

**BOARD OF DIRECTORS**  
**Lower Lake County Waterworks District No. 1**  
**Minutes of the May 21<sup>st</sup>, 2025 Regular Meeting**

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**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, 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 APRIL 16, 2024:** 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 April 2025. After review, a motion was made by Director Yanich to approve the financials, seconded by Director Farrell, and passed with 4 ayes, 0 nays.

**E. PUBLIC INPUT:** None.

**F. CORRESPONDENCE:**

**1. Customer Suggestion – Submitted from Website:** A customer expressed interest in paperless billing and asked if the Board would consider making that option available. Staff explained that upgrading to a new billing software could make paperless billing available for customers, as well as other benefits. The program is a substantial investment however, and a quote could be presented to the board and budgeted for in the 26/27 fiscal year.

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

**GM Report:**

Hydrant: James discovered that a hydrant on Lake Street had been hit recently but not reported. James got a tip that it was hit by a contractor working at a home nearby. He is trying to track down the party responsible.

Meetings: James and Summer have had multiple meetings for grants and projects. Things are moving along. GHD leak detection has been concluded. A meeting was held with their engineer for three leaks discovered to be fixed. Toilet and shower installation and flow meters to start June 2025. Summer finished the district's operations plan. It was submitted and approved with state. Finalizing format with RCAC for the finished product.

**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.

Budget: Staff has spent the past few weeks working on the Recommended Budget for the 25/26 FY. The budget was reviewed in detail on May 7<sup>th</sup> by the ad hoc committee for finance.

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.

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**H. OLD BUSINESS:**

**1. Consideration to Schedule a Special Meeting to Review Bids for the Well Rehabilitation Project:** Summer explained that it would actually be our engineers who will receive and open the bids. Discussion only. No action taken.

**I. NEW BUSINESS:**

- 1. Consideration to Approve the 2025-2026 Recommended Budget:** Director Yanich motioned to approve the budget and Chair Fabela seconded with 4 ayes, 0 nays.
- 2. Consideration to Adopt the Revised Salary Schedule to Comply with CalPERS Requirements:** Director Farrell motioned to adopt the revised salary schedule, seconded by Director Yanich. The motion passed with 4 ayes, 0 nays.
- 3. Review and Consideration to Accept the Proposal for Earthquake Insurance from Golden Bear Insurance Company:** After review, the board decided to not pursue earthquake for the district at this time. A motion was made by Director Farrell to not accept the proposal, seconded by Director Yanich, with 4 ayes, 0 nays.
- 4. Review Joint Powers Agreement for Lake County Community Risk Reduction Authority:** The board reviewed the agreement and discussed the role of the organization. The board questioned whether the district's involvement and membership with the organization was worthy of the fees. The board directed staff to inquire with the organization about their accomplishments, and the benefits of membership. The motion was made by Director Yanich, seconded by Chair Fabela, and passed 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 June 18, 2025, at 3:30 pm**

**ADJOURNMENT AT 4:10 P.M.**

There being no further business, a motion for adjournment was made by Director Yanich, seconded by Director Farrell, 4 ayes, 0 nays.



Wesley Baker, Vice Chair of the Board



Attest: Amy Loren, Clerk of the Board  
Approved: June 18, 2025