

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the March 19th, 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 also in attendance, as well as Executive Assistant Summer Fiora who acted as Clerk of the Board in Amy's absence. No public was present.

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

FEBRUARY 19, 2024: On a motion from Vice Chair Baker, seconded by Chair Fabela, 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 of February 2025. The Board asked for clarification of several payments, and 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: None.

F. CORRESPONDENCE:

1. Letter from Suggestion Box: A note was received that suggested "moving the bill due date to the fifth of the month due to customers payment schedules. This would eliminate the \$15 late fee." The staff's response was that the bills are available and may be paid on the fifth, no need for the customer to wait until the due date to pay. Discussion only. No action taken.

G. GENERAL MANAGER REPORT / OFFICE REPORT:

GM Report:

Claim against the district: James and Amy met with the attorneys regarding the lawsuit. Basic information was reviewed. The board was made aware that any and all communications between parties should be handled through the attorneys. Any significant updates will be disclosed and reviewed in closed session.

Risk Reduction: James and Summer attended a Risk Reduction Authority meeting last week. All local fire chiefs and water companies had a round table discussion about the different departments' needs during an emergency to see how they could better work together to mitigate potential risks.

Service line: A new service line was installed on Old Spruce Grove Road. The customer had previously bought into the system and was now ready to be tied in. James said it was a bit tricky to locate the main, but staff got it completed.

Leak detection: Leak detection was conducted with GHD in the Twin Lakes area.

Office Report:

Compliance and Deficiencies: Summer and Amy compiled lists of current grants, projects, and deficiencies, as directed by the board, to monitor progress. Director Baker asked if projected completion dates for these tasks could be added.

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

H. OLD BUSINESS: None.

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I. NEW BUSINESS:

- 1. Review and Formal Acceptance of New Coverage Proposal from Lincoln-Leavitt Insurance Agency for the Period of April 2025 – April 2026:** The proposal was reviewed. Vice Chair Baker had inquired about earthquake coverage not being included in the policy. The board asked if they could get an additional quote for earthquake insurance. Director Yanich motioned to accept the proposal and Director Farrell seconded with 5 ayes, 0 nays.

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

K. ANNOUNCEMENTS


- 1. Statement of Economic Interests- Form 700, due April 1st**
- 2. Next Regular Meeting to be held April 16, 2025, at 3:30 pm**

ADJOURNMENT AT 4:05 P.M.

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



Wesley Baker, Vice Chair of the Board



Attest: Amy Loren, Clerk of the Board
Approved: April 16, 2025