

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

Hayfork, CA 96041

June 20th, 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

Interim Operations Manager: Shane McDonald - Present

CALL TO ORDER AND ROLL CALL:

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

CONSENT CALENDAR:

a. Minutes of the March 21st, 2023, Regular Board Meeting:

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

b. Minutes of the April 24th, 2023, Special Board Meeting:

MSC by Directors Daniel Bowman, Melody McLearn, 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

c. Minutes of the May 16th, 2023, Regular Board Meeting:

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

COMMUNICATIONS/CORRESPONDENCE:

a. Request for Leak Policy on APN 014-140-05-00: Customer changed request to payment plan. No action taken.

PUBLIC COMMENT/PUBLIC DISCUSSION:

None

Minutes of the June 20th, 2023, Regular Board Meeting continued:

CRAIG HAIR CONSTRUCTION:

a. Status Report on Water Treatment Plant Planning Grant: Craig updated the board on the water treatment planning grant. No action taken.

b. Discuss Change of Scope of Wastewater Planning Grant: Craig informed the board that the scope of wastewater grant has changed. The new scope will be geared towards upgrading communications and collections.

MSC by Directors Mary Bowers, Melody McLearn, and carried (5-0). The board approved Shane to apply to the state with a request to change the scope for the sewer grant project to upgrading and maintaining. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

c. Update on the Watershed Center's Proposed Realignment of Salt Creek: Craig updated the board. No action taken.

d. Status Report on LWCF Ewing Reservoir Recreation Project: Craig updated the board. The project ends on June 30th. The final inspection should be in August. No action taken.

e. Purchase and Install Directional Signs to Ewing Reservoir on State Highway 3: Craig presented the option to purchase directional signs to Ewing Reservoir.

MSC by Directors Mary Bowers, Kenneth Wiley, and carried (5-0). The board made a motion to not purchase directional signs to Ewing Reservoir. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

f. Purchase and Install Bear Trash Cans for Ewing Reservoir: Craig presented the option to purchase bear trash cans for Ewing Reservoir.

MSC by Directors Mary Bowers, Kenneth Wiley, and carried (5-0). The board made a motion to not purchase bear trash cans for Ewing Reservoir. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

g. Submit and Discuss Comments Received on Recreation Project: Craig informed the board of several requests to improve the reservoir. Requests were for hitching posts at the benches and trimming of the canopy for riding horses.

MSC by Directors Mary Bowers, Melody McLearn, and carried (5-0). The board made a motion to not install hitching posts nor cut the canopy from over the road. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

Minutes of the June 20th, 2023, Regular Board Meeting continued:

CRAIG HAIR CONSTRUCTION:

h. Jan 2023 Payroll Report/May 2023 Payroll Report. Craig presented his payroll reports to the board. No action taken.

i. Request Payment for 2 Ford Work Trucks: Craig requests payment for two work trucks in the amount of \$5000.

MSC by Directors Mary Bowers, Melody McLearn, and carried (5-0). The board made a motion to purchase two Ford work trucks from Craig Hair for \$5000. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

CONFERENCE/EDUCATION SCHEDULE:

a. CSDA Down for Web Maintenance: Brandy informed the board that the CSDA website has been down but should be up and functional as of today. No action taken.

COMMITTEE REPORTS:

None

BUDGET REPORT/BUDGET TRANSFERS/BILLS PAID:

a. Review & Ratify June 2023, Bills:

MSC by Directors Mary Bowers, Melody McLearn, and carried (5-0). The Board reviewed and ratified the June bills. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

b. Budget Transfers: None

c. Budget Report:

MSC by Directors Mary Bowers, Melody McLearn and carried (5-0). The Board approved the budget report. Chairman Diane Yates, Directors Mary Bowers, Daniel Bowman, Melody McLearn, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

Minutes of the June 20th, 2023, Regular Board Meeting continued:

OLD OR NEW BUSINESS:

a. Discussion of Craig Hair Construction's Administration of Ewing Recreation Grant: The board discussed options for administering grants.

