

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

Hayfork, CA 96041

September 20th, 2022

2:00 p.m.

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

Directors Absent: Melody McLearn

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 August 16th, 2022, Regular Board Meeting:

MSC by Directors Mary Bowers, Daniel Bowman, and carried (4-0). The Board approved the consent calendar as corrected. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

COMMUNICATIONS/CORRESPONDENCE:

a. Communication with Trinity County Planning Dept: Craig updated the Board on the emails between himself and the Planning Department. No action taken.

PUBLIC COMMENT/PUBLIC DISCUSSION:

None

PROGRESS PAYMENT REQUEST:

- a. Update on all pending grants: The LWCF grant restrooms are 100% complete, fencing is 75% complete, large trails are 75% complete, small trails are 90%, tables and benches are 50% complete. We have spent \$464,049. We have progress payment #2 submitted for \$227,138. (50% cash match).

From our planning grants, we have received \$161,501 over the last month or so and have processed those payments and forward payments to PACE engineering. To date on the wastewater planning grant, we have incurred invoices for \$33,544. On the water treatment planning grant, we have incurred invoices for \$270,990. We have received \$40,907.00 from the wastewater grant and \$279,411.00 from the water treatment planning grant.

Minutes of the September 20th, 2022, Regular Board Meeting continued:

PROGRESS PAYMENT REQUEST:

b. Discussion on Standby Fees: Craig informed the Board about the standby fee increase from \$3 to \$22. The Board discussed a new standby fee.

MSC by Directors Kenneth Wiley, Daniel Bowman, and carried (4-0). The Board approved a change in the standby fee from \$22 a month to \$10 a month. Chairman Diane Yates, Directors Mary Bowers, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

c. Discussion on Customer Deposits for Meter Installations: Craig discussed with the Board including the customer deposit into the cost of meter installation. The Board directed him to return next month with a policy draft. No action taken.

d. Discussion on Disconnect and Turn Off Policy: Craig updated the Board on past due accounts and the district's account receivables. No action taken.

e. Audits 2020/21 & 2021/22: Craig explained the email chain between the Trinity County Auditor's Office, Don Reynolds, and himself. No action taken.

f. Staffing Levels for Craig Hair Construction: Craig updated the Board on his staff, and he will not be billing for any extra help cost until next year. No action taken.

g. New Signature Cards for Tri-Counties Bank Accounts. Brandy informed the Board that new signature cards are needed for bill review for our new Board members.

MSC by Directors Daniel Bowman, Kenneth Wiley, and carried (4-0). The Board approved removing Marsha Maraviov and Keith Wright from the signature cards and adding Mary Bowers and Melody McLearn. Chairman Diane Yates, Directors Mary Bowers, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

CONFERENCE/EDUCATION SCHEDULE:

a. MISCO Class In El Dorado Hills for Craig and Shane: MISCO is holding a free training seminar on running the treatment plant that PACE is planning on installing at our facility.

MSC by Directors Mary Bowers, Daniel Bowman, and carried (4-0). The Board authorized Craig and Shane to attend the MISCO seminar. Chairman Diane Yates, Directors Daniel Bowman, Mary Bowers, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

COMMITTEE REPORTS:

a. SDRMA Report: SDRMA's website was hacked. No action taken.

Minutes of the September 20th, 2022, Regular Board Meeting continued:

BUDGET REPORT/BUDGET TRANSFERS/BILLS PAID:

a. Review & Ratify September 2022, Bills:

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

b. Budget Transfers: None

c. Budget Report:

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

OLD OR NEW BUSINESS:

a. Water Use/Revenue Report to Date: Craig presented the revenue to date and the district is down about \$100k this year in water sales. No action taken.

b. Old/New Emergency Water Applications for Outside of the District: The Board reviewed the applications.

MSC by Directors Kenneth Wiley, Daniel Bowman, and carried (4-0). The Board approved the old and new applications for water use outside of the district not to exceed 20,000 gallons. Chairman Diane Yates, Directors Mary Bowers, Daniel Bowman, and Kenneth Wiley: Yes-4; No-0; Abstain-0.

c. Steel Waterline Replacement Plan: Craig informed the Board that some of our waterlines are over 70 years old and need replacing. Craig is working on a plan to replace those pipes. No action taken.

SEWER:

a. Air System in Pond #2 Update: Craig informed the Board that the sewer neighbor is happier and pond #2 is looking much better after the installation of aerator. No action taken.

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

a. Illegal Use of Water on Two Parcels: Item was removed from agenda. No discussion transpired.

Minutes of the September 20th, 2022, Regular Board Meeting continued:

OTHER BUSINESS:

1. COMMENTS BY:
 - A. Public
 - B. Consultants
 - C. Staff
 - D. Management
 - E. Directors

The meeting was adjourned at 3:15 P.M.

Respectfully submitted,

Brandy Perrone
Secretary, TCWWD#1