

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

A. CALL TO ORDER

Chair Fabela called the Regular Meeting of the Board of Directors to order at 3:31 P.M. Directors Monique Fabela, Frank McElwain, Noel Negrete, and Jean Yanich were present; as well as newly appointed Director Robin Evans who was sworn in prior to the meeting. James Kingland, General Manager, and Amy Loren, Clerk of the Board were also in attendance, as well as staff members Mike Kallerman and Summer Dahlquist. No public was present.

B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD JUNE 27, 2023: On a motion from Director Yanich, seconded by Director Negrete, the minutes were approved with 5 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 June 2023. After review, a motion was made by Chair Fabela to approve the financials, seconded by Director Yanich, and passed with 5 ayes, 0 nays.

D. PUBLIC INPUT: None.

E. CORRESPONDENCE: None.

F. GENERAL MANAGER REPORT / OFFICE REPORT:

District vehicles: We are reviewing the financials and considering adjusting the Adopted Budget FY 23/24 to allocate additional funds for district vehicles.

District Property/Liability Insurance Options: The insurance application for SDRMA is almost ready to submit and a quote should likely be available for review at the August meeting.

State Compliance: James gave an update that we have been working to correct the deficiencies from our last state inspection, but may have to pull from reserves to fund the projects; specifically, tank cleaning and inspection. The General Managers Report and Office Report were accepted on a motion by Director Negrete, seconded by Director McElwain, with 5 ayes, 0 nays.

G. OLD BUSINESS: None.

H. NEW BUSINESS:

1. **Consideration to Revise Policy 2040, Sick Leave:** Amy explained that the current policy does not align with California Labor Code and recommended revising the policy to allow for sick time to be available for new employees after three months of employment rather than the current six months. The revised policy was approved on a motion by Chair Fabela, seconded by Director Negrete, with 5 ayes, 0 nays.

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2. **Consideration to Adopt Resolution No. 2023-04, Fiscal Year 2022-23 Prop 4 Compliance:** The resolution was adopted on a motion by Chair Fabela, seconded by Director Yanich, 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 August 22nd, 2023 at 3:30pm**

ADJOURNMENT AT 3:47 P.M.

There being no further business, a motion for adjournment was made by Chair Fabela, seconded by Director Negrete, 5 ayes, 0 nays.



Monique Fabela, Board Chair



Attest: Amy Loren, Clerk of the Board
Approved: August 22, 2023