

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Official Minutes of the Regular Meeting Held June 23rd, 2020

Approved: July 14th, 2020 **CALL TO ORDER**

Chair Frank Haas called the Special Meeting of the Board of Directors to order at 4:00 P.M. Directors present were Frank Haas, Coleta Barnhart, and Martin Schleif; Directors Brianna Cook and Frank McElwain attended by phone. Staff present were Todd Fiora; Meri Browning attended by phone. There was no public present.

- 1. Consideration to Adopt Annual CPI Increase:** Todd explained that the current CPI is .01 and provided current and proposed rate changes, which reflected a \$.06 increase to the most common base rate. Director Barnhart moved to increase rates by .01, and Director Schleif seconded. The vote was 5 ayes, 0 nays, and 0 abstain.

- 2. Consideration to Adopt Resolution 2020-03 Establishing 2020-21 Appropriations Limit (Prop 4):** The resolution, which is required with our budget submission each year, establishes limits based on state law. Director Schleif moved to adopt resolution 2020-03 and Director Barnhart seconded. The vote was 5 ayes, 0 nays, and 0 abstain.

- 3. Consideration to Authorize Clerk of the Board or Bookkeeper to make Budget Transfers:** Meri explained that our County of Lake signature card asks for this authorization to be given and documented in minutes of a meeting, and that the authorization has always been given in the past. Todd explained that this authorization allows transfers to be made in order for check processing to be complete and are then brought to the Board for ratification at the next meeting. Meri explained that the authorization does not allow her to write checks or spend any money, that the Bookkeeper, who would also be authorized, is JoAnne, and that any transfers from Capital Expenses would still require Board signature. Director Schleif moved and Director Barnhart seconded to authorize the Clerk of the Board and Bookkeeper to make Budget Transfers. The vote was 5 ayes, 0 nays, and 0 abstain.

- 4. Consideration to Update Authorized Signers on WestAmerica Bank Account.** Todd explained that the Board Chair, General Manager, and former Secretary (Summer) are currently on the signature card, although the bank has been informed that Summer is no longer with the company. Meri explained that it is not a good idea to have the person who writes checks also able to sign and that, with a note from a signer, the bank would allow named office staff to get information on the account, when needed. Director Barnhart moved and Director Haas seconded to update WestAmerica Bank signature card with 3 signers: Frank Haas, Todd Fiora, and remove Summer Dahlquist to add Coleta Barnhart. The vote was 5 ayes, 0 nays, and 0 abstain.

- 5. Consideration to Implement Report of Appointment for Employment Decisions.** Proposed instead of "At-Will Employment Agreement," at the recommendation of Bob Bridges and aligned with practices of County of Lake. The form would provide information on future HR actions to the Clerk/Bookkeeper to ensure accurate payroll processing without implying that there is a contract for employment that would contest "At-Will Employment" status of employees. Director Barnhart asked if these reports would be filed in employee files, and Meri agreed that it would be after payroll processing, so we would

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add an area where the payroll processor confirms that appropriate changes were made before filing. Director Barnhart moved to implement or adopt the Report of Appointment and Director McElwain seconded. The vote was 5 ayes, 0 nays, and 0 abstain.

6. Ratification of Reinstatement of Sick Time and Start Date of Todd Fiora, General Manager. Meri explained that there is nothing on record that allows her to process payroll according to discussions Todd had before he returned to work, and we need it documented to support payroll. Director Barnhart moved to ratify the reinstatement of Todd's sick time and original start date, Director Haas seconded. The vote was 5 ayes, 0 nays, and 0 abstain.

7. ANNOUNCEMENTS

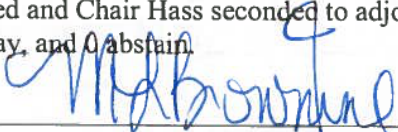
a. Ethics Training is Due of all Directors of the Board; 1 Certificate of Completion Received.

ADJOURNMENT AT 4:32 P.M.

There being no further business, Coleta Barnhart 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: July 14th, 2020
Approval Ratified: August 11, 2020