

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the September 26th, 2023 Regular Meeting

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, Robin Evans, and Jean Yanich were present, Amy Loren, Clerk of the Board was also in attendance, as well as staff members Mike Kallerman and Summer Dahlquist. No public was present.

B. ELECT VICE CHAIR FOR REMAINDER OF 2023: Director Robin Evans was nominated on a motion by Chair Fabela, seconded by Director Negrete, approved with 5 ayes, 0 nays.

C. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD AUGUST 22, 2023: On a motion from Director Yanich, seconded by Vice Chair Evans, the minutes were approved with 5 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 August 2023. After review, a motion was made by Director Yanich to approve the financials, seconded by Director McElwain, and passed with 5 ayes, 0 nays.

E. PUBLIC INPUT: None.

F. CORRESPONDENCE: None.

G. GENERAL MANAGER REPORT / OFFICE REPORT:

Break-in at Well 1: The insurance claim was processed, and an advance was issued in the amount of \$19,146.00 to assist in replacing the stolen items.

Security at Well 1: New security system has been installed.

District vehicles: We are still searching for two affordable vehicles to purchase for the district.

District Property/Liability Insurance Options: The application for SDRMA has been submitted and we are awaiting a quote.

Field Personnel turn-over: We lost both part-time help employees in August. Duane Nowinsky resigned in good standing with the district for personal reasons, and David Bader left to pursue other opportunities. We have hired a new Operator Trainee employee John Wilson, and he is proving to be a great addition to the team.

Hydrant: During the recent fire scare in Lower Lake it was discovered that a hydrant on Main Street was cracked. The barrel had split. The broken hydrant was replaced successfully last week.

The General Managers Report and Office Report were accepted on a motion by Director Yanich, seconded by Chair Fabela, with 5 ayes, 0 nays.

H. OLD BUSINESS: None.

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I. NEW BUSINESS:

1. **Consideration to Accept the Engagement Letter from Larry Bain to Schedule the 2022/2023 Audit:** The engagement letter was approved and accepted on a motion by Director Yanich, seconded by Vice Chair Evans, with 5 ayes, 0 nays.
2. **Consideration of Pre-funding Options for Grant:** The options for prefunding the grant were presented to the board. The board directed staff to apply for a line of credit with our bank as well as request net 60 invoicing from potential vendors for the well project. A motion was made by Chair Fabela, seconded by Director Yanich, and passed with 5 ayes, 0 nays.
3. **Consideration to Adopt Job Description/Policy 2300, Executive Assistant:** Amy explained that since Summer acquired her Water Treatment 2 certification in June, we now have an employee fully cross trained in both office and field duties. This is somewhat of a unique situation, and because office employees and field employees have very different duties, skills, and pay scales, it would be advisable to adopt a hybrid position and job description that encompasses both. The policy was approved on a motion by Director McElwain, seconded by Director Yanich with 5 ayes, 0 nays.
4. **Consideration to Update/Amend Salary Schedule:** A salary survey was conducted and presented to the board along with an updated salary schedule, which was revised to include a cost of living increase. This COLA raised the base pay for all positions, as well as the cap for General Manager and Operator III positions. The updated salary schedule was adopted on a motion by Director Negrete, seconded by Chair Fabela with 4 ayes, 0 nays, and 1 abstain by Director Yanich.
5. **Closed Session Pursuant to California Government Code 54957: Public Employee Performance Evaluation: Title—General Manager:** The board entered into closed session at 4:09pm for the performance evaluation and returned to open session at 4:45 pm. The evaluation forms were completed for James' review, and a motion was made by Vice Chair Evans to award a \$4 per hour merit/COLA increase to James' salary, seconded by Director Negrete with 5 ayes, 0 nays.

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

K. ANNOUNCEMENTS

1. Next Regular Meeting to be held October 24th, 2023 at 3:30pm

ADJOURNMENT AT 4:51 P.M.

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


Monique Fabela, Board Chair


Attest: Amy Loren, Clerk of the Board
Approved: October 24, 2023