

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the April 16<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 3:28 P.M.

**B. ROLL CALL:** Directors Wes Baker, 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 Lead Operator Mike Kallerman. No public was present.

**C. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD MARCH 19, 2024:** On a motion from Director Yanich, seconded by Director Farrell, the minutes were approved with 3 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 March 2025. The Board discussed our membership with the Lake County Risk Reduction Authority and asked if we could look into withdrawing from the organization. Staff said they would look into it. A motion was made by Director Farrell to approve the financials, seconded by Director Yanich, and passed with 3 ayes, 0 nays.

**E. PUBLIC INPUT:** None.

**F. CORRESPONDENCE:** None.

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

**GM Report:**

Plant B / DWR Grant: We received Specs and Bid Package from Engineers – Estimate going out to bid by the end of April with bid packages due by 5/22/25 for review by BOD.

Well 1: Pump has been dragging, and Caltech was called out to help. We do have a new pump in stock and plan to switch it out.

eAR: The eAR, a report which is required annually, was submitted and accepted with the State.

GIS Mapping Project (RCAC): Kickoff meeting set for 4/30. The District is approved for GIS mapping equipment, 100 hours of training and assistance, and 1-year paid for map license.

**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.

Explanation of UI: At the last meeting the board had requested an explanation of how unemployment insurance was calculated for the district. An attachment was provided for review.

Earthquake Insurance: Lincoln-Leavitt is working on our quote and it will be ready to review by the next meeting.

Recommended Budget: Budget preparation is underway for the 25/26 FY and must be submitted to the auditor's office by May 30<sup>th</sup>.

Ethics Training: Training is required for all board members and must be completed every two years. Directions to complete the online training was distributed to each board member.

The Office Report and General Manager's Report were approved on a motion from Director Farrell, seconded by Director Yanich, and passed with 3 ayes, 0 nays.

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**H. OLD BUSINESS:** None.

**I. NEW BUSINESS:**

1. **Review Consideration to Adopt Resolution 2025-03, A Resolution Authorizing Entering into a Funding Agreement with the State Water Resources Control Board and Authorizing and Designating a Representative / Representatives for the Enforcement Action Resolution Project:** Director Yanich motioned to adopt the resolution and Director Farrell seconded with 3 ayes, 0 nays.
2. **Consideration to Change the Date of May's Regular Board Meeting from May 21<sup>st</sup> to May 28<sup>th</sup>, 2025, or to Schedule a Special Meeting:** Discussion Only.
3. **Schedule Ad-Hoc Meeting for Recommended Budget Preparation and Review:** Discussion Only.

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

**K. ANNOUNCEMENTS**

1. **Statement of Economic Interests- Form 700, was due April 1<sup>st</sup>**
2. **Ethics Training for Board Members**
3. **Next Regular Meeting to be held May 21, 2025, at 3:30 pm**

**ADJOURNMENT AT 4:19 P.M.**

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

  
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Monique Fabela, Chair of the Board

  
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Attest: Amy Loren, Clerk of the Board  
Approved: May 21, 2025