. Comments on APN 017-460-11-00 Parcel Split: The District has already dealt with the meters to be assigned to the new parcels. There is no need to comment. No action taken.

i. Application for Water on APN 014-210-03-00: Craig informed the Board that this parcel has been serviced by the district for many years. The parcel is to be sold and now needs its own meter. Sewer is already provided. Craig recommends approving a meter installation for \$1,200.

MSC by Directors Daniel Bowman, Kenneth Wiley, and carried (5-0). The Board approves a meter installation on APN 014-210-03-00 for the cost of \$1200.00. Chairman Diane Yates, Directors Mary Bowers, Daniel Bowman, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

j. Permission to Remove Bad Debt: Brandy requested that she be allowed to remove the stale debt on the AR that has accumulated over the last 15 years. Debts to be removed are from customers that have moved away years ago or have died. Total about of debt to be removed is \$8,939.60.

MSC by Directors Mary Bowers, Melody McLearn, and carried (5-0). The Board approved the removal of bad debt in the amount of \$8939.60. A list of account numbers and totals is attached. Chairman Diane Yates, Directors Mary Bowers, Daniel Bowman, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

SEWER:

None

Minutes of the February 21st, 2023, Regular Board meeting continued:

OTHER BUSINESS:

1. COMMENTS BY:

- A. Public: None
- B. Consultants: None
- C. Staff: None
- D. Management: None
- E. Directors; None

The meeting was adjourned at 3:54 P.M.

Respectfully submitted,

Brandy Perrone
Secretary, TCWWD#1