

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the May 20th, 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 4:01 P.M., Chair Frank Haas and Vice Chair Martin Schleif, were present. Also present was Director Frank McElwain, Billy Inman, General Manager and Amy Loren, Clerk of the Board. Director Brianna Cook attended by phone. Tiffany Meek, LLCWD Accounting Clerk was also present.

**B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD APRIL 15, 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 April 2021. The Board approved the financials on a motion from Vice Chair Schleif, seconded by Chair Haas, the motion passed with 4 ayes, 0 nays.

**D. PUBLIC INPUT: none**

**E. CORRESPONDENCE: none**

**F. GENERAL MANAGER REPORT:**

1. **Covid-19 update:** The Governor's executive order remains in effect until June 31, 2021. We may resume shutoffs for nonpayment after this date but must provide payment arrangements.
2. **Intertie Project:** The final draft for the intertie has been completed. It has been looked over and signed by Bob Bridges and is ready for Board approval.
3. **SCADA System:** The redundant server we ordered has now been installed and our system is now up and running with a redundant server.
4. **Chlorine Pump at Twin Lakes:** Aqua Sierra came out and looked at the chlorine injection site at the Twin Lakes tanks. They gave us a quote on what it will cost to have the chlorine injection hooked up to the SCADA system so it can be monitored, and the tank can be injected automatically when pumps are engaged. This has been placed in the budget and should remove our issue of the high levels of chlorine in the main heart of Lower Lake.
5. **20-21 Budget:** We have completed the proposed budget and it has been reviewed by the finance committee. It is ready to be presented to the board for approval.
6. **Drought Emergency:** Lake County has declared a drought emergency. It is in my opinion to best preserve our resources that we move into Stage 1 of the drought ordinance and ask for 20% voluntary reduction and halt all bulk water distribution.

**G. OLD BUSINESS:**

1. **Consideration to Amend Policy 2110 Health and Welfare Benefits:** It was suggested that since any employee scheduled 30 or more hours a week is considered full-time, the policy should be amended to include full benefits for all full-time employees. Benefits will be pro-rated for part-time employees. A motion was granted from Vice Chair Schleif and seconded by Chair Haas to amend the policy. The motion passed with 4 ayes, 0 nays.
2. **Consideration to Amend Policy 21030 Holidays:** Tabled.

--Tiffany Meek left the meeting at 4:24 pm.--

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**H. NEW BUSINESS:**

1. **Consideration to Adopt Recommended Budget:** Vice Chair Schleif moved to adopt the recommended budget. This motion was seconded by Chair Haas and passed with 4 ayes, 0 nays.
2. **Consideration to Approve 2021-2022 Signature Authorization:** The signature authorization was reviewed. Authorization for Budget Transfers (except for Fixed Assets or Contingencies) as well as Inter-Fund Transfers has been delegated to the Secretary or Bookkeeper. In addition, the following individuals are authorized to pick up Checks and Reports on behalf of the District: Billy Inman, Todd Fiora, Mike Kallerman, and Max Stockton. A motion was granted by Vice Chair Schleif to approve the Signature Authorization. This motion was seconded by Chair Haas. The motion passed with 4 ayes, 0 nays.
3. **Review and Discuss Ordinance 89-1, Procedures for Emergency Restrictions on Water Use:** Discussion only.
4. **Consideration to Adopt Resolution 2021-03, Declaring Our Generac Guardian 14KW Generator as Surplus Property and Indicating Intent and Method for Disposal of Such Property:** It was agreed to accept offers for the generator by sealed bid at a starting price of \$2,500.00. The resolution was adopted in a motion by Vice Chair Schleif, seconded by Chair Haas, with 4 ayes, 0 nays.
5. **Consideration to Adopt Resolution 2021-04, Establishing the 2021-22 Appropriations Limit:** The Resolution was reviewed and accepted in a motion by Vice Chair Schleif, seconded by Chair Haas, with 4 ayes, 0 nays.
6. **Consideration to Approve the Intertie Agreement Between Lower Lake County Waterworks District No.1, Konocti County Water District, and Highlands Mutual Water Company:** The Agreement was reviewed and approved in a motion by Vice Chair Schleif, seconded by Chair Haas, with 4 ayes, 0 nays.
7. **Review and Discuss Bulk Water Rates:** Discussion only.

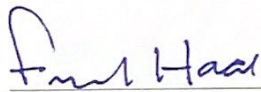
**I. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA:** none

**J. ANNOUNCEMENTS**

1. Next Regular Meeting to be held June 17<sup>th</sup>, 2021 at 4:00pm

**ADJOURNMENT AT 4:56 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: June 17, 2021