

Leavitt Lake Community Services District

GOVERNING BOARD

Steve Anderson, *Chairperson*
Carrie Base, *Vice Chairperson*
Dallas Langley
Nicole Bush
Stu Speer

471-830 Buffum Lane
Susanville, CA 96130
(530)257-7977
leavittcsd@frontiernet.net

STAFF

Adrienne Giles,
MGR/Operator
Jaime Victoria,
Operator
Teo M. Lovin,
Recording Secretary

AGENDA

REGULAR MEETING
Tuesday, May 23, 2023

4:00 p.m.

ADDRESSING THE BOARD

*Any person desiring to address the Board shall first secure permission from the presiding officer. Speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item. Cards are available on the Secretary's desk and shall be completed and presented to the Secretary of the Board in advance of speaking.

*Matters under the jurisdiction of the Board, and are NOT on the agenda, maybe addressed by the public at the time provided in the agenda under Public Comment. The Board limits testimony on those items (both on the agenda and not) to three minutes per person and no more than three individuals shall address the same subject.

1. CALL TO ORDER

2. FLAG SALUTE

3. *APPROVAL OF AGENDA

4. *APPROVAL OF MINUTES FOR THE REGULAR SCHEDULED BOARD MEETING OF : April 25th, 2023

5. PUBLIC COMMENT

(Any person may address the Board at this time to comment on any subject not on the agenda. However, the Board may not take action other than to direct staff to agendize the matter at a future meeting).

6. STAFF REPORT

- A. **Subject:** District 5 Town Hall Meeting - June 8th @ 6pm in LLCSD office
Report: Receive Report/No Action

7. NEW BUSINESS

- A. **Subject:** Renew Wastewater Operator Certificate – Exp. 6/30/23
Action: Discuss / Approve Renewal of Wastewater Operator Certificate
- B. **Subject:** 6 month Surcharge Rate Study Review : Feb – July Billing
Action: Determine Direction of Surcharge for District Financial Stability

8. DISTRICTS FINANCIAL REPORT

- A. **Subject:** Cash Mgmt, Accounts Payable, and Profit and Loss Report to date
Report: Receive report/ No Action

9. ADJOURN

NEXT SCHEDULED GOVERNING BOARD MEETING: **June 27th 2023**

Leavitt Lake C.S.D.

471-830 Buffum Lane

Susanville, Ca 96130

(530) 257-7977

leavittcsd@frontiernet.net

UN - APPROVED MINUTES

GOVERNING BOARD

April 25, 2023

The Board convened in regular session at 4:00 P.M. in the Leavitt Lake C.S.D., 471-830 Buffum Lane, Susanville CA. with Chairman, Steve Anderson; Vice Chairman, Carrie Base; Board members Nicole Bush, Dallas Langley and Stu Speer present. Also present were: Adrienne Giles, MGR/Operator, and Teo M. Lovin, Recording Secretary. Jaime Victoria, Operator

2. FLAG SALUTE

The flag salute was recited.

3. AGENDA APPROVAL

It was moved by Stu Speer, seconded by Dallas Langley and carried to approve the April 25, 2023 agenda.

4. APPROVAL OF MINUTES FOR THE MEETING OF: March 21, 2023

With corrections made Dallas Langley made motion and Stu Speer seconded to approve the minutes of March 21, 2023. Motion carried unanimously.

5. PUBLIC COMMENT

No public comment

6. STAFF REPORT

Adrienne Giles updated the board of the Cottonwood and Lake Main line that broke.. Report received and accepted

7. NEW BUSINESS

8. DISTRICTS FINANCIAL REPORT

A. District Financial Report

Teo Lovin gave the Districts Financial Report for April 2023. Teo explained the reports included within consist of the Districts Cash Management Report, Accounts Payables and the Profit and Loss Budget VS Actual report of the fiscal year to date. Teo concluded the Financial

report stating that March Bank Statement was available to view upon request and the District closed the month out with a balance of \$15,894.99 and approximately \$3350.00 in outstanding payables. Report received and accepted.

10. The next regular meeting date was announced to be held on May 23, 2023 at 4:00pm.

11. ADJOURN 4:38 P.M.

Motion by Steve Anderson to adjourn the April 25, 2023 Leavitt Lake C.S.D Governing Board Meeting.

