

Lassen County Waterworks District No. 1

PO Box 363

Bieber, Ca 96009

Minutes

Regular board meeting of Lassen County Waterworks district #1 was held on Tuesday October 14th, 2025 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. Kathie Banwarth
- b. Kevin Banwarth
- c. Ken Gregory
- d. Cheron Gregory

3. Public Comment:

- a. Our public observers voiced their concerns about no longer being able to run water from a meter on one property to two other properties for their cattle. It was explained that it never should have been allowed by the previous manager in the first place and that each meter is to service the specific property it is installed on and you are not allowed to run hoses from that property to service other properties. They were also told that they may purchase water from a hydrant if they wished.
- b. The public observers also expressed concerns over the districts licensing status. It was explained that the district is currently partnered with 2 individuals from Fall River Valley CSD and is using their licenses to operate, and that the new manager is working on getting his own licenses.

4. Minutes:

- a. The minutes from the September 9th 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. The Chairman reported that an individual wished to run a hose from one property to another as discussed in Public Comment.

b. Correspondence/ Newsletter:

- i. Manager Smith reported that he has been talking to the foreclosure company that is handling the house on First St. They are unwilling to pay the late fees as they say they weren't properly notified. Manager Smith reported that he couldn't remember the steps he'd taken to notify the

company and since it was a smaller dollar amount the board agreed to waive the previous late fees.

c. Financial:

- i. Manager Smith reported that in September the district had \$30,472.22 in expenses, \$38,769.13 in deposits with a net for the month of \$8269.91
- ii. Manager Smith reported that so far for the month of October we have \$24,257.61 in expenses and \$4,849.68 in deposits.

d. Maintenance:

- i. Manager Smith reported that the second discharge line at the sewer ponds lift station has been installed up the where the valves are and that Member Chapman got that section of line buried. All that is left now is to finish the plumbing in the valve area and then finish plumbing in the barrel of the lift station and install the second pump.
- ii. Manager Smith reported that he has completed flushing all of the fire hydrants. The majority of them were not that bad at all. There were 4 that were pretty bad but they were towards the ends of the mains. Cal-Fire also helped us flush the final 6 hydrants.
- iii. Manager Smith reposted that he rounded up the brush pile near well #2 and Cal-Fire came over and burned it for us.
- iv. There was also discussion about seeing if Cal-Fire would potentially help us do a burn around the sewer ponds to get the vegetation under control.
- v. The district also purchased 2 "No Dumping" signs and installed them at well #2 to discourage the town residents from using that as a dumping ground for brush and other yard waste.
- vi. There was also some more cleaning that was done in the yard area at well #2
- vii. We also rented a saw and made the cuts in the asphalt on Water Street so that we can dig up and replace the section of sewer main when we are ready.

6. New Business:

a. Discuss Board Member Vacancies:

- i. There was discussion by the board about the vacancies and how to fill them. Manager Smith will make a flyer to post listing the vacancies and the requirements to become a board member.

b. Review Options For Water Tower Monitoring And Well Control Systems:

- i. Manager Smith provided quotes from XIO and High Tide Technologies for a SCADA system for both wells and the tower. The reason this is needed is because the buried cable running from well #1 to well #2 is not in great shape and we have no easy way to switch wells in an emergency.
- ii. The board reviewed the quotes and decide to go with High Tide Technologies as they provide a better, more cost effective service. A motion was made by Member Meeink to approve the purchase and seconded by Member Chapman.

c. Review Option For Replacement Monitoring System For Lift Station #5:

- i. Manager Smith Provided a quote from High Tide Technologies to replace the existing XIO SCADA system. The reason for this is due to the fact that the existing system does not work properly and all of the alarms are inactive because of an ongoing issue with the level transducer. It is also too expensive. The annual cost with High Tide is significantly less then what we are currently paying.
- ii. The board reviewed the quote and a motion was made by Member Chapman to approve the replacement of the system and seconded by Member Meeink.

- d. Discuss And Approve Capital Asset Limit:
 - i. Manager Smith reported that in talking with the auditor he revealed that we should have a capital asset schedule to track certain district assets and their depreciation. The proposed limit is \$5,000. This means that any purchase over \$5,000 with a useful life of more than one year will get recorded as an asset and not a regular expense.
 - ii. A motion was made by Member Meeink to approve the limit of \$5,000 and was seconded by Member Chapman.

7. Old Business:

- a. Sewer grant update:
 - i. Manager Smith reported that there is not much of an update this month. He is just trying to get 4 invoices paid now that we have the reimbursement checks for them. So far Forsgren has received 1 check but that's it, we will have to see if they receive the other checks soon.
- b. Updates On District Audit:
 - i. Manager Smith reported that progress is being made on the audits. The auditor was here last week and ended up pleasantly surprised with what documents he found. He's hoping to have beginning balances done by the end of the month and have some progress on the first year.

Closed session: nothing to report. Jim Chapamn motioned to adjourn the meeting; Bob Meeink second Meeting Adjourned at 6:05 PM. Next meeting **November 11th, 2025** at 5:00pm.