

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Official Minutes of the Regular Meeting Held February 11th, 2020

A. CALL TO ORDER

Chair Frank Haas called the Regular Meeting of the Board of Directors to order at 1 P.M., Chair Frank Haas, Directors Coleta Barhart, Frank McElwain, Martin Schleif, and Brianna Cook were present, also present were Meri Browning, Clerk of the Board, Todd Fiora, General Manager, and Mike Kallerman Operator III (Chief). In the Public was Teresa McElwain, Jean Yanich and tenant, Cynthia Lebrun.

B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD JANUARY 14TH 2020

After reviewing the minutes Vice Chair Barnhart made a motion to approve the minutes, Chair Haas seconded, the motion passed with 5 ayes, 0 nays

C. FINANCIAL:

1. Review and Discuss Financial Statement

The Board was provided a check register for the month of January 2020. Mrs. Browning gave a brief update on what she is working on and her goals for having a proper financial statement for the Board. Given the circumstances the Board accepted what was provided and unanimously approved the financials on a motion made from Vice Chair Barnhart, seconded by Chair Haas, 5 ayes, 0 nays

D. PUBLIC INPUT: None

E. CORRESPONDENCE: None

F. GENERAL MANAGERS REPORT

Mr. Fiora gave an update on the Rancho Sendero PRV Project where Chernoh Excavating is schedule to start on February 10th, he updated on the Intertie Project that they are working on the Construction Application, Upcoming Annual Audit has been pushed to March 2020 due to financials being improperly kept and currently being reconciled and re-done, Main Street Office Remodel has been posted in the paper to accept bids, and the change in the office staff where Mr. Fiora has dismissed the Accounting Clerk and hired the previous Accounting Clerk Tiffany Meek who worked for the District for 20+ years until 2016.

Director Schleif motioned to accept the General Managers Report, seconded by Director Cook, 5 ayes 0 nays

G. OLD BUSINESS:

1. Osha Consultation, Closure Letter From Completion of Correcting Hazards Found During Consultation

The Board reviewed the Closure Letter and accepted on a motion by Vice Chair Barnhart, Seconded by Director Schleif. 5 ayes, 0 nays

H. NEW BUSINESS:

1. Customer Claim for Damages of Driveway Due to Water Main Break on May Hollow Rd.

The Board reviewed the claim sent by customer Jean Yanich. Mrs. Yanich addressed the Board stating that she feels the driveway was damaged from the water and would like it properly repaired for her to be made whole again. After discussion the Board Directed the General Manager to submit the claim to the districts insurance on a motion by Director Schleif seconded by Director Cook. 5 ayes, 0 nays

- 2. Consideration to Change Office Hours, Open and Close Times**
After a brief discussion of the current office hours the Board determined there were no changes to be made at this time. No Action taken
- 3. Senate Bill 998, Dodd. Discontinuation of Residential Water Service, Urban and Community Water Systems:**
The Board reviewed the newly passed Bill and the policy Committee will work with the Clerk and General Manager to create a policy to meet the requirements of the Bill.
- 4. Time Clocks, Discuss and Consider Other Options:**
Mr. Fiora proposed that the time clocks no longer be used do to the problems that they have created with the payroll process. Mrs. Browning also explained the pros and cons and the Cons outweigh the pros. After a brief discussion by the Board, Director Schleif motioned to no longer use the time clocks and to go back to the old time cards, seconded by Vice Chair Barnhart, 5 ayes, 0 nays
- 5. Consideration to Change Check Signing Process, Discuss and Consider all Options:**
Mrs. Browning explained the check signing process and why it is the way it is now, and as she catches things up she will look for a better way to do it she will let the board know. No action taken
- 6. Consideration to Have Policy Committee Review the General Managers Job Description**
The Policy Committee is to review and propose any updates to the General Manager Job Description. No action taken

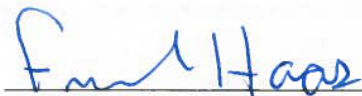
I. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA
There was none

J. CLOSED SESSION

- 1. Closed Session Pursuant to Government Code Section 54956.95: LIABILITY CLAIMS**
The Board entered into closed session at 5:02 PM
The Board came out of closed session at 5:38 PM, Vice Chair Barnhart Motion to send the letter from Districts Legal Counsel to the Department of Labor, Seconded by Chair Haas, 5 ayes, 0 nays

K. ANNOUNCEMENTS
Next Regular Meeting to be held March 10th at 4:00 P.M

L. ADJOURNMENT AT 5:39 P.M.
There being no further business a motion for adjournment was made by Vice Chair Barnhart, seconded by Chair Haas, 5 ayes 0 nays



Frank Haas, Chairman



Attest: Meri Browning, Clerk of the Board

Approved: March 10th, 2020