

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the February 18th, 2021 Regular Meeting**

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**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, Vice Chair Martin Schleif, and Director Frank McElwain were present. Also present were Billy Inman, General Manager and Amy Loren, Clerk of the Board. Directors Coleta Barnhart and Brianna Cook attended by phone. No Public was present

**B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD January 12, 2021:**

On a motion from Vice Chair Schleif, seconded by Director Barnhart, the motion passed with 5 ayes, 0 nays.

**C. FINANCIAL:**

1. **Review and Discuss the Financial Statement:** The Board was provided a check register and a Financial Statement for the months of December 2020 and January 2021. The Board approved the financials on a motion from Vice Chair Schleif, seconded by Chair Haas, the motion passed with 5 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:** Still working on the draft agreement. No new information.
3. **Clayton Creek Bridge Replacement:** The bridge replacement is complete and water line is installed. Billy is working on finalizing a utility agreement with the County of Lake.
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:** The redundant server that was ordered is still at the factory being built. No new information at this time.
6. **Transformer Upgrade Plant B:** The upgraded transformer for Plant B was installed February 17th and everything went accordingly.
7. **Main Street Office:** The new office is looks great, and is nearly complete. PG&E will be pulling wire for the new service on the 23<sup>rd</sup>. We will be moved in by the 3<sup>rd</sup> of March. The Manager's report was accepted in a motion by Vice Chair Schleif, seconded by Chair Haas, with 5 ayes, 0 nays.

**G. OLD BUSINESS:**

1. **Update on Main Street Office:** The project is nearing completion. Costs-to-date were reviewed. Director McElwain inquired about the final cost of furniture. Amy said she would have a cost breakdown prepared for the next meeting. In a motion by Vice Chair Schleif, seconded by Chair Haas, the update was approved with 5 ayes, 0 nays.
2. **Consideration to Revise Policy 2010, Hours of Work and Overtime:** Director McElwain expressed concerns that the General Manager should be in the office and available to staff and customers five days a week. Billy said he was comfortable with a 4 – 10 schedule or 5 – 8. He explained that as a salaried employee, he was ultimately making himself available whenever needed, and usually working

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over 40 hrs per week. The Board agreed to not revise the policy on a motion granted from Vice Chair Schleif and seconded by Director Cook with 5 ayes, 0 nays.

3. **Consideration to Update Authorized Signers on WestAmerica Bank Account:** Amy explained that Chair Haas, Director Barnhart, former General Manager Todd, and former Secretary (Summer) are currently on the signature card, although the bank has been informed that Summer is no longer with the company. Vice Chair Schleif moved and Chair Haas seconded to update WestAmerica Bank signature card with 3 signers; to keep Frank Haas and Coleta Barnhart on the signature card and to add Billy Inman. It was decided to remove Todd Fiora, and Summer Dahlquist. The vote was 5 ayes, 0 nays, and 0 abstain.

**H. NEW BUSINESS:**

1. **Consideration to Revise Policy 5020:** Due to the adoption of Resolution 2021-0, which reads: Regular Meetings of the BOARD shall be held on the third Thursday of each month at 4:00 PM., Amy suggested the revision of Policy 5020. The changes read that any Director may call the Secretary or General Manager and request any item to be placed on the agenda no later than 4:00pm on the Thursday prior to the meeting date. Vice Chair Schleif moved and this motion was seconded by Chair Haas. This motion passed with 5 ayes, 0 nays.
2. **Consideration to Approve the Utility Agreement for Clayton Creek Bridge:** Billy presented the proposed agreement. It was reviewed and accepted in a motion by Vice Chair Schleif, seconded by Chair Haas, with 5 ayes, 0 nays

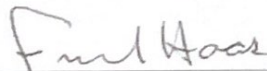
**I. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA:** none

**J. ANNOUNCEMENTS**

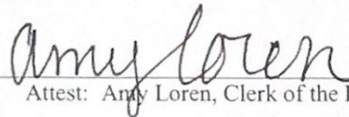
1. Next Regular Meeting to be held March 18<sup>th</sup>, 2021 at 4:00pm

**ADJOURNMENT AT 4:47 P.M.**

There being no further business, a motion for adjournment was made by Vice Chair Shleif, seconded by Chair Haas, 5 ayes 0 nays



Frank Haas, Chairman



Attest: Amy Loren, Clerk of the Board

Approved: March 18, 2021