

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the November 19<sup>th</sup>, 2025 Regular Meeting**

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**A. CALL TO ORDER**

In the absence of Chair Fabela, Vice Chair Baker called the Regular Meeting of the Board of Directors to order at 3:32 P.M.

**B. ROLL CALL:** Directors Wes Baker, Kris Grotle, Jean Yanich and Charles Farrell were present. Manager James Kingland was also in attendance, as well as Clerk of the Board Amy Loren, Executive Assistant Summer Fiora, and Operators Mike Kallerman and Justin Mincey. No public was present.

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

**SEPTEMBER 17, 2025:** On a motion from Director Yanich, seconded by Director Farrell, the minutes were approved with 4 ayes, 0 nays.

**D. FINANCIALS:**

**1. Review and Discuss the Financial Statement:** The Board was provided with a check register and a Financial Statement for the months of September and October 2025. After review, a motion was made by Director Yanich 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 01682:** The Board reviewed the letter of appeal from Lake County Behavioral Health Services. The letter was a request to forgive late fees and penalties in the amount of \$155.00. After discussion the Board determined that the request did not demonstrate the type of extreme hardship, billing error, natural disaster, or other objective criteria that might justify relief under limited exceptions recognized under California law; and forgiveness of the fees would constitute an impermissible gift of public funds. Staff were directed to deliver a response letter with this determination, on a motion by Director Farrell, seconded by Director Yanich, with 4 ayes, 0 nays.

**G. CORRESPONDENCE:** None.

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

**GM Report:**

Plant A: The 88,000-gallon clearwell tank was mostly completed on Oct 10<sup>th</sup>. Pictures available

Well 9: Almost back online. It's expected to produce 200 gallons per minute (up from 60 gallons per minute originally).

Intertie: The intertie was tested again on Oct 28<sup>th</sup>. The test was successful in that we were able to flow to and from Konocti Water at 400 gallons per minute.

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**Office Report:**

**Compliance and Deficiencies:** Summer and Amy presented their updated lists of current grants, projects, and deficiencies, as directed by the board, to monitor progress.

**Audit:** The audit was completed on Nov 12<sup>th</sup> and went well. Larry was happy with the completion of deficiencies from last year's audit.

**Financial Accounting Manual:** The manual is done and available for review. It was presented to the auditor for feedback and was deemed sufficient to remove the deficiency. He did have suggestions for improvement which staff will implement prior to adoption.

**Miscoded Debt Payments:** Amy brought it to the auditor's attention that, in her reconciliation of historical DWR payments, all payments from the inception of the loan to 2021 appear to have been made from Fund 370 instead of Fund 315. This will likely appear as a finding on this audit. Larry advised seeking confirming documentation from the County regarding payment history of the loan, as the funds would likely have to be repaid to the assessment account.

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.

**I. OLD BUSINESS:** None.

**J. NEW BUSINESS:**

- 1. Consideration to Adopt Resolution to Join Cal WARN:** The Summer explained that per SB-552 we are required to maintain membership in the California Water/Wastewater Agency Response Network (CalWARN) or similar mutual aid organization. The motion was made to adopt the resolution by Director Farrell, seconded by Director Yanich and passed with 4 ayes, 0 nays.
- 2. Consideration to Approve Draft of Cost Sharing Agreement Between the Lower Lake County Waterworks District No. 1 and Participating Landowners:** Tabled.

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

**L. ANNOUNCEMENTS**

- 1. Next Regular Meeting to be held December 17, 2025, at 3:30 pm**

**ADJOURNMENT AT 4:23 P.M.**

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

  
Monique Fabela, Chair of the Board

  
Attest: Amy Loren, Clerk of the Board  
Approved: December 17, 2025