

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Official Minutes of the Special Meeting Held**  
**September 29, 2020**

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**CALL TO ORDER**

Chair Frank Haas called the Special Meeting of the Board of Directors to order at 4:33 P.M. Directors Haas, Schleif, Barnhart, and McElwain, and General Manager, Todd Fiora, and Mike Kallerman were present; Clerk Meri Browning attended by phone. Director Cook was absent.

**1. Discuss and Consider Orderly Transition of New General Manager:**

Mike made an opening statement and gave a list of his needs before he could consider taking GM position

1. Legal contract with no internship
2. 80K/year salary
3. \$1800 co. contribution for medical with remainder going into the pool
4. unanimous vote for termination
5. Todd to remain on board for a smooth transition
6. Severance package of \$100k over 4 years: \$25k/\$50k/\$25k

Mike also stated that he is happy to stay in his position and serve LLCWD if the BOD chooses to look for another option. FH stated concern over legalities/policies regarding a unanimous vote for termination. Coleta read policy #2000 regarding Executive Officer/General Manager agreement. The Board also discussed the matter of Todd staying on part-time during the transition, which Todd agreed to do, but wanted to remain flexible about how many hours, depending what was necessary.

At this point, the Board moved to item #9.

**2. Consideration of Adopting New Proposed Organization Chart:**

A motion to table items #2, 3, and 5 was made by Director Schleif and seconded by Director Barnhart. The vote was 3 Ayes and 0 Nays.

**3. Consideration to Adopt Job Description/Policy 2950, General Manager:**

Tabled (see item #2).

**4. Consideration to Adopt Job Description/Policy 2330, Bookkeeper:**

The new Bookkeeper job description was presented and discussed. Director Barnhart made a motion to approve with the deletion of reference to classification of full or part-time, which was seconded by Director Schleif. The vote was 3 Ayes and 0 Nays.

**5. Consideration to Adopt Job Description/Policy 2310, Clerk Of the Board/Internal Auditor:** Tabled (see item #2).

**6. Consideration of Re-Establishing General Manager Agreement in Accordance With Policy# 2000 for General Manager Position:** Tabled.

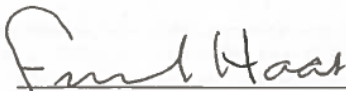
7. **Discussion of Main Street Office Remodel PG&E Status and Requirements:** Director Schleif stated that waiting 12-14 weeks for PG&E is too long. We need to have attorney send letter. Todd put in application to upgrade service, a month later they let me send a picture. We have the right ough/wire just need someone to inspect before we can put in new 200amp service. We have 2in conduit; new requirement is 3in in order to upgrade service. Inspection when we dig the line and run the conduit. Todd asked if we could dig it and take pics, but no, someone has to be on site when we do it. (same as we do when someone wants a new water hook-up) Todd has attempted to contact them from several directions to push it along. We can disconnect PG&E and get power from the church to run SCADA, then we can move forward while we wait for them to come. The church is fine with it. Todd will also ask Rodney about doing ½ of the concrete. No further action was taken.
8. **Closed Session Pursuant to California Government Code Section 54957:**  
Public Employee Performance Evaluation: Title- General Manager. Director Schleif made a motion to remove this item, which was seconded by Director Barnhart. The vote was 3 Ayes and 0 Nays.
9. **CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA:**  
Director Barnhart made a motion to bring off-agenda closed-session item of new GM contract negotiation to the meeting, which was seconded by Director Schleif. The vote was 4 Ayes and 0 Nays.

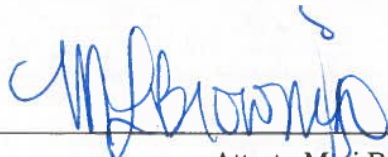
The Board went into Closed Session at 5:12 PM.

The Board returned to Open Session at 5:37, stating that they didn't know if they can hire a GM without interim and posting an ad in the paper. Todd had previously checked with legal counsel on the matter, and said this is not necessary if promoting from within. The Board decided that Director Barnhart would work with Mike to create a contract, which would then be presented to legal counsel for review. A motion to have Todd work a flexible schedule as he is available and feels is needed to keep current projects moving forward and continue to pay his full company contribution was made by Director Barnhart and seconded by Chair Haas. The vote was 4 Ayes and 0 Nays.

After the Board came out of Closed Session, Chair Haas had to leave the meeting at 5:46 PM, and the remaining Board returned to item #2.

With no other business to be discussed or actions taken, the Special Meeting Adjourned at 6:20 P.M on a motion made from Director Schleif and seconded by Director McElwain. The vote was 3 Ayes 0 Nays.

  
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Frank Haas, Chairman

  
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Attest: Meri Browning,  
Clerk of the Board

Approved: October 13<sup>th</sup>, 2020