

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the January 12th, 2021 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 and Director Martin Schleif, were present. Also present were Billy Inman, General Manager and Amy Loren, Bookkeeper. Vice Chair Coleta Barnhart-Proctor and Meri Browning, Clerk of the Board, attended by phone. No Public was present

B. NOMINATION AND ELECTION OF BOARD CHAIR AND VICE CHAIR FOR 2021: For the position of Chair of the Board, Frank Haas was nominated by Vice Chair Barnhart. For the position of Vice Chair, Coleta Barnhart decided to step down. She nominated Director Marty Schleif for the position. On a motion from former Vice Chair Barnhart, Seconded by Director Schleif, the motion to appoint the new Board Officials passed with 3 ayes, 0 nays.

C. CONSIDERATION TO DISSOLVE ALL PAST AD-HOC COMMITTEES AND APPOINT NEW AD-HOC COMMITTEES FOR PLANNING, ORDINANCES, PERSONNEL, FINANCE, PUBLIC INFORMATION AND RATES: Chair Haas named off the Committees so the Directors could volunteer for the ones they wanted to be on. The results were **PLANNING:** Chair Haas and Director Schleif, **ORDINANCE:** Director Barnhart and Director Cook, **PERSONNEL:** Director Barnhart and Director Cook, **FINANCE:** Director Barnhart and Vice Chair Schleif, **PUBLIC INFORMATION:** Director Cook and Director McElwain, **RATES:** Chair Haas and Vice Chair Schleif.

D. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD DECEMBER 8, 2020:

On a motion from Vice Chair Schleif, seconded by Chair Haas, the motion passed with 3 ayes, 0 nays.

--Director Brianna Cook joined the meeting by phone at 4:09 pm.--

E. FINANCIAL:

1. Review and Discuss the Financial Statement: The Board was provided a check register and a Financial Statement for the month of November 2020. Mrs. Browning gave a brief update on where she is at with the financials and recommendations were made for the hiring of an Internal Auditor for quarterly reviews. Reconciliation of Month End for December is awaiting documents from the county of Lake. The Board approved the financials on a motion from Vice Chair Schleif, seconded by Chair Haas, the motion passed with 4 ayes, 0 nays.

F. PUBLIC INPUT: none

G. CORRESPONDENCE: none

H. 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:** The draft agreement is still a work in progress. Final draft will possibly be ready by next month. Billy attended a Zoom meeting January 11, 2021 regarding the project. Due to the holidays and COVID there has been some setbacks.
3. **Clayton Creek Bridge Replacement:** The Clayton Creek Bridge is nearing completion. The tie-in of the permanent pipeline took place on January 5th. There were major setbacks, on the contractor's end, leaving certain areas without water for over 12 hours. The new water line is, however, in and is currently working fine.

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the January 12th, 2021 Regular Meeting

4. **Twin Lakes Booster Station ARV:** ARV was installed on December 17, 2020 and is working great. It was efficient in the aid of evacuating air from the station after the shutdown of the Clayton Creek Bridge.
5. **SCADA System:** We had an issue with our outdated SCADA Server becoming disconnected which caused tank overflow. Billy has made the decision to have our current server upgraded. Also, the purchasing of a redundant SCADA Server will aid us in the event the system fails in the future.
6. **Operator I Position:** The Operator I position has been filled. Previous employee, Joel Reim started back with us officially January 4, 2021. He is proving to be a good choice thus far.
7. **Transformer Upgrade Plant B:** PG&E has approved our project to install a new upgraded transformer at Plant B so we can connect well #11 and future upgrades to our facility. This will be at no cost to Lower Lake Water. PG&E is working on setting a construction date for the project.
8. **Main Street Office:** The new office is looking great, and is starting to near completion. PG&E has approved and finalized the service connection plan. Now awaiting pre-construction meeting with them so we can finish up.

