

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the November 28<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 3:32 P.M. Directors Monique Fabela, Frank McElwain, and Noel Negrete were present. Amy Loren, Clerk of the Board was also in attendance, as well as manager James Kingland, and staff members Mike Kallerman, Summer Dahlquist, Wayne Rivera, and John Wilson. No public was present.

**B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD OCTOBER 24, 2023:**

On a motion from Director Negrete, seconded by Chair Fabela, the minutes were approved with 3 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 October 2023. After review, a motion was made by Director Negrete to approve the financials, seconded by Director McElwain, and passed with 3 ayes, 0 nays.

**D. PUBLIC INPUT:** None.

**E. CORRESPONDENCE:** None.

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

**Audit:** The audit was conducted Nov 13-14. The process went smoothly and Larry complemented staff on the high level of organization he observed regarding record-keeping this year.

**Main Break on Wagon Wheel Way:** On the 11<sup>th</sup> a call out was received from SCADA that Well 1 was offline. It was presumed at first to be an electrical issue. Had to get Plant A up and running to compensate. It was quite a process due to just replacing media filters. Mill Street tank started dropping as well. It was then realized a leak must be the cause, and a search was launched to find the break. Finally located on Wagon Wheel. Great teamwork from Field staff (Summer, Mike, James, Wayne, and John) troubleshooting and resolving a stressful situation.

**District Vehicle:** Still not having much success finding a new or used truck for the district. We will be putting it out to bid next week. Deadline for all bids to be received and reviewed by the Board at January meeting.

**Employee Overtime Report (October payroll):** Total overtime 29.5 hours.

The General Managers Report and Office Report were accepted on a motion by Chair Fabela, seconded by Director Negrete, with 3 ayes, 0 nays.

**G. OLD BUSINESS:** None.

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**H. NEW BUSINESS:**

1. **Consideration to Write-Off Uncollectable Customer Accounts:** The write-offs were approved on a motion by Chair Fabela, seconded by Director Negrete, with 3 ayes, 0 nays.
2. **Consideration to Revise Policy 1060, Discontinuation of Utility Service for Nonpayment:** Revisions were made to the policy to change the date of door hangers for discontinuation of service to the 1<sup>st</sup> of every month, allowing for shutoffs due to nonpayment to be the 10<sup>th</sup> of every month. Clarification was added for the procedures of collection of unpaid customer balances. A motion was made by Director Negrete to revise the policy, seconded by Director McElwain, and passed with 3 ayes, 0 nays.
3. **Consideration to Revise Policy 2156, Standby Time:** The revised policy would allow operators the option to convert standby time to comp time. Vice Chair Fabela motioned to accept the revised policy. The motion was seconded by Director Negrete with 3 ayes, 0 nays.

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

**J. ANNOUNCEMENTS**

1. **Next Regular Meeting to be held December 19<sup>th</sup>, 2023 at 3:30pm**

**ADJOURNMENT AT 4:07 P.M.**

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

  
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Robin Evans, Vice Chair

  
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Attest: Amy Loren, Clerk of the Board  
Approved: December 19, 2023