Lassen County Waterworks District No. 1
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Board Meeting Minutes

Meeting Date: 07/14/2026

Regular board meeting of Lassen County Waterworks District No. 1 was held on Tuesday July 14th, 2026, at 5:00 PM

Meeting called to order by Chairman Dan White at 5:01 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. Anthony Elowsky – RDN
   b. Joann Sun – RDN
   c. Sharmie Stevenson
   d. Clifford Jacobsen
   e. Jeffery S Nelson
   f. Cindy Harbert
3. **Public Comment:**
   a. Sharmie Stevenson, School Board President, provided public comment regarding the school's required backflow device installations. She noted that the only bid received was $38,000, which the district cannot afford. The new superintendent, Lori Salters (started July 1), and a new principal have been hired; prior work by Lassen County Office of Education left incomplete items.
   Ms. Stevenson requested a time extension and confirmed with the General Manager that school maintenance staff may be able to install the devices (subject to required testing). Estimated parts cost from Granger is under $8,000 for the needed systems, which is within the school's budget.
   She invited the General Manager (and Rendon) to the school board's special meeting on August 22 at 6:00 p.m. in the media center to develop a coordinated, affordable plan. She has also forwarded the District's letter to the school's attorney for legal review. She acknowledged that no formal response could be given tonight as the matter was not agendized.
   b. Cindy Harbert, owner of the Red Barn, commented on the required backflow device installation. She reported receiving a $10,000 quote from Heard Plumbing.
   Bob inspected the site with her and suggested placing the device against the building, but that option is not feasible. She stated they are still working through multiple issues and requested additional time to complete the installation.
   c. Jeff Nelson, representing the Lassen County Road Department, stated he has researched the requirements and is not contesting them. He requested additional time beyond the August 1 deadline,

noting that completing and testing the work requires going out to bid and securing contractors. While he plans to perform the installation himself, contracting for the necessary testing presents a hardship. He asked the Board to consider granting an extension.

4. **Minutes:**
    a. The minutes from the June 11th 2026 meeting were reviewed. A motion was made by Member Chapman to approve the minutes and was seconded by Member Meeink.
    b. The minutes from the June 30th 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. Chairman White reported that he has received questions regarding the manganese notices that were sent out to customers.
    b. **Correspondence/ Newsletter:**
        i. None.
    c. **Financial:**
        i. Manager Smith reported the following financial numbers for June 2026 and the end of the fiscal year.
            1. Deposits: $46,507.74
            2. Expenses: $56,203.10
            3. Net For Month: -$9,695.36
            4. Bank Balance: $54,026.13
            5. Start Of Year Balance: $107,315.19
            6. End Of Year Balance: $54,026.13
            7. Year Change: -$53,289.06
        ii. Manager Smith also reported the following financial numbers for July 2026 so far.
            1. Cleared Deposits: $6,639.18
            2. Expenses So Far: $11,100.08
    d. **Maintenance:**
        i. Manager Smith provided a maintenance report for all the work he did in June.
6. **New Business:**
    a. Review, Discuss, And Consider Approval Of The RDN Sewer Rate Study Report And Next Steps. (Action)
        i. The Board reviewed the RDN Sewer Rate Study. The consultant recommended adopting the study and starting the Proposition 218 process, with annual 13% revenue increases and some commercial customers reclassified from residential rates. Proposed five-year rates by class are shown in the report. No questions were raised. Next steps include mailing Prop 218 notices and holding a hearing at least 45 days later; the consultant will handle noticing and attend the hearing. The Board preferred a September 8 hearing date so rates can take effect sooner than the January start currently written, given the need for more revenue for maintenance and improvements. Member Meeink moved to approve and Member Chapman seconded.
    b. Review And Discuss Resolution 2026-04. (Action)
        i. The Board reviewed Resolution 2026-04, which authorizes the District to enter into a funding agreement with the State Water Board for emerging contaminants grant funding and gives Manager Smith signature authority to handle the related paperwork and execute the agreement,

similar to the earlier sewer funding authorization. Member Chapman moved to approve and Member Meeink seconded.

c. Review And Discuss Water Improvement Project. (Action)
    i. The Board discussed the water improvement project. Forsgren is preparing an application for emerging contaminant funding to address sources and storage. Two options were reviewed: state technical assistance, which assigns a firm for the preliminary engineering report but offers less funding, or continuing with the emerging contaminants program, which has more available money and only a one-to-two-month timing difference. Staff recommended staying with emerging contaminants because the District has already paid Forsgren for work. The preferred outcome is new wells outside the current area plus a larger storage tank (target 300,000 gallons versus the existing 30,000) with any required treatment included under the grant. Current tank turnover is also making it difficult to maintain stable chlorine residual. Member Meeink moved to approve continuing with the emerging contaminants route and Member Chapman seconded.

d. Review And Discuss New Water And Sewer Service And Connection Applications. (Action)
    i. The Board reviewed updated water and sewer service and connection application forms. Staff revised the basic forms to include additional details such as backflow prevention requirements and testing when needed, along with sections for tracking receipt, processing, and assigned account numbers, while updating the language to align with recent changes. No concerns were raised. Member Meeink moved to approve the new application forms and Member Chapman seconded.

e. Review And Discuss Budget For the 2026-2027 Fiscal Year. (Action)
    i. The Board reviewed the proposed 2026-2027 fiscal year budget, which projects revenue of $193,937 and expenses of $193,930. Staff shifted additional funds into maintenance and tools compared with the prior year and included audit fees while catching up on outstanding audits (two years still remaining). A $3,500 wastewater collection system permit fee was also budgeted due to irregular state billing. The Board found the balanced budget acceptable. Member Chapman moved to approve and Member Meeink seconded.

7. Old Business:

a. Phase 2 Sewer Grant Progress Update.
    i. Forsgren is advancing the Phase 2 sewer grant work, preparing preliminary design for the collection system, initiating the environmental services contract, and drafting the fiscal sustainability plan. The wastewater exemption application is nearly ready once an engineered stamp is obtained on a required attachment; the filing fee is just over $1,000. Design is also evaluating whether lift stations 3 and 4 can be eliminated, with station 3 appearing feasible and station 4 still under review based on elevations. Draft plans, the fiscal sustainability plan, and the exemption application are the next deliverables. The planning phase remains on track for completion by February next year so the District can seek construction funding; construction itself will still occur in phases and the exact timing is uncertain, though existing violations should help prioritize the project. The engineer has freed up additional capacity after handing off other work.

8. **Closed Session:** nothing to report.

Jim Chapman motioned to adjourn the meeting; Bob Meeink second. Meeting Adjourned at 5:38 PM. Next meeting **August 11th, 2026,** at 5:00pm.