

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the January 23rd, 2024 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, Jean Yanich and newly appointed Charles Farrell were present. Amy Loren, Clerk of the Board was also in attendance, as well as manager James Kingland, and staff members Mike Kallerman, Summer Dahlquist, Wayne Rivera, and John Wilson. No public was present.

B. OATH OF OFFICE FOR NEWLY APPOINTED BOARD MEMBERS: Amy administered the Oath of Office and Charles Farrell and Jean Yanich were officially sworn in.

C. NOMINATION AND ELECTION OF CHAIR & VICE CHAIR FOR 2024: Director McElwain proposed to continue with current Chair Monique Fabela and Vice Chair Robin Evans. No motion was made, but the board was in agreement. There were no other volunteers for the positions.

D. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD DECEMBER 19, 2023: On a motion from Director Yanich, seconded by Chair Fabela, the minutes were approved with 4 ayes, 0 nays.

E. FINANCIAL:

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

F. PUBLIC INPUT: None.

G. CORRESPONDENCE: None.

H. GENERAL MANAGER REPORT / OFFICE REPORT:

GM Report: James reported that water levels are still looking good. We are now all caught up with state reporting and things are running smoothly.

Office Report: Summer updated the Board that we have been approved for assistance with a rate study from RCAC. The rate study will be beneficial to the district for establishing a capital improvement plan and for grant applications. The General Managers Report and Office Report were accepted on a motion by Director Yanich, seconded by Chair Fabela, with 4 ayes, 0 nays.

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I. OLD BUSINESS: None.

J. NEW BUSINESS:

1. **Dissolve All Previous Ad Hoc Committees and Appoint Ad Hoc Committees for Budget, Policies, and Procedures, Capital Improvement, Rates and Charges:** Tabled.
2. **Consideration to Update Signature Authorization- Special Districts Local Boards Fiscal Year 2023-2024:** Tabled.
3. **Audit Draft:** The audit draft was reviewed and approved on a motion by Chair Fabela, seconded by Director Yanich, with 4 ayes, 0 nays.


K. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA: Nonc.

L. ANNOUNCEMENTS

1. **Statements of Economic Interests-Form 700, due April 1st.**
2. **Next Regular Meeting to be held February 27, 2024 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.



Monique Fabela, Board Chair



Attest: Amy Loren, Clerk of the Board
Approved: February 27, 2024