



Lassen County Waterworks District No. 1
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Lcwd1.org

Board Meeting Minutes

Meeting Date: 05/12/2026

Regular board meeting of Lassen County Waterworks District No. 1 was held on Tuesday May 12th, 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. Cathie Harbert.

3. Public Comment:

- a. Cathie Harbert addressed the Board regarding late fees assessed on her two accounts. She requested that the late fees be waived because the checks were dated and mailed prior to the late date, even though they were received by the District after the deadline.
After discussion, the Board directed staff to waive all late fees on both accounts **except for one late fee on each account**. The Board noted that this was a one-time occurrence and would not be repeated, as customers are responsible for ensuring their payments are received by the District on time.

4. Minutes:

- a. The minutes from the April 14th 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. Cross Connection Control Surveys
 - 1. Manager Smith reported that about half Cross Connection Control Surveys have been returned and he has been reviewing them.
- ii. Fiscal Year Deadlines
 - 1. Manager Smith reported that he received a notice from the auditors office listing the paperwork deadlines for the end of the fiscal year.

c. Financial:

- i. Manager Smith reported the following financial numbers for April 2026.
 - 1. Deposits: \$16,585.72
 - 2. Expenses: \$22,500.90

3. Net For Month: -\$5,915.18
 4. Bank Balance: \$69,343.18
 - ii. Manager Smith also reported the following financial numbers for May 2026 so far.
 1. Cleared Deposits: \$3,068.59
 2. Expenses So Far: \$21,414.44
 - d. **Maintenance:**
 - i. Manager Smith provided a maintenance report for all the work he did in April.
- 6. New Business:**
- a. Review And Discuss Board Temporary Authorization Letter. (Action)
 - i. The Board reviewed and discussed the Temporary Authorization Letter for Bill Payment. The letter authorizes the payment of regular bills, maintenance bills, and emergency expenses with only one Board member signature in the event the Board falls below three members. Once the Board returns to three or more members, the remaining signatures will be collected, and the District will resume requiring three signatures for payment. No new business may be conducted while the letter is in effect.
 - ii. A motion was made by Member Meeink to approve the Temporary Authorization Letter and was seconded by Member Chapman.
 - b. Review And Discuss Transfer Of Funds From LCWD Bond Fund To LCWD Operating Fund. (Action)
 - i. The Board discussed transferring \$1,957.68 from the District's bond fund to the operating fund. Staff recently discovered the bond fund balance, and there is currently no anticipated use for the account.
 - ii. A motion was made by Member Chapman to approve the transfer of \$1,957.68 from the bond fund to the operating fund and was seconded by Member Meeink.
 - c. Phase 2 Sewer Project Update. (Information)
 - i. Manager Smith reported that the engineer has provided a revised schedule for Phase 2 of the sewer grant project with an estimated completion date of February 2027. This is earlier than the timeline submitted with the State amendment request and should allow the District to reach the construction phase sooner.
 - ii. Preliminary design work has begun, and staff has started the sewer rate study required under the grant. Manager Smith has provided documents to the rate study consultant and has a meeting scheduled to review next steps. Work has also started on the environmental portion of the project, including contracting with a subconsultant. The team is reviewing current funding line items for any needed budget adjustments.
- 7. Old Business:**
- a. No Old Business.
- 8. Closed Session:** nothing to report.

Jim Chapman motioned to adjourn the meeting; Bob Meeink second. Meeting Adjourned at 5:37 PM. Next meeting **June 9th, 2026**, at 5:00pm.