

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the June 18th, 2025 Regular Meeting

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 3:31 P.M.

B. ROLL CALL: Directors Wes Baker, Jean Yanich, Kris Grotle, 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 MAY 21, 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 month of May 2025. After review, a motion was made by Director Farrell to approve the financials, seconded by Director Yanich, and passed with 4 ayes, 0 nays.

E. PUBLIC INPUT: None.

F. CORRESPONDENCE: None.

G. GENERAL MANAGER REPORT / OFFICE REPORT:

GM Report:

Covered Tank at Plant A: Staff created a center support with piping, attached two by fours over the top of the tank and covered with a heavy-duty tarp. James passed around photos for review.

Plant B: A firebreak was completed around Plant B to prepare for fire season.

New Hire: We are excited to welcome Justin to the team. He has his T2 and D2 licenses and should be a great asset to the district.

Office Landscaping: The landscaping project in front of the office is complete. Wes requested that the board discuss and take possible action regarding the district's use of insecticides and herbicides. The board agreed to add this as an action item for our August meeting.

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.

Risk Reduction Authority: At the May meeting the board requested more information about the accomplishments and goals of the organization and the benefits of our membership. Amy provided a document outlining the accomplishments and future goals of the organization. The board requested to see the minutes of a recent meeting of RRA to review. They asked if this could be postponed until our August meeting.

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.

H. OLD BUSINESS: None.

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I. NEW BUSINESS:

1. **Consideration to Adopt Resolution No. 2025-04, A Resolution Establishing the 2025-26 Appropriation Limit:** The calculations were reviewed, and a motion was made by Director Farrell, seconded by Director Yanich to adopt the resolution with 4 ayes, 0 nays.
2. **Consideration to Adopt Ordinance No. 2025-01, An Ordinance of the Lower Lake County Waterworks District No. 1 Instituting a Cross-Connection Control Program to Protect the Public Water System (first reading):** Director Yanich motioned to read the ordinance in title only, seconded by Director Farrell, with 4 ayes, 0 nays. Staff explained that if no revisions are requested then the ordinance can be adopted at the July meeting.
3. **Award Bid for Well Rehabilitation:** Construction bids for the subject project were opened at the office of Brelje & Race on June 12, 2025. A total of two bids were received from contractors that were in attendance of one pre-bid conference, ranging from a low bid of \$251,341.02 to a high bid of \$255,554.00. After review, a motion was made by Director Yanich to accept the lowest bid, which was submitted by Pump Man Norcal. The motion was seconded by Director Farrell, with 4 ayes, 0 nays.
4. **Consideration to Update Signature Authorization- Special Districts Local Boards Fiscal Year 2025-2026 and Authorize Bookkeeper to Make Budget Transfers Except for Fixed Assets or Contingencies:** A motion was made by Director Yanich to update the signature authorization and authorize the bookkeeper to make budget transfers except for fixed assets. The motion was seconded by Director Farrell, and passed with 4 ayes, 0 nays.
5. **Consideration to Write-Off Uncollectable Customer Accounts:** The board was presented with two customer accounts that were deemed uncollectable. Director Yanich motioned to approve the write-offs, seconded by Vice Chair Baker, with 4 ayes, 0 nays.

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

K. ANNOUNCEMENTS

1. **Ethics Training for Board Members**
2. **Next Regular Meeting to be held July 16, 2025, at 3:30 pm**

ADJOURNMENT AT 4:29 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: July 16, 2025