

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the March 26<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 3:29 P.M. Directors Monique Fabela, Jean Yanich, 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 John Wilson. No public was present.

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

**FEBRUARY 27, 2024:** On a motion from Chair Fabela, seconded by Director Yanich, 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 February 2024. After review, a motion was made by Director Yanich to approve the financials, seconded by Director Farrell, and passed with 3 ayes, 0 nays.

**D. PUBLIC INPUT:** None.

**E. CORRESPONDENCE:** None.

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

**GM Report:** James reported that there was a main break Friday evening in front of Well 1. Staff worked until 3 a.m., and with the help of Chernoh, the break was repaired. The boil-water notice issued has since been lifted. Plant A, which is currently on standby, will be up and running by May. Daily run time is currently around 11 hours but will likely be up to 18 hours by summer.

**Office Report:** Amy updated the Board that we recently received our first grant funding check for the Kallerman Well project and that Summer has been working with RCAC regarding the rate study. Things are progressing. The General Managers Report and Office Report were accepted on a motion by Chair Fabela, seconded by Director Yanich, with 3 ayes, 0 nays.

**G. OLD BUSINESS:**

**1. Dissolve All Previous Ad Hoc Committees and Appoint Ad Hoc Committees for Budget, Policies, and Procedures, Capital Improvement, Rates and Charges:** This item had been tabled the past two meetings due to board member absences. Amy asked if the board could agree to at least appoint a committee for budget (finance) as it will be needed soon for the Recommended Budget. Monique and Charles volunteered for the budget committee and were appointed on a motion by Director Yanich, seconded by Chair Fabela and passed unanimously.

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**H. NEW BUSINESS:**

1. **Consideration to Accept the Resignation of Vice Chair Robin Evans, Effective Immediately:** The resignation letter was reviewed and accepted on a motion by Director Yanich, seconded by Director Farrell, with 3 ayes, 0 nays.
2. **Review and Consideration to Accept New Coverage Proposal from Lincoln-Leavitt Insurance Agency for the Period of April 2024 – April 2025:** The board accepted the insurance proposal from Lincoln-Leavitt on a motion by Chair Fabela, seconded by Director Yanich, with 3 ayes, 0 nays.
3. **Discuss California Rural Water Association 2024 Education and Exhibitor Expo:** James expressed his interest in wanting to attend the expo this year. The board agreed that it would be a valuable learning experience and decided to approve James's registration for the Expo. The motion was made by Director Yanich, seconded by Chair Fabela, and passed unanimously.
4. **Vehicle Loan:** Discussion only.

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

**J. ANNOUNCEMENTS**

1. **Statements of Economic Interests-Form 700, due April 1<sup>st</sup>.**
2. **Next Regular Meeting to be held April 23, 2024, at 3:30pm**

**ADJOURNMENT AT 4:20 P.M.**

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

  
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Monique Fabela, Board Chair

  
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Attest: Amy Loren, Clerk of the Board  
Approved: April 23, 2024