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Description automatically generated**MINUTES**

**REGULAR MEETING OF THE ETNA CITY COUNCIL**

**Monday August 16, 2021**

Members of the Etna City Council met on this 16th day of August, via TELECONFERENCE. Mayor Jaime Tarne called the meeting to order and dispensed with the flag salute.

**Roll Call**

Councilmembers Cliff Munson, Mitch Trost, and Mayor Jaime Tarne were present. Councilmembers Charnna Gilmore, and Brandon Fawaz were not present.

**Oral Comments from the Public on Non-Agenda Item**

Audience member Megan Peterson gave an update on Flix Fest scheduled September 19th to the 20th at the Avery Theater.

Audience member Rick Kramer gave two suggestions regarding the water situation. One suggestion is to dig a shallow well near the head gate, and the second suggestion is to put a pump in below the dam and pump excess water back up to the head gate. Both suggestions are not costly. Kramer also asked the council when the meetings will go back to in person meetings since other similar meetings are in person such as the Board of Supervisors. Kramer believes that face to face meetings accomplish more. City Clerk Hargrove commented that she has been working with IT to get the Council Chambers set up to accomodate both in person meetings and online.

Audience member Tara Shuttleworth commented, but was inaudible.

**Consent Calendar**

* Minutes August 2, 2021

Council member Mitch Trost moved to approve the Minutes August 2, 2021; Councilmember Gilmore seconded. (Gilmore is now present at the meeting.)

**Ayes: Munson, Gilmore, Trost, Tarne**

**Council/Department Reports:**

Public Works Director Dan Burbank reported that they have been busy cleaning up around the shop, water, working on a water main near Island Road.

Tara Shuttleworth commented on a couple of events that she would like to schedule throughout town.

Police Chief Josh Short reported that it has been business as usual. They have assisted on the Dixie Fire. Chief Short also mentioned that their new PD vehicles are in service now.

Ambulance Director Terri Arrwood reported that August has been a little slower as far as calls go. Director Burbank assisted with some repairs.

Clerk Hargrove reported that they have been working on end 2021 COVID reporting. Hargrove has been working with IT to set up the chambers, but there are concerns with the new Delta Variant.

Mayor Tarne gave an update on the COVID Delta Variant and current COVID conditions in adjacent counties.

Councilmember Trost reported that the park has been slow.

Chief Short commented that he addressed the RV staying at the park.

**BUDGET ITEMS:**

None

**CURRENT BUSINESS:**

**Discuss/Approve 2019/2020 Audit.** City Auditor Charlie Pillon presented the completed Audit to the council and explained the Communication Letter which is a summary of the 19/20 Audit. Pillon also explained the Material Weaknesses and the Audit Findings addressed in the Audit. Gilmore asked if timeliness of the bank recs is still an issue. Pillon answered yes due to several reasons. Pillon shared some recommendations for staff as follows:

* Rubber stamp that will show details and stamp every invoice with account number etc.
* Initials for approval on invoices
* Paying invoices in the right period/date to show when expenses are incurred
* Ensure that there is a backup with payments, invoices, and receipts
* Ensure that water usage revenues are moved to fund 20 quarterly, or semi annually

Gilmore asked how these recommendations get implemented. Pillon suggested that city council should designate someone to help keep track of these things. The pre-auditor Jill Tafoya should be doing an overview of these things as well. Councilmember Munson commented that the city is more laxed then other places in his experience. Mayor Tarne commented that our first quarter budget meeting is in October and these recommendations can get checked at the meeting.

Pillon further addressed some key points in the Audit Report and answered any questions. Mayor Tarne moved to approve accepting the 19/20 Audit, Councilmember Trost seconded, and the motion passed.

**Ayes: Munson, Gilmore, Trost, Tarne**

Pillon also recommended that on the agenda under ‘Current Business’ should show *Discussion/Action*.

**Discuss/Approve water bill penalties.** Alissa Perry was not present at the meeting. No action taken.

**Discuss/Approve Fire Camp water usage.** Mayor Tarne visited the Fire Camp and spoke with the Logistics Chief along with others regarding water usage for dust abatement due to the current drought situation. Tarne believes that the issues with the dust abatement have been taken care of. Director Burbank commented that we need to pay attention to where we are at with cfs. Gilmore responded that we currently are a little over 2.5 cfs and will closely monitor it to ensure that the Fire Camp has enough time to make other arrangements. Burbank also mentioned that there is a State Water Board meeting scheduled for tomorrow.

**CORRESPONDENCE:**

None.

**CITY COUNCIL STATEMENTS AND REQUESTS:**

**CLOSED SESSION: Pursuant to Government Code Section 54957:**

* **Discuss employee matters.**

A job opening has been posted for a part time EMT/paramedic to assist with ambulance administration. Interviews will be scheduled for next week.

* **Discuss legal matters.**

Clerk Hargrove updated the Council on current legal matters.

**Adjournment**

There being no further business Mayor Tarne ended the Closed Session and adjourned the open meeting at 7:30 pm.

Respectfully submitted,

Jenny Bennett

Asst. City Clerk