



**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Official Minutes of the Regular Meeting Held September 8, 2020**

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**A. CALL TO ORDER**

Director Marty Schleif called the Regular Meeting of the Board of Directors to order at 4:00P.M., Present were Directors Martin Schleif, Coleta Barnhart, and Brianna Cook and Frank McElwain and General Manager, Todd Fiora; Clerk of the Board, Meri Browning, attended by phone. Chair Frank Haas was absent.

**B. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD AUGUST 11<sup>TH</sup>, 2020**

The minutes from this meeting were not included in the Board Packet for review, and approval was therefore tabled.

**C. FINANCIALS:**

The financial report was reviewed by board members. Director Cook moved and Director Schleif seconded to approve the financial statement. The vote was 4 ayes and 0 nays.

**D. PUBLIC INPUT:**

None.

**E. CORRESPONDENCE:**

None.

**F. GENERAL MANAGER'S REPORT:**

1) The office remains closed to the public, and the Board of Supervisors has mandated masks if we were to consider reopening. We are also still under Governor's orders not to shut off water due to non-payment, but Tiffany is keeping up with past due accounts and getting most to make payments. 2) Fire hydrants testing continues (about 50 left of over 200 in system – each can take anywhere from 10 minutes to an hour and a half), but slowed during the fires in order to reserve water for potential fire-fighting in the district. Instead, the focus has been to paint tested hydrants according to color code: Blue = over 1500gpm, Green = 1000-1500gpm, Orange = 500-1000gpm, and Red = under 500gpm. This will assist future fire-fighting efforts. 3) Leak repairs continue: there was one that became an oasis for “the donkey guy” and his donkeys that has been repaired and cleaned up from his occupancy there, there was one on Big Bear, and several keep appearing at the bends in Mustang Court. 4) LNU Fire is getting closer to Lower Lake. In preparation, we have kept the tanks topped off as much as possible, we also put together a temporary intertie with a 5” fire hose and we put in a new hydrant so we can leave it in longer. It is still hooked up and we will leave it until fire danger passes. We also ordered another pump for Plant A to increase capacity during possible fire, but the pump that was there failed, so we are using the second pump by itself until we can have the original rebuilt. Mike put a sprinkler at Well 1 that will wet down the whole plant in 5 minutes for \$100. 50gpm out of 150gpm, but we have an old well that is not used that we could hook it up to so that it does not use water that could otherwise be used for fire-fighting. Marty asked about the status of the Intertie project: Planning package finished in May: 9 months from that point to get construction funding. In the meantime, we are still working on the agreement, but the student that had been in charge originally transferred and we now have a new contact. We don't need the agreement until the construction funding comes through, but we'll be working on it. Director McElwain moved and Director Schleif seconded to approve the General Manager's Report.

**G. OLD BUSINESS:**

**1. Ratify Minutes from October 2019 through December 2019 Meetings:**

After Coleta noted a couple of errors, Director Schleif made a motion to ratify the minutes and Director Barnhart seconded. The vote was 4 ayes, 0 nays, and 0 abstain.

2. **Main Street Office Update on Progress and Cost:**  
Electrical almost done. Security roughed in. Waiting for PG&E, so electrician can finish and insulation can go in. Our contact got reassigned due to LNU. New contact will come out Friday to make sure lines/conduit does not need to be replaced, but if I send pictures, he may be able to ok it from there. If not, Todd is planning to talk to the church about borrowing power until they come so that we won't have to stop everything. The church used our power while they were building, so he is confident they would be willing to return the favor. Todd is also trying to get a spec for the v-ditch that we want to put in the driveway.

