

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Official Minutes of the Regular Meeting Held April 14<sup>th</sup>, 2020**

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**A. CALL TO ORDER**

Chair Frank Haas called the Regular Meeting of the Board of Directors to order at 4:08 P.M., Chair Frank Haas, Vice Chair Coleta Barhart-Proctor, Frank McElwain, Martin Schleif, Brianna Cook were present. Also present were Meri Browning, Clerk of the Board, Todd Fiora, General Manager, Mike Kallerman Operator III (Chief)

**B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD March 10<sup>th</sup>, 2020**

Tabled

**C. FINANCIAL:**

**1. Review and Discuss Financial Statement**

Mr. Fiora reported that he is working on getting Meri set up to work from home and we should have the financials prepared at the next meeting. The Board reviewed the check registers. Mrs. Browning, Clerk of the Board suggested that we table the Financials until the next meeting.  
Tabled

**D. PUBLIC INPUT: None**

**E. CORRESPONDENCE: None.**

**F. GENERAL MANAGERS REPORT**

Mr. Fiora Reported that the Office has been closed to the public due to Covid 19, the Rancho Sendero PRV Station and tie-in is complete, the Well Head at Well #1 is rehabbed and back online and the Distribution pumps are back online with the VFDs. Well #7 has been scrubbed and is back online with a 100GPM pump.

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

**G. OLD BUSINESS: None**

**H. NEW BUISNESS:**

**1. Open Sealed Bids for Bid No. 19-03 Lower Lake County Waterworks District No. 1 Office Remodel, and Consideration to Award the Bid Subject to General Managers Determination That The Bid is Complete, Responsive, Within Budget, and Authorize The Chairman to Sign**

The District received one bid for the project from R.O Construction. Chair Haas opened the sealed bid and read it out loud. Bid was awarded pending full review on motion by Director Schleif, Seconded by Director Cook, 5 ayes, 0 nays

**2. Consideration of Applications for General Manager and Appointment of General Manager**

The Board received one application for the position and appointed Todd Fiora as General Manager on a motion by Director McElwain, seconded by Director Schleif. 5 ayes, 0 nays

**3. Review of Draft Policy # 1060 Discontinuation of Utility Service for Non-Payment, Concerning Senate Bill 998**

The Board reviewed the policy agreed to submit the draft as is to legal counsel.

J. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA  
None

K. ANNOUNCEMENTS

Next Regular Meeting to be held May 12<sup>th</sup>, 2020 at 4:00 P.M

ADJOURNMENT AT 4:46 P.M.

There being no further business a motion for adjournment was made by Director Schleif, seconded by Chair Haas, 5 ayes 0 nays



Frank Haas, Chairman



Attest: Meri Browning, Clerk of the Board

Approved: May 12<sup>th</sup>, 2020