

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the August 20th, 2025 Regular Meeting

A. CALL TO ORDER

Chair Fabela called the Regular Meeting of the Board of Directors to order at 3:26 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 Clerk of the Board Amy Loren, Executive Assistant Summer Fiora, and Lead Operator Mike Kallerman. Three members of the public were present, Tony Manjikian, Brian Campo, and Brian Hughes.

C. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD JULY 16, 2025: On a motion from Director Farrell, 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 July 2025. After review, a motion was made by Vice Chair Baker to approve the financials, seconded by Director Yanich, and passed with 5 ayes, 0 nays.

E. PUBLIC INPUT: Tony Manjikian and Brian Campos were in attendance to discuss the proposed annexation into the district. Staff informed them that this was an agenda item and would be discussed in detail. Tony and Brian said they would wait for the agenda item for their input.

F. CORRESPONDENCE: None.

G. GENERAL MANAGER REPORT / OFFICE REPORT:

GM Report:

Intertie Test: A second test of the intertie between districts was conducted on the 13th. Konocti Water was able to transfer roughly 220 gallons per minute to us. It was successful.

Plant B: The operators are working to prepare the plant for upcoming projects.

Plant A: Ready for staging and installation of new tank once the plant goes offline for the season.

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.

Meetings: Grant and project meetings have been underway. Everything is on track.

Mapping Project: We have begun our mapping project which is essentially developing a digital copy of all the hydrants, meters, valves, etc. in the district.

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

H. OLD BUSINESS: None.

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I. NEW BUSINESS:

1. **Adopted Budget Hearing:** The budget was reviewed and approved on a motion by Vice Chair Baker, seconded by Director Farrell, and passed with 5 ayes, 0 nays.
2. **Consideration to Hire Attorney on Retainer:** Summer invited attorney Brian Hughes to join us at the meeting and speak about his services offered. He clarified that a retainer fee would not be required. He spoke about his experience and specialty of working with special districts. Chair Fabela made a motion to approve the agreement for general counsel legal services between Lower Lake County Waterworks District No 1 and Best Best & Krieger LLP. Vice Chair Baker seconded the motion with 5 ayes, 0 nays.
3. **Consideration to Discontinue Membership with Lake County Community Risk Reduction Authority:** The board reviewed the Authority's meeting minutes that were provided. After discussion, Director Yanich motioned to table the consideration of continuing membership until the next membership dues invoice is received. The motion was seconded by Chair Fabela and passed unanimously.
4. **Review and Consideration to Proceed with LAFCO Annexation Application:** Summer advised that she is working on getting an EDU study conducted that will depict the districts current water production and demand. She explained that it really is the best way to know if we can accommodate the capacity expansion of this annexation. It would also provide helpful insight before starting our bulk water station project. Legal counsel supported the decision to proceed with the EDU study. He also advised that in the meantime we could pursue an "out of district contract approval" with LAFCO regarding the annexation, and work on drafting a contract between the district and the parcels that wish to annex to spell out the terms. Chair Fabela motioned for staff to proceed with drafting a contract between the district and the parcels that wish to annex. The motion was seconded by Director Yanich, with 5 ayes, 0 nays.
5. **Discuss Use of Herbicides/ Pesticides in the District:** Wes voiced his concerns about the district's use of RoundUp as it pertains to the potential impact on water quality and the health of employees using the product. He asked if we could consider a natural option. He said he has had success with a dish soap-vinegar formula. Staff agreed to halt the use of RoundUp for now and try the natural alternative, on a motion by Director Yanich, seconded by Director Farrell, with 5 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 September 17, 2025, at 3:30 pm**

ADJOURNMENT AT 5:12 P.M.

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


Monique Fabela, Chair of the Board


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