

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the March 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. Director Coleta Barnhart attended by phone. No Public was present

**B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD February 18, 2021:**

On a motion from Vice Chair Schleif, seconded by Director Barnhart, the motion passed with 4 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 month of February 2021. The Board approved the financials on a motion from Vice Chair Schleif, seconded by Director Barnhart, 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:** Draft agreement is in the final stages. Yolo County is on board and willing to amend their agreement with Highlands to include out of area water transfer during and emergency.
3. **SCADA System:** The redundant server that was ordered is still at the factory being built. No new information at this time.
4. **Main Street Office:** The new office passed final inspection on the 16<sup>th</sup>. Everything looks great and is in good working order. There were a few issues during the move which we know may have inconvenienced some customers. But everything is worked out and running smoothly for the most part.
5. **Main Line Break:** This morning we had a main line break on Quarterhorse Lane. Chernoh helped replace the 10 ft section of main line. Water was back on by 3pm. The Manager's report was accepted in a motion by Vice Chair Schleif, seconded by Director Barnhart, with 4 ayes, 0 nays.

**G. OLD BUSINESS:**

1. **Update on Main Street Office:** The project is complete and final inspection passed. Costs-to-date were reviewed. Discussion only.
2. **Review and Discuss Furniture Expenditures for Main Street Office:** Director McElwain had inquired about the final cost of furniture at the previous meeting. A cost breakdown was provided. Discussion only.
3. **Consideration to Authorize More Hours for Office Staff:** Billy explained that since numerous issues have presented themselves with the move into our new office, it would be beneficial to have extra hours available for office staff if more help is needed on certain days. The issues haven't been a major concern, but inconvenient, including internet and phone connection issues, printer issues, and an overall need to work out the kinks from the move. Vice Chair Schleif moved, and Chair Haas seconded to allot 8 more hours per week for office staff on an as-needed basis. The vote was 4 ayes, 0 nays, and 0 abstain.

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


1. **Quarterlies Audit:** Vice Chair Schleif stated that her would like to address the issue, in our next meeting, of not yet hiring a quarterly auditor.

**I. ANNOUNCEMENTS**

1. **Next Regular Meeting to be held April 15<sup>th</sup>, 2021 at 4:00pm**

**ADJOURNMENT AT 4:33 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

  
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Frank Haas, Chairman

  
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Attest: Amy Loren, Clerk of the Board

Approved: April 15, 2021