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**Regular board meeting of Lassen County Waterworks district #1 was held on Tuesday December 9<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 November 14<sup>th</sup> 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. None.

b. **Correspondence/ Newsletter:**

- i. Manager Smith reported that he didn't have much for correspondence this month. The only thing to report is that he has been talking to the districts water regulator regarding her inspection and answering any additional questions she had.

c. **Financial:**

- i. Manager Smith reported that for the month of November the district had \$12,085.84 in income and \$18,977.18 in expenses, which makes the district \$-6,891.34 for the month. As of the end of November the district bank balance is \$93,116.50.
- ii. Manager Smith reported that so far for the month of December there is \$11,964.06 in deposits and \$15,188.86 in expenses.

d. **Maintenance:**

- i. Manager Smith reported that the following tasks have been completed in November.
  - 1. He has rerouted the ditch along the west side of Pond #1 at the states request as there were concerns that any seepage or leaks would go to the river and not Pond #3.
  - 2. He has cleaned out more of the ditch that was dug when the ponds were cleaned out earlier this year to improve drainage.

3. He has removed a water meter that was installed backwards and reinstalled it the correct way so usage will be calculated properly in the billing system and doesn't have to be done manually for that service.
- ii. There is still one service with a dead meter that needs to be pulled for a warranty replacement, as well as some services that need to be found and have a meter installed.

## 6. New Business:

- a. Update From Auditor Regarding Audit Progress And 2021-21 Audit. (Information)
  - i. The districts auditor joined the meeting via Microsoft Teams to give an update on the progress of the Audits and answer any questions the board had.
- b. Review And Discuss Resolution 2025-03. (Action)
  - i. The board reviewed Resolution 2025-03 with the auditor. This resolution adopts the districts Capital Asset and Depreciation Schedule as the opening balance for assets and related depreciation as of June 30, 2020. A motion was made by Member Chapman to approve the resolution and was seconded by Member Meeink.
- c. Review And Discuss Audit Draft For Fiscal Year 2020-21. (Action)
  - i. The board reviewed the audit draft for the Fiscal Year 2020-21 with the auditor who explained the audit report as broke down some of the items in the report. A motion was made by Member Chapman to accept the audit draft and its information and was seconded by Member Meeink.
- d. Review And Discuss Resolution 2025-02. (Action)
  - i. The board reviewed Resolution 2025-02, this resolution allows the manager to approve a payment plan for past due customers provided they follow the guidelines. A motion was made by Member Meeink to approve the resolution and seconded by Member Chapman.
- e. Review And Discuss Notices Of Violation For Wastewater System.
  - i. The board reviewed the notices of violation for the wastewater system, discussion was had on the violations and how to address them. The majority of the violations will only be able to be fixed by the current wastewater improvement that the district is currently working on. Manager Smith will write a detailed response letter to the state as requested in the violation report.

## 7. Old Business:

- a. Update On Board Member Vacancies:
  - i. Manager Smith presented a flyer to the board to post locally advertising the vacant board positions. So far there has been no interest from community members to join the board.
- b. Sewer grant update:
  - i. Manager Smith reported that the sewer improvement project has been delayed. The state didn't review the amendment request before the government shutdown and the last reimbursement date from the original agreement has already passed so we cannot continue the project until the new amendment gets reviewed and approved. However, after the shutdown the state has reviewed their finances and determined they have more money than they thought they would so we are also able to ask for the additional funds we were requesting to complete the project due to inflation. This will also allow the district to complete the full planning project without having to eliminate items such as preliminary plans and specs that were previously eliminated due to budgetary constraints.

**Closed session:** nothing to report. Bob Meeink motioned to adjourn the meeting; Jim Chapman second Meeting Adjourned at 6:40 PM. Next meeting **January 11<sup>th</sup>, 2025** at 5:00pm.