

**APPROVED MINUTES GOVERNING
BOARD
October 21st, 2025**

The Board convened in regular session at 4:01 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, Constance Herman and Wesley wood present. Also present were: Carrie Base, MGR/Operator; Taylor Moore, Recording Secretary; Steve Stump, Waste Water Operator.

Absent: Jaime Victoria, Operator

- **FLAG SALUTE**

The flag salute was recited.

- **AGENDA APPROVAL**

It was moved by Nicole Bush and seconded by Connie Herman and carried to approve the October 21st, 2025 Agenda. Motion carried unanimously.

- **APPROVAL OF MINUTES FOR THE MEETING OF: September 16th, 2025**

It was moved by Nicole Bush and seconded by Connie Herman and carried to approve the minutes of September 16th, 2025. Motion carried unanimously.

4:07p.m. The council adjourned Regular Meeting to go into Closed Session

- ****CLOSED SESSION** at 4:07p.m.**

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

****Closed Session Adjourned** 4:23 P.M. to Resumed Regular Meeting**

- **PUBLIC COMMENT**

None

- **STAFF REPORT**

- Carrie has reached out to follow up on tank cleaning, still no response. Will reachout to Herlong water district to see who they use.
- New secretary - Taylor Moore
- We have had multiple breaks in the district. Jaime has had to supervise the repairs. We have had one really bad break and one Badger meter broken. Just one meter cost \$190.79 - RLM underground to replace.

- **OLD BUSINESS**

- **Surcharge- Historical Data and District Impact**

- Carrie Base updated the board with the impact the surcharge has had on the budget since the surcharge began in April 2023. After Reviewing the current revenue and expenditure on a monthly bases, the board unanimously chose to continue collecting the surcharge and agreed to continue to monitor the data on a monthly schedule. It was move by Dallas Langley and seconded by Constance Herman to Continue to collection the surcharge Motioned carried unanimously.

- **NEW BUSINESSS**

- A. Changing Sample Facilities**

- Silver State or SGS is having to sub all of our water samples out to Wet labs. Carrie asked to board to stop using SGS and have the samples moved directly to wet labs. it was moved by Nicole Bush and Seconded by Dallas Langley and carried to approve unanimously.

- A. District Financial Report**


- Carrie Base gave the District's Financial Report for September 2025. Carrie explained the reports included consist of the Districts Cash Management Report, Accounts Payables and the Profit and Loss Budget VS Actual report of the fiscal year to date. The District closed the month out with a balance of \$24,944.73 remaining in the checking account and \$37,928.29 in the Regular savings. In addition the district has \$31,931.03 in the account located at Edward Jones. The bank statement is available upon request.

The next regular meeting date was announced to be held on November 18th, 2025 at 4:00pm.

11. ADJOURN 5:02P.M.

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


Steve Anderson, Chairperson


Carrie Base, Manager

11-20-25
Date

11-25-25
Date