



Lassen County Waterworks District No. 1
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Lcwd1.org

Board Meeting Minutes

Meeting Date: 03/10/2026

Regular board meeting of Lassen County Waterworks District No. 1 was held on Tuesday March 10th, 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. Charlie Pillon (Via Teams).

3. Public Comment:

- a. None.

4. Minutes:

- a. The minutes from the February 10th 2026 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. None.

b. **Correspondence/ Newsletter:**

- i. Manager Smith reported that he had received a letter from the Lassen County Planning and Building Department regarding them updating their ADU Ordinance. Manager Smith reported that with all the paperwork he has been working on that he forgot to reply to the county until they emailed. Manager Smith responded to the county and told them at this time the district could not support the potential for up to double the current connections mentioned in the letter and that maybe we could in the future when the system is in better shape.

c. **Financial:**

- i. Manager Smith reported that for the month of February the district had \$13,034.54 in deposits and \$10,765.89 in expenses. This leaves the district with a net of \$2,268.65 for the month and a total bank balance of \$87,965.33.
- ii. Manager Smith also reported that the 2026 water rates are now in effect.

d. **Maintenance:**

- i. Manager Smith provided a maintenance report for all the work he did in February.

6. New Business:

- a. Review Audits For Fiscal Years 2021-22 And 2022-23. (Information)

- i. The districts auditor attended via teams to update the board on the status of the audits. He also went over the completed audits for 21-22 and 22-23. Errors with previous payroll tax filings were also discussed as well as how to correct them. A motion was made by Member Meeink to approve the 2021-22 and 2022-23 fiscal year audits and was seconded by Member Chapman.
- b. Review And Discuss Engagement Letter For Non Audit Services. (Action)
 - i. The Board and General Manager reviewed the engagement letter to hire an accountant for preparing the District's pre-audit paperwork. The auditor noted that this task is generally beyond the General Manager's typical experience level and is more appropriately performed by a qualified accountant. A motion was made by Member Meeink to approve hiring the accountant to correct our payroll tax filings and work on our pre-audit paperwork to lower the districts audit costs. The motion was seconded by Member Chapman and the engagement letter was signed.
- c. Review And Discuss Resolution 2026-01. (Action)
 - i. The Board Discussed Resolution 2026-01. This resolution is required by the state to execute the amendment and funding agreement to be able to work on Phase 2 of the sewer grant project. Member Meeink made a motion to approve Resolution 2026-01 and was seconded by Member Chapman.
- d. Review And Discuss Forsgren Master Services Agreement And Task Order Forms For Water Improvement Project. (Action)
 - i. The Board reviewed the service agreement and task order provided by Forsgren. These documents would allow Forsgren a total budget of \$10,000.00 to apply for a planning grant to evaluate the water system to be able to address concerns and deficiency's. After discussion, Member Meeink made a motion to approve the agreement / task order and was seconded by Member Chapman.

7. Old Business:

- a. Update On Board Member Vacancies.
 - i. There ended up being no update on this topic

8. Closed session: nothing to report.

Jim Chapman motioned to adjourn the meeting; Bob Meeink second. Meeting Adjourned at 6:30 PM. Next meeting **April 14th, 2026**, at 5:00pm.