

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the December 19th, 2023 Regular Meeting

A. CALL TO ORDER

In the absence of Chair Fabela, Vice Chair Evans called the Regular Meeting of the Board of Directors to order at 3:30 P.M. Directors Robin Evans, Frank McElwain, 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 Kalleman, Summer Dahlquist, and John Wilson. Member of the public, Kris Grotle, was also present.

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

NOVEMBER 28, 2023: On a motion from Director Yanich, seconded by Vice Chair Evans, 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 November 2023. After review, a motion was made by Vice Chair Evans to approve the financials, seconded by Director Yanich, and passed with 3 ayes, 0 nays.

D. PUBLIC INPUT: Mr. Grotle was asked if he had any questions or input for the board. He said he was just curious to learn more about the district by attending a meeting. He commented that the district could consider adding an "about us" section on our website.

E. CORRESPONDENCE: None.

F. GENERAL MANAGER REPORT / OFFICE REPORT:

GM Report: James advised that we've received 4 inches of rain in the past 24 hours and water levels are good. We are chipping away at our project list, and last week an archaeologist and Tribal representative did a walk-through inspection at the Well 1 site.

Office Report: Amy updated the Board that the audit draft was just received from the auditor and will be available for the Board's review at the January meeting. The General Managers Report and Office Report were accepted on a motion by Director Yanich, seconded by Vice Chair Evans, with 3 ayes, 0 nays.

G. OLD BUSINESS: None.

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H. NEW BUSINESS:

- 1. Consideration to Revise Policy 2156, Standby Time:** The revised policy would clarify the procedure to follow if the operator on standby was unable to respond to a callout due to personal emergency. Vice Chair Evans motioned to accept the revised policy. The motion was seconded by Director Yanich 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 January 23rd, 2024 at 3:30pm**

ADJOURNMENT AT 3:44 P.M.

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



Monique Fabela, Board Chair



Attest: Amy Loren, Clerk of the Board
Approved: January 23, 2024