

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the March 28th, 2023 Regular Meeting

A. CALL TO ORDER

Chair Fabela called the Regular Meeting of the Board of Directors to order at 3:34 P.M. Directors Wes Baker, Frank McElwain, and Jean Yanich were present, as well as James Kingland, General Manager, and Amy Loren, Clerk of the Board. Lincoln-Leavitt representative Jill Jensen was present and well as staff members Summer Dahlquist, Duane Nowinsky, and Wayne Rivera.

B. APPROVE MINUTES OF THE BOARD OF DIRECTORS MEETING HELD FEBRUARY 28, 2023: On a motion from Vice Chair Baker, seconded by Director Yanich, the motion passed with 4 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 February 2023. After review, a motion was made by Vice Chair Baker to approve the financials, seconded by Director Yanich, and passed with 4 ayes, 0 nays.

(A motion was made by Director Yanich to skip ahead to New Business item 1, seconded by Vice Chair Baker, 4 ayes, 0 nays.)

I. NEW BUSINESS

1. **Review and Consideration to Accept New Coverage Proposal from Lincoln-Leavitt Insurance Agency for the Period of April 2023 – April 2024:** Jill Jensen from Lincoln-Leavitt presented two quotes for coverage for the 23-24 year. She spoke about the differences between the quotes and answered questions from the Board. The Board requested more time to review the options and inquired about changes to coverage that might lower the cost. Tabled.

(Jill left the meeting at 4:27pm and the Board resumed with Item D)

D. PUBLIC INPUT: None.

E. CUSTOMER SERVICE:

I. Customer Appeal to the Board of Directors / Customer Account 01008: The board reviewed a letter of appeal from Beverly Dodgen regarding her charges on a property on Candy Lane in Lower Lake. Ms. Dodgen's complaint was that the February charges were high due to a water leak. She asked for consideration to credit the bill in full. The board took careful consideration of her request and the charges in question. They agreed it would be appropriate to follow the District's standard procedure in this case and offer a payment arrangement for the charges. Amy also advised that the District recently signed up with HEAP to allow customers to apply for assistance with excessive water bills they are unable to pay. On a motion by Director McElwain, seconded by Director Baker, the customer's request was denied, and Amy was instructed to offer a payment arrangement to Ms. Dodgen for the balance on her account. The motion passed with 4 ayes, 0 nays.

F. CORRESPONDENCE: None.

G. GENERAL MANAGER REPORT / OFFICE REPORT:

In his Manager Report James gave an update about the tank replacement at Plant B. The new tank has been installed and is back online. James and Summer are working on grant applications and have received approval for the \$500,000 grant to develop a new well site. Summer is awaiting a TA assignment to our account to proceed with

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additional applications. In the Office Report Amy provided invoice details for Todd's Consulting assistance, as well as the appeal letter she was asked to send to SWRCB. The General Managers Report and Office Report were accepted on a motion by Chair Fabela, seconded by Vice Chair Baker, with 4 ayes, 0 nays.

H. OLD BUSINESS:

1. **Dissolve All Previous Ad Hoc Committees and Appoint Ad Hoc Committees for Budget, Policies and Procedures, Capital Improvement, Rates and Charges:** A motion was made by Vice Chair Baker to maintain the same ad hoc appointments as the previous year: PLANNING: Director Negrete and Director Yanich; ORDINANCE: Chair Fabela and Director Yanich; PERSONNEL: Vice Chair Baker and Director McElwain; FINANCE: Director Yanich and Director Negrete; PUBLIC INFORMATION: Director Negrete and Chair Fabela; RATES: Vice Chair Baker and Director McElwain. This motion was seconded by Chair Fabela and passed with 4 ayes, 0 nays.

I. NEW BUSINESS:

2. **Presentation by Community Development Department Director to Speak About Code Enforcement:** Tabled.
3. **Consideration to Revise Policy 2020, Vacation:** Amy explained the revised wording that would clarify the tier steps on the vacation schedule. On a motion by Vice Chair Baker, seconded by Director Yanich, the revised vacation policy was accepted with 4 ayes, 0 nays.
4. **Consideration to Revise Policy 2030, Holidays:** Tabled.
5. **Consideration to Revise Policy 2110, Health and Welfare Benefits:** Tabled.


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

K. ANNOUNCEMENTS

1. **Ethics Training for Board Members**
2. **Form 700 due April 1st**
3. **Next Regular Meeting to be held April 25th, 2023 at 3:30pm**

ADJOURNMENT AT 5:22 P.M.

There being no further business, a motion for adjournment was made by Chair Fabela, seconded by Director Yanich, 4 ayes, 0 nays.



Monique Fabela, Board Chair



Attest: Amy Loren, Clerk of the Board
Approved: April 25, 2023