

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

MEETING MINUTES

November 21, 2023

**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
Jim Underwood – Legal Counsel**

1. CALL MEETING TO ORDER at 2:00 p.m. by Chairman Diane 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 – Absent

3. PUBLIC COMMENT: The following individuals made comments to the Board:

- (a) Dennis Rourke addressed the Board concerning the minutes for September, October, and November and requested to be on next month's agenda.
- (b) Scott Murrison addressed the Board requesting to be on next month's agenda.

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 and ratification of the November 2023 warrants
- (b) Approval of the October 2023 budget report

The Board approved the consent agenda by motion of Board member Melody McLearn, as seconded by Board member Angenett Taft, and approved [unanimously] without changes by the following vote:

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

Dennis Rourke addressed the Board, requesting clarification on last month's warrants.

6. REGULAR CALENDAR

- (a) Separately consider items pulled from the Consent Calendar. None.
- (b) Scott Murrison addressed the Board regarding the prior Craig Hair Construction contract and his claimed allegations against Craig Hair, Jr., the new water treatment plant grant funding, public relations with flushing the water lines, and the water diversion on Big Creek.
- (c) Potential hiring of CPA for 2022/23 audit. The history of audit services, the need for a new District auditor, and the recommended new auditor, was presented by staff. Craig Hair raised concern about the proposed auditor's qualifications to meet grant audit requirements. Scott Murrison and Robert Seronello provided comments concerning staff qualifications to manage the District. Following Board discussion, a motion was made by Board member Melody McLearn to hire CPA Mike Celentano to perform the district's 2022/23 audit. Motion seconded by Board member Angenett Taft. Board member Melody McLearn rescinded her motion. Board member Angenett Taft motioned to approve the hiring of CPA Mike Celentano subject to confirming his qualifications to meet the all-audit requirements, including for District grants. Motion seconded by Board member Kenneth Wiley and approved by the following vote:
Ayes: Angenett Taft, Melody McLearn, Diane Yates, Kenneth Wiley
Noes: None
Absent: Arnold Bridges
Abstain: None
- (d) Request approval for an emergency water application for use outside the district boundaries. Board member Kenneth Wiley motioned to approve an emergency water application for APN 017-450-022-000 with a cap set at 20,000 gallons. Motion was seconded by Board member Melody McLearn and approved unanimously by the following vote:
Ayes: Angenett Taft, Melody McLearn, Diane Yates, Kenneth Wiley
Noes: None
Absent: Arnold Bridges
Abstain: None
- (e) Approval to hire Trinity Tax & Bookkeeping for the budget transfers and bookkeeping maintenance. Board member Kenneth Wiley made the motion to direct Brandy to talk to Trinity Tax and not spend over \$200. Motion seconded by Board member Angenett Taft and passed unanimously by the following vote:
Ayes: Angenett Taft, Melody McLearn, Diane Yates, Kenneth Wiley
Noes: None

Absent: Arnold Bridges
Abstain: None

Craig Hair, Jr. commented, stating Trinity Tax & Bookkeeping should do it.

Dennis Rourke addressed the Board, stating the wording on the agenda was incorrect, and expressed concerns about related District costs. Robert Seronello, Craig Hair and Scott Murrison provided comments about District management.

- (f) Ewing Reservoir Grant update. Operations manager Shane McDonald informed the Board that the final payment request has been submitted. Issues were found with the first two progress payments that must be straightened out. Discussion only.

Craig addressed the Board, inquiring about the issues and line items that needed fixing. A brief discussion followed.

- (g) Scheduling future Ralph M. Brown Act "Open Meeting Law" training. Robert Seronello and Dennis Rourke addressed the Board concerning the proposed training. Following a brief discussion, a motion was made by Board member Melody McLearn to have District Counsel Jim Underwood prepare, disseminate, and discuss the Brown Act and related requirements to be scheduled at a later date. Motion seconded by Board member Angenett Taft. passed unanimously by the following vote:

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

Dennis Rourke requested to be placed on the next agenda to discuss his retirement check.

- (h) Office building maintenance regarding the new window and door. Operations manager Shane McDonald informed the board that the door has been purchased and installed but still needs a price for the window.

Robert Seronello addressed the Board, stating he thinks it is a waste of time to worry about the deck when there are so many other things that are more important.

Victoria Schoelen addressed the Board, stating that she is happy with the safety improvements made to the public entrance.

7. OPERATIONS MANAGER REPORT

- (a) The Operations Manager reported to the Board that the required patch paving on the highway was completed, and the remaining asphalt was used for pavement repairs around the office.
- (b) The Operations Manager gave a report to the Board regarding the Wastewater grant update. The change of scope request has been sent to the state, and the next progress payment is being submitted.
- (c) The Operations Manager gave a report to the Board regarding the Water Treatment Planning grant. The progress payment is being submitted. The current lead engineer is leaving on maternity leave, and Grant Maxwell will become the lead engineer for both water and sewer grants in the

meantime. The fast-track funding is not available, and the traditional funding application will be the next step after the progress payments are accepted.

- (d) The Operations Manager reported to the Board that Coty Schraeder passed his D-1 test and will take his T-1 next.

8. OFFICE MANAGER REPORT

None

9. CORRESPONDENCE The following correspondence was received:

- (a) Letter and email from Don Reynolds were received on November 1, 2023, at 8:16 AM. A letter from Don Reynolds, CPA disengaging his contract with Trinity County Waterworks as Auditor. Staff noted that no letter from Don Reynolds disengaging his contract had been received before District receipt of the email.

Public comment was received from Craig Hair, Jr. asking how Supervisor Liam Gogan had a copy of that letter at the November 1st Special Board meeting, even before the District had received it.

10. PUBLIC COMMENT CONCERNING CLOSED SESSION ITEMS – The following individuals made comments to the Board concerning closed session:

- (a) Craig Hair, Jr. objected to the Board going into a closed session based on the agenda notice given.
- (b) Dennis Rourke addressed the Board concerning the closed-session agenda, concerning real property negotiations, possible litigation, and limits on subjects for closed-sessions.
- (c) Victoria Schoelen inquired of the Board as to why the Board went into closed session for real property negotiations.
- (d) Robert Serenello addressed the Board about the proposed real property negotiation closed-session item.
- (e) Craig Hair, Jr. again addressed the Board, recounting his negotiation with Scott Murrison and that Scott never gave him a name to vest the property even after the lot line adjustment was completed and that he would be happy to stay for the closed session should he be needed to do so.

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:

- (a) Conference with real property negotiator: Property APN 017-460-031-000, 8997 State Highway 3, Hayfork, CA 96041 and APN 014-330-036-000, 320 Reservoir Road, Hayfork, CA 96041.
- (b) Conference with legal counsel – Anticipated litigation: No. of cases: Two (2)

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

The Board Chair requested Legal Counsel Jim Underwood to report out.

- (a) Jim Underwood, concerning agenda item No. 11(a), announced that the Board took the following action: The Board directed Shane McDonald to contact the property owner Scott Murrison to discuss closing out the property line adjustment transaction.
- (b) Jim Underwood, concerning agenda item No. 11(b), announced that the Board took no reportable action.

13. ADJOURNMENT – The Chairman adjourned the meeting at approximately 4:00 p.m.