

**APPROVED MINUTES GOVERNING  
BOARD  
August 19th, 2025**

The Board convened in regular session at 4:04 p. m. in the Leavitt Lake C.S.D., 471-830 Buffum Lane, Susanville CA with Chair, Steve Anderson; Vice Chair, Dallas Langley, board member Nicole Bush, Board member Wesley Wood and Board Member Constance Herman present.  
Also present were: Carrie Base, MGR/Operator; Jaime Victoria, Operator

Jaime Victoria Arrived at 4:05 p.m.

**1. Call to Order**

**2. FLAG SALUTE**

The flag salute was recited.

**3. AGENDA APPROVAL**

It was moved by Nicole Bush and seconded by Wesley Wood and carried to approve the August 19th 2025 Agenda. Motion carried unanimously.

**4. APPROVAL OF MINUTES FOR THE MEETING OF: July 15th, 2025**

It was moved by Connie Herman and seconded by Nicole Bush and carried to approve the minutes of July 15th, 2025. Motion carried unanimously.

**5. \*\*\*Closed Session\*\*\*- 4:05 The council adjourned regular meeting to go into closed session**

**Closed session adjourned at 4:22 p.m. to go back into regular session.**

**Personnel Matters:** The Board President, Steve Anderson provided information the subject of the closed session.

**6. PUBLIC COMMENT\*\***

None

**7. Staff report**

**8. OLD BUSINESS**

- A. Surcharge: Dallas Langley made a motion to approve the continuation of the surcharge and to be addressed at our next meeting on September 16<sup>th</sup>; Nicole Bush Seconded.

**9. NEW BUSINESS**

- A. Sanitary Sewer Management Plan (SSMP):Dallas Langley made a motion to approve the updated SSMP; Wesley Wood Seconded
- B. Emergency Pump: Dallas Langley made a motion to approve Leavitt Lake Community Services District hire a mechanic to repair the emergency pump; Wesley Wood Seconded.


C. Change In Operator: Dallas Langley made a motion to approve Leavitt Lake CSD Office to Hire a Wastewater Operator; Nicole Bush Seconded

D. Carrie Base gave the districts financial report for July 2025. Carrie explained the reports included consist of the Districts Cash Management Report, Accounts payable and the profit and loss budget VS actual report. The district closed the month of July out with a balance of \$25,857.33 remaining in the checking account and \$36,918.15 in the regular savings. \$20,983.41 remaining in the CD at Edward Jones and \$10,395.89 in a Money Market Account at Edward Jones as well. Report Received and Accepted.


**The next regular meeting date was announced to be held on September 16<sup>th</sup> 2025 at 4:00 p.m.**

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

**10. ADJOURN 5:25 P.M.**

  
Steve Anderson, Chairperson

9-16-25  
Date

  
Carrie Base, Secretary

9/16/25  
Date