



BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Official Minutes of the Regular Meeting Held May 12, 2020

A. CALL TO ORDER

Chair Frank Haas called the Regular Meeting of the Board of Directors to order at 4:00 P.M., Directors Frank Haas and Marty Schleif were present; Directors Frank McElwain and Coleta Barnhart attended by phone. Staff present were Mike Kallerman and Todd Fiora, with Clerk of the Board, Meri Browning, attending by phone. The Public was Cynthia LeBrun, attending by phone.

B. APPROVAL OF MINUTES:

The minutes from the Regular Board Meeting held March 10th and April 15th were reviewed. Director Marty Schleif moved and Director Frank Haas seconded a motion to approve the minutes. Chair Haas called for a vote, 4 ayes, 0 nay, and 0 abstain.

C. FINANCIAL:

The financial report was reviewed by board members. Meri Browning explained that financial reports would be a month behind because the Auditor's Office is not releasing month-end reports until the 10th of the following month. FH asked about monies being paid to subcontractors for projects, but it was determined that he was referring to items not on the financial report in review. Meri explained that the subs being questioned were hired throughout the fiscal year for projects approved by the BOD previously. Frank McElwain will be provided documentation for the payments he is questioning. Director Coleta Barnhart moved and Director Marty Schleif seconded to approve the financial statement. The vote was 4 ayes, 0 nays, and 0 abstain.

D. PUBLIC INPUT:

None.

E. CORRESPONDENCE:

1. Governor Newsome Announces Executive Order for Workers who Contract COVID-19 During Stay at Home Order. No comments; no action taken, as District does not have a choice.

F. BILLING APPEALS/COMPLAINTS:

1. Consideration of Appeal/Complaint From Customer Cynthia LeBrun, Twin Lakes. Cynthia verbalized a summary of her request of waiver of water bill, due to hardships caused by Coronavirus. Upon receipt of her appeal letter, Todd had contact legal counsel, who advised that it would open the District to having to do the same for the entire district, which was all impacted equally and it could also potentially be considered a gift of public funds. Director Marty Schleif moved and Director Frank Haas seconded to follow the advise of legal counsel and deny request for exception. The vote was 4 ayes, 0 nays, and 0 abstain.

G. GENERAL MANAGER'S REPORT:

Todd read the report. Coleta Barnhart asked about an Action Sheet showing the status of projects and requests made by the BOD, which Todd said he would have at the next regular meeting. Director Marty Schleif moved and Director Frank Haas seconded to approve the General Manager's Report. The vote was 4 ayes, 0 nays, and 0 abstain.

H. OLD BUSINESS:

1. Consideration To Adopt Policy #1060 – Discontinuation of Utility Service for Non-Payment to Comply with Senate Bill 998: Director Marty Schleif moved and Director Frank Haas seconded to approve Policy #1060. The vote was 4 ayes, 0 nays, and 0 abstain.

I. NEW BUSINESS:

1. Discuss District's Field Operations and General Manager's Directions for His Employees:

Coleta Barnhart stated that there was some confusion as to why operators were in the office and appeared to have down time. Todd explained that Noel has been covering the office on Thursdays and Fridays to answer the phones and avoid further hardship to customers. This was necessary because JoAnne had been hired to cover those days, but had felt unsafe coming in during Shelter in Place. Todd has since arranged with Tiffany to increase her days to Monday thru Thursday, and will turn on the answering machine on Fridays while the office is closed to reduce the need for operator coverage.

2. Ethics Training for Board Members: Ethics Training is due for all Directors. Meri will distribute instructions/link for each to access and complete training.

J. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA.

None.

K. ANNOUNCEMENTS

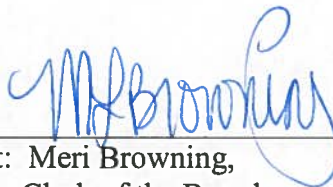
1. Next Regular Meeting to be held June 9th, 2020 at 4:00 P.M

L. ADJOURNMENT AT 4:46 P.M.

There being no further business, Marty Schleif motioned and Chair Haas seconded to adjourn the meeting. President Haas called for a vote, 5 ayes, 0 nay, and 0 abstain.



Frank Haas, Chairman



Attest: Meri Browning,
Interim Clerk of the Board

Approved: June 9th, 2020