MSC by Directors Mary Bowers, Melody McLearn, and carried (5-0). The board made a motion to pay Craig Hair Construction \$8000 per month, to expire on December 31st, 2023, for the administering of grants. Mary requests Craig keeps track of all hours worked on the grants. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

b. QB Update on Purchase: Brandy updated the board. No action taken.

c. LAFCO Update on Petkov/Cattaneo: Brandy informed the board that TCWW has no applications submitted to LAFCO. Colette from LAFCO said that these two applications cannot be submitted together. No action taken.

d. Adopt Updated Policy 18-92-05-19-22-23 on Rates, Fees: Brandy presented the updated policy to the board.

MSC by Directors Daniel Bowman, Mary Bowers, and carried (5-0). The board adopted the updated Policy 18-92-05-19-22-23. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

e. Adopt Reviewed Policy 2-90-95-04-13-23 on Office of Chairman: Brandy presented the updated policy to the board.

MSC by Directors Mary Bowers, Daniel Bowman, and carried (5-0). The board adopted the updated Policy 2-90-95-04-13-23. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

f. ER Water Application for APN 014-440-42-00: Brandy presented the ER water application to the board.

MSC by Directors Kenneth Wiley, Mary Bowers, and carried (5-0). The board approved the ER water application for APN 014-440-42-00. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

g. Possible Purchase of Bayley Lumber Truck: Shane requested the board purchase the truck to use as a dump truck.

MSC by Directors Melody McLearn, Mary Bowers, and carried (3-0). The board agreed to purchase the Bayley Cargo 7000 truck for \$5000. Chairman Diane Yates, Directors Mary Bowers, and Melody McLearn: Yes-3; No-0; Abstain-2 (Daniel Bowman and Kenneth Wiley).

Minutes of the June 20th, 2023, Regular Board Meeting continued:

OLD OR NEW BUSINESS:

h. Purchase of New Computers for Office. Shane informed the board that the computers have not been updated since before Brandy started working here. The computers are outdated and lagging. Shane requests permission to purchase new computers for the office. Mary requests that Shane consult Jonathon Daniel before purchasing.

MSC by Directors Mary Bowers, Kenneth Wiley, and carried (5-0). The board approved the purchase of two new office computers not to exceed \$3500. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

i. Review of Policy 6-90-11 Creating a Benefit Package: Item tabled. No action taken.

j. Review of Policy 1-95-05 Annexation Procedures: The board reviewed the policy.

MSC by Directors Mary Bowers, Kenneth Wiley, and carried (5-0). The board reviewed and accepted Policy 1-95-05 as written. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

k. Resolution for New Authorized Representatives on Water Treatment Planning Grants: Item tabled. No action.

l. Election of New Chairman of the Board. Director Bowers nominated Director Bowman.

The board voted to elect Daniel Bowman as new Chairman of the Board: Yes-5; No-0; Abstain-0.

SEWER:

a. Use of Small Jetter for Customers Inside Water District: Shane presented to the board.

MSC by Directors Mary Bowers, Melody McLearn, and carried (5-0). The board approved allowing customers inside the water district use of the small jetter with a \$200 deposit and signed release of liability/indemnity clause. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, Melody McLearn, and Kenneth Wiley: Yes-5; No-0; Abstain-0.

CLOSED SESSION: Brown Act 54957 - The Board may convene to closed session on matters of personnel or litigation.

a. Review Applications/Potential Hiring of Employees:

Reportable action taken in closed session: Donald Morris was hired for the meter reader position for \$20 an hour. Coty Schraeder was hired as the temporary operator in training position for \$25 an hour. Mitchell Connor was hired for the plant operator position was a yearly salary of \$63,600.

Minutes of the June 20th, 2023, Regular Board Meeting continued:

CLOSED SESSION: Brown Act 54957 - The Board may convene to closed session on matters of personnel or litigation.

b. Revision of Brandy Perrone Job Title/Salary:

Reportable action taken in closed session: Brandy Perrone's title was changed to Office Manager/Supplemental Plant Operator with the salary of \$56,000. Salary to be increased to \$60,000 once classes are completed.

c. Potential Appointment/Salary of Operations Manager:

Reportable action taken in closed session: Shane McDonald was hired as permanent Operations Manager with a yearly salary of \$70,000.

OTHER BUSINESS:

1. COMMENTS BY:

- A. Public
- B. Consultants
- C. Staff
- D. Management
- E. Directors

The meeting was adjourned at 5:38 P.M.

Respectfully submitted,

Brandy Perrone
Secretary, TCWWD#1