

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the December 8th, 2020 Regular Meeting

A. CALL TO ORDER

Chair Frank Haas called the Regular Meeting of the Board of Directors to order at 4:00 P.M., Chair Frank Haas, Directors Coleta Barnhart, and Martin Schleif were present. Also present were Billy Inman, General Manager, Todd Fiora, former General Manager and Amy Loren, Bookkeeper. Director Frank McElwain and Meri Browning, Clerk of the Board, attended by phone. No Public was present

B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD NOVEMBER 10, 2020 AND THE REGULAR MEETING HELD NOVEMBER 17, 2020:

On a motion from Director Schleif, seconded by Chair Haas, the motion passed with 4 ayes, 0 nays.

C. FINANCIAL:

1. Review and Discuss the Financial Statement: Financials were reviewed and some clarification was requested by Director McElwain regarding two new vendors. On a motion from Vice Chair Barnhart, seconded by Chair Schleif, the motion passed with 4 ayes, 0 nays.

D. PUBLIC INPUT: none

E. CORRESPONDENCE: none

F. GENERAL MANAGER REPORT:

1. **Covid-19 update:** Our office continues to be closed to the public. Water shutoff to customers for nonpayment is still not possible due to the Governor's Executive order.
2. **Intertie Project:** An agreement between the three districts is still a work in progress. Bi-weekly meetings via Zoom are being held to discuss the agreement. It is anticipated that a draft will be ready for the board at the January 2021 meeting.
3. **Clayton Creek Bridge Replacement:** The Clayton Creek Bridge is nearing completion. Next will be the attachment of the permanent pipeline to the bridge.
4. **CSDA PG&E Audit:** At the last meeting, the board approved to have CSDA audit the district's PG&E bills for. They found no discrepancies during the audit. They did, however, find that a change in our rate plan could save \$4,500 per year. The change was made in an effort to save district funds.
5. **SCADA System:** An issue occurred last week with the SCADA Server becoming disconnected. The system was reset and a backup server will most likely be purchased as a precaution in the event it fails in the near future.
6. **Operator I Position:** The Operator I position has been filled. Interviews were held on December 3rd 2020. On December 4th the position was offered to Joel Reim, a past operator here at Lower Lake Water, who had left in good standings. Joel holds a current T-2 and D-2 license and will start effectively on January 5th 2020.
7. **Target Completions:** For this month are as follows...
 - Replacing the leaking fire hydrant across from Bronco Ct with a new 6 inch dry barrel hydrant.
 - Installing a new ARV (Air Relief Valve) at the booster pump station in Twin Lakes to reduce wear and tear on pumps.
 - Posting to accept bids for the replacement of the contact tank at Plant B.

A motion was granted from Director Schleif and seconded by Chair Haas to approve the General Manager's Report. The motion passed with 4 ayes, 0 nays.

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the December 8th, 2020 Regular Meeting

G. OLD BUSINESS:

1. **Update on Main Street Office:** The interior is almost complete with the exception of flooring. The pad for the generator needs to be poured, and PG&E will be drawing up plans for the conduit installation. No Action required.
2. **Consideration to Adopt Resolution 2020-05-Increase/Correct Reserves:** This resolution was passed in a motion by Vice Chair Barnhart, Seconded by Director Schleif with 4 ayes, 0 nays.
3. **Consideration to Amend Policy 2030 Holidays:** The amendments to the policy were approved and accepted by the board. A motion was granted by Director Schleif and seconded by Chair Haas. The motion passed with 4 ayes, 0 nays.

H. NEW BUSINESS:

1. **Consideration Authorize More Hours for Office Staff:** Director Barnhart states that she believes having three full-time office employees is unnecessary and excessive at this time. Billy asks for approval to keep eight hours on reserve in case one more full-time office employee is eventually needed. In a motion by Director Schleif and seconded by Chair Haas, the motion passed with 4 ayes, 0 nays
2. **Consideration to Amend Policy 2090 Uniforms and Protective Clothing (Increase Boot Reimbursement From \$75 to \$125 Per Fiscal Year):** Opinions varied among the board concerning the increase. Director Schleif felt that the boot reimbursement increase was important and necessary, and that even after an increase, the amount would still be much lower than other similar companies in the area offer their employees. Director Barnhart felt that we have already exhausted our budget increases for the time being. A motion was granted by Director Schleif and seconded by Chair Haas. The motion passed with 3 ayes by Schlieff, Haas, and McElwain, and 1 nay by Barnhart

I. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA: none

J. ANNOUNCEMENTS

1. **Ethics Training**
2. **B.O.D Stipends**
3. **Next Regular Meeting to be held January 11, 2021 at 4:00pm**

ADJOURNMENT AT 4:57 P.M.

There being no further business, a motion for adjournment was made by Director Shleif, seconded by Chair Haas, 4 ayes 0 nays



Frank Haas, Chairman



Attest: Amy Loren, Clerk of the Board

Approved: 1/12/21