

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the January 24th, 2023 Regular Meeting**

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**A. CALL TO ORDER**

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

- B. BID FOR SOLAR, PRESENTATION BY SUN FIRST SOLAR:** Curtis from Sun First Solar spoke about the options for solar for our district and gave a verbal proposal. He explained that this would be essentially four projects wrapped into one, with a total estimated cost of \$1.8 million. With a meter and panels at Plant B (\$1,400,000), Bonham/Plant A (\$249,000), Riverview (\$100,000), and District Office (\$48,000), it could offset 97% of power needed. Plans would need to be submitted to PG&E by April 13, 2023 in order to lock-in current rates. Estimated cost for those plans by Sun First Solar would be \$10,000. Curtis projected an annual savings of \$54,000 per year compared to PG&E. If grant financing is not available, a PPA (Power Purchase Agreement) with Sun First Solar could be accepted as a 20-25 year contract with maintenance included. The board was reminded that given the cost and scope of this project it would need to be put out to bid. Discussion only. No action taken.

- C. NOMINATION AND ELECTION OF CHAIR & VICE CHAIR FOR 2023:** Tabled.

- D. APPROVE MINUTES OF THE BOARD OF DIRECTORS MEETING HELD DECEMBER 27, 2022:** On a motion from Director Baker, seconded by Chair Negrete, the motion passed with 3 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 December 2022, and approved the financials on a motion from Director Yanich, seconded by Chair Negrete and passed with 3 ayes, 0 nays.

- F. PUBLIC INPUT:** None.

**G. CUSTOMER SERVICE:**

**1. Customer Appeal to the Board of Directors / Customer Account 00553:** The board reviewed a letter of appeal from Matthew Maniscalco regarding past due charges on a property he inherited at 9557 Hwy 29 in Lower Lake. Mr. Maniscalco's complaint was that the charges were accrued by a tenant turned "squatter" during the Covid-19 shutoff moratorium and were out of his control. He asked for consideration to forgive all or part of the charges. The board took careful consideration of his request and the charges in question. They also took legal counsel's advice into consideration. On a motion by Director Yanich, seconded by Director Baker, the customer's request was denied and Amy was instructed to offer a payment arrangement to Mr. Maniscalco for the past due balance on his account. The motion passed with 3 ayes, 0 nays.

- H. CORRESPONDENCE:** None.

**I. GENERAL MANAGER REPORT / OFFICE REPORT:**

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In his Manager Report James gave an update about the tank replacement at Plant B. The new tank should be coming in the second week in February. The county road department will be coming out soon to help grade the road to the tank. Chernoh will demo the old tank. We are finally up to date with all reports that needed to be filed and are working on sampling. Amy presented the Office Report. She addressed some of the questions and requests of the Board from December's meeting. Wes had inquired about the status of the DMV Pull Notice and Amy said we are now enrolled. He had also asked about Bidder's Security, which we have the option to require if the board chooses. It has only been used in the past for large projects, such as the office remodel. Amy gave an update about Board Member terms since there was some confusion about expiration dates and subsequently, Director McElwain and Vice Chair Fabela's terms expired on January 1<sup>st</sup>. Both reapplied for another term but have yet to be appointed as of this meeting. The General Managers Report and Office Report was accepted on a motion by Chair Negrete, seconded by Director Baker, with 3 ayes, 0 nays.

**J. OLD BUSINESS:** None.

**K. NEW BUSINESS:**

- 1. Dissolve All Previous Ad Hoc Committees and Appoint Ad Hoc Committees for Budget, Policies and Procedures, Capital Improvement, Rates and Charges:** Tabled.
- 2. Consideration of Prop 218 to Implement Stand-by and Door Hanger Fees:** Amy explained that she and Summer are working to finalize the revised Rules & Regulations that were approved in 2019 but never adopted. Now would be the time to consider adding any new fees and charges, but Bob advised that we would most likely have to follow Prop 218 requirements. The board agreed that if other districts are charging door hanger and stand-by fees, it would be worth pursuing for our district as well. Chair Negrete motioned to start the process of implementing door hanger and stand-by fees. Director Yanich seconded, and the motion passed with 3 ayes, 0 nays.
- 3. Final Audit:** The final audit was reviewed by the board and accepted on a motion by Chair Negrete, seconded by Director Baker with 3 ayes, 0 nays.
- 4. Ballot for Independent Special District Alternate Representative on LAFCO:** Tabled.
- 5. Consideration to Adopt Resolution 2023-01, A Resolution Amending By-Laws to Change Time of Regular Board Meetings:** Tabled.
- 6. Consideration of Cost of Living Pay Increase for Robert Bridges, Legal Counsel:** Bob reached out to see if the Board would consider offering him a cost of living pay increase. In the seven or eight years of working with the district his rate has not increased. Cobb Water recently offered him an additional \$25 per hour. Chair Negrete motioned to match the increase by Cobb Water, bringing Bob's hourly rate to \$125. The motion was seconded by Director Yanich and passed unanimously.

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

**M. ANNOUNCEMENTS**

- 1. Ethics Training for Board Members**
- 2. Next Regular Meeting to be held February 28<sup>th</sup>, 2023 at 4:00pm**

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**ADJOURNMENT AT 6:14 P.M.**

There being no further business, a motion for adjournment was made by Chair Negrete, seconded by Director Yanich, 3 ayes, 0 nays.

  
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Monique Fabela, Chairman

  
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Attest: Amy Loren, Clerk of the Board  
Approved: February 28, 2023