

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the October 22<sup>nd</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 3:43 P.M.

**B. ROLL CALL:** Directors Monique Fabela, Jean Yanich, Wes Baker, 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 SEPTEMBER 24, 2024:** On a motion from Vice Chair Baker seconded by Director Yanich, 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 September 2024. After review, a motion was made by Vice Chair Baker to approve the financials, seconded by Director Farrell, and passed with 4 ayes, 0 nays.

**E. PUBLIC INPUT:** None.

**F. CUSTOMER SERVICE:**

**1. Customer Appeal to the Board of Directors / Account 01014:** At the September meeting the board reviewed the customers' appeal and decided to offer the customer a 12-month payment plan for their \$291.54 balance. However, the full repercussions of the customers' leak were not at that time apparent, and the customers' following bill reached \$630.64. After discussion, a motion was made by Director Farrell to offer the customer a 24-month payment plan for their balance. The motion was seconded by Director Yanich and passed unanimously.

**G. CORRESPONDENCE:** A letter from the suggestion box was received. The suggestion was for the district to consider having a water refill station outside the office for filtered water. The board discussed the idea, considering the factors involved such as renting or buying the water dispenser system, maintaining it, and other costs that may be involved. The board was not opposed to the suggestion; however, they felt that focusing efforts and resources on our bulk water station would be more beneficial to the district. Discussion only.

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

**Office Report:**

District Employee Badges: Badges have been ordered for all office and field employees and one board member who submitted pictures. If remaining board members would like a district badge they need to submit a headshot image against a white background, or have their picture taken by the Clerk of the Board at their earliest convenience.

Payroll Justification: At the August meeting, Director Yanich inquired about the necessity of three office staff. An attached page showed a staff and customer connection comparison to other water districts in the county. The information showed our district's office is staffed comparably to other water districts of our size in the county.

Water Conservation Program: Summer had the kickoff meeting with the water conservation program we are involved with. The engineers are going to attend our Prop 218 meeting to help spread the word and get the customers on board. Work will begin after the new year.

Grant Update: Summer submitted the urgent needs grant today. She is anticipating a six-week turnaround. She also had a meeting with our Badger Meter reps. They mentioned to her that a Fort Bragg water district just received a grant to replace all their meters with cellular. Summer will reach out to the water district to inquire about the grant they received.

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**GM Report:** James reviewed our water production stats for the month. Tomorrow the intertie will be underway. We are looking at a project change for the Kallerman Well. The hydrologist informed us the well would only produce 20 gal/min. It would likely be a waste of State funds to continue pursuing the well with those production results. Our engineer is working to modify the project to rehab current wells instead.  
Discussion only. No action taken.

**I. OLD BUSINESS:** None.

**J. NEW BUSINESS:**

- 1. Consideration to Adopt Resolution 2024-04, A Resolution Amending By-Laws to Change Day of Regular Meetings:** A motion was made by Vice Chair Baker to adopt the resolution to change the day of regular meetings to the third Wednesday of the month, seconded by Chair Fabela, and passed with 4 ayes, 0 nays.
- 2. Consideration to Enroll Executive Assistant in Grant Writing Course:** Summer found an online grant writing course that she was interested in pursuing to further her knowledge of grant writing for the district. A motion was made by Vice Chair Baker to enroll Summer in the course, seconded by Chair Fabela, 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 November 20, 2024, at 3:30 pm**

**ADJOURNMENT AT 4:30 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: November 20, 2024