

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the December 18th, 2024 Regular Meeting

A. CALL TO ORDER

Chair Fabela called the Regular Meeting of the Board of Directors to order at 3:30 P.M.

B. ROLL CALL: Directors Monique Fabela, Jean Yanich, 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 NOVEMBER 20, 2024, AND THE SPECIAL MEETING HELD NOVEMBER 22, 2024: On a motion from Director Yanich, seconded by Director Farrell, 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 November 2024. After review, a motion was made by Director Farrell to approve the financials, seconded by Director Grotle, and passed with 4 ayes, 0 nays.

E. PUBLIC INPUT: None.

F. CORRESPONDENCE: None.

G. GENERAL MANAGER REPORT / OFFICE REPORT:

Office Report:

District Employee Badges: Badges are ready and are in each Directors inbox.

SDRMA Workers Comp Incentive Points: Amy contacted Vector Solutions to create an account for employee online training. If 25% of employees participate before March 31, we can earn 3 incentive points for our district.

Water Conservation Program: Customers seem excited about the Water Saver Program that offers free fixtures and leak assistance for our district. We have a signup list in the office for interested participants.

GM Report: James reported that the hydrant is back in place on Winchester Street. He said we are working on the State deficiencies, and the temporary cover for the tank at Plant B is on the way. Well 11 has been tested but we are still awaiting the results. Plant A has been turned off in an effort to conserve power. The water levels look good. We have been pumping around 10 hours a day, currently. The Office Report and General Manager's Report were approved on a motion from Director Yanich, seconded by Director Farrell, and passed with 4 ayes, 0 nays.

H. OLD BUSINESS:

1. **Consideration to Adopt Ordinance No. 2024-02, An Ordinance Amending the Water Rates and Charges and Establishing a New Rate Structure by The Lower Lake County Waterworks District No. 1 (second reading):** A motion was made by Chair Fabela to read the Ordinance in title only, seconded by Director Yanich, with 4 ayes, 0 nays. Amy advised that after the adoption of the Ordinance, the notice would be posted in the newspaper, and the new rates would be implemented and reflected on the February bill. Director Yanich motioned to adopt the Ordinance, seconded by Director Farrell, and passed unanimously.

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I. NEW BUSINESS:

- 1. Review Response from Kemper Insurance for Hydrant Damage, Claim#HMAP000692:** The board reviewed the correspondence from Kemper which disclosed that “there is no coverage for any damages resulting from this accident because we determined there is no coverage under our insured’s policy for this loss”. The board directed staff to reach out to legal counsel to see if a response letter could be written on the district’s behalf, or if it would be advisable to pursue small claims court. A motion was made by Director Yanich to seek advice from legal counsel, seconded by Director Farrell, and passed with 4 ayes, 0 nays.
- 2. Audit Draft:** The board approved the audit draft on a motion by Director Farrell, seconded by Director Yanich, with 4 ayes, 0 nays.
- 3. Consideration to Approve GM Vacation Request:** Chair Fabela made a motion to approve James’s vacation request, seconded by Director Farrell, and passed with 4 ayes, 0 nays.
- 4. Consideration to Write-Off Uncollectable Customer Accounts:** The board was presented with one customer account that was determined to be uncollectable. The property was sold prior to office staff being able to place a lien. Director Yanich made a motion to write off the balance, seconded by Chair Fabela, with 4 ayes, 0 nays.

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

K. ANNOUNCEMENTS

- 1. Next Regular Meeting to be held January 15, 2025, at 3:30 pm**

ADJOURNMENT AT 4:15 P.M.

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


Monique Fabela, Board Chair


Attest: Amy Loren, Clerk of the Board
Approved: January 15, 2025