

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the June 28th, 2022 Regular Meeting**

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**A. CALL TO ORDER**

Chair Frank Haas called the Regular Meeting of the Board of Directors to order at 4:02 P.M., Chair Frank Haas, Directors Frank McElwain, Noel Negrete and Coleta Barnhart were present. Also present was James Kingland, Interim General Manager, Amy Loren, Clerk of the Board and staff Mike Kallerman and Wayne Rivera. No Public was present.

*(The Board chose to skip to item C)*

**C. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD MAY 24, 2022 AND THE SPECIAL MEETING HELD JUNE 14, 2022:**

On a motion from Director Barnhart, seconded by Chair Haas, the motion passed with 3 ayes, 0 nays.

**D. FINANCIAL:**

**1. Review and Discuss the Financial Statement:** The Board was provided a check register and a Financial Statement for the month of May 2022. The Board approved the financials on a motion from Director Barnhart, seconded by Chair Haas, the motion passed with 4 ayes, 0 nays.

**E. PUBLIC INPUT: none**

**F. CORRESPONDENCE: none**

**G. GENERAL MANAGER REPORT:**

James notified the Board about a main break that occurred today and was followed by a service line break. He also announced that the E.A.R. report has been completed and submitted to the State. James gave an update on the DWR grant stating that it may be necessary to file for an extension. He would like to be able to use that funding for the Plant B improvements, but the grant probably won't be finalized in time. The SRF grant is still open and may work for Plant B funding instead. Clearlake Oaks Water has 9 potable water tanks they're willing to sell us for \$4,000 each which is a substantial savings from purchasing new. The tanks could help get us through the Plant B repairs. Brelje & Race Engineers are requiring a \$5,000 retainer to begin the project. We will have to evaluate finances and may consider pulling from reserves. The General Managers Report was accepted on a motion by Director Barnhart, seconded by Director McElwain, with 4 ayes, 0 nays.

**H. OLD BUSINESS: none**

**I. NEW BUSINESS:**

**1. Consideration of Salary Increase for Clerk of the Board:** As a result of Amy's employee evaluation at the last Regular Meeting, Director Barnhart moved to increase her hourly wage by two dollars per hour effective July 1, 2022. This motion was seconded by Chair Haas. This motion passed with 4 ayes, 0 nays.

**2. Consideration to Resolve Error, Policy 2110: Health and Welfare Benefits:** Amy wanted to explain an oversight on her part regarding sections 2110.1.2.1 and 2110.1.2.2 of the Health and Welfare Benefits Policy. According to the policy the health insurance "pool" should have been cancelled in February with the resignation of Joel Reim. She suggested the Board may want to consider revising the policy in the future. Regarding the current oversight, she asked the Board how

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they would like to rectify the issue, stating she could make payroll adjustments to correct the error or the error could be excused. Director Barnhart made a motion to excuse the error and adhere to the policy going forward. Chair Haas seconded and the motion passed with 4 ayes, 0 nays.

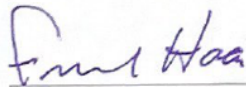
3. **Review and Discuss Policy 2950: Job Description—General Manager:** Discussion only.
4. **Consideration to Accept Agreement for Consulting Services with Todd Fiora:** Director Barnhart motioned to accept the agreement. The motion was seconded by Chair Haas and passed with 4 ayes, 0 nays.
5. **Consideration to Review and Revise Previous General Manager Contract:** Discussion only.

*(The Board returned to item B)*

- B. **CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54957.6: PUBLIC EMPLOYEE SALARY REVIEW: Title—General Manager:** The Board entered into Closed Session at 4:34 P.M. and returned to Open Session at 5:02 P.M. No action taken.
- J. **CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA:** none
- K. **ANNOUNCEMENTS**
  1. Next Regular Meeting to be held July 26<sup>th</sup>, 2022 at 4:00pm

**ADJOURNMENT AT 5:04 P.M.**

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



Frank Haas, Chairman



Attest: Amy Loren, Clerk of the Board  
Approved: July 26, 2022