

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~~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

Leavitt Lake CSD
Cash Management Report

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>	<u>155.03%</u>
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>-7,764.66</u>	<u>9,397.32</u>	<u>-17,161.98</u>	<u>-82.63%</u>