

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

**MEETING MINUTES
NOVEMBER 19, 2024
2:00 PM**

**Chairman Angenett Taft
Vice Chair John C. (Chris) Semer
Director Melody McLearn
Director Diane Yates
Director Arnold Bridges**

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

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1. **CALL MEETING TO ORDER at 2 p.m. by Chairman Taft**
 2. **PLEDGE OF ALLEGIANCE**
 3. **BOARD OF DIRECTORS ROLL CALL- DETERMINATION OF BOARD QUORUM**

Angenett Taft – Chairman – present
John C. (Chris) Semer – Vice Chair – present
Diane Yates – Director – present
Arnold Bridges – Director – present
Melody McLearn – Director – present

4. **PUBLIC COMMENT:** The following people made comments to the Board:
 - a) Gary Shewry addressed the Board.
5. **AGENDA ADOPTION**
 - a) Agenda Additions/Changes – None
 - b) Business /Campaign Conflict Disclosures (Potential Board Member disclosures) – No disclosures
6. **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 discussions and potential action.)

- a) Approval of minutes of the Board meeting of October 15, 2024 (Potential Action Item)
- b) Approval of minutes of the Special Board meeting of October 22, 2024 (Potential Action Item)
- c) Approval of the October Profit and Loss Report (Potential Action Item)
- d) Approval and Ratification of the November 2024 warrants (Potential Action Item)

Director Diane Yates made a motion to approve the consent calendar with changes made to minutes to reflect current board members. The motion was seconded by Director Melody McLearn and approved unanimously by the following vote:

AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn
NOES: None
ABSENT: None
ABSTAIN: None

7. REGULAR CALENDAR

- a) The Board separately considered the following item pulled from the Consent Calendar:
None

- b) General Manager Shane McDonald presented the Board with a proposed lease agreement from Verizon for a cell tower to be placed on district property. Director Chris Semer made a motion to accept the proposed lease agreement from Verizon, which Director Arnold Bridges seconded. The audience provided public comment. The Directors discussed the item. The Verizon Cell Tower lease agreement was not approved by the following vote:

AYES: Arnold Bridges
NOES: Diane Yates, Chris Semer, Melody McLearn
ABSENT: None
ABSTAIN: Angenett Taft

- c) The district received no new letters of interest for the three expiring board terms. Director Diane Yates made a motion to recommend Directors Bridges, Semer, and McLearn to the Trinity County Board of Supervisors for another 4-year term expiring December 31, 2028. Chairman Taft seconded the motion. The audience provided public comment. The motion passed unanimously by the following vote:

AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn
NOES: None
ABSENT: None
ABSTAIN: None

- d) General Manager Shane McDonald informed the Board that he has been looking into new billing systems for the office. He met with four software companies. He requested that the Board switch to Current Software for the District's monthly billing. Director Diane Yates made a motion to allow Shane to switch to the Current Software for billing. Director

Melody McLearn seconded the motion. The audience provided public comment. The motion passed unanimously by the following vote:

AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn
NOES: None
ABSENT: None
ABSTAIN: None

- e) General Manager Shane McDonald informed the Board that we have completed a draft audit report but are waiting to hear from BBK Law Firm regarding a Trust for the retirees in PERS. No action was taken.

8. **POLICY UPDATES**

- a) Benefits Package Update – There have been no meetings on this topic.
- b) Meter Policy – The Board discussed how they would like the meter policy detailed.
- c) Review of Policy for Emergency Water – The Board discussed allowing the General Manager to authorize two loads a month of 5,000 gallons of treated water per parcel for emergency water applications. Director Diane Yates made a motion to allow the general manager to authorize emergency water to parcels outside of the district with a maximum of 5,000 gallons for two months without board approval. Director Melody McLearn seconded the motion. The audience provided public comment. The motion was passed unanimously by the following vote:
AYES: Diane Yates, Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn
NOES: None
ABSENT: None
ABSTAIN: None
- d) The Board discussed how they would like to review policies.

9. **GENERAL MANAGER REPORT** (Note: Items listed below are for status reporting only, with no Board action to be requested or taken and no direction to be given.)

- a) General Manager Shane McDonald has been working with Mr. Underwood on the retirement trust.
- b) General Manager Shane McDonald updated the Board on the new requirements for backflow testing.

10. **OFFICE MANAGER REPORT**

- a) Office Manager Brandy Perrone informed the Board that she had not had time to get price quotes from different septage receiving facilities.

11. **CORRESPONDENCE**

- a) Email from Ryan Tarbell

12. **PUBLIC COMMENT CONCERNING CLOSED SESSION ITEMS** – None

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

None

14. **PUBLIC ANNOUNCEMENT FOLLOWING CLOSED SESSION**

None

15. **ADJOURNMENT** – The Chairman adjourned the meeting at 3:42 p.m.

DRAFT