

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

MEETING MINUTES

January 16, 2024

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

**Shane McDonald – Operations Manager
Brandy Perrone – Office Manager/Clerk of the Board**

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- 1. CALL MEETING TO ORDER at 2:00 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 individual made comments to the Board.
 - (a) Duane Sceper addressed the board concerning a perceived personal attack against him by the district and served the board with a PRA request.

- 4. AGENDA ADOPTION**

- a. 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)*

- 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 the Board meeting minutes from September 19, 2023
 - b) Approval of the Board meeting minutes from October 17, 2023
 - c) Approval of the Special Board meeting minutes from November 1, 2023
 - d) Approval and ratification of the December 2023 warrants
 - e) Approval and ratification of the January 2023 warrants
 - f) Approval of the November 2023 budget report
 - g) Approval of the December 2023 budget report
- (a) Board member Angenett Taft asked that Consent Agenda Items a and b be pulled for consideration on the Board's regular agenda.
- (b) The Board approved the consent agenda excepting items a and b, which were pulled for regular agenda consideration by the Board, was approved by motion of Board member Kenneth Wiley, as seconded by Board member Melody McLearn, and approved unanimously without changes 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 items pulled from the Consent Calendar:
- Consent Agenda Items 5a and 5b were pulled for separate consideration, and the Board approved Items 5a and 5b as corrected. Board member Angenett Taft made the motion. Motion seconded by Board member Melody McLearn and carried unanimously by the following vote:
- Ayes: Angenett Taft, Melody McLearn, Diane Yates, Arnold Bridges, Kenneth Wiley
 Noes: None
 Absent: None
 Abstain: None
- b) Scott Murrison addressed the board regarding water quality and the former Craig Hair Construction contract. Scott has requested a written response to Craig's alleged allegations and how the flushing and water quality will be handled this year. Discussion only.
- c) Dennis Rourke addressed the board regarding his retirement check. Dennis would like the word "retirement" in the memo field on his monthly retirement check. Discussion only.
- d) Ewing water quality and algae bloom. Operations Manager gave a report to the board stating that he is in contact with the Health Department trying to pinpoint how the nitrogen and phosphorus are getting into our drinking water.
- Scott Morrison commented that he had not used fertilizers on the Ranch since 1996.
- e) Water Treatment Plant and Sewer planning grants update. Operations Manager stated that the sewer plant is moving forward. The water treatment planning grant is still moving forward, although PACE is behind on the environmental documentation.

- f) Ewing Reservoir Recreation grant update. Operations Manager reported that the Ewing grant final payment request has been submitted and is being processed.

Craig Hair, Jr. inquired about the acceptance of the Department of Water Resources match.

- g) Quote for new office window and update on office building maintenance. Operations Manager reported that a quote for the new office window would be about \$900. Board member Arnold Bridges made a motion to table the item. Motion seconded by Board member Melody McLearn and carried unanimously by the following vote:

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

- h) Fleet maintenance and potential purchase of a new vehicle for the district. Operations Manager updated the board on the usage of personal vehicles for district travel out of town. Board member Melody McLearn motioned to table item. Motion seconded by Board member Kenneth Wiley and carried unanimously by the following vote:

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

- i) Policy for the public to request to be placed on the agenda. Managers have asked that the district adopt a policy that all public asking to be put on the agenda fill out a request form specifying the topic of the item they want to be placed on the agenda. Motion made by Board member Melody McLearn to direct Shane McDonald to draft a policy and form for adding public items to the agenda. 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

Scott Murrison inquired if he would have to write his request for the next meeting.

- j) Conflict of Interest Form 700. Office Manager Brandy Perrone requested the Board fill out the Conflict of Interest Form 700 for 2024 filing.

- k) Emergency water applications for APNs 017-440-017-000 and 017-390-030-000. Motion was made by Board member Angenett Taft to approve the water applications with a usage cap set at 20,000 gallons. Motion seconded by Board member Kenneth Wiley 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 inquired if due diligence was being done before approving the water applications.

- l) MVUSD's sewer assessment payoff and possible pre-payment of USDA Rural Development totaling \$41,625.57. Office Manager Brandy Perrone informed the Board that the MVUSD has paid in full the sewer assessments for both schools. The former Water

District Manager inquired about a prepayment applied to the USDA loan. Board member Angenett Taft motioned to send the MVUSD's sewer assessment payoff in the amount of \$41,625.57 to the USDA Rural Development as a prepayment. 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

- m) Update on the 2022/23 Audit and possible internal control changes. Operations Manager Shane McDonald presented the Board with the internal controls that CPA Mike Celentano has suggested be done. The Auditor would also like to see the billing cycle change from a 4-part billing to a once-a-month cycle. Motion made by Board member Melody McLearn to move forward with a plan to change the billing routes from 4 parts to a 1-part route. 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

- n) Scheduling of Brown Act training for Board members. Motion made by Board member Melody McLearn to have Jim Underwood give Brown Act Training to the Board on Tuesday February 20th at 1:00 PM. 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

Marie Chvosta inquired if the public was welcome to attend.

7. OPERATIONS MANAGER REPORT

- a. The Operations Manager gave a report to the Board regarding their direction to contact Scott Murrison regarding the deed name. Shane informed the Board that he did contact Scott and has yet to be given a name to put the property into.
- b. The Operations Manager gave a report to the Board informing them that all the water right reports are filed.
- c. The Operations Manager gave a report to the Board that Dave Hunt had sent a letter requesting to be on the December agenda. Mr. Hunt was requesting a will-serve letter for the Carter Gulch Estate Subdivision. A will-serve letter was already in his file and just needed to be sent to Mr. Hunt.
- d. The Operations Manager gave a report stating that the burning around the reservoir is mostly done and the trail maintenance is being worked on.

8. OFFICE MANAGER REPORT

- a. The Office Manager gave a report to the Board regarding the status of the new signature cards for the bank. The bank is waiting for one director to provide ID before proceeding.

9. CORRESPONDENCE: The following correspondence was received:

(a) Letter from Dave Hunt regarding the Carter Gulch Estate Subdivision.

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

11. 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: None

12. PUBLIC ANNOUNCEMENT(S) FOLLOWING CLOSED SESSION (If any reportable actions were taken):
None

13. ADJOURNMENT – The Chairman adjourned the meeting at 3:30 p.m.