

# 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 September 09,2025 at 5:00 pm

Meeting called to order by Chairman Dan White at 5:08 PM.

**1. Roll call:**

- a. **Dan White:** Present
- b. **Jim Chapman:** Present
- c. **Kody Smith:** Present
- d. **Bob Meeink:** Present
- e. **Karli Dowell:** Absent

**2. Public Observer:**

- a. None.

**3. Public Comment:**

- a. None.

**4. Minutes:**

- a. The minutes from the August 12<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. None.

c. **Financial:**

- i. Member Smith reported that according to what our documents show, we had \$18,860.31 for income. \$6,471.43 in expenses with a net of \$12,388.88.
- ii. Member Smith also reported that so far for this month we have about \$20,844.06 in expenses \$10,000 of which was for the deposit for the rental excavator.

d. **Maintenance:**

- i. Member Smith reported that he received a call from a customer about the alarm light and bell going off at Lift Station 2. Member Smith said that they are so old that the wires have hardly any movement and are not functioning properly, he is pumping it out in manual mode right now and will have to find time to replace the floats.
- ii. Member Chapman reported that he made the hole bigger going through the barrel of the sewer ponds lift station to fit the second discharge line through and put the first layer of mortar on to seal the hole. He will be putting another coat of mortar on soon and then we can start

backfilling the hole. He also reported that he has a piece of culvert pipe to act as a riser to be able to access the new valve we had to put in for the pond #1 line.

- iii. Member Smith reported that he had to replace the lead float on the sewer ponds lift station as it was no longer functioning properly.
- iv. There was also discussion about the section of sewer main that needs to be replaced on Water Street between Park and Bridge Street. The district still needs to dig it up and fix it before winter.

## **6. New Business:**

- a. Review Sealed Bids For Sale Of F-250 And Water Tank:
  - i. Bids were opened and reviewed for the sale of the F-250 and the Water Tank.
  - ii. A bid by Fred Rodriguez for the F-250 in the amount of \$1,525.95 was accepted with a motion made by Member Chapman and seconded by Member Meeink.
  - iii. A bid by Frank Packwood For the Water Tank in the amount of \$360.00 was accepted with a motion made by Member Chapman and seconded by Member Meeink.
- b. Discuss Fire Hydrant Flushing Schedule:
  - i. The board discussed trying to flush the fire hydrants in the district. There was discussion about flushing the hydrants multiple time a year in the good weather months to reduce stagnant water and buildup in the system. There was also discussion about having Cal-Fire rotate which hydrants they fill as well so other hydrants get exercised regularly.
- c. Discuss individual Using Water Off Of Other Customers Meter For Livestock Purposes:
  - i. This topic was discussed by the board and it was determined that meters are to service the specific property they are on and no type of hose or water line is allowed to be ran to other properties for any reason.

## **7. Old Business:**

- a. Sewer grant update:
  - i. Member Smith reported that he had a meeting with Brian and Christiana from Forsgren to see how things are going and they said that they are working on getting the draft report put together to send to us as well as working on a proposal to do the cost estimate and next steps.
  - ii. There was also discussion about the lift stations as well. They said that since we are working on doing a complete replacement of the system, that they are going to do an evaluation of all the lift stations to see if there are any that we could eliminate. So, they will work on that and let us know at some point what they think.
  - iii. There was discussion about backup power for the lift stations as well. We discussed installing a permanent generator with an automatic transfer switch at the sewer ponds lift station. Then for the other lift stations we talked about buying a smaller generator and adding generator inputs to the other lift stations to be able to go around as needed and plug in to them and pump them down as needed.
  - iv. There was also more discussion about the land swap with Mr. Chapple to potentially add another pond. I told them Mr. Chapple said he's still open to the land swap but expressed concerns about the pond being closer to town. Mr. Chapple was also told that the potential new pond will not be directly behind any houses and will be approximately 150 feet from the property line and that there shouldn't be any issues with smell as our current ponds hardly smell.

- b. Update On District Manager/Operator Position (Item Moved To End Of Meeting):
  - i. Member Smith has talked to each of the board members regarding him taking the manager job and how they feel about it. The board said they would be fine with Member Smith resigning and taking the job.
  - ii. Member Smith then tendered his resignation from the board. A motion was made by Member Chapman to accept Member Smiths resignation and seconded by Member Meeink.
  - iii. A motion was then made by Member Chapman and seconded by Member Meeink to appoint Kody Smith as the General Manager of the district with a pay rate of \$25.00/hr.
  - iv. Kody Smith will work on getting all the required licenses once all the time sensitive projects are completed. In the meantime, the district will continue paying Joseph Huston and William Rodeski for their licenses to continue operating.
- c. Updates On District Audit:
  - i. Member Smith reported that he has received the engagement letter from Charlie Pillon to do our audits. The total estimated cost to audit the last 5 years and bring us current is \$52,000 and he will invoice us monthly as he progresses through the audit. The board signed the engagement letter.
  - ii. Member Smith also reported that he has been talking to Roger Burton with Precision Actuarial to do our GASB 68 reports that are also needed to go into the audit. The total cost for those is about \$5,000 or \$6,000 to do the last 5 years and bring us current.

**Closed session:** nothing to report. Jim Chapamn motioned to adjourn the meeting; Bob Meeink second Meeting Adjourned at 5:53 PM. Next meeting **October 14, 2025** at 5:00pm.