

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the October 13th, 2020 Regular Meeting

A. CALL TO ORDER

Chair Frank Haas called the Regular Meeting of the Board of Directors to order at 4 P.M., Chair Frank Haas, Directors Coleta Barnhart-Proctor, Frank McElwain, Martin Schleif, were present, also present were Todd Fiora, General Manager, Mike Kallerman Operator III (Chief). Director Brianna Cook and Meri Browning, Clerk of the Board, attended by phone. No Public was present

B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD SEPTEMBER 8TH, 2020, THE SPECIAL MEETING HELD SEPTEMBER 21ST, 2020, AND THE SPECIAL MEETING SEPTEMBER 29TH, 2020:

On a motion from Vice Chair Barnhart, seconded by Chair Haas, the motion passed with 5 ayes, 0 nays.

C. FINANCIAL:

- 1. Review and Discuss the Financial Statement:** Reconciliation of Month End is awaiting documents from the county of Lake. On a motion from Vice Chair Barnhart, seconded by Chair Schleif, the motion passed with 5 ayes, 0 nays.

D. PUBLIC INPUT: none

E. CORRESPONDENCE: none

F. GENERAL MANAGER REPORT:

More fire hydrants have been flushed and turned back on. Current leaks have been repaired and the Mill street project was a success. Clayton Creek plans are moving forward, and our pipe is in plan to be attached to the bridge because we were granted right of way. Two new bookkeepers have been hired: Amy and Max. A motion was granted from Vice Chair Barnhart and seconded by Director McElwain to approve the General Managers Report. The motion passed with 5 ayes, 0 nays.

G. OLD BUSINESS:

- 1. Update on Main Street Office:** Cost to date is \$226,000. The building has been wrapped, including insulation and sheetrock. We are still waiting for PG&E. The idea was proposed to go forward with textured walls instead of the smooth walls in the building plans. Concrete has been completed around the office. A motion was proposed by Director McElwain and seconded by Vice Chair Barnhart to go ahead with the texture idea. The motion was passed with 5 ayes, 0 nays.
- 2. Consideration to Adopt/Update Clerk of the Board/ Internal Auditor Job Description:** This description was tabled with topic (H7)
- 3. Consideration to Adopt/Update General Manager Job Description:** Vice Chair Barnhart moved to accept changed to the general manager job description and this motion was seconded by Chair Haas. The motion passed with 5 ayes, 0 nays.

H. NEW BUSINESS: None

- 1. Consideration to Approve Update Policy 2156- Standby Time:** Director Schleif moved to approve the changes of standby time, and this motion was seconded by Vice Chair Barnhart. This motion passed with 5 ayes, 0 nays.
- 2. Consideration to Approve Update Policy 2110- Health and Welfare Benefits:** The benefits program, pool was in question. A motion was granted by Vice Chair Barnhart, to approve the changes to Policy 2110, and this motion was seconded by Director Schleif. The motion passed with 5 ayes, 0 nays.

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3. **Consideration to Set Salary Range for General Manager Position and Post Advertisement in the Record Bee and Other Places:** Salary Range between 75-90K depending on experience. Vice Chair Barnhart made the motion to accept 75-90K depending on experience, and this motion was seconded by Director McElwain. The vote was 4 ayes, 1 nay; Chair Haas, Vice Chair Barnhart, Director McElwain, and Director Cook voted aye, and Director Schleif voted nay.
4. **Consideration to Update West America Bank Signature Card:** The consideration is to remove Summer and Todd from the signature card and leave only Frank Haas and Coleta Barnhart as authorized on the account; likewise, the possibility to add office personnel names to be able to call in and ask questions about the account. A motion was granted by Vice Chair Barnhart and Seconded by Director Schleif. The motion was passed 5 ayes, 0 nays.
5. **Consideration to Approve Accounting Clerk Vacation Step Reinstatement Upon Rehire:** This policy is in question because of a re-hire that was after more than a year and based off of an hourly less than 40 hours. To clarify her Cap be reinstated to 160 hours because of years worked. Vice Chair Barnhart moved and Chair Haas seconded to approve the Vacation Step Reinstatement. The vote was 5 ayes, 0 nays.
6. **Consideration to Have California Special Districts Association (CSDA) Audit Our Districts PG&E Bills to Find Discrepancies From PG&E Mistakes:** CSDA makes money when they find discrepancies, otherwise the service does not cost lower lake water anything. This program is to help with power bills going forward. Vice Chair Barnhart moved and Chair Haas seconded to approve the Vacation Step Reinstatement. The vote was 5 ayes, 0 nays.
7. **Consideration to Hire and Accounting Firm for Quarterly Review:** Joan Sturges CPA, as a local accountant, who works with similar companies around the lake at \$90 to \$300 an hour. Vice Chair Barnhart moved and Chair Haas seconded to approve the Decision to hire Joan Sturges Firm at \$90 an hour. The vote was 5 ayes, 0 nays.
8. **Consideration to Adopt Resolution 2020-05 Increasing Reserves in the General Operating Fund:** Topic Tabled

I. **CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA:** none

J. **ANNOUNCEMENTS**

1. **Ethics Training for the Board Members:** This topic is still waiting for log in information for members to participate.
2. **Next Regular Meeting to be Held November 13th, 2020 at 4:00pm**

K. **ADJOURNMENT AT 5:32 P.M.**

There being no further business a motion for adjournment was made by Vice Chair Barnhart, seconded by Chair Haas, 5 ayes 0 nays



Frank Haas, Chairman



Attest: Merl Browning, Clerk of the Board

Approved: November 10th, 2020