

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the May 28<sup>th</sup>, 2024 Regular Meeting**

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**A. CALL TO ORDER**

Chair Fabela called the Regular Meeting of the Board of Directors to order at 3:32 P.M. Directors Monique Fabela, Jean Yanich, and Charles Farrell were present, as well as newly appointed Directors Wes Baker and Kris Grotle who were sworn-in prior to the meeting. Amy Loren, Clerk of the Board was also in attendance, as well as manager James Kingland, and staff members Mike Kallerman, Summer Fiora, and Wayne Rivera. Public present was Geneva (Denise) Lewis, Lisa Eckhardt Bishop, and Sue Streck.

**B. MOMENT OF SILENCE IN MEMORY OF DIRECTOR FRANK McELWAIN:** The board observed a minute's silence in respect of the recent death of Director Frank McElwain.

**C. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD APRIL 23, 2024:** Director Yanich stated that she did not agree with the wording of New Business item 1. Amy assured her that the audio recording of the meeting could prove its accuracy if Jean was in doubt. Chair Fabela agreed with Amy that she found it accurate. On a motion from Director Baker, seconded by Chair Fabela, the minutes were approved with 3 ayes, 1 nay from Director Yanich, and 1 abstain from Director Grotle.

**D. FINANCIAL:**

**I. Review and Discuss the Financial Statement:** The Board was provided a check register and a Financial Statement for the month of April 2024. After review and clarification by Amy regarding several vendor payments, a motion was made by Director Yanich to approve the financials, seconded by Director Baker, and passed with 5 ayes, 0 nays.

**E. PUBLIC INPUT:** Member of public, Lisa Bishop, inquired about hydrants and how often they are flushed. She said she was concerned about fire season and that the hydrants will be ready and working. Mike informed her that all hydrants are in working order and are flushed once a year.

**F. CUSTOMER SERVICE:** The board reviewed the customer appeal letter for account 01622. They were sympathetic about the leak that resulted in a \$1200+ water bill. After discussion, Director Yanich motioned to forgive 10% of the customer's bill and offer a 24-month payment plan for the remaining balance. The motion was seconded by Director Farrell and passed unanimously.

**G. CORRESPONDENCE:** None.

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

**GM Report:** James reported that we are trying to wrap up projects for the end of the year. Well 10 water levels are good. We are still working to get the poly tanks hooked up at Plant B. The intertie is underway.

**Office Report:** Amy stated there wasn't much to update since last month's meeting. The office staff has been preparing for the end of the fiscal year and working on the budget. The General Manager's Report and Office Report were accepted on a motion by Director Baker, seconded by Chair Fabela with 5 ayes, 0 nays.

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**I. OLD BUSINESS:**

1. **Nomination and Election of Vice Chair for Remainder of 2024:** Wes Baker volunteered for the position. There were no other volunteers or nominations, so on a motion from Director Baker, seconded by Director Yanich, Wes was elected Vice Chair with 5 ayes, 0 nays.
2. **Appoint Ad Hoc Committees for Policies and Procedures, Capital Improvement, Rates and Charges:** A motion was made by Director Farrell to accept the appointments of the following: PLANNING: Director Grotle and Director Farrell; ORDINANCE: Director Yanich and Chair Fabela; PERSONNEL: Vice Chair Baker and Director Grotle; PUBLIC INFO: Director Yanich and Chair Fabela; RATES: Director Yanich and Vice Chair Baker. This motion was seconded by Director Yanich and passed with 5 ayes, 0 nays.
3. **Consideration to Update Signature Authorization- Special Districts Local Boards Fiscal Year 2024-2025 and Authorize Bookkeeper to Make Budget Transfers Except for Fixed Assets or Contingencies:** The board reviewed the authorization. A motion was made by Chair Fabela to update the signature authorization as well as authorize bookkeeper to make budget transfers except for fixed assets or contingencies. The motion was seconded by Director Yanich and passed with 5 ayes, 0 nays.

**J. NEW BUSINESS:**

1. **Consideration to Approve Recommended 2024-2025 Budget:** The board reviewed the budget, and it was approved on a motion by Director Yanich, seconded by Director Farrell, with 5 ayes, 0 nays.
2. **Discuss Water Conservation Program and Ordinance:** Tabled.

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

**L. ANNOUNCEMENTS**

1. **Next Regular Meeting to be held June 25, 2024, at 3:30 pm**

**ADJOURNMENT AT 4:51 P.M.**

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

  
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Monique Fabela, Board Chair

  
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Attest: Amy Loren, Clerk of the Board  
Approved: June 25, 2024