

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the June 27<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 3:38 P.M. Directors Monique Fabela, Frank McElwain, Noel Negrete, and Jean Yanich were present; as well as James Kingland, General Manager, and Amy Loren, Clerk of the Board. Staff members Mike Kallerman, Summer Dahlquist, and David Bader were in attendance, as well as two members of the public, Michael Santarelli and Matthew Edwards.

**B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD MAY 23, 2023:** On a motion from Director Yanich, seconded by Director Negrete, the minutes were approved 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 May 2023. After review, a motion was made by Chair Fabela to approve the financials, seconded by Director Yanich, and passed with 4 ayes, 0 nays.

**D. PUBLIC INPUT:** Mr. Santarelli came to express his concerns and get clarification about the plans for the main line on Wagner Road. Mr. Edwards stated that he purchased property on Wagner Road from Mr. Santarelli with the understanding that water was available. Mike explained that the district is considering options to abandon the main line. The main is somewhat of a liability for the district. It only services one residence currently and is along a private road with chained access. The six-inch line is approximately 1500 feet long and holds over 73,000 gallons of water. Maintaining safe water treatment levels becomes difficult without appropriate circulation through the line. Alternatives to abandoning the line could include installing a wharf head and flushing the line monthly. Fire protection needs to be considered. The fire department may require a dry barrel hydrant to be installed. Mr. Edwards spoke of his plans to develop the property, potentially with multiple units. The board advised staff to investigate the situation and options further and agendaize the matter for the next regular meeting.

**(Mr. Santarelli and Mr. Edwards left the meeting at 4:09 pm.)**

**E. CORRESPONDENCE:** None.

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

**District vehicles:** We are still searching for new or used work trucks. Currently researching local auctions and financing options.

**Grant Update:** Our potential TA is back from maternity leave and will hopefully be assigned to our district, pending confirmation from the state that we are a disadvantaged community. The process to conduct an income survey has been initiated and district customers have been notified.

**State Compliance:** In his Manager Report James gave an update that CCR has been filed and is ready to post on our website. We've also been working to correct the deficiencies from our last state inspection. The General Managers Report and Office Report were accepted on a motion by Chair Fabela, seconded by Director Negrete, with 4 ayes, 0 nays.

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**G. OLD BUSINESS:**

1. **Discuss Property/Liability Insurance Options for the District:** At the May meeting Director Yanich requested that staff research more affordable insurance options for the district. Amy reported that she confirmed with Lincoln-Leavitt that we are part of the JPRIMA program which cannot be canceled mid-term and requires six months written notice of intent to exit, should we choose to pursue coverage from a different provider. Amy said she is working to obtain a quote from SDRMA. Director McElwain suggested looking into CRWA as well. No action taken. Discussion only.

**H. NEW BUSINESS:**

1. **Consideration to Update Signature Authorization- Special Districts Local Boards Fiscal Year 2023-2024 and Authorize Secretary or Bookkeeper to Make Budget Transfers except for Fixed Assets or Contingencies:** The updated signature authorization was approved on a motion by Chair Fabela, seconded by Director Negrete, with 4 ayes, 0 nays.
2. **Consideration to Adopt Resolution No. 2023-03, A Resolution Establishing the 2023-24 Appropriations Limit:** The resolution was adopted on a motion by Director Negrete, seconded by Director Yanich, with 4 ayes, 0 nays.

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

**J. ANNOUNCEMENTS**

1. **Next Regular Meeting to be held July 25<sup>th</sup>, 2023 at 3:30pm**

**ADJOURNMENT AT 4:36 P.M.**

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

  
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Monique Fabela, Board Chair

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