

LEAVITT LAKE COMMUNITY SERVICES DISTRICT

GOVERNING BOARD

REGULAR MEETING MINUTES APPROVED

April 21st, 2026

1. CALL TO ORDER

The Regular Meeting of the Governing Board of the Leavitt Lake Community Services District was called to order at 4:00 p.m. on April 21st, 2026, at 471-830 Buffum Lane, Susanville, California.

2. ROLL CALL

Present:

Steve Anderson, Chair
Nicole Bush, Director
Dallas Langley, Director

Absent:

Wesley Wood, Director

Constance Herman, Director

Staff Present:

Carrie Base, General Manager/Operator
Taylor Moore, Recording Secretary
Jaime Victoria, Operator

A quorum was established.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. APPROVAL OF AGENDA

MOTION: Director Bush moved to approve the agenda for March 17th, 2026.

SECOND: Director Langley

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

RESULT: Motion passed 3-0.

5. APPROVAL OF MINUTES

March 17th, 2026 – Regular Meeting

MOTION: Director Langley moved to approve March 17th, 2026, Regular Meeting Minutes.

SECOND: Director Bush

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

RESULT: Motion passed 3-0.

6. CLOSED SESSION

At 4:02 p.m., the Board adjourned to Closed Session to discuss:

- Personnel Matters (Government Code §54957)

Chair Anderson announced the item prior to Closed Session.

The Board reconvened to Open Session at 4:23 p.m.

Reportable Action: No reportable action was taken.

7. PUBLIC COMMENT

No public comment was received.

8. STAFF REPORTS

The General Manager reported on the following:

- We did not purchase a truck from the online auction.
- Our generator did not start up when we had a recent power outage. We reached out to Empire Cat for service and we are currently waiting for an estimate to figure out why it did not start up. We also had Barron Care come out to look at the generator and have been given an estimate for maintenance. In the meantime, the generator is now operating, and staff are aware of how to manually start the generator.
- We have purchased a new AC Unit and it has been installed. We did have Safeguard Electric come out to ensure that our building could support the 220v plug that needed to be installed to run the new unit. Safeguard Electric installed the new plug needed the same day.

No formal action was taken.

9. OLD BUSINESS

9.1 Surcharge – Historical Data and District Impact

The General Manager presented financial data outlining the impact of the surcharge since implementation. The Board reviewed monthly revenue and expenditure trends.

MOTION: Director Langley moved to continue collection of the surcharge and to review associated financial data monthly.

SECOND: Director Bush

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

RESULT: Motion passed 3-0.

10. NEW BUSINESS

10.1 Policy Adoption

The General Manager presented the following policies for consideration:

A. Disciplinary Policy No. 022

MOTION: Director Langley moved to adopt Policy No. 022 with changes.

SECOND: Director Bush

ROLL CALL VOTE:

Anderson – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 3-0.

B. Vehicle Use & Safety Policy No. 023

MOTION: Director Bush moved to adopt the policy with changes

SECOND: Director Langley

ROLL CALL VOTE:

Anderson – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 3-0.

C. Drug and Alcohol Policy No.024 with changes

MOTION: Director Langley moved to adopt the policy with changes

SECOND: Director Bush

ROLL CALL VOTE:

Anderson – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 3-0.

D. Manager Job Description

MOTION: Director Langley moved to adopt the resolution with changes.

SECOND: Director Bush

ROLL CALL VOTE:

Anderson – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 3-0.

E. Secretary Job Description

MOTION: Director Bush moved to adopt the resolution.

SECOND: Director Langley

ROLL CALL VOTE:

Anderson – Aye
Langley – Aye
Bush – Aye

RESULT: Motion passed 3-0.

F. Operator/Maintenance Job Description

MOTION: Director Langley moved to adopt the resolution.

SECOND: Director Bush

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

RESULT: Motion passed 3-0.

G. Evaluation Form

MOTION: Director Langley moved to adopt the form.

SECOND: Director Bush

ROLL CALL VOTE:

Anderson – Aye

Langley – Aye

Bush – Aye

RESULT: Motion passed 3-0.

11. FINANCIAL REPORT

February 2026

The General Manager presented the following financial reports:

- Cash Management Report
- Accounts Payable
- Profit and Loss Budget vs. Actual (Fiscal Year-to-Date)

Balances as of March 31st, 2026:

- Checking: \$31,050.49
- Regular Savings: \$37,953.42
- Edward Jones Account: \$22,000.00

The report was received and filed.

12. FUTURE AGENDA ITEMS

Employee Evaluation

13. ADJOURNMENT

MOTION: Chair Anderson moved to adjourn the meeting.

The meeting adjourned at 5:27 p.m.

X

Steve Anderson
Board Of Directors Chairman

X

Taylor Moore
Board Secretary