

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the November 10th, 2020 Regular Meeting

A. CALL TO ORDER

Chair Frank Haas called the Regular Meeting of the Board of Directors to order at 4:09 P.M., Chair Frank Haas, Directors Coleta Barnhart-Proctor, Frank McElwain, Martin Schleif, were present, also present were Todd Fiora, General Manager and Amy Loren, Bookkeeper. 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 OCTOBER 13, 2020 AND THE REGULAR MEETING HELD AUGUST 11, 2020:

On a motion from Director Schleif, 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. Todd suggested the board consider holding future meetings on the third Tuesday of the month to allow the return of reports from the county. The matter can be discussed in a future meeting. Director Shleif asked if bank statements will be available to cross reference with financial reports. Mary explained that board members have full access at any time to reports. 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:

1. **Covid-19 update:** Our office continues to be closed to the public. Water shutoff to customers for nonpayment is still not possible due to the Governor's Executive order.
2. **Intertie Project:** An agreement between the three districts has been drafted by the UC Davis Law Division. The document is being reviewed by Jeff Davis, Frank Costner and Todd Fiora and will be ready for the three District Board in December for Approval.
3. **Clayton Creek Bridge Replacement:** Planning is underway with Lake County Public Works for the replacement of the water line that used to go under Clayton Creek. A draft was received from the County and sent to Legal Counsel for review. Once Counsel signs off on it, it will be submitted to the Board for consideration. On November 4th the system was shut down again affecting the subdivisions of Ranch Sendero and Twin Lakes. The contractor repaired a section of the temporary line that did not hold.
4. **Job Opening:** Our Operator I has accepted another job opportunity and his last day will be November 16th. The job opening was posted in the Record Bee, and the position will be filled once a qualified candidate is found. A motion was granted from Vice Chair Barnhart and seconded by Director McElwain to approve the General Manager's Report. The motion passed with 5 ayes, 0 nays.

G. OLD BUSINESS:

1. **Update on Main Street Office:** The building has been wrapped, including insulation and sheetrock. Scratch coat and brown coat were recently completed. We are still waiting for PG&E. Upgrade to 200 amp service is necessary. No Action required.
2. **Consideration to Adopt Resolution 2020-05-Increase/Correct Reserves:** Topic Tabled.

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H. NEW BUSINESS:

1. **Consideration to Continue the Employment of the Current General Manager and Re-Evaluate at The Next Regular Meeting December 8th 2020:** Todd can assist with on-call for now while he's still on the payroll. Vice Chair Barnhart moved and this motion was seconded by Director McElwain. This motion passed with 5 ayes, 0 nays.
2. **Consideration to Adopt Proposed More Detailed Organization Chart:** A motion was granted by Vice Chair Barnhart to approve the updated chart, and this motion was seconded by Director Schleif. The motion passed with 5 ayes, 0 nays.

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

- J. CLOSED SESSION PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957:** For interviews for the position of General Manager and Consideration of Contract Approval, the Board entered into Closed Session at 4:47pm and returned at 5:52pm. Vice Chair Barnhart moved to offer Billy Inman the General Manager position at \$75,000 per year, pending contract and T2 Certification. Motion was seconded by Director McElwain, 5 ayes, 0 nays.
Contract committee: Vice Chair Barnhart, Chair Haas, and General Manager Fiora.

--Vice Chair Barnhart left the meeting at 5:53pm.--

OLD BUSINESS CONTINUED...

3. **Consideration to Amend Policy 2030 Holidays:** Topic Tabled.
4. **Consideration to Evaluate Records in Storage for Possible Disposal:** Topic Tabled
5. **Consideration to Approve Maintenance Program for the Five District Generators, From Industrial Electric Company:** Topic Tabled.

K. ANNOUNCEMENTS

1. **Ethics Training**
2. **B.O.D Stipends:** Requested by Director Cook, Director Shleif, and Chair Haas.
3. **Next Regular Meeting to be held December 8th, 2020**

ADJOURNMENT AT 6:15 P.M.

There being no further business, a motion for adjournment was made by Director Shleif, seconded by Chair Haas, 4 ayes 0 nays



Frank Haas, Chairman



Attest: Meri Browning, Clerk of the Board

Approved: