

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the August 22<sup>nd</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 3:31 P.M. Directors Monique Fabela, Frank McElwain, Robin Evans, and Jean Yanich were present. 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. BUDGET HEARING AND CONSIDERATION TO APPROVE THE 2023-24 ADOPTED BUDGET:**

On a motion by Chair Fabela, seconded by Director Yanich, the Adopted Budget was approved with 4 ayes, 0 nays.

**C. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD JULY 25, 2023:** On a motion from Director Yanich, seconded by Chair Fabela, the minutes were approved with 4 ayes, 0 nays.

**D. FINANCIAL:**

- 1. Review and Discuss the Financial Statement:** The Board was provided a check register and a Financial Statement for the month of July 2023. After review, a motion was made by Director Yanich to approve the financials, seconded by Director Evans, and passed with 4 ayes, 0 nays.

**E. PUBLIC INPUT:** None.

**F. CORRESPONDENCE:** None.

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

**Break-in at Well 1:** The yard at Well 1 was broken into sometime during the early morning of Aug 2<sup>nd</sup> or the night before. Locks were cut and trucks broken into. A significant amount of tools and equipment were stolen. A police report was filed, and a list has been compiled of stolen or damaged items to submit for an insurance claim.

**District vehicles:** We are still searching for two affordable vehicles to purchase for the district. James has been reaching out to other counties and districts to inquire about surplus vehicles.

**District Property/Liability Insurance Options:** Still finalizing the application for SDRMA. Temporarily put on hold due to prioritizing claim for stolen property.

**Bulk Water Station:** Currently working on easement.

**Wagner Road:** No update. Still waiting to hear from Mr. Santarelli.

The General Managers Report and Office Report were accepted on a motion by Chair Fabela, seconded by Director Yanich, with 4 ayes, 0 nays.

**H. OLD BUSINESS:** None.

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**I. NEW BUSINESS:**

1. **Consideration to Approve Additional Security Options for District:** Two quotes were presented to implement security monitoring of Well 1/Yard. The board compared the options and agreed that implementing the security measures from both quotes would offer the best protection of district property. Both quotes from High Country Security were approved on a motion by Chair Fabela, seconded by Director Yanich, with 4 ayes, 0 nays.
2. **Consideration to Approve General Manager Vacation Request:** The request was approved on a motion by Director Yanich, seconded by Director Evans, with 4 ayes, 0 nays.
3. **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 Authorization was approved on a motion by Chair Fabela, seconded by Director Yanich with 4 ayes, 0 nays.
4. **Consideration to Adopt Resolution 2023-05 Authorizing General Manager to Sign a Financial Assistance Application Agreement from State Water Resources Control Board:** The Resolution was adopted on a motion by Director Yanich, seconded by Chair Fabela with 4 ayes, 0 nays.
5. **Review and Discuss Grant Funding Agreement From Department of Water Resources:** After review, the board agreed to approve the draft of the agreement and authorize General Manager to sign on a motion by Director Yanich, seconded by Chair Fabela with 4 ayes, 0 nays.

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

**K. ANNOUNCEMENTS**

1. **Next Regular Meeting to be held September 26<sup>th</sup>, 2023 at 3:30pm**

**ADJOURNMENT AT 4:08 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: September 26, 2023