

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the October 24<sup>th</sup>, 2023 Regular Meeting**

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**A. CALL TO ORDER**

Chair Fabela called the Regular Meeting of the Board of Directors to order at 3:30 P.M. Directors Monique Fabela, Frank McElwain, Noel Negrete, Robin Evans, and Jean Yanich were present. Amy Loren, Clerk of the Board was also in attendance, as well as manager James Kingland, and staff members Mike Kallerman and Summer Dahlquist. No public was present.

**B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD**

**SEPTEMBER 26, 2023:** On a motion from Director Yanich, seconded by Vice Chair Evans, the minutes were approved with 5 ayes, 0 nays.

**C. FINANCIAL:**

1. **Review and Discuss the Financial Statement:** The Board was provided a check register and a Financial Statement for the month of September 2023. After review, a motion was made by Chair Fabela to approve the financials, seconded by Director Negrete, and passed with 5 ayes, 0 nays.

**D. PUBLIC INPUT:** None.

**E. CORRESPONDENCE:**

1. Notice of upcoming Advisory Board vacancies: Three terms expiring Jan 1<sup>st</sup>.

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

**Emergency Well:** Work has begun on the well project. James and Summer met with our engineers on Friday to discuss the details.

**New Computer Server:** Beyond Computer has completed the new server installation and all data has been transferred.

**Line of Credit for Grant Pre-funding:** The application was submitted. We received notice that the line of credit was not approved for the following reasons: Amount of credit requested was excessive for income, insufficient cash flow, and value of type of collateral not sufficient. We will explore the prefunding offer from the state.

**District Property/Liability Insurance Options:** Unfortunately, the complexities of the application process for SDRMA and timeline for submittal were underestimated, and although the application was submitted, a quote could not be provided without proof of an "intent to exit" notice to current provider.

**Employee Overtime Report (September payroll):** Total overtime 22 hours.

The General Managers Report and Office Report were accepted on a motion by Director Yanich, seconded by Vice Chair Evans, with 5 ayes, 0 nays.

**G. OLD BUSINESS:** None.

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**H. NEW BUSINESS:**

1. **Consideration to Adopt Resolution 2023-06, A Resolution Establishing and Appropriating Unanticipated Revenues:** The resolution regarding the unanticipated revenue from an insurance claim payout was presented to the board. Amy explained that in order to make that revenue available this fiscal year, it would need to be reallocated by resolution into an expense account. The resolution was adopted on a motion by Director Negrete, seconded by Director Yanich, with 5 ayes, 0 nays.
2. **Consideration to Adopt Revised Organizational Chart:** As a result of the new position that was approved at September's meeting, the organizational chart needed to be updated. A motion was made by Vice Chair Evans to adopt the new chart, seconded by Director Yanich, and passed with 5 ayes, 0 nays.
3. **Consideration to Change Date of December's Regular Board Meeting Due to Holidays:** The board discussed the option to move the December meeting date to the week prior to the holidays as it is currently scheduled for the day after Christmas. Director Yanich motioned to reschedule the meeting to Tuesday, December 19<sup>th</sup> at 3:30 p.m. The motion was seconded by Vice Chair Evans with 5 ayes, 0 nays.

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

**J. ANNOUNCEMENTS**

1. **Next Regular Meeting to be held November 28<sup>th</sup>, 2023 at 3:30pm**

**ADJOURNMENT AT 3:59 P.M.**

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

  
Monique Fabela, Board Chair

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