

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the October 25th, 2022 Regular Meeting

A. CALL TO ORDER

Chair Negrete called the Regular Meeting of the Board of Directors to order at 4:00 P.M. Directors Frank McElwain, Monique Fabela, Wes Baker, Noel Negrete and newly appointed Director Jean Yanich were present. Also present was James Kingland, General Manager, Amy Loren, Clerk of the Board, and Mike Kallerman, Lead Operator.

B. SWEARING-IN OF NEW BOARD MEMBER: Amy administered the Oath of Office and Jean Yanich was officially sworn-in as a new Board Member.

C. NOMINATION AND ELECTION OF VICE CHAIR FOR REMAINDER OF 2022: Director McElwain made a motion to nominate Monique Fabela for the position of Vice Chair. The motion was seconded by Chair Negrete and passed with 5 ayes, 0 nays.

D. APPROVE MINUTES OF THE BOARD OF DIRECTORS MEETING HELD SEPTEMBER 27, 2022: On a motion from Director Baker, seconded by Chair Negrete, the motion passed with 5 ayes, 0 nays.

E. FINANCIAL:

- 1. Review and Discuss the Financial Statement:** The Board was provided a check register and a Financial Statement for the month of September 2022. After a few payments on the check register were clarified, the Board approved the financials on a motion from Vice Chair Fabela, seconded by Chair Negrete, the motion passed with 5 ayes, 0 nays.

F. PUBLIC INPUT: None.

G. CORRESPONDENCE: None.

H. GENERAL MANAGER REPORT:

James stated that water production is down currently, and we could use some rain. The pump at Plant B went down today and we are waiting on Coastal Mountain to get everything back online. Redundancy is needed. Hopefully it can be budgeted for next year. Estimated cost would be approximately \$80-100,000 for the pump and installation. Mike reviewed production totals: Plants B is currently producing 91,200 gallons per day, which is about 20% below expected. District consumption is approximately 150 gallons per minute or 72,000 gallons per day. The General Managers Report was accepted on a motion by Chair Negrete, seconded by Vice Chair Fabela, with 5 ayes, 0 nays.

I. OLD BUSINESS:

- 1. Dissolve all Previous Ad Hoc Committees:** A motion was made to dissolve all previous Ad Hoc Committees by Chair Negrete, seconded by Director Yanich, and passed with 5 ayes, 0 nays.
- 2. Appoint Ad Hoc Committees for Planning, Ordinance, Personnel, Finance, Public Information, and Rates:** A motion was made by Director Baker to accept the appointments of the following: PLANNING: Chair Negrete and Director Yanich; ORDINANCE: Vice Chair Fabela and Director Yanich; PERSONNEL: Director Baker and Director McElwain; FINANCE: Director Yanich and Chair Negrete; PUBLIC INFORMATION: Chair Negrete and Vice Chair Fabela; RATES: Director Baker and Director McElwain. This motion was seconded by Director McElwain and passed with 5 ayes, 0 nays.

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3. **Consideration to Adopt Resolution 2022-04, Declaring Our Gillette 130KW Generator as Surplus Property and Indicating Intent and Method for Disposal of Such Property:** A motion was made by Director Baker to adopt the Resolution. It was seconded by Chair Negrete and passed with 5 ayes, 0 nays.

J. NEW BUSINESS:

1. **Consideration to Update Signature Authorization—Special Districts Local Boards Fiscal Year 2022-2023 and Authorize Secretary or Bookkeeper to make Inter-fund Transfers and Budget Transfers (Except for Fixed Assets or Contingencies):** The updated signature authorization was approved on a motion by Chair Negrete, seconded by Director Baker, and passed with 5 ayes, 0 nays.
2. **Consideration to Amend Number of Board Members Signatures Required on Checks to Two:** There was some discussion as Director McElwain was in favor of continuing with three check signers. A motion was made by Chair Negrete to accept the amended number of Board Member signatures on checks to two. The motion was seconded by Director Baker and passed with 5 ayes, 0 nays.
3. **Review and Consideration to Accept the Proposal from Larry Bain to Schedule the 2021-2022 Audit:** On a motion by Vice Chair Fabela, seconded by Director Yanich, the audit proposal was accepted with 5 ayes, 0 nays.

K. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA: None.

L. ANNOUNCEMENTS

1. **Next Regular Meeting to be held November 22nd, 2022 at 4:00pm**

ADJOURNMENT AT 4:58 P.M.

There being no further business, a motion for adjournment was made by Chair Negrete, seconded by Director Baker, 5 ayes 0 nays



Noel Negrete, Chairman



Attest: Amy Loren, Clerk of the Board
Approved: November 22, 2022