

# 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 November 11<sup>th</sup>, 2025 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. None.

3. **Public Comment:**

- a. None.

4. **Minutes:**

- a. The minutes from the October 14<sup>th</sup> 2025 meeting were reviewed. A motion was made by Member Meeink to approve the minutes and was seconded by Member Chapman.

5. **Reports:**

a. **Chairman:**

- i. None.

b. **Correspondence/ Newsletter:**

- i. Manager Smith reported that we have a new water regulator and that he will be meeting with her to go over some documents and update some outdated documents and get us back on track with sampling as there were a few water samples that were missed this summer.

c. **Financial:**

- i. Manager Smith reported that for the month of October there were \$27,177.25 in deposits and \$69,324.05 in expenses leaving us with a net of \$-42,146.80 for the month.
- ii. Manager Smith said that so far for the month of November we have \$636.53 in deposits with another almost \$7,000 to take to the bank. And so far our expenses for this month are \$17,536.05

d. **Maintenance:**

- i. Manager Smith reported that the new SCADA system for Well #1, Well #2 And LS-5 has arrived. He Currently has the equipment installed and operational at Well #1, however he also reported that after install and calibrating the new system he started having issues with the tower floats

which are now supposed to serve as a backup incase the pressure transducer fails. He also reported that LS-5 is now Running on the new system as well. The last thing to do is to finish the install at Well #2.

- ii. Manager Smith reported that he has been talking to the county road department about taking the concrete barrier off of the meter box at 302 Second St as it has sold and we will need to install a meter there to be able to turn on the water when they are ready for service. He will also ask the road department to take the barrier next to the fire hydrant as well.
- iii. Manager Smith also said that he has been doing some work on our 1992 Ford Ranger as it has not been running too good lately and he has been trying to find the problem. He is going to start by changing the fuel filter and see if that has any effect.
- iv. Manager Smith also reported that the new valves and discharge lines from LS-5 to the sewer ponds have been finished and buried. We do still need to redirect the ditch at the southwest corner of Pond #1 so that if there is any seepage or leaks from the West or North side of Pond #1 it gets captured and runs into Pond #3.
- v. The district is also going to have to figure out a way to get the section of road on Third St paved where we had to repair the water main. And on Water St where we have to dig up part of the sewer main to replace it.

## **6. New Business:**

- a. Review And Discuss Wages For Contract Worker.
  - i. Manager Smith reported that due to the district not having an exemption for the sewer ponds we have received a notice of violation for not having a CPO (Chief Plant Operator). One of our contract workers has agreed to be listed as the CPO while we work on the paperwork for the exemption but is requesting a raise due to some more work and time on his part.
  - ii. A motion was made by Member Meeink to approve a raise of an additional \$750 a month and was seconded by Member Chapman.
- b. Review Capital Asset List For Audit And Discuss Action.
  - i. Manager Smith needed to discuss any items that met the Capital Asset Criteria (over \$5,000 with a useful life of 1 year or more) with the board as we have to list any items from 2005 to current that meets the criteria so Manager Smith asked the board what items that they knew of that met the criteria. The board had some insight but Manager Smith will have to go through every file from 2005 to current to see what would classify as an asset vs an expense.
  - ii. Manager Smith reported that the assets will be needed to finish the 2020-21 year audit unless we have our auditor write in a modification to the 2020-21 audit for the asset portion of it. This will allow him to complete that audit and start the 2021-22 year audit while we keep working on the asset list.
  - iii. A motion was made by Member Meeink to have the auditor write the modification for the 2020-21 audit and seconded by Member Chapman
- c. Review And Discuss Changes To Current Water Conservation Rules.
  - i. Manager Smith presented an updated water conservation document to the board based on previous talks with the board members. The main changes is you would now be able to water any time as well as any day.
  - ii. A motion was made by Member Meeink to approve the new water conservation and was seconded by Chapman

## 7. Old Business:

- a. Update On Board Member Vacancies:
  - i. Manager Smith and the board discussed the board member vacancies and if there were any individuals that had shown interest in joining the board. Manager Smith reported that he still has to make the flyer to post around but has not had time to make it yet, but will work on it as soon as time allows.
- b. Sewer grant update:
  - i. Manager Smith reported that the draft project report has been completed and that he has reviewed it. Forsgren also provided a project report summary for the board to review that lines out the important information and alternatives to address the I/I and detention time issues. The estimated cost for the recommended alternative which is a full system rehab, is \$12,278,000.00. But this is subject to change as the project progresses.
  - ii. Manager Smith also reported that we are still waiting to receive the notices of violation from the state after their inspection of the sewer collection system.
- c. Updates On District Audit:
  - i. Manager Smith reported that the audit for the 2020-21 fiscal year is almost done aside from what was talked about above in New Business. The next year to work on is the 2021-22 fiscal year.

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