Steve Anderson, Chairperson

Teo M. Lovin, Secretary

Date

Date

| | | | |
|---|---|---------------------|---------------------|
| Checking Account Balance from Previous Month | | 3/31/2023 | \$ 15,894.99 |
| 45 Deposits and Other Additions (Credits) | Park | \$ 878.98 | |
| | Sewer | \$ 14,356.67 | |
| | Street Lights | \$ 585.99 | |
| | Water | \$ 13,477.68 | |
| | Total Deposits | \$ 29,299.32 | |
| Disbursements: | | | |
| | USDA | \$ 2,351.00 | |
| | customer Refund | \$ 490.56 | |
| | Office Supplies | \$ 7.36 | |
| | Operating expenses | \$ 209.92 | |
| | Utilities | \$ 349.11 | |
| | Net Wages | \$ 8,734.80 | |
| | Tax Deposits/EFTPS | \$ 5,937.36 | |
| | Cell Phone Reimbursements | \$ 40.00 | |
| | Vehicle Exp | \$ 199.68 | |
| | Employee Benefits | \$ 480.00 | |
| | Maint & Repairs | \$ 353.59 | |
| | SDRMA (Property Liability Insurance) | | |
| | Business Licenses and Permits | \$ 2,314.00 | |
| | Total Expenditures 30 Checks and Other Charges | (Debits) | \$ 21,467.38 |
| Ending Balance | | 4/30/2023 | \$ 23,726.93 |

| | |
|--|---------------------|
| Regular Savings | ***8306 |
| 3/31/2023 INTEREST DEPOSIT | \$ 1.32 |
| Interest Rate: 0.1400 Ending Balance of: | \$ 11,448.65 |

| | |
|-------------------------------|---------------------|
| Certificate of Deposit | ***5738 |
| 3/20/2023 INTR PAID-COMPOUND | 17.1 |
| Ending Balance on 04/30/23 | \$ 30,982.96 |
| Interest Rate = .6500% | |

Leavitt Lake CSD
Accounts Payables

| VENDOR | CHECK # | IN PAYMENT OF | AMOUNT |
|---------------------------|-------------|--------------------------------|---------------------|
| Heather Lane | 17302 | Deposit Refund | \$ 91.03 |
| OCT | DEBIT | Continued Education | \$ 225.00 |
| NSF Bank Debit | Chargeback | NSF Bank Service Charge | \$ 121.38 |
| Alpine Fire Service | 17303 | Maints and Repair | \$ 103.26 |
| Badger Meter | 17304 | Utilities | \$ 99.30 |
| Cashman | 17306 | Contracted Services -Audit | \$ 10.00 |
| Ed Staub and sons | 17307 | Postage | \$ 92.34 |
| Edges Electrical Group | 17308 | Equipment Expenses | \$ 7.12 |
| Frontier Communications | 17309 | Maint & Repairs | \$ 338.62 |
| Payless Building Supply | 17310 | Automotive Expense | \$ 32.46 |
| Quill Cop | 17311 | Utilities | \$ 27.43 |
| Rental Guys | 17312 | Utilities | \$ 5.55 |
| La Quinta INN | DEBIT | Continued Education | \$ 225.72 |
| Thatcher Company | 17313 | Chlorine | \$ 938.57 |
| TNS Ready Mix | 17314 | Maint and Repair | \$ 691.77 |
| WalMart | 17315 | Office Supplies | \$ 116.22 |
| LRSWA | 17323 | Utilities | \$ 5.31 |
| LMUD | 17322 | Utilities | \$ 2,204.18 |
| PNP CPA | 17324 | 2021/2022 Audit | \$ 3,350.00 |
| | 17322 | | |
| MISCELLANEOUS | | | |
| Steve Anderson | 17333 | Wages | \$ 91.45 |
| Nicole Bush | 17328 | Wages | \$ 91.45 |
| Stu Speer | 17332 | Wages | \$ 91.45 |
| Dallas Langley | 17330 | Wages | \$ 91.45 |
| Carrie Base | 17329 | Wages | \$ 91.15 |
| Jaime Victoria | 17331 | Wages | \$ 91.45 |
| Adrienne Giles | 17320 | Health Ins/Cell Reimbursdement | \$ 260.00 |
| Teo Lovin | 17327 | Health Ins/Cell Reimbursdement | \$ 260.00 |
| Jaime Victoria | 17321 | Health Ins/Cell Reimbursdement | \$ 260.00 |
| | | Total: | \$ 10,013.66 |
| BILLS PAID PRIOR | | | |
| EFTPS | DEBIT | Taxes | \$ 2,732.70 |
| USDA | DEBIT | loans | \$ 2,351.00 |
| Jaime Victoria | 17299 17318 | Wages | \$ 3,795.19 |
| Adrienne Giles | 17298 17316 | wages | \$ 2,194.49 |
| Teo Lovin | 17301 17319 | wages | \$ 1,873.20 |
| Forest Cravy | 17300 | Wages | \$ 369.52 |
| | | Total: | \$ 13,316.10 |
| | | GRAND TOTAL: | \$ 23,329.76 |
| BILLS NOT PAID YET | | | |
| Ray Morgan/Ubeo | | Maint and Repairs | |
| Wal-Mart | | Office Supplies | |
| Frontier | | Utilities | |
| | | | |

