

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Official Minutes of the Special Meeting Held**  
**June 14, 2022**

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**CALL TO ORDER**

Chair Frank Haas called the Special Meeting of the Board of Directors to order at 4:02 P.M. Directors present were Frank Haas, Coleta Barnhart, Noel Negrete and Frank McElwain. Staff present was James Kingland and Amy Loren. No public was present.

**1. Approve Minutes of the Board of Directors Meeting Held June 7, 2022:** Director Barnhart motioned to approve the minutes, seconded by Chair Haas, and the motion passed with 4 ayes, 0 nays.

*(The Board chose to skip ahead to item 5)*

**5. Consideration to Approve Letter to Authorize W.A. Bank Information to be Granted to Staff:** Director Barnhart motioned to keep Amy on the authorization, to remove Billy, and add Lilly in his place. Chair Haas seconded and the motion passed with 4 ayes, 0 nays.

**6. Consideration to Update Authorized Signers on WestAmerica Bank Account:** Director Barnhart motioned to update the WestAmerica signature card to two signers: to keep Frank Haas and Coleta Barnhart on the signature card and to remove Billy Inman. The motion was seconded by Director Negrete, and passed with 4 ayes, 0 nays.

*(Operator Mike Kallerman joined the meeting at 4:12 PM)*

**7. Consideration to Accept Estimate from Coastal Mountain Electric, Cal-Tech Pump Estimate 1593, and Cal-Tech Pump Estimate 1592:** Mike and James explained the urgency in implementing these improvements to our system. Work to be performed will include installing a 25 gallon per minute submersible in well 8 and installing motor savers for each well at Plant B. Prices are already on the rise and James recommended we lock in these quotes while we can and get these projects completed. Director Barnhart moved to accept all three estimates. The motion was seconded by Chair Haas, and passed with 4 ayes, 0 nays.

*(Operator Wayne Rivera joined the meeting at 4:16 PM, followed by Vice Chair Cook at 4:17 PM. The Board returned at this point to the remaining items on the agenda.)*

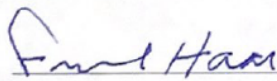
**2. Consideration to Appoint Interim General Manager and Discuss Salary:** The Board asked Operator James Kingland if he would consider stepping into the role of interim general manager. James said that he was willing to accept that responsibility. He admitted that he would prefer having a contract drawn up and the reassurance that his current position would remain available to fall back on should he choose to. The Board said they would look into implementing a contract with a reinstatement clause or policy. Director Barnhart moved to appoint James Kingland interim manager for a 30 day trial period, with a salary increase to \$39.00 per hour to go into effect the pay period beginning June 16<sup>th</sup>. The motion was seconded by Director McElwain, and passed with 5 ayes, 0 nays.

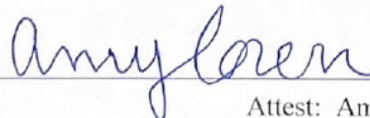
**3. Consideration to Update Signature Authorization—Special Districts Local Boards Fiscal Year 2021-2022, and Authorize Secretary or Bookkeeper to make Inter-fund Transfers and Budget Transfers (Except for Fixed Assets or Contingencies):** Amy explained that the County wanted an updated Signature Authorization for the current fiscal year now that Billy Inman is no longer employed with the district. Director Barnhart motioned to accept the updated authorization with Billy removed and James Kingland added as general manager. Also, to authorize Secretary or Bookkeeper to make inter-fund transfers and budget transfers (except for fixed assets or contingencies). Chair Haas seconded, and the motion passed with 5 ayes, 0 nays.

**4. Consideration to Approve Signature Authorization—Special Districts Local Boards Fiscal Year 2022-2023, and Authorize Secretary or Bookkeeper to make Inter-fund Transfers and Budget Transfers (Except for Fixed Assets or Contingencies):** Director Barnhart motioned to approve the signature authorization for the 22-23 fiscal year and to authorize Secretary or Bookkeeper to make inter-fund transfers and budget transfers (except for fixed assets or contingencies). The motion was seconded by Chair Haas, and passed with 5 ayes, 0 nays.

**ADJOURNMENT AT 4:53 P.M.**

There being no further business, Director Barnhart motioned, and Chair Haas seconded to adjourn the meeting. Chair Haas called for a vote, 5 ayes, 0 nays.

  
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Frank Haas, Chairman

  
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Attest: Amy Loren,  
Clerk of the Board

Approved: June 28<sup>th</sup>, 2022