**H. NEW BUSINESS:**

1. **Consideration to Adopt Resolution 2020-04 in Acknowledgment of the 15 year Anniversary as of June 29<sup>th</sup>, 2020 of Operator III, Mike Kallerman and in Appreciation of his Service Thus Far:**  
Director Cook made a motion to adopt, which was seconded by Director McElwain. The vote was 4 ayes, 0 nays, and 0 abstain.
2. **Consideration to Approve Operations Plan:**  
Todd presented the plan and explained that the State Health Department was pushing for updates, but he also feels it's a good idea to have one in place and this is something we can update annually with any manuals to make it easier for someone new to figure things out. Director Barnhart made a motion to approve, and Director McElwain seconded. The vote was 4 ayes, 0 nays, and 0 abstain.
3. **Policy 2110- Health and Welfare Benefits, Consideration to Increase Employer Contribution and Re-Establish Pool:**  
Todd proposed we increase employer contribution from \$800/month to \$1000/month and reinstate the "pool" where any unused employer contribution would be added together and divided among employees that could use it to reduce their employee contribution. FM expressed concern that dependents should be limited to immediate family. Meri also noted that the policy only states that employees are entitled to insurance and does not currently specify 'employees and dependents' Director McElwain was concerned that the pool could create a situation where one employee was stealing from another, which was to be addressed in the revision. Director Cook made a motion to approve revision to increase employer contribution, reinstate the pool, and include dependents, pending final draft, which was seconded by Director Schleif. The vote was 4 ayes, 0 nays, and 0 abstain.
4. **Policy 2156- Standby Time, Consideration to Increase Daily Standby Pay Per Day and Callout from 1 Hour Minimum to 2 Hour Minimum:**  
Todd proposed to increase standby pay from \$20/\$25 to \$35/\$40 and increase call-out daily minimum to 2 hours. BC asked if 2-hour minimum wasn't already the law, but Todd pointed out that LLCWD is exempt from many of the CA Labor Laws, although he hasn't researched this one in particular. Director Barnhart made a motion to approve proposed changes, pending final draft, which was seconded by Director Schleif. The vote was 4 ayes, 0 nays, and 0 abstain.
5. **Consideration to Update/Amend Pay Scale and Posting Ad for Bookkeeper/Internal Auditor:**  
Todd already posted the ad for bookkeeper to get it going, but he did not put a pay rate in the ad because our Salary Schedule is out of date for other employees as well. Director McElwain stated that raises were given to employees during Todd's absence without approval of the entire Board, but Todd pointed out that we just ratified minutes that showed the raises, so there isn't much we can do about it now, other than update the pay scale to accurately reflect what we are paying. Director Schleif asked about having an

external accountant come in to check for accuracy on a regular basis. Meri stated that she is currently looking for someone to do quarterly checks at CCWD, and could report her findings at a future meeting. Director Cook moved and Director Schleif seconded to approve pay scale amendments. As Director Barnhart had to leave the meeting at 5:12PM, the vote was 3 ayes, 0 nays, and 0 abstain.

**6. Bi Annual Notice for Conflict of Interest:**

Meri explained that this is a requirement from the County regarding form 700 declaring conflicts of interest. LLCWD currently only requires Board Members and GM to file, but has the option to add other positions to their requirement. Director Cook made a motion and Director McElwain seconded, to amend to add any staff that work with financials. The vote was 3 ayes, 0 nays, and 0 abstain.

**7. Consideration to Approve Engagement Letter for Larry Bain/Independent Auditor for 19/20 Audit and Authorize Board Chair to Sign:**

Director Cook made a motion to approve, and Director Schleif seconded. The vote was 3 ayes, 0 nays, and 0 abstain.

**8. Phone Calls Not Being Answered From Board Members:**

Director McElwain expressed concern that Board Members haven't called him back and its common courtesy. Todd said he tries his best to answer the phone, but it's not always possible. Meri reminded the Board that Directors have to be careful about calling each other for District Business because this could lead to serial meetings; if any Board member has district business, they should contact GM or clerk directly to have the matter added to the next meeting agenda and that Board Members cannot be required to return calls because only they know if they have previously discussed a matter with another Board Member and need to protect themselves from unethical discussions. No further action was taken.

**9. Comp Time Being Used:**

Director McElwain brought this up because Todd has another job and he wanted clarification about when and how often he is at the other job. Todd explained when and how often, but Meri reminded the Board that Comp time is earned and recorded each pay period, so there does not have to be any justification when an employee chooses to use it. Director Cook expressed interest in seeing how comp time is recorded and Meri was directed to email her that information.

**10. 4/10 Work Schedule:**

Director McElwain wanted work schedules to go back to 5x8-hour shifts when it starts getting dark earlier. Todd stated he is on 5x8, but 4x10 seems to have reduced overtime (except call-outs) and is working great. Meri stated that going to a 4x10 schedule has specific requirements and swapping back and forth could create legal problems and we would also need a policy amendment to go back to 5x8. No further action was taken.

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

None.

**K. CLOSED SESSION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957: The Annual Performance Evaluation of the General Manager was tabled.**

**L. ANNOUNCEMENTS**

**1. Ethics Training for Board Members**

Todd found an On-Demand webinar, but he has to create separate accounts for everyone and we can get a discount. Meri to look into it and email Board Members

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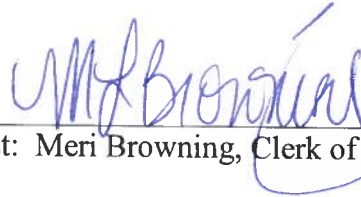
2. Next Regular Meeting to be held October 13th, 2020 at 4:00 P.M

**M. ADJOURNMENT AT 5:39 P.M.**

There being no further business, Director Barnhart motioned and Director McElwain seconded to adjourn the meeting. The vote was 3 ayes, 0 nay, and 0 abstain.



Frank Haas, Chairman  
Approved: October 13, 2020



Attest: Meri Browning, Clerk of the Board