

**BOARD OF DIRECTORS**  
**LOWER LAKE COUNTY WATERWORKS DISTRICT NO. 1**  
**P.O. BOX 263, LOWER LAKE, CA 95457-0263**  
**Phone: 707-994-6009 Fax: 707-994-7415**  
**Email: [lowerlakewater@mchsi.com](mailto:lowerlakewater@mchsi.com)**

**DIRECTORS:**

**AGENDA**

**REGULAR MEETING: January 14, 2020, 1:00 PM**  
**DISTRICT OFFICE – 9800 Hwy 53 Unit C, Lower Lake,**  
**California**

**FRANK HAAS, CHAIR**  
**COLETA BARNHART-PROCTOR**  
**FRANK McELWAIN**  
**MARTIN SCHLIEF**

**Any person may speak for five (5) minutes on any agenda item; however, total public input per item is not to exceed 20 minutes, unless extended at the discretion of the Board. This rule does not apply to public hearings. Non-timed items may be taken up at any unspecified time.**

**REQUEST FOR DISABILITY-RELATED MODIFICATION OR ACCOMMODATION:**

A request for a disability-related modification or accommodation necessary to participate in the Board of Directors meeting should be made in writing to the Secretary of the Board at least 48 hours prior to the meeting.

- A. CALL TO ORDER** at \_\_\_\_\_ p.m.
- B. ACCEPT RESIGNATION OF FORMER BOARD MEMBER**
- C. SWEAR IN OF NEW BOARD MEMBER**
- D. NOMINATION AND ELECTION OF CHAIR & VICE CHAIR FOR 2020**
- E. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD DECEMBER 10<sup>TH</sup>, 2019, SPECIAL MEETING HELD DECEMBER 13<sup>TH</sup> 2019 AND SPECIAL MEETING HELD DECEMBER 27<sup>TH</sup> 2019: *Discussion/Possible Action***  
Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_
- F. FINANCIAL**
- 1. Review and Discuss the Financial Statement: *Discussion/Possible Action***  
Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_
- 
- G. PUBLIC INPUT:** *Any person may speak about any subject of concern provided it is within the jurisdiction of the Board of Directors and is not already on today's agenda*
- H. CORRESPONDENCE: None**
- I. GENERAL MANAGER'S REPORT**  
Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**J. OLD BUSINESS:**

**1. Intertie Project Update: Lower Lake CWD, Konocti CWD, Highlands MWC:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**2. Main Street Office Remodel Update, Consideration to Re-Authorize General Manager to Post Notice Inviting Sealed Bids to Start Public Bidding Process:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**3. Installation of Pressure Reducing Valve on Spruce Grove Rd for Rancho Sendero Subdivision:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**4. Possibly Acquiring of Larger Facility Located on Main Street, Lower Lake:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**5. Starnik Billing and QuickBooks Accounting Software Quotes:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**K. NEW BUSINESS:**

**1. Consideration of Adopting New Proposed Organization Chart:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**2. Consideration to Review/Update/Change Job Description/Policy # 2310 and 2330, Administrative Secretary II:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**3. Consideration to Adopt Job Description/Policy 2310, Clerk Of the Board:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**4. Consideration to Appoint Interim Clerk of the Board:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**5. Consideration to Review/Update/Change Job Description/Policy # 2340, Administrative Secretary I:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**6. Consideration to Review/Update/Change Policy # 2080 Employee Status and Class:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**7. Consideration to Review/Change/Update Policy # 2010, Hours of Work and Overtime:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**8. Consideration of Resolution Amending By-Laws to Change Time Of Regular Meetings:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**9. Dissolve All Previous Ad Hoc Committees: *Discussion/Possible Action***

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**10. Appoint Ad Hoc Committees for Budget, Policies and Procedures, Capital Improvement, Rates and Charges: *Discussion/Possible Action***

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**11. Request for Review- Lake County Cannabis Club Address 8466 Lake St. Lower Lake, CA 95457: *Discussion/Possible Action***

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**12. Consideration to Approve and Send Letter to Previous Employee Requesting That Over Payments and Miss-Payments Found be Payed Back to District, and to Approve Letter to Current Employee Requesting that Over Payment Found be Payed Back to District:**

*Discussion/Possible Action*

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_

**L. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA:**

*Consideration of items not appearing on the posted agenda, if necessary, requires the following Board action prior to consideration: [1] a determination by a majority vote of the Board that an emergency situation exists (as defined in Section 54956.9 of the Brown Act); or [2] a determination by a four-fifths vote of the Board or, if less than four-fifths of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.*

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**M. ANNOUNCEMENTS**

**1. Next Regular Meeting to be held February 11<sup>th</sup>, 2020 at 1:00pm**

**ADJOURNMENT at \_\_\_\_\_ p.m.**

Moved \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstain \_\_\_\_\_