

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the February 27th, 2024 Regular Meeting

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, Frank McElwain, and 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, and Wayne Rivera. No public was present.

B. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD

JANUARY 23, 2024: On a motion from Director McElwain, seconded by Director Farrell, the minutes were approved with 3 ayes, 0 nays.

C. FINANCIAL:

1. **Review and Discuss the Financial Statement:** The Board was provided a check register and a Financial Statement for the month of January 2024. After review, a motion was made by Chair Fabela to approve the financials, seconded by Director McElwain, and passed with 3 ayes, 0 nays.

D. PUBLIC INPUT: None.

E. CUSTOMER SERVICE:

1. **Customer Appeal to the Board of Directors / Customer Account 01360:** The customer appeal letter was reviewed and discussed by the board. The customer was requesting forgiveness regarding charges for a leak. After careful consideration the board decided to forgive half the customer's overage (\$73) and offer a payment plan for the remaining balance. The decision was approved on a motion by Chair Fabela, seconded by Director McElwain with 3 ayes, 0 nays.

F. CORRESPONDENCE: None.

G. GENERAL MANAGER REPORT / OFFICE REPORT:

GM Report: James reported that the ground is saturated, and wells are full. We had two unfortunate incidents of hydrants getting hit in traffic collisions the past month. The first hydrant has been replaced and we are pursuing an insurance claim. The second hydrant will be replaced soon. The office roof was leaking after the last storm. The high winds we experienced seemed to have blown the flashing back around a vent. We'll see after the next storm if the leak is fixed. James also updated that we no longer supply water to Cache Creek Mobile Home Park as they were red tagged due to PG&E removing their generators.

Office Report: Amy updated the Board that we have finally begun landscaping the front of the office. Ornamental boulders are in place and the tree has been ordered. The General Managers Report and Office Report were accepted on a motion by Chair Fabela, seconded by Director McElwain, with 3 ayes, 0 nays.

H. OLD BUSINESS:

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the February 27th, 2024 Regular Meeting

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:** The signature authorization was reviewed and approved on a motion by Chair Fabela, seconded by Director Farrell, with 3 ayes, 0 nays.

I. NEW BUSINESS:

1. **Final Audit:** The audit was reviewed and approved on a motion by Chair Fabela, seconded by Director Farrell, with 3 ayes, 0 nays.
2. **Consideration to Apply for Vehicle Loan:** Because the district is having difficulty finding used vehicles that fit our needs and budget, James asked the board to consider the purchase of two new trucks. Our current vehicles are in poor shape and lacking the reliability that is required for daily tasks. A loan would be necessary to facilitate the purchase as the cost of the vehicles exceeds the amount budgeted this fiscal year. Director Farrell motioned to apply for the loan, seconded by Director McElwain and passed with 3 ayes, 0 nays.

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

K. ANNOUNCEMENTS

1. **Statements of Economic Interests-Form 700, due April 1st.**
2. **Next Regular Meeting to be held March 26, 2024, at 3:30pm**

ADJOURNMENT AT 4:27 P.M.

There being no further business, a motion for adjournment was made by Chair Fabela, seconded by Director Farrell, 3 ayes, 0 nays.



Monique Fabela, Board Chair



Attest: Amy Loren, Clerk of the Board
Approved: March 26, 2024