Leavitt Lake Community Services District
Profit & Loss Budget vs. Actual
July 2022 through June 2023

| | <u>Jul '22 - Jun 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|-------------------------|------------------------|--------------------------|-----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Refund to Customer for Deposit | 3,086.04 | 2,580.00 | 506.04 | 119.61% |
| 40000 · Service Income | 278,416.92 | 295,790.76 | -17,373.84 | 94.13% |
| 42000 · Late Fees | 5,784.64 | 5,400.00 | 384.64 | 107.12% |
| 43000 · Property Taxes | 12,414.40 | 14,248.56 | -1,834.16 | 87.13% |
| Total Income | <u>296,615.96</u> | <u>315,439.32</u> | <u>-18,823.36</u> | <u>94.03%</u> |
| Gross Profit | 296,615.96 | 315,439.32 | -18,823.36 | 94.03% |
| Expense | | | | |
| 60000 · Analysis Expense | 7,106.10 | 9,000.00 | -1,893.90 | 78.96% |
| 60025 · Automobile Expense | 6,675.98 | 7,200.00 | -524.02 | 92.72% |
| 61425 · Continued Education | 225.00 | 600.00 | -375.00 | 37.5% |
| 61450 · Contracted Services | | | | |
| 61454 · Outside Bookkeeping | 1,250.00 | 1,620.00 | -370.00 | 77.16% |
| 61456 · Auditor | 10,000.00 | 6,000.00 | 4,000.00 | 166.67% |
| 61450 · Contracted Services - Other | 563.26 | 0.00 | 563.26 | 100.0% |
| Total 61450 · Contracted Services | <u>11,813.26</u> | <u>7,620.00</u> | <u>4,193.26</u> | 155.03% |
| 62500 · Dues and Subscriptions | 17,688.53 | 13,200.00 | 4,488.53 | 134.0% |
| 62505 · Employee Benefits-Ins./Phone Rei | 7,920.00 | 8,880.00 | -960.00 | 89.19% |
| 62510 · Employment Taxes Expense | 40,673.43 | 45,000.00 | -4,326.57 | 90.39% |
| 63300 · Insurance Expense | 24,418.65 | 13,200.00 | 11,218.65 | 184.99% |
| 63425 · Loan Expense | 12,941.08 | 28,212.00 | -15,270.92 | 45.87% |
| 63460 · Maintenance and Repair | 16,839.79 | 18,000.00 | -1,160.21 | 93.55% |
| 64900 · Office Supplies | 2,438.75 | 6,600.00 | -4,161.25 | 36.95% |
| 64950 · Operating Supplies/Postage | 6,647.42 | 6,750.00 | -102.58 | 98.48% |
| 66000 · Payroll Expenses | 112,242.27 | 108,000.00 | 4,242.27 | 103.93% |
| 66500 · Postage and Delivery | 2,505.41 | 0.00 | 2,505.41 | 100.0% |
| 68600 · Utilities | 34,209.95 | 31,200.00 | 3,009.95 | 109.65% |
| Total Expense | <u>304,380.62</u> | <u>306,042.00</u> | <u>-1,661.38</u> | <u>99.46%</u> |
| Net Ordinary Income | -7,764.66 | 9,397.32 | -17,161.98 | -82.63% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 70200 · Interest Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Income | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.0%</u> |
| Net Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Income | <u><u>-7,764.66</u></u> | <u><u>9,397.32</u></u> | <u><u>-17,161.98</u></u> | <u><u>-82.63%</u></u> |