

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the December 17th, 2025 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, Wes Baker, Kris Grotle, Jean Yanich and Charles Farrell were present. Manager James Kingland was in attendance, as well as Clerk of the Board Amy Loren, Executive Assistant Summer Fiora, and Operators Mike Kallerman and Justin Mincey. Members of the public present were Darryl Hodges, Mariah "Carol" Friis, and Tony Manjikian.

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

NOVEMBER 19, 2025: On a motion from Director Yanich, seconded by Vice Chair Baker, the minutes were approved with 5 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 month November 2025. After review, a motion was made by Vice Chair Baker to approve the financials, seconded by Director Farrell, and passed with 5 ayes, 0 nays.

E. PUBLIC INPUT: Mariah "Carol" Friis and her caretaker Darryl Hodges spoke about Carol's water service which has been disconnected since August for non-payment. They explained that a wildfire that passed through the property in June had damaged water lines and caused a leak. The leak was significant and they were unable to pay the charges and honor their payment arrangement. Because of this they were subsequently disconnected again. Carol asked the board to consider giving some assistance or reinstating her payment arrangement.

~The board agreed to jump ahead to item K~

F. CUSTOMER SERVICE:

1. Customer Appeal to the Board of Directors / Account 01776: The Board reviewed the letter of appeal from a customer on Marsh View Way. They purchased their home at the end of October, but spent November traveling and didn't move in until after Thanksgiving. Their usage was high and it was suspected that an error occurred or water was stolen as no one was residing at the property. They provided travel documentation. During the board discussion, Amy clarified that water service is typically discontinued upon transfer of ownership and restored only when the new owner submits a request to activate it. Unfortunately, in this case, our office staff failed to disconnect the service, which was an error on our part. The board agreed to waive the usage fees a motion by Vice Chair Baker, seconded by Chair Fabela, with 5 ayes, 0 nays.

G. CORRESPONDENCE: None.

H. GENERAL MANAGER REPORT / OFFICE REPORT:

GM Report:

Poly Tanks: The tanks are almost installed. Completion is expected by December 31st.

Plant Lighting: The lighting project for Plant B is complete. The lights are on continuously after dark, but we will plan to install a motion detector soon.

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Leaks: We are working on a seeping leak affecting a home near Lee Bar and Kugelman. We will likely have to replace a 40 ft. section of pipe due to deterioration and install a new control valve for future isolation ability of that section of pipe.

Plant B: We got a quote from Coastal Mountain Electric to move the transformer at plant B. Whenever power drops from PG&E there is an “end rush” when the power comes on that trips the breaker. The upgrade will act like a buffer when the power comes back on to not trip the breaker. To reset the breaker, the guys have been using a wooden stick. Wes suggested using a bang stick or insulated pole and implementing a safety policy or training for electrical elements at the plant.

Office Report:

Compliance and Deficiencies: Summer and Amy didn’t have any significant updates to report.

The Office Report and General Manager’s Report were approved on a motion from Vice Chair Baker seconded by Chair Fabela, and passed with 5 ayes, 0 nays.

I. OLD BUSINESS:

1. **Consideration to Approve Draft of Cost Sharing Agreement Between the Lower Lake County Waterworks District No. 1 and Participating Landowners:** Tony brought a copy of the agreement that was signed by all landowners except one. He said that one absent signature was not due to disagreement with the contract, but rather that the person was dealing with health issues and hadn’t been able to sign yet. The board agreed that the person could sign at a later date if they want to be involved in the agreement and that we could proceed for now. The board asked staff to provide a cost tracking sheet of attorney fees thus far at the next meeting. Chair Fabela motioned to approve and sign the agreement, seconded by Director Farrell, with 5 ayes, 0 nays.

J. NEW BUSINESS:

1. **Consideration to Withdraw from Lake County Risk Reduction Authority:** A motion was made to withdraw from Risk Reduction Authority by Vice Chair Baker, seconded by Director Yanich and passed with 5 ayes, 0 nays.
2. **Consideration to Approve Water Supply Contingency Plan:** The plan was approved on a motion by Director Farrell, seconded by Vice Chair Baker, with 5 ayes, 0 nays.
3. **Consideration to Approve General Manager Vacation Request:** The vacation request was approved on a motion by Vice Chair Baker, seconded by Chair Fabela, with 5 ayes, 0 nays.
4. **Audit Draft:** The audit draft and findings report were reviewed. On a motion by Vice Chair Baker, seconded by Director Farrell, the audit draft was approved with 5 ayes, 0 nays.

K. CONSIDERATION OF ITEMS NOT APPEARING ON THE POSTED AGENDA: Director Farrell made a motion to add a consideration to reinstate water service for account 64700 to the agenda, declaring that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted. The motion was seconded by Chair Fabela and passed unanimously.

1. **Consideration to Reconnect Water Service, With Conditions for Account 64700:** After discussion, a motion was made by Director Yanich to waive the \$200 lock-off fees and re-instate the customer’s 24-month payment arrangement contract on the condition that they will honor this contract and make timely payments. The lien on the property will remain in place until the outstanding balance is paid in full. Service can be reconnected once the agreement is signed by customer. The motion was seconded by Director Farrell, with 5 ayes, 0 nays.

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L. ANNOUNCEMENTS

- 1. Next Regular Meeting to be held January 21, 2026, at 3:30 pm**

ADJOURNMENT AT 4:40 P.M.

There being no further business, a motion for adjournment was made by Vice Chair Baker, seconded by Chair Fabela, 5 ayes, 0 nays.


Monique Fabela, Chair of the Board


Attest: Amy Loren, Clerk of the Board
Approved: January 21, 2026