

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

MEETING MINUTES

SEPTEMBER 17, 2024

**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**

1. CALL MEETING TO ORDER at 2 p.m. by Chairman

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
Melody McLearn- Director – present
Diane Yates- Director – absent
Arnold Bridges- Director – present

4. PUBLIC COMMENT The following individual made comments to the Board:

- a) Evelyn Haynes addressed the Board regarding issues with customer deposits, meters being removed, poor customer service, and allegations of employees lying to customers.

5. AGENDA ADOPTION

- a) Agenda Additions/Changes – None
- b) 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)*

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 discussion and potential action.)

- a) Approval of minutes for the Board meeting of August 20, 2024
- b) Approval and ratification of the September 2024 warrants
- c) Approval of the August 2024 profit and loss report

Director Chris Semer made a motion to approve the consent calendar. The motion was seconded by Director Arnold Bridges and approved unanimously by the following vote:

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

7. REGULAR CALENDAR

- a) The Board separately considered the following item pulled from the Consent Calendar: None
- b) General Manager Shane McDonald informed the Board that the actuary firm Foster & Foster finally completed the actuary study. However, they did not deliver the actuary report within the requested and promised time frame. Shane contacted Foster & Foster who reduced the bill. The auditor contacted TCWW about the retirement liability amount and recommended that we contact an annuities expert. Office Manager Brandy Perrone contacted the California Special District Association (CSDA) for an annuity referral. CSDA referred us to Actuarial Retirement Consulting (ARC). ARC recommended that TCWW set up an irrevocable 115 Trust to reduce the unfunded liability and suggested we contact Public Agency Retirement Services (PARS) to do that. In a meeting with PARS, it was revealed that it would not be legal for TCWW to use a 115 Trust due to IRS regulations because we are no longer a part of PERS. Through discussion with ARC and the auditor, the recommendation was made that TCWW establish a legal version of an irrevocable trust for retirees. Discussion only.

- c) Director Arnold Bridges made a motion to establish the legal documents and bank accounts necessary for an irrevocable trust for the retirees. Chairman Angenett Taft instructed Brandy to contact Coast Central Credit Union and get a proposal from them in addition to contacting LAIF and Tri Counties Bank. The motion was seconded by Chris Semer and passed unanimously by the following vote:

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

Public comments received from Victoria Schoelen.

- d) Director Chris Semer made a motion to accept the 2022/23 Audit. The motion was seconded by Director Arnold Bridges and passed unanimously by the following vote:

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

Public comment received from Victoria Schoelen.

- e) Office Manager Brandy Perrone informed the Board that the auditor recommended during the audit, that we close several unnecessary bank accounts. Brandy recommends closing both the Sewer Fund and Grants Projects account, as these can easily be tracked in QuickBooks. The motion was seconded by Director Melody McLearn and passed unanimously by the following vote:

AYES: Arnold Bridges, Angenett Taft, Chris Semer, Melody McLearn

NOES: None

ABSENT: Diane Yates

ABSTAIN: None

Public comment received from Victoria Schoelen.

- f) Office Manager Brandy Perrone received a phone call from a septage professional who recommended we increase the septage dumping fees. The Board instructed Brandy to come back to the next meeting with more information on other facilities' dumping fees. Discussion only.
- g) General Manager Shane McDonald informed the Board that he has been entering data into the lead line survey. Mitchell and Bryan have been working on collecting the data not collected during the meter reading. He has the mandated 20% completed and is continuing to enter more before the deadline ends. He is hoping for 100%. Discussion only.
- h) General Manager Shane McDonald informed the Board that Waterworth had onboarded the data needed to start the program. Shane has been able to log on and play with the projected revenue charts. Discussion only.

8. GENERAL MANAGER REPORT

- a) General Manager Shane McDonald informed the Board that they have removed trees around the office and have enlarged the back parking lot. Burning will begin when it rains.
- b) General Manager Shane McDonald used the new electric cart during the last meter reading cycle. The cart allowed him to carry the tools needed to clean the meter boxes and conduct a lead line survey, and he was impressed with its performance.
- c) General Manager Shane McDonald informed the Board that the Water Treatment Planning grant is closed. He has met with Jessica from PACE Engineering, and they are uploading the documents to FFAST.

9. CORRESPONDENCE No correspondence was received.

10. PUBLIC COMMENT CONCERNING CLOSED SESSION ITEMS – 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):

13. ADJOURNMENT – The Chairman adjourned the meeting at 3:07 p.m.