

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the April 25th, 2023 Regular Meeting

A. CALL TO ORDER

Chair Fabela called the Regular Meeting of the Board of Directors to order at 3:35 P.M. Directors Monique Fabela, Frank McElwain and Jean Yanich were present, as well as James Kingland, General Manager, and Amy Loren, Clerk of the Board. County Code Enforcement Manager Marcus Beltramo was present as well as staff members Summer Dahlquist, Mike Kallerman, David Bader, and Wayne Rivera.

B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD MARCH 28, 2023 AND THE SPECIAL MEETING MINUTES HELD MARCH 30, 2023, AS WELL AS APPROVE CORRECTIONS TO THE MINUTES OF JANUARY 24, 2023 AND FEBRUARY 28, 2023:

Amy explained that she realized there were a few typos on the January and February minutes that she would like to correct. They were highlighted for the Boards review. On a motion from Director Yanich, seconded by Director McElwain, the minutes and corrections 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 March 2023. After review, a motion was made by Chair Fabela to approve the financials, seconded by Director Yanich, and passed with 3 ayes, 0 nays.

(County Cannabis Officers Antonio Chavez and Liada Bill joined the meeting at 3:39 P.M.)

D. PUBLIC INPUT: None.

(A motion was made by Chair Fabela to skip ahead to Old Business item 1, seconded by Director Yanich, with 3 ayes, 0 nays.)

G. OLD BUSINESS

1. **Presentation by Community Development Director to Speak About Code Enforcement:** An invitation to speak about code enforcement was extended to Community Development Director Mireya Turner. Ms. Turner was unable to attend, but Code Enforcement Manager Marcus Beltramo came to speak in her place. Mr. Beltramo explained the role and duties of County Code Enforcement and answered questions regarding some of the Director's concerns. He confirmed that there are legal marijuana grows currently in the District, and that with any illegal grows an attempt is made to educate the grower on codes in an attempt to gain compliance. Regarding vacant lots with travel trailers, a permit is required to reside there and any garbage on property, sewage, etc., would be a Code Enforcement or Environmental Health concern. Mr. Beltramo encouraged staff to reach out with any district property concerns in the future. No action taken.

(Vice Chair Baker joined the meeting at 3:42 pm and Director Negrete joined at 3:54 pm. Office staff Lilly Fiora joined the meeting at 4:15 pm and the Cannabis Officers left the meeting at 4:24 pm)

E. CORRESPONDENCE: None.

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F. GENERAL MANAGER REPORT / OFFICE REPORT:

In his Manager Report James gave an update that water levels and testing have been good. We still have extra holding tanks to install. The DWR grant application final draft has been submitted. Summer updated that a TA has recently been assigned to our account to proceed with additional applications. In the Office Report Amy stated that she has begun working on the 23-24 budget and will be ready to meet with the budget ad-hoc committee before the next regular meeting. The General Managers Report and Office Report were accepted on a motion by Vice Chair Baker, seconded by Chair Fabela, with 5 ayes, 0 nays.

G. OLD BUSINESS:

2. **Consideration to Revise Policy 2110, Health and Welfare Benefits:** Tabled.

H. NEW BUSINESS:

1. **Ballot for Independent Special District Alternate Representative on LAFCO:** Tabled.
2. **Consideration to Adopt Annual CPI Increase:** Amy explained that base charges for water service may be annually adjusted based on the December 31 Consumer Price Index (CPI) for the San Francisco Bay Area. Summer advised that adopting the CPI increase each year helps with grant qualification. The Board agreed that it would be wise to adopt the maximum 3 percent CPI increase for the District. On a motion by Vice Chair Baker, seconded by Director Negrete, the increase was adopted 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 May 23rd, 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, 5 ayes, 0 nays.



Monique Fabela, Board Chair



Attest: Amy Loren, Clerk of the Board
Approved: May 23, 2023