



**Lassen County Waterworks District No. 1**  
301 Bridge St  
P.O Box 363  
Bieber, CA 96009  
Phone: 530-278-6476  
Lcwd1.org

**Board Meeting Minutes**

**Meeting Date: 01/13/2026**

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**Regular board meeting of Lassen County Waterworks district #1 was held on Tuesday January 13<sup>th</sup>, 2026, at 5:00 PM**

**Meeting called to order by Chairman Dan White at 5:00 PM.**

**1. Roll call:**

**Board Members:**

- a. **Dan White:** Present.
- b. **Jim Chapman:** Present.
- c. **Bob Meeink:** Present.

**Staff:**

- a. **Kody Smith:** Present.

**2. Public Observer:**

- a. None.

**3. Public Comment:**

- a. None.

**4. Minutes:**

- a. The minutes from the December 9<sup>th</sup> 2025 meeting were reviewed. A motion was made by Member Chapman to approve the minutes and was seconded by Member Meeink.

**5. Reports:**

**a. Chairman:**

- i. Chairman White noted that his water was coming out yellow for a few days and had to be flushed about 45 minutes before it cleared up. Manager Smith said that no other water quality complaints were received.

**b. Correspondence/ Newsletter:**

- i. Manager

**c. Financial:**

- i. Manager Smith reported that for the month of December the district had \$25,183.74 in deposits and \$16,925.90 in expenses. This leaves the district with a net of \$8,257.48 for the month and a total bank balance of \$102,086.03.

**d. Maintenance:**

- i. Manager Smith reported that he has received the angle iron to make the pipe braces for the sewer ponds lift station. No it just needs to be cut to size and welded together. Member Meeink will look for someone to weld it together for the district.
- ii. Manager Smith reported that the flow meter retrofit kit for Well #1 and is currently installed. It has also been tied into the Well #1 SCADA system but he still needs to figure out the details of the pulse output so it will report the production totals properly.

- iii. Manager Smith also reported that there was an issue with the flow meter going to the sewer ponds. The flow meter was recording a negative water level off and on for about a week. Manager Smith spoke with tech support who advised to unplug the sensor and battery to reset it and then plug that battery in first then the sensor to test where the issue might be. Sensor powered up and started reporting properly and has been ever since.

**6. New Business:**

- a. Discuss Potential Water System Improvement Project.
  - i. Manager Smith reported he has been talking to our project manager at Forsgren about what can do to improve the water system and address the districts Iron and Manganese issues as well as other improvements the district would like to make. They will work on seeing what finding options are available to us. Our project manager at Forsgren plans to attend our February board meeting with her boss and we will talk about the project in more detail then. They will also look at the system in person for the first time.
- b. Review And Discuss Potential Payroll Processing Service.
  - i. Manager Smith reported his struggles with processing payroll manually and making sure deductions are correct as well as trying to file the quarterly reports properly. He has talked to Hands On Taxes in Anderson and they said they could process our payroll as well as file all our state and federal taxes as well process our W2s for \$125.00 a month. Member Chapman made a motion to approve using Hands On Taxes for payroll and tax service and was seconded by Member Meeink.

**7. Old Business:**

- a. None.

**Closed session:** nothing to report. Bob Meeink motioned to adjourn the meeting; Jim Chapman second Meeting Adjourned at 5:22 PM. Next meeting **February 10<sup>th</sup>, 2026**, at 5:00pm.