

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the April 15th, 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, Director Brianna Cook, and Director Frank McElwain were present. Also present were Billy Inman, General Manager and Amy Loren, Clerk of the Board. No Public was present

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

On a motion from Vice Chair Schleif, seconded by Chair Haas, 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 March 2021. The Board approved the financials on a motion from Vice Chair Schleif, seconded by Director Cook, the motion passed with 4 ayes, 0 nays.

**D. PUBLIC INPUT: none**

**E. CORRESPONDENCE: none**

**F. GENERAL MANAGER REPORT:**

1. **Covid-19 update:** Governor's Executive order stays valid up to June 31, 2021. We may resume shutoffs for nonpayment after this date but must offer payment arrangements.
2. **Intertie Project:** Draft agreement is in the final stages. Yolo County is on board and has amended their agreement with Highlands and Konocti 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. **20-21 Budget:** We will be working on the 2020-2021 budget over the next month and plan to have a draft for the finance committee to review prior to May's meeting, where will have to vote to adopt the budget.
5. **Water Resources Meeting:** This morning we met with Amy Little of the Water Resources Support Board. We were able to renew our permits and add wells 11, 5, and 8. We also reviewed PSPS procedures to prepare for the season ahead. The Manager's report was accepted in a motion by Vice Chair Schleif, seconded by Chair Haas, with 4 ayes, 0 nays.

**G. OLD BUSINESS:**

1. **Update on Main Street Office:** The project is basically complete and final inspection passed. We are still waiting for Chernoh to grade the road behind the office and add the proper drainage. Costs-to-date were reviewed. Discussion only.
2. **Internal Audit:** Tabled.

**H. NEW BUSINESS:**

1. **Consideration to Adopt Annual CPI Increase:** The proposed rates for the annual CPI increase were discussed. It was agreed that gradual increases are less disconcerting for customers, therefore a 1.4% increase was decided upon. The increase was approved in a motion by Vice Chair Schleif, seconded by Chair Haas, with 4 ayes, 0 nays.
2. **Consideration to Revise Policy 1050, Copying Public Documents:** In an effort to provide additional convenience to customers, the proposed policy states that color and black and white photocopy service

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can be available to the public for a reasonable fee and with time permitting. In a motion by Vice Chair Schleif, seconded by Director McElwain the revised policy was accepted with 4 ayes, 0 nays.

3. **Consideration to Adonpt Resolution No. 2021-02, A Resolution Correcting Employees Mis-Paid Contribution to CalPERS:** The Resolution authorizes staff to pay in full the amount owed to CalPERS on behalf of employee James Kingland to bring current his contributions. On the condition that said employee agrees to the repayment terms and signs an agreement written by the General Manager, the resolution passed in a motion by Vice Chair Shleif, seconded by Chair Haas, with 4 ayes, 0 nays.
4. **Consideration to Approve PERS Repayment Contract:** The contract outlining repayment terms was approved in a motion by Vice Chair Schleif, seconded by Director Cook, with 4 ayes, 0 nays.
5. **Illegal Water Usage:** Director McElwain wanted to address a potential issue with illegal water usage. He was told that it is illegal for treated water to be used for marijuana cultivation and wondered if this should be a concern for the District. Billy spoke to code enforcement and confirmed that it is not the responsibility of Lower Lake Waterworks to monitor how water is being used.

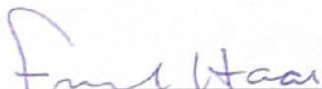
I. **CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA:** none

J. **ANNOUNCEMENTS**

1. Next Regular Meeting to be held May 20<sup>th</sup>, 2021 at 4:00pm

**ADJOURNMENT AT 5:14 P.M.**

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

  
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Frank Haas, Chairman

  
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Attest: Amy Loren, Clerk of the Board

Approved: May 20, 2021