I. OLD BUSINESS:

1. **Update on Main Street Office:** The project is nearing completion. Costs-to-date were reviewed. No Action required.
2. **Consideration to Remove the Trees in Front of the Main Street Office and Replace Them with Trees That Have Less Invasive Root Systems:** Billy acquired a tree assessment report from a local certified arborist. The arborist concluded that the two Mulberry trees located at the front of the property are in close proximity to concrete areas, one structure and underground utility services. The arborist concluded, in his professional opinion, "that not only the new concrete may get damaged in the future due to root expansion, but also the foundation of the structure may get disturbed, as well as the underground utilities. The trees may also be affected since the roots were severed and not properly pruned, which makes these two trees more susceptible to disease infection and root dieback. Mulberry root system is invasive and destructive since the roots can lift house foundations, damage concrete, water and sewer systems when planted too close, and this is the case for the trees in question. I consider that the removal of the two trees at the location is the best practice to prevent future damages." Mrs. Browning suggested postponing the removal of the trees until the next fiscal year as we are currently over budget on the office remodel. A motion was granted from Vice Chair Schleif and seconded by Director Barnhart to approve the tree removal. The motion passed with 4 ayes, 0 nays.
3. **Consideration to Continue or Terminate the Employment of the Previous General Manager for Transitional purposes:** Previous General Manager Todd Fiora stated in his letter of resignation that he feels that his replacement, Billy Inman, has properly transitioned into his role as General Manager. Todd also expressed that he will be happy to help anytime or answer any questions that may come up in the future. The Board accepted Todd's resignation in a motion by Vice Chair Schleif and seconded by Chair Haas with 4 ayes, 0 nays.
4. **Consideration to Revise Policy 2010, Hours of Work and Overtime:** Tabled.

J. NEW BUSINESS:

1. **Consideration to Adopt Resolution 2021-01 A Resolution Amending By-Laws to Change Day of the Month Regular Board Meetings:** The Resolution amends Article III, Section 1 to read: Regular Meetings of the BOARD shall be held on the third Thursday of each month at 4:00 PM. Vice Chair Schleif moved and this motion was seconded by Chair Haas. This motion passed with 4 ayes, 0 nays.
2. **Consideration to Accept Resignation of the Clerk of the Board of Directors and to Appoint New Clerk of the Board of Directors:** Meri Browning submitted her letter of resignation for her position

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the January 12th, 2021 Regular Meeting

of Clerk of the Board. She explained that her current obligations have proven too much for her to feel that she is able to perform at the level she expects of herself. She has been training the new-hires and they are nearly ready to perform entirely without assistance. In addition, Amy has already been performing much of the duties of Clerk of the Board. A motion was granted by Vice Chair Schleif to accept the resignation of Meri Browning, Clerk of the Board and appoint Amy Loren as the new Clerk of the Board. This motion was seconded by Chair Haas. The motion passed with 4 ayes, 0 nays.

3. **Clarification of Vacation Policy 2020:** The Policy was revised to clarify that upon completion of 1st year of service, new employees will receive 40 hours of vacation on their anniversary. Vice Chair Schleif moved to accept the clarification to the Policy, Director Barnhart seconded. The motion passed with 4 ayes, 0 nays.
4. **Consideration to Approve Letter to Authorize W.A. Bank Information to be Granted to Staff:** The drafted letter was approved in a motion by Vice Chair Schleif, seconded by Chair Haas, with 4 ayes, 0 nays.
5. **Consideration to Implement Policy 3070, Internal Controls:** The Policy was reviewed and accepted in a motion by Vice Chair Schleif, seconded by Director Barnhart, with 4 ayes, 0 nays.

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

L. **ANNOUNCEMENTS**

1. **Next Regular Meeting to be held February 18th, 2021 at 4:00pm**

ADJOURNMENT AT 5:07 P.M.

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



Frank Haas, Chairman



Attest: Amy Loren, Clerk of the Board

Approved: February 18, 2021