

**UN - APPROVED MINUTES  
GOVERNING BOARD  
April 23<sup>rd</sup>, 2024**

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 Chair, Steve Anderson; Vice Chair, Carrie Base; Board members Dallas Langley and Nicole Bush present; Stu Speer was absent. 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 Dallas Langley seconded by Nicole Bush and carried to approve the October 24, 2023 agenda.

**4. APPROVAL OF MINUTES FOR THE MEETING OF: September 19, 2023**

It was moved by Dallas Langley and seconded by Carrie Base to approve the minutes of September 19, 2023. Motion carried unanimously.

**5. PUBLIC COMMENT**

No public comment.

**6. STAFF REPORT**

**7. OLD BUSINESS**

**8. NEW BUSINESS**

**A. Engagement Letter Between LLCSD and Zach Pehling, PnP CPA**

Teo Lovin presented to the board the engagement letter between LLCSD and Zach Pehling, PnP CPA. Teo explained the relationship is required to complete our audit for Fiscal Year 22/23 Audit. Teo explained to the board that the district has previously utilized Zach Pehling, PnP CPA for a prior audit and feels his procedures meet the district's needs. It was moved by Dallas Langley and

seconded by Nicole Bush to approve the engagement letter between LLCSD and Zach Pehling, PnP CPA to complete our 22/23 Fiscal Year Audit. Motion carried unanimously.

**B. Bid Submission for Electrical Work – Park Grant**

Monath Construction presented to the board Change Order # CO-2255-1 in the amount of \$46,094.97. Lance explained with in this change order he will subcontract some of the work to Nova Electric. Nova is to complete the installation of the new light poles with new figure heads and swap out the existing 10 light fixture heads throughout the park. Lance explained that the additional \$46,094.97 includes the cost of Nova Electric, any equipment, material, and all necessary labor to complete the scope of work described within the change order. It was moved by Dallas Langley and seconded by Carrie Base to approve Change Order #CO-2255-1 in the amount of \$46,094.97 to Lance Monath for project # 18-18-009 Park Grant. Motion carried unanimously.

**9. DISTRICTS FINANCIAL REPORT**

**A. District Financial Report**

Teo Lovin gave the District's Financial Report for September 2023. Teo 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. Teo concluded the financial report stating that September 2023 Bank Statement was available to view upon request. The district closed the month out with a balance of \$22,394.15 and currently has approximately \$31,846.68 in revenue and \$30,323.67 in outstanding payables. Report received and accepted.

**The next regular meeting date was announced to be held on November 21 ,2023 at 4:00pm.**

**11. ADJOURN 4:52 P.M.**

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

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**Steve Anderson, Chairperson**

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**Teo M. Lovin, Secretary**

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**Date**

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**Date**