

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the September 24<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 3:28 P.M.

**B. ROLL CALL:** Directors Monique Fabela, Jean Yanich, Wes Baker, Kris Grotle and Charles Farrell were present. Amy Loren, Clerk of the Board was also in attendance, as well as Manager James Kingland, Lead Operator Mike Kallerman, and Executive Assistant Summer Fiora. No public was present.

**C. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD**

**AUGUST 27, 2024:** On a motion from Director Yanich, seconded by Vice Chair Baker, 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 2024. The Board noted the PG&E bill was still quite high. They inquired if staff could look into the cost saving program the district was previously using, Utility Cost Management. James said they would look into it. After review and clarification of several payments on the check register, a motion was made by Vice Chair Baker to approve the financials, seconded by Director Farrell, and passed with 5 ayes, 0 nays.

**E. PUBLIC INPUT:** None.

**F. CUSTOMER SERVICE:**

**1. Customer Appeal to the Board of Directors / Account 01014:** The board reviewed the customer appeal letter for account 01014. The board was sympathetic to the customer's water leak and the resulting \$291.54 charges. After discussion, a motion was made by Director Farrell to offer the customer a 12-month payment plan for their balance. The motion was seconded by Chair Fabela and passed unanimously.

**G. CORRESPONDENCE:** A letter from the suggestion box was received. The suggestion was for the district to offer water-saving incentives such as rebates, for customers who purchase low-flow toilets, washing machines, and dishwashers. Summer pointed out that as a public agency we cannot legally offer such incentives. But on a similar note, she said a water resource company called GHD recently reached out to our office to inform us that the state has approved our work plan previously discussed. A state-funded grant will allow for flow meters for the district, and additionally will offer no-cost installation of water saving features for customers of the district such as low-flow toilets, etc.

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

**Office Report:**

Storage organization & document sorting: Several boxes were retrieved from storage so that office staff can sort through during any down time they may have.

Who pays for hydrant water during a fire: At the recommendation of Vice Chair Baker, Amy found an online forum where the question was answered by firefighters in different districts. The consensus by most was that the water districts usually pay for hydrant water as hydrants usually are not metered.

SDRMA credit incentive points: A letter was received from SDRMA congratulating our organization for having no worker's compensation claims in 23/24 FY. We have earned one credit incentive point. Staff are pursuing the free online trainings offered to earn additional points for the district.

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**Payroll Justification:** At the August meeting, Director Yanich inquired about the necessity of three office staff. Staff duties were broken down on an attached page and included a comparison to other water districts. Director Yancih requested more detailed information regarding the other water districts, including number of customer connections.

**Grant Update:** Summer met with the Engineer to go over the state deficiencies so they can develop a work plan that will be submitted with our urgent needs grant application. A draft of the citation was provided for the board's review.

**GM Report:** James reported that in an attempt to save on our PG&E charges he tried taking Plant A offline. Unfortunately, though it was dragging down Plant B production. There have been lots of water testing requirements this month, but thankfully not too many leaks or call outs. Mike spoke about the school project that is still underway. Wes suggested James attend the next project safety meeting and inform the contractors that they should expect to be billed for the costs of district work, including boil water notices and releases, water testing, etc.

The General Manager's Report and Office Report were accepted on a motion by Vice Chair Baker, seconded by Director Grotle with 5 ayes, 0 nays.

*\*A motion was made by Chair Fabela to skip ahead to New Business item 2, seconded by Director Yanich, with 5 ayes, 0 nays.\**

2. **Consideration to Approve Proposition 218 Notice of Public Hearing:** The details of the notice were reviewed and approved on a motion by Director Yanich, seconded by Director Farrell with 5 ayes, 0 nays.

*\*Chair Fabela left the meeting at 4:51 PM\**

**I. OLD BUSINESS:**

1. **Closed Session Pursuant to Government Code 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:** The board entered into closed session at 4:53 PM and entered back into open session at 5:06 PM. No action was taken. Discussion only.

**J. NEW BUSINESS:**

1. **Consideration to Accept the Engagement Letter from Larry Bain to Schedule the 2023/2024 Audit:** A motion was made by Director Yanich, to accept the engagement letter, seconded by Director Farrell, and passed with 4 ayes, 0 nays.

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

**L. ANNOUNCEMENTS**

1. **Next Regular Meeting to be held October 22, 2024, at 3:30 pm**

**ADJOURNMENT AT 5:09 P.M.**

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

  
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Monique Fabela, Board Chair

  
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Attest: Amy Loren, Clerk of the Board  
Approved: October 22, 2024