

BOARD OF DIRECTORS
Lower Lake County Waterworks District No. 1
Minutes of the September 17th, 2025 Regular Meeting

A. CALL TO ORDER

Chair Fabela called the Regular Meeting of the Board of Directors to order at 3:31 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 Operator Justin Mincey. No public was present.

C. APPROVE MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING HELD AUGUST 20, 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 of August 2025. After review, a motion was made by Director Yanich to approve the financials, seconded by Director Farrell, and passed with 5 ayes, 0 nays.

E. PUBLIC INPUT: None.

F. CORRESPONDENCE: None.

G. GENERAL MANAGER REPORT / OFFICE REPORT:

GM Report:

Grant update: the MCC rooms for Plants A & B as well as the EDU study are awaiting new work plan from the engineer, then it will go back to the state for approval.

Plant A: Demo scheduled for Oct 6th, tank install scheduled for Oct 9th.

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.

Financial Accounting Manual: The manual is complete and available for review. Amy would like to receive feedback from the auditor as well as legal counsel before presenting it to the board to be adopted.

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. **Consideration to Purchase New Pump for Plant B:** The well rehab is under way, and Summer advised the board that if they wanted to consider upgrading the pump at well 9, rather than re-using the current pump, it will likely double water production from that well according to the hydrogeologist. The board approved the purchase of a new pump up to \$10,000, going with the cheapest bid. The motion was made by Vice Chair Baker, seconded by Director Yanich and passed with 5 ayes, 0 nays.
2. **Consideration to Schedule 2024/2025 Audit:** Amy presented the audit engagement letter from Larry Bain. The details were reviewed, and Director Fabela motioned to accept the letter and schedule the audit, seconded by Director Farrell with 5 ayes, 0 nays

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


K. ANNOUNCEMENTS

1. Next Regular Meeting to be held October 15, 2025, at 3:30 pm

ADJOURNMENT AT 4:00 P.M.

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


Wesley Baker, Vice Chair of the Board


Attest: Amy Loren, Clerk of the Board
Approved: November 19, 2025