

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Official Minutes of the Regular Meeting Held June 9th, 2020

A. CALL TO ORDER

Chair Frank Haas called the Regular Meeting of the Board of Directors to order at 4:03 P.M., Chair Frank Haas, Vice Chair Coleta Barnhart-Proctor, Director Martin Schleif, Director Brianna Cook, and General Manager, Todd Fiora were present. Director Frank McElwain and Clerk of the Board, Meri Browning attended by phone.

B. APPROVE MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING HELD APRIL 28TH, 2020, THE SPECIAL MEETING HELD MAY 1ST, 2020 AND THE REGULAR MEETING HELD MAY 12TH, 2020

The minutes from the Special Meetings held April 2nd and May 1st and the Regular Board Meeting held MAY 12th were reviewed. Director Barnhart moved to approve all 3 and Director Schleif seconded a motion to approve the minutes. Chair Haas called for a vote, 5 ayes, 0 nay, and 0 abstain.

C. FINANCIALS:

The April 2020 financial report was reviewed by board members. Meri Browning explained that the Auditor's Office had not processed the corrections she had sent, so the report including each Line Item expenses and income could not be presented as balanced. Director McElwain asked why we did not have May check register, and Clerk Browning agreed to provide the check registers for the previous months, even though we have to review financials from 2 months prior, due to the Auditor's late release of month-end reports. Director Schleif moved to approve April Financials as presented, and Chair Haas seconded. Chair Haas called for a vote, 5 ayes, 0 nay, and 0 abstain.

D. PUBLIC INPUT: None

E. CORRESPONDENCE: None.

F. GENERAL MANAGERS REPORT

GM Fiora read the report. After some discussion, Director Barnhart moved to accept the General Managers Report, and Director Schleif seconded. Chair Haas called for a vote, 5 ayes, 0 nay, and 0 abstain.

G. OLD BUSINESS: None.

H. NEW BUISNESS:

1. Consideration to Adopt Recommended Budget

Director Barnhart asked about generators budgeted in 20/21, when we had already acquired the last one. GM Fiora explained that the start-up being performed this month would be invoiced in 20/21. Director Barnhart moved to approve the Recommended Budget for 20/21, Chair Haas seconded. Chair Haas called for a vote, 5 ayes, 0 nay, and 0 abstain.

2. Consideration to Have The Trees And Landscaping Removed in Front of The Main Street Office

Director McElwain explained that the trees in front of the office have spread roots into the building and are elevated above ground, and those roots would continue to cause problems. Director Barnhart expressed concern for removing trees that are in good health and are a historical part of the building. Director Schleif agreed and thought the roots would be cut again when the new French drain was put in. Clerk Browning proposed the possibility that roots would grow into the french drain and that waiting to remove trees until a problem arose would mean that we would then have the added cost of repair to whatever that problem may be. Root barriers, such as a stem wall, were suggested. GM Fiora stated that the public has

expressed concern for removal of the trees in the past and recently. GM Fiora also mentioned that the remodel plans for ADA access would have to be changed if the trees were not removed. Chair Haas said he had spoken to the contractor, and changing ADA access would not be a problem. Director Schleif moved to keep the trees and talk to an arborist, Director Barnhart seconded. Chair Haas called for a vote, 4 ayes, 1 nay, and 0 abstain.

3. **Consideration to Add Another Bathroom to The Main Street Office Remodel Project**
GM Fiora talked to the plumber and was told that the plumbing for the building with the 1 planned bathroom is \$14,000, and to add another bathroom would be an additional \$2600. Director Barnhart was concerned about having to take any room from the adjacent board room. GM Fiora explained that not much room would be taken from there, but the SCADA room and ADA bathroom would be smaller and a load-bearing wall would have to be moved. Chair Haas had surveyed employees and found that the majority did not care if there was a second bathroom. In the interest of keeping costs down, Director Barnhart moved to leave 1 bathroom as planned, Director Schleif seconded. Chair Haas called for a vote, 4 ayes, 1 nay, and 0 abstain.
4. **Consideration to Change HVAC System From What is in The Plans**
Todd is getting a price from Jonas: the mini-split system in the plans would cost \$30-40K, but Silva can put in a more conventional system for \$15-20K. Directors asked about efficiency differences, and Todd was told that it was not significant. Todd was asked to get additional bids to compare Silva's quote. Director Barnhart moved to change system from mini-split to 5-ton, Director Schleif seconded. Chair Haas called for a vote, 5 ayes, 0 nay, and 0 abstain.
5. **Consideration to Change Office Hours and Days**
Todd explained that Operations staff was covering Fridays and lunch hours, and if the Board didn't want that to continue, we would need to consider closing the office. Director Barnhart asked if employee schedules could be changed to cover Fridays, but JoAnne is normally scheduled for Fridays and is out due to COVID concerns. Director Schleif moved to close the office from 12-1 M-TH and temporarily all day on Fridays, Director Haas seconded. Chair Haas called for a vote, 5 ayes, 0 nay, and 0 abstain.
6. **Consideration to Create an "At-Will" Employee Agreement for Employees**
Template not included in packets. Tabled.
7. **Consideration to Adopt Annual CPI Increase**
Frank explained that we are able to increase rates each year up to the percentage of the Consumer Price Index, but the current rate was unknown on this date. Tabled.
8. **Consideration to Amend Policy 2110 Health and Welfare Benefits**
Meri explained that the existing policy of withholding benefits for 6 months after hire is not in accordance with California law. California law requires that health insurance is offered within 90 days of employment, and our insurance provider had advised that the best practice is to offer after 60 days because it is always effective as of the 1st of the following month, which could extend it out to 90 days. The new policy also clarified pro-rating for employees working less than 40 hours/week and CalPERS participation. Director Schleif moved to approve revised policy, Director Barnhart seconded. Chair Haas called for a vote, 5 ayes, 0 nay, and 0 abstain.

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

J. ANNOUNCEMENTS

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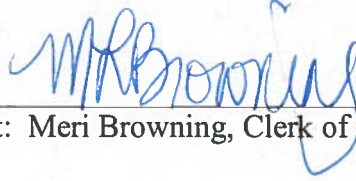
Next Regular Meeting to be held July 14th, 2020 at 4:00 P.M

ADJOURNMENT AT 5:14 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: July 14th, 2020