

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the January 15<sup>th</sup>, 2025 Regular Meeting**

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**A. CALL TO ORDER**

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

**B. ROLL CALL:** Directors Monique Fabela, Jean Yanich, Kris Grotle, 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 DECEMBER 18, 2024:** On a motion from Director Yanich, seconded by Director Farrell, the minutes were approved with 5 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 December 2024. After review, a motion was made by Director Yanich to approve the financials, seconded by Chair Fabela, and passed with 5 ayes, 0 nays.

**E. PUBLIC INPUT:** None.

**F. CORRESPONDENCE:** None.

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

**Office Report:**

Customer Appeal, Account #64700: Vice Chair Baker requested an update regarding the customer appeal from November. We have a payment arrangement contract prepared per the board's direction for when the customer is ready to reconnect. Her contact information is not current, and she has not reached out to the district since her appeal.

Water Conservation Program: The signup list in the office for interested participants is growing. It looks like the first week in February work will begin with leak detection and assistance.

Grant Update: Summer advised that there is a meeting scheduled next week with the State to approve to change the focus to Plant B. This will address all our citation violations, and we will apply for a new grant for the MCC room update and backwash tank.

Operations Plan: As per our citation from the State, we are required to have an operations plan for the district. We have begun working with RCAC to assist in completing this task.

**GM Report:**

Citation Update: We have covered and secured the tanks at Plants A & B to prevent possible contamination, as per the State's instruction. We are handling an increased number of calls to provide info and answer questions for our customers.

Lead Service Line Inventory: New requirement from State. We got a response regarding the lead service line inventory that was due and filed in September. The state wants us to clarify some of the info we provided. Will probably entail the operators going out to specific residences for testing.

Hours: We are currently pumping for about 10 hours daily. This is the slowest time of the year for water usage. Plant B and Well 1 are online only. Plant A is offline to conserve resources.

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School Update: We have a planned outage to work at the school on Monday 20<sup>th</sup>. We are taking advantage of the holiday to avoid impact on the students. From the elementary school to Tish-a-Tang will be out. It will be a one-day outage.

We inquired about the citation notices that we are required to mail monthly and asked if we could combine mailings to save postage. Staff confirmed that they could do this. A motion was made by Vice Chair Baker, seconded by Chair Fabela to combine our customer bills with our citation notices for the time being to save postage expenses. The motion passed with 5 ayes, 0 nays. The Office Report and General Manager's Report were approved on a motion from Chair Fabela, seconded by Vice Chair Baker, and passed with 5 ayes, 0 nays.

**H. OLD BUSINESS:**

**1. Update Regarding Response from Kemper Insurance for Hydrant Damage, Claim#HMAP000692:**

Amy updated the board about the hydrant claim. She spoke with the Kemper Insurance adjuster who explained that the party who crashed into our hydrant was working and "on the clock" at the time of the incident and therefore her policy had no coverage for the damages. Amy said that she spoke with legal counsel about how to proceed and was advised to reach out directly to the driver with a demand. If a response isn't received within 30 days, the district can proceed with small claims court if desired. Chair Fabela motioned to send a letter to the at-fault party, seconded by Director Yanich, with 5 ayes, 0 nays.

**I. NEW BUSINESS:**

**1. Dissolve All Previous Ad Hoc Committees and Appoint Ad Hoc Committees for Planning, Ordinances, Personnel, Finance, Public Info, and Rates:**

A motion was made by Director Yanich to keep the same appointments from 2024. The motion was seconded by Chair Fabela, and passed with 5 ayes, 0 nays.

**2. Final Audit:** The board approved the final audit on a motion by Chair Fabela, seconded by Director Yanich, with 5 ayes, 0 nays.

**3. Consideration to Adopt Resolution No. 2025-01, Agreement for Professional Services for Lower Lake County Waterworks District No. 1 Enforcement Action Resolution Assistance:** Staff explained that the document was more of a "contract" between the district and our engineers and didn't need to be passed as a Resolution. Staff also advised that legal counsel has already reviewed the document and gave his approval as to its wording. Director Yanich made a motion to approve the contract, seconded by Director Farrell, and passed with 5 ayes, 0 nays.

**4. Citation and Compliance Order No. 02\_03\_24J\_016 Lead and Copper Monitoring Violation for June to September 2024:** The board was presented with our citation from the State. James explained that we were short 5 out of the 10 required samples due to customers not participating as requested in the sampling process. He explained that in the next round of sampling we will send out 5 more samples than required so as to give us a buffer if customers don't comply with the request. Vice Chair Baker motioned to accept James's explanation of the citation and to proceed with his plan for future sampling. Director Yanich seconded with 5 ayes, 0 nays.

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

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**K. ANNOUNCEMENTS**

1. Next Regular Meeting to be held February 19, 2025, at 3:30 pm

**ADJOURNMENT AT 4:57 P.M.**

There being no further business, a motion for adjournment was made by Director Yanich, seconded by Director Farrell, 5 ayes, 0 nays.

  
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Monique Fabela, Board Chair

  
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Attest: Amy Loren, Clerk of the Board  
Approved: February 19, 2025