

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the January 20th, 2022 Regular Meeting

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, Directors Frank McElwain and Coleta Barnhart were present. Also present were Billy Inman, General Manager, Amy Loren, Clerk of the Board and Operator Mike Kallerman. Director Brianna Cook attended by phone. No Public was present

- B. NOMINATION AND ELECTION OF BOARD CHAIR AND VICE CHAIR FOR 2022:** Director Barnhart motioned to appoint Frank Haas as Chair of the Board for 2022 and Martin Schleif as Vice Chair. The motion was seconded by Director McElwain and passed with 4 ayes, 0 nays.

C. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD DECEMBER 16, 2021:

On a motion from Director Barnhart, seconded by Chair Haas, the motion passed with 4 ayes, 0 nays.

D. FINANCIAL:

- 1. Review and Discuss the Financial Statement:** The Board was provided a check register and a Financial Statement for the month of December 2021. The Board approved the financials on a motion from Director Barnhart, seconded by Chair Haas, the motion passed with 4 ayes, 0 nays.

E. PUBLIC INPUT: none

F. CORRESPONDENCE: none

G. GENERAL MANAGER REPORT:

1. **Covid-19 update:** The Governor's executive order has been lifted. We are sending out notices for payment arrangements per state order.
2. **Emergency Drought Funding:** The emergency grant of \$500,000 for source wells and expansion was approved. Still working with engineers to get DWR plans.
3. **SCADA Issues:** The SCADA system has developed a glitch in the system and continues to give commands when not needed. We contacted Aqua Sierra and are working out the issues.
4. **Emergency Intertie:** Nothing new to report.

H. OLD BUSINESS:

1. **Discuss Shortage of Cash in Assessment District No. 93-1 and Review Letter of Recommendation from Legal Counsel:** Discussion only. No Action required.
2. **Consideration to Hold Special Meeting for Public Employee Performance Evaluation: Title—General Manager:** Schedules were discussed. No Action required.
3. **Correcting Employees Mis-Paid Contributions to CalPERS, Update:** Discussion only. No action required.

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the January 20th, 2022 Regular Meeting

I. NEW BUSINESS:

1. **Consideration to Dissolve All Previous Ad Hoc Committees:** Director Barnhart moved to dissolve all previous Ad Hoc Committees and this motion was seconded by Chair Haas. This motion passed with 4 ayes, 0 nays.
2. **Consideration to Appoint New Ad Hoc Committees for Planning, Ordinance, Personnel, Finance, Public Information and Rates:** A motion was made by Director Barnhart to accept the appointments of the following: PLANNING: Chair Haas and Vice Chair Schleif; ORDINANCE: Chair Haas and Director Cook; PERSONNEL: Director Barnhart and Director Cook; FINANCE: Director Barnhart and Vice Chair Schleif; PUBLIC INFORMATION: Director McElwain and Director Cook; RATES: Chair Haas and Vice Chair Schleif. This motion was seconded by Chair Haas. The motion passed with 4 ayes, 0 nays.
3. **Consideration to Select Trees and Landscaping for Main Street Office:** Billy provided a list from a local arborist of tree varieties that would be appropriate for our location and needs. The board favored the Red Maple. Director Barnhart moved to proceed with planting the trees in front of the office, and Director McElwain seconded. The motion passed with 4 ayes, 0 nays.
4. **Final Audit:** The final audit was received from Larry Bain. It was accepted in a motion by Director Barnhart, seconded by Chair Haas, with 4 ayes, 0 nays.
5. **Consideration to Amend Salary Schedule to Increase Operator III Pay Scale Cap to \$34.00 Per Hour:** The Salary Schedule was reviewed. Director Barnhart moved to let the Finance Ad Hoc committee meet and discuss updating the pay caps. The motion was seconded by Chair Haas with 4 ayes, 0 nays.
6. **Consideration to Revise Signature Authorization—Special Districts Local Boards Fiscal Year 21-22:** The Signature Authorization required revision due to the resignation of one of the office staff. The Board also re-authorized the Board Secretary or Bookkeeper to make Budget Transfers (except for Fixed Assets or Contingencies) and Inter-Fund Transfers. The motion was made by Director Barnhart and seconded by Chair Haas with 4 ayes, 0 nays.
7. **Discuss Covid-19 Supplemental Paid Sick Leave:** The Board agreed that employees should use their accumulated sick time when out with Covid-19 or Covid-related illness. Discussion only.
8. **Discuss Newly Vacant and Upcoming Positions to fill in Office and Field:** The Board discussed the open position of Operator I and soon-to-be open position of Administrative Assistant/Accounting Clerk when Tiffany retires at the end of the year. The Board agreed that both positions should start at \$20 hourly, with the Operator candidate possessing at least one water treatment certification. A motion was made by Chair Haas, seconded by Director Barnhart with 4 ayes, 0 nays.

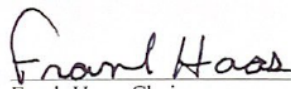
J. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA: none

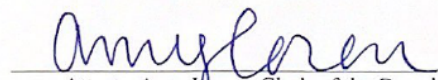
K. ANNOUNCEMENTS

1. Next Regular Meeting to be held February 17th, 2022 at 4:00pm

ADJOURNMENT AT 5:08 P.M.

There being no further business, a motion for adjournment was made by Director Barnhart, seconded by Chair Haas, 4 ayes 0 nays


Frank Haas, Chairman


Attest: Amy Loren, Clerk of the Board
Approved: February 17, 2022