

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

MEETING MINUTES
September 16, 2025

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

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

1. CALL MEETING TO ORDER AT 10 a.m. by Chairman Chris Semer

2. PLEDGE OF ALLEGIANCE

3. BOARD OF DIRECTORS ROLL CALL – DETERMINATION OF BOARD QUORUM

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

4. PUBLIC COMMENT: None

5. AGENDA ADOPTION

a) Agenda Additions/Changes – Director Melody McLearn made a motion to accept the agenda as presented. Motion was seconded by Director Arnold Bridges and passed by the following vote:

AYES: Arnold Bridges, Chris Semer, Melody McLearn

NOES: None

ABSENT: Diane Yates, Angenett Taft

ABSTAIN: None

- b) Business/Campaign Conflict Disclosures (Potential Board Member disclosures) – No disclosures presented.

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 item be pulled for separate discussion and potential action.)

- a) Approval of minutes for the Regular Board meeting of August 19, 2025

- b) Approval and ratification of September warrants

- c) Approval of the August 2025 Profit and Loss Report

Director Melody McLearn made a motion to approve the consent calendar as corrected.

The motion was seconded by Director Arnold Bridges and carried by the following vote:

AYES: Arnold Bridges, Chris Semer, Melody McLearn

NOES: None

ABSENT: Diane Yates, Angenett Taft

ABSTAIN: None

7. REGULAR CALENDAR

- a) General Manager Shane McDonald presented the Board with a drought plan. Director Melody McLearn made a motion to adopt the Drought Plan as presented. The motion was seconded by Director Arnold Bridges and carried by the following vote:

AYES: Arnold Bridges, Chris Semer, Melody McLearn

NOES: None

ABSENT: Diane Yates, Angenett Taft

ABSTAIN: None

- b) General Manager Shane McDonald informed the Board that it is time for Brown Act and ethics training. The Board instructed office staff to schedule training.

- c) General Manager Shane McDonald informed the Board that we have obtained the amortization schedule for the Davis-Grunsky Dam Loan. The idea of paying off the dam loan in a lump sum has been proposed to remove it from the debt schedule for the new water treatment construction grant. The Board instructed office staff to contact the county regarding the early payoff of the dam loan.

- d) General Manager Shane McDonald updated the Board on the Treatment Plant Grant. State Senator McGuire's office has offered its assistance if needed. PACE Engineering is helping to complete the application.
- e) General Manager Shane McDonald updated the Board that he will be lowering the intake valve at the reservoir shortly.

8. POLICY REVIEW

- a) General Manager Shane McDonald presented the Board with the Comp Time Policy. Director Melody McLearn made a motion to adopt the Comp Time Policy. The motion was seconded by Director Arnold Bridges and carried by the following vote:
AYES: Arnold Bridges, Chris Semer, Melody McLearn
NOES: None
ABSENT: Diane Yates, Angenett Taft
ABSTAIN: None
- b) Ethics Training Policy has been included into the Board Member Policy.
- c) General Manager Shane McDonald presented the Board with a the Board Member Policy outlining the duties and responsibility of the Board of Directors. Director Melody McLearn made a motion to accept the Board Member Policy. The motion was seconded by Director Arnold Bridges and carried by the following vote:
AYES: Arnold Bridges, Chris Semer, Melody McLearn
NOES: None
ABSENT: Diane Yates, Angenett Taft
ABSTAIN: None

9. GENERAL MANAGER REPORT

- a) General Manager, Shane McDonald, informed the Board that the leak on Highland Drive has been completed. Chair Chris Semer asked when Shane will be fixing the road. Shane informed the Board that he will be ordering asphalt before winter.
- b) General Manager, Shane McDonald, informed the Board that the tules have been removed from Pond 2 and the aerators have been reinstalled. The men will be starting on Pond B.

10. OFFICE MANAGER REPORT

- a) Office Manager informed the Board that the USFS septage dumping netted roughly \$800 extra in income this month.

11. CORRESPONDENCE – None

12. PUBLIC COMMENT CONCERNING CLOSED SESSION ITEMS – None

13. CLOSED SESSION – No Closed Session.

14. PUBLIC ANNOUNCEMENT FOLLOWING CLOSED SESSION – None

15. ADJOURNMENT 11:45